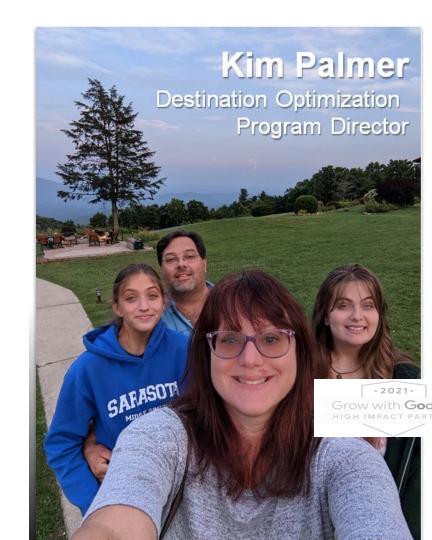




This workshop is brought to you by **Visit California** in an effort to help community businesses **maximize exposure** digitally on the world's largest platform.

Content provided by:





# What We'll Cover Today

- California Digital Optimization Academy
- Recap from Part 1
- Responding to Reviews
- Responding to Customer Questions
- Managing Images
- Utilizing Posts for Updates
- Understanding Insights Data





Search

Inspiring Confidence: Tools for Businesses Re-Opening in the Time of

Leveraging Followers in Google My

Understanding Service Area

Menus, Services and Products

Understanding the Local Pack

Questions And Answers

Knowledge Panels >

Google Analytics ∨

Content Marketing > Social Media > Optimization Tips > Email Marketing >

Adding Managers

Settings

COVID-19

Info

Reviews

Businesses

Accessing GMB Posts



# Welcome to the California Digital Optimization Academy brought to you by Visit California.

The California Digital Optimization project is aimed at improving the quality of California tourism content on the world's leading consumer digital trip planning and search platforms - Google, Yelp and TripAdvisor.

As part of that effort we've created this online academy consisting of educational and how-to materials, specifically for California businesses and tourism organizations. The academy contains over 100 how-to documents, resources, reference materials, and tools to help you maximize your visibility and results across a range of digital marketing platforms. Content is added and updated monthly so please check back regularly.

Use the navigation on the right to find articles relevant to your interests. Enjoy!













# **California Digital Optimization Academy**

Online library of educational and how-to materials specifically created for tourism businesses supporting various aspects of successful digital marketing

- Businesses can track their progress through the content and earn "badges" for the quantity of content they read
- Academy contains "Ask a Question" feature that is monitored by the Miles team
- Content is updated and expanded on a regular basis by the **subject-matter experts** at Miles Partnership



# visitca.tourismbusinessmarketing.com/site-login

# California Marketing Academy

To help you effectively market your business, this online library of educational and how-to materials has been specifically created for businesses and organizations like yours. Create your account to access best practices, reference materials, videos and other resources to help improve the success of your digital marketing efforts.

Sign in using your Google account to continue.

#### **Create Your Account**



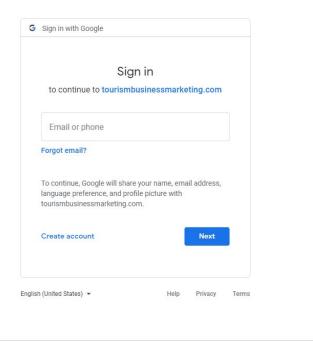
Sign up with Google

By creating an account, you agree to our Terms of Service and ackonwledge our Privacy Policy and Terms of Service.



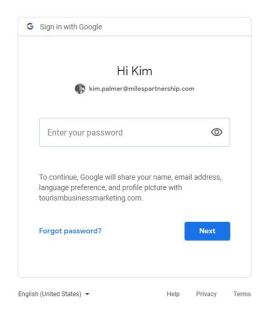


# Sign In with your Google Account email





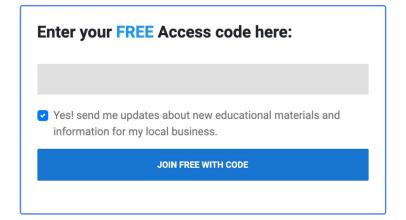
# **Enter your Google Account password**





# Access Code is: VISITCALI

To access our online library of educational and how-to materials, enter the subscription code provided to you by your Destination Marketing Organization.





Your Progress: Complete articles to earn badges!



Newbie Read 2 Articles

Rookie Read 5 Articles

Skilled Read 10 Articles

Advanced Read 20 Articles

Read 50 Articles

Mastermind Read 100 Articles

# Welcome to the California Digital Optimization Academy brought to you by Visit California.

The California Digital Optimization project is aimed at improving the quality of California tourism content on the world's leading consumer digital trip planning and search platforms - Google, Yelp and TripAdvisor.

As part of that effort we've created this online academy consisting of educational and how-to materials, specifically for California businesses and tourism organizations. The academy contains over 100 how-to documents, resources, reference materials, and tools to help you maximize your visibility and results across a range of digital marketing platforms. Content is added and updated monthly so please check back regularly.

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Inspiring Confidence: Tools for Businesses Re-Opening in the Time of COVID-19

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**Posts** 

Info

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Reviews

Understanding Service Area Businesses

Menus, Services and Products

Understanding the Local Pack

Photos

**Questions And Answers** 

Adding Managers

Settings

Knowledge Panels ➤

Google Analytics ✓

Content Marketing ➤

Social Media >

Optimization Tips ➤

Email Marketing >







Need
Assistance
With Your
Business
Profile?

# Schedule Office Hours With Miles



https://calendly.com/milespartnershipgoogledm o/visit-california-digital-optimization-program



engagement for your business profile because it benefits everyone: your business, visitors and your destination.

We want to help you maximize exposure and



#### Moorten Botanical Garden

4.6 \*\*\*\* (428) Botanical garden

Overview	Revi	ews	Photos	About		
•	•		<b>(0)</b>	<		
Directions	Website	Save	Nearby	Share		

Historic Landmark opened in 1938 featuring a desert environment with tours, wildlife & a nursery.



#### Vasquez Rocks Natural Area and Nature Center

4.8 \*\*\*\* (2,332)

Overview	Revi	ews	Photos	About	
•	•		<b>(1)</b>	(<	
Directions	Website	Save	Nearby	Share	

has been the backdrop for many movies & TV

### **Business Profiles**



#### Callaway Vineyard & Winery

4.5 \*\*\*\* (552) Winery

Overview	Revie	ews	Photos	Abou		











Mountainside wine estate with cellar tours &

# Business profiles aggregate everything Google

Updated by this bust ess 1 week and we well and week and we well and we well and we well and we week and we well a





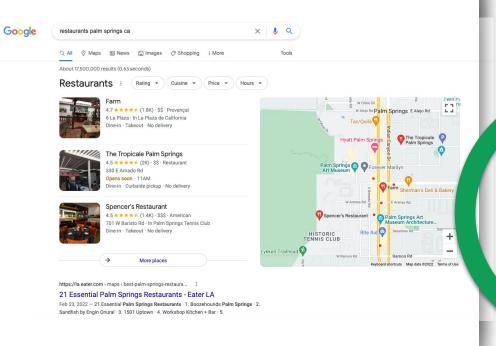


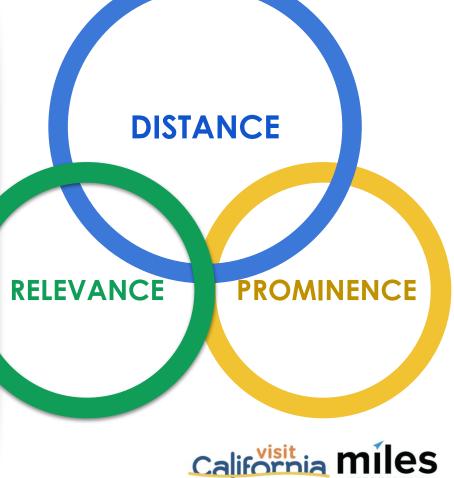




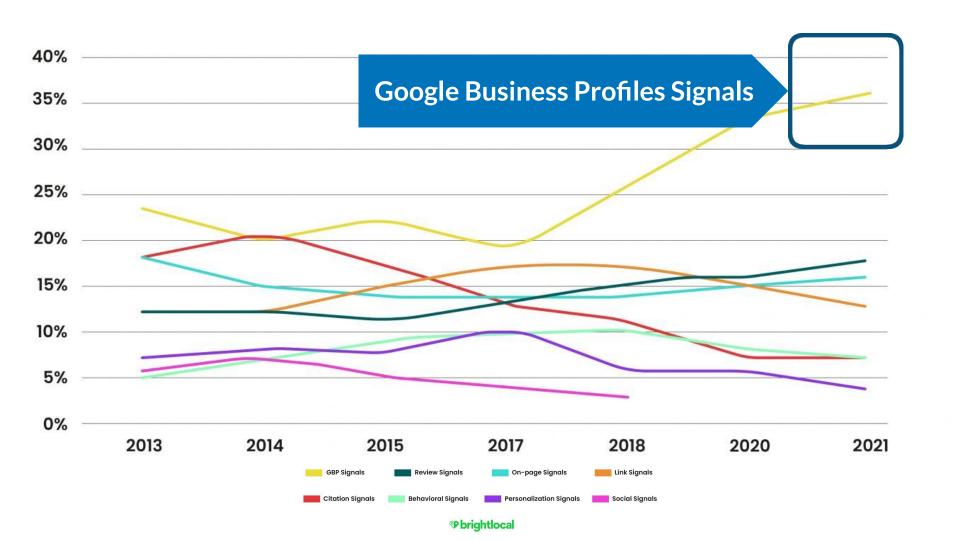


Your business profile is the single largest source of organic exposure for your business online.





# Better business profiles drive more exposure and more engagement



# **Maximizing Exposure Checklist**

- ☐ Keep Core Information Current
- ☐ Monitor & Respond to Reviews
- □ Respond to Customer Q&A
- ☐ Get Free Exposure with Posts
- □ Upload Images Frequently
- ☐ Monitor Insights Data



**Reviews Tab** 



Ratings, Reviews and Replies

#### Gabriel Kreuther

41 W 42nd St. New York, NY

Write a review

4.6 \*\*\* \* 393 reviews @

Sort by: Newest -



#### Jean Philippe Guy

ocal Guide · 119 reviews · 642 photos

\*\*\* 2 months ago

Very disappointing experience. High dollar with sub par food and very average service. Not worthy of a Michelin Star.

#### Response from the owner 2 months ago

Dear Mr. Guy,

Thank you so much for taking the time to share your feedback about your experience at Gabriel Kreuther. We are very regretful to hear that we did not meet your expectations. If you would allow, I would love to be in touch with you to further discuss your experience. I can be reached at iean@gknvc.com. Thank you in advance for your time and I look forward to speaking with you.

#### Best Regards.

Jean Lee

Guest Relations Manager



#### Felipe Archondo

ocal Guide · 1 photo

\*\*\* 2 months ago



ocal Guide · 32 reviews · 1 photo

★★★★ 2 months ago - ■



#### Kenny Yuen

\*\*\* 2 months ago



ocal Guide · 147 reviews · 116 photos

\*\*\* 2 months ago

Customer reviews are posted by users directly to your Business Profile. They appear wherever your profile appears, and

are the source of your "star rating"



Of consumers read reviews for local businesses

Of consumers read reviews for local businesses

40%

Of consumers will only use a business if it has 4 or more stars

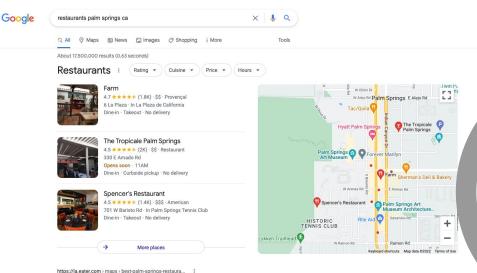
Of consumers read reviews for local businesses

40%

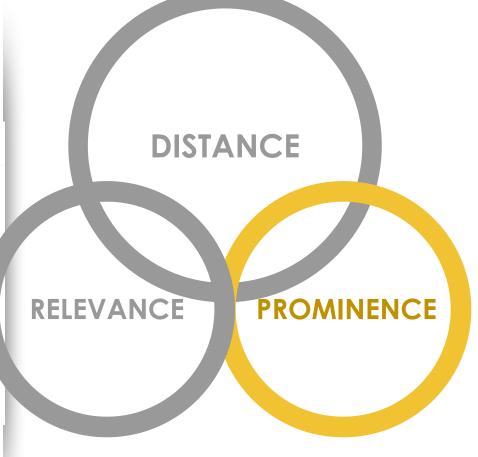
Of consumers will only use a business if it has 4 or more stars

89%

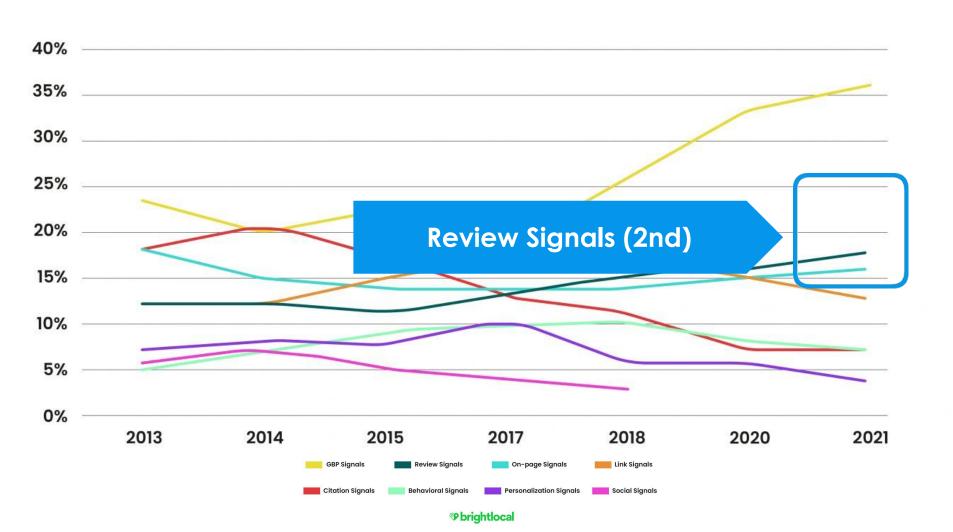
Of consumers say they would be 'fairly' or 'highly' likely to use a business that responds to all reviews

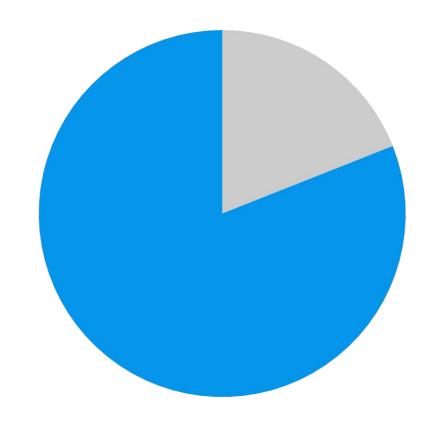


21 Essential Palm Springs Restaurants - Eater LA
Feb 23, 2022 – 21 Essential Palm Springs Restaurants · 1, Boozehounds Palm Springs · 2.
Sandfish by Engin Onural · 3, 1501 Uptown · 4, Workshop Kitchen + Bar · 5.









Of reviews are 4.0 + Less than 4% are one star.

4.4

**Median Rating** 



# **Top Performer Secrets**



Calculating your rating "vector"

# 4.4

Great! 4.53 1

Good 4.42

Watch it! 4.13 **↓** 

# Rating "Vector"

Calculate the average score for your last 15 reviews and compare it to your overall average.

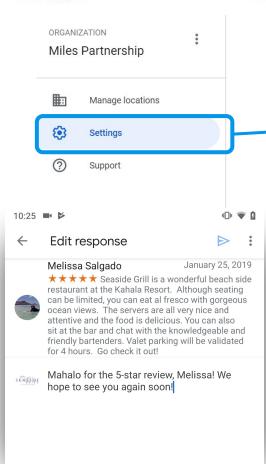


# **Top Performer Secrets**



Responding To Reviews



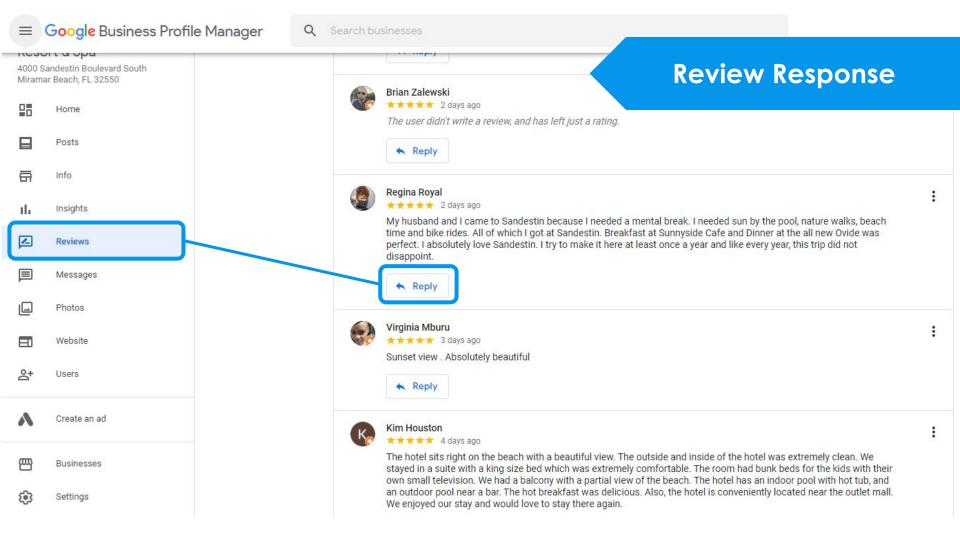


~	100			100										
2	- 5	0	21	ch	8			ci	n		Ċ.	C	0	0
~	30	~	SHI	501	F. 1	u	u	-21	1, 1	34	92	9		9

Important updates	
Google may send you important updates about your account	<b>\</b>
Customer reviews	
Alerts when customers post reviews of your business to your Business Profile	<u> </u>
Questions and answers	
Alerts about questions and answers posted to your Business Profile	
Photos	
Tips and updates about photos on your Business Profile	
Business Profile health	
Alerts and suggestions to help you keep your info accurate on your Business Profile	

## **Know When Reviews are Posted**

Occasional updates about new features and offers to improve your Business Profile	
Posts	
Updates and suggestions about posts on your Business Profile	
Feedback	
Occasional opportunities to send product feedback to Google	



# **Responding to Positive Reviews**

- Thank your happy customers for taking the time to help your business
- Suggest other products, dishes or services to try on their next visit, but don't make offers
- Acknowledge any constructive criticism within an otherwise positive review
- Mention your business by name for organic indexing

## **Review Response**



1 review

LICTION

\*\*\* in the last week

I took my Suburban here after another local shop did a poor job on my repair. The folks at the Old Statesville Road location understood my dilemma and worked me in quickly. They were able to offer me a loaner vehicle while they made the needed repairs to mine. Very friendly staff and really wanted to make my experience a good one. The price was much lower than I expected it to be and I have had no issues since they made the appropriate repair. Highly recommended if you need service.



Helpful?

#### Response from the owner in the last week

We're pleased to know that your experience with us was a good one, Carmen! Thank you for entrusting us with the care of your Suburban, and for taking a moment to recommend us to others. Your kind words are greatly appreciated, and we hope you won't hesitate to let us know if we can serve you in the future!

Gratefully,



# Responding to Negative Reviews

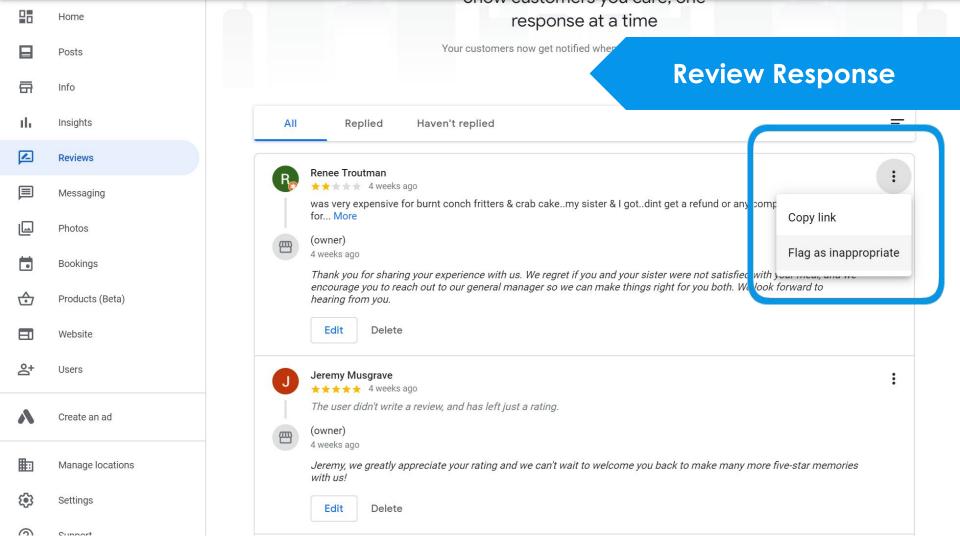
- No reply = you don't care
- Be polite, **professional** & friendly
- Encourage them to contact you offline
- Provide specifics on who to contact & how
- Don't offer discounts or freebies it opens the door for others to take advantage
- Every complaint has a lesson to teach about how to improve your products, services or communication

## **Review Response**

80%
of unhappy
customers were
won over with the
right response

Reputology poll





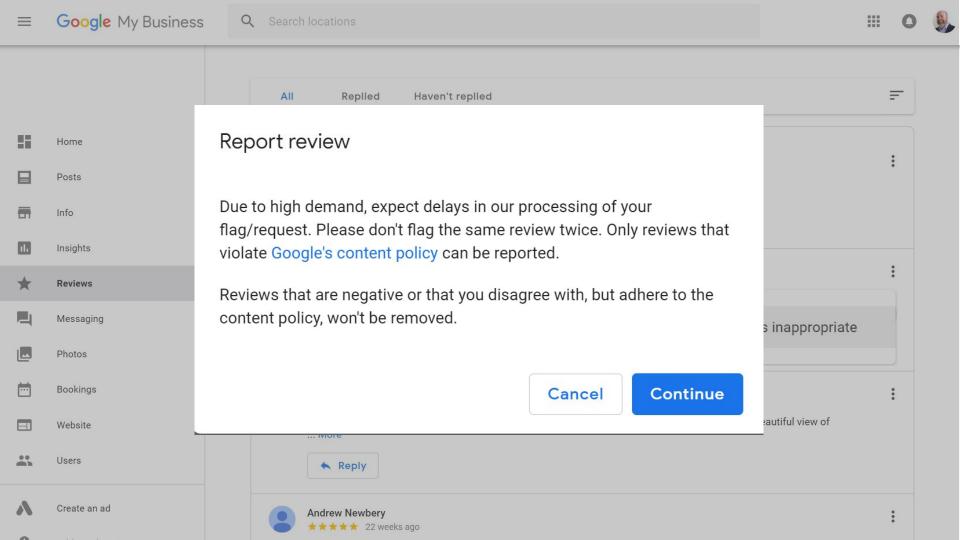
# Flagging Reviews

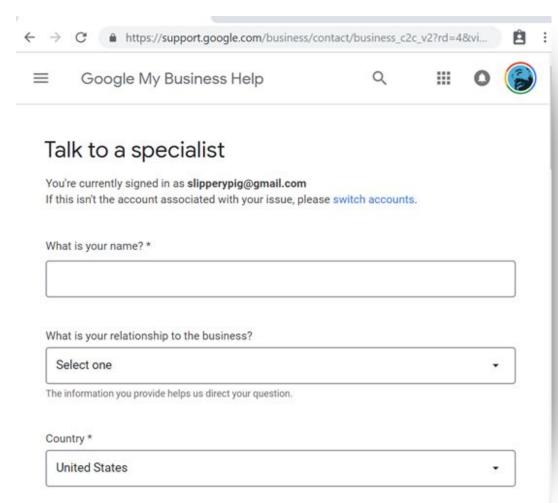
- Spam and fake content
- Off-topic
- Restricted content
- Illegal content
- Sexually explicit content
- Offensive content
- Hate speech
- Harassment and bullying
- Impersonation
- Conflict of Interest

# **Review Response**

- Content attributed to another individual, company or organization.
- Reviewing your own business
- Current or former employment experience
- Competitors trying to manipulate your ratings







# Bit.ly/GMBGo



### **Top Performer Secrets**



Monitoring Questions & Answers

#### Big John's Rockin' BBQ

Ask a question

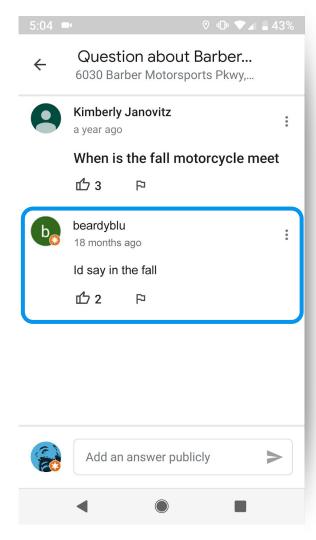
220 E Monument Ave Ste A, Kissimmee, FL

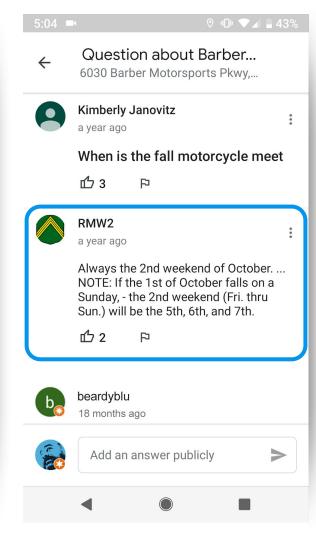
1 more answer	
Is the outside seating area at the new Monument street location dog friendly?	:
Like Answer	
Big John's Rockin' BBQ (Owner) 6 months ago	:
Yessir	
1 <b>6</b> 2	
1 more answer	
We brought some visitors to see the cow and when we got there it was gone. Where is it? Is it coming back?	:
IĠ Like ☐ Answer	
James Scott Local Guide - 384 reviews - 2,883 photos	:
10 months ago We ate it	
<b>心</b> 1	

#### (Not in GMB!)

Questions & Answers is a public feature which appears as part of your Business Profile. Anyone can ask, and answer questions about your business.

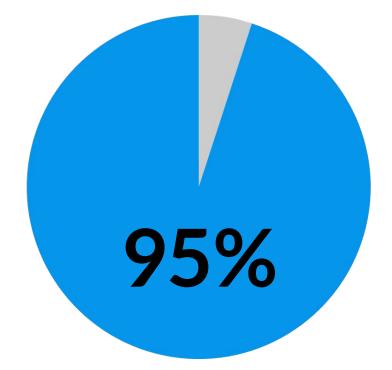




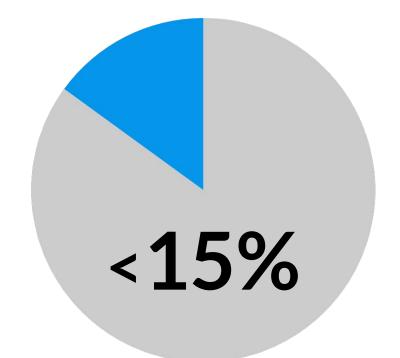


But... they often get answered faster by Local **Guides** than they do by the businesses, and the Guides aren't always right.





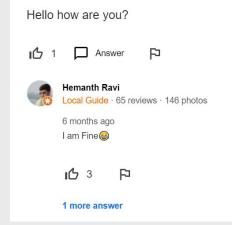
Of audited listings had **questions** from **customers** 



Have **answers** from the business **owner** 





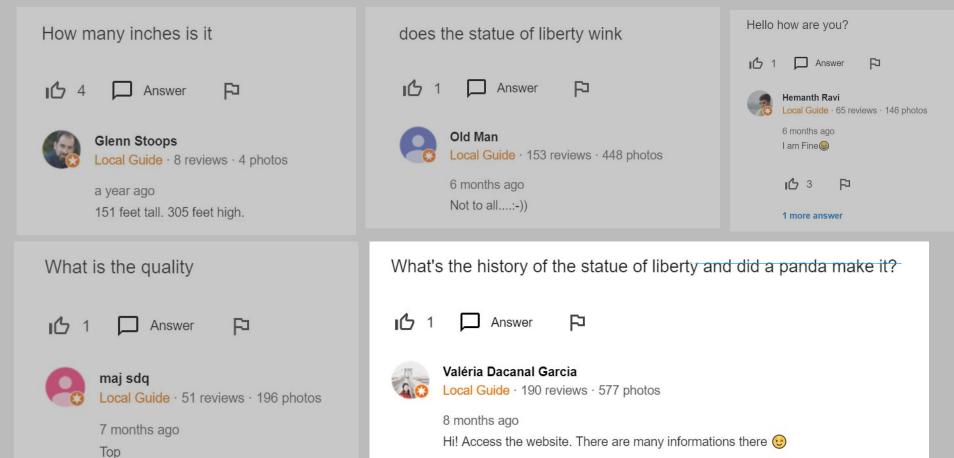


What is the quality

Maj sdq
Local Guide · 51 reviews · 196 photos
7 months ago
Top

What possible penalty does she face?

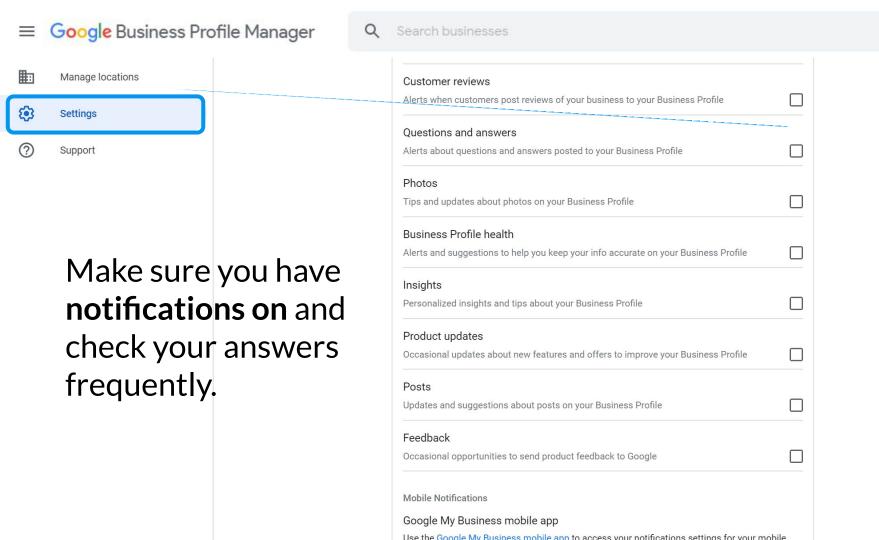
Questions & Answers is also generally full of some **pretty crazy stuff** - so it's worth checking your listing.

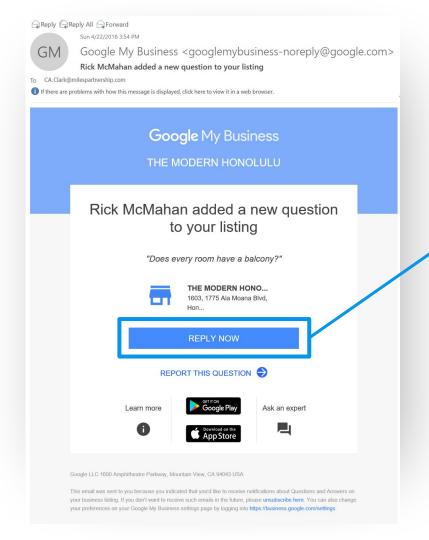


16 2

P

What possible penalty does she face?

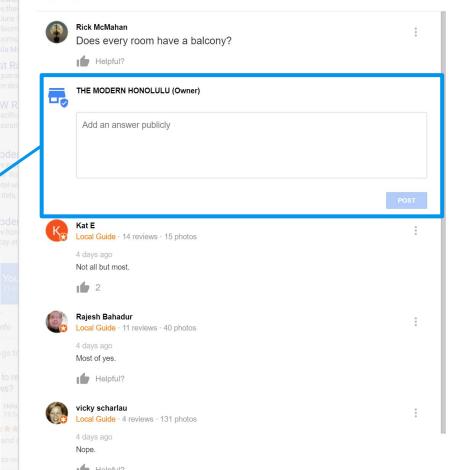


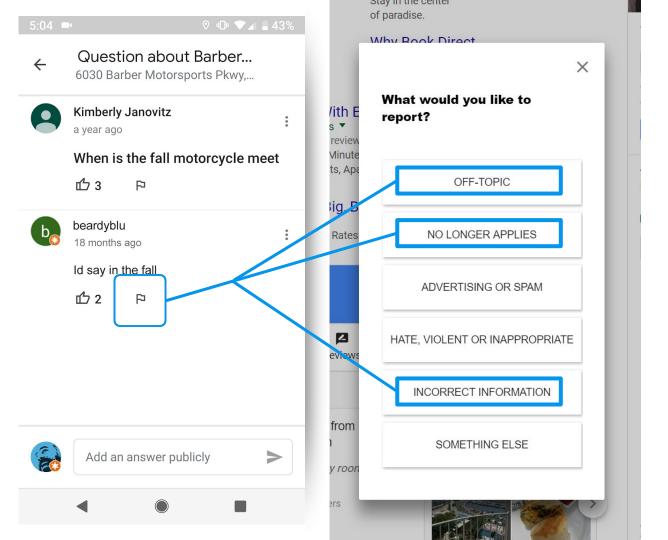


#### THE MODERN HONOLULU

1603, 1775 Ala Moana Blvd, Honolulu, HI

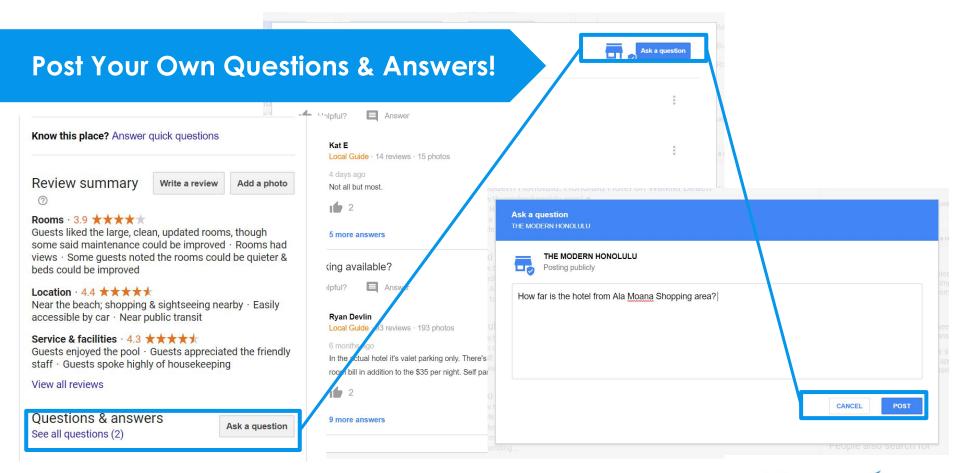
← All questions





After you've provided your own answers, report the bad answers in your profile.



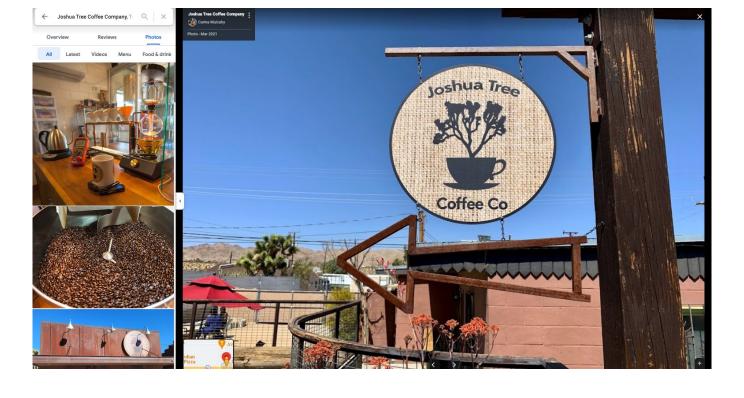




**Photos Tab** 



Managing Your Visual Representation



Photos are a key part of **how potential customers make decisions** about your business.

#### Compass Bar & Chill

12324 Manatee Avenue West Bradenton, FL 34209

□ Home

Posts

Inf

Mer Mer

Food ordering

Insights

the company of the co

da Call

iviessages

Photo

Bookings

Websit Websit

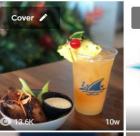
S+ User

Create an ad

Businesses

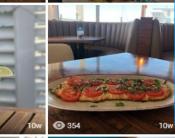
Settings

Support









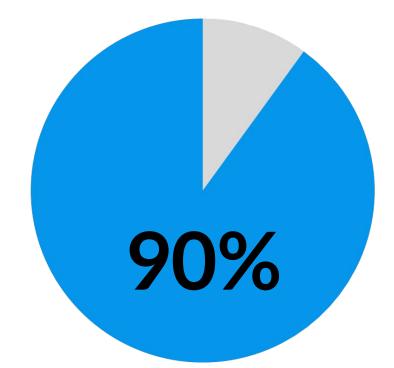


Listings with quality photos are **twice as likely** to generate engagement with customers.

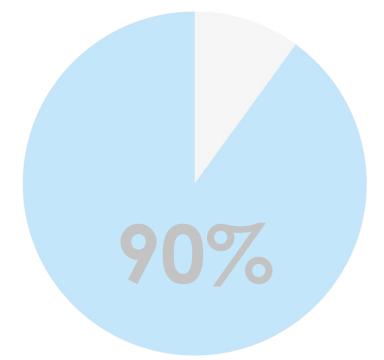




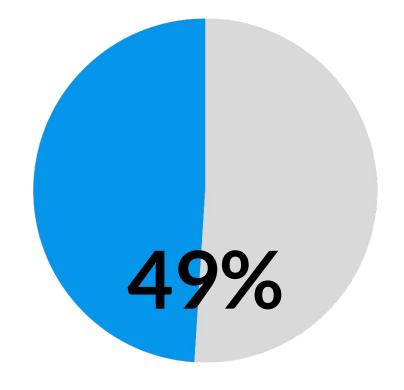




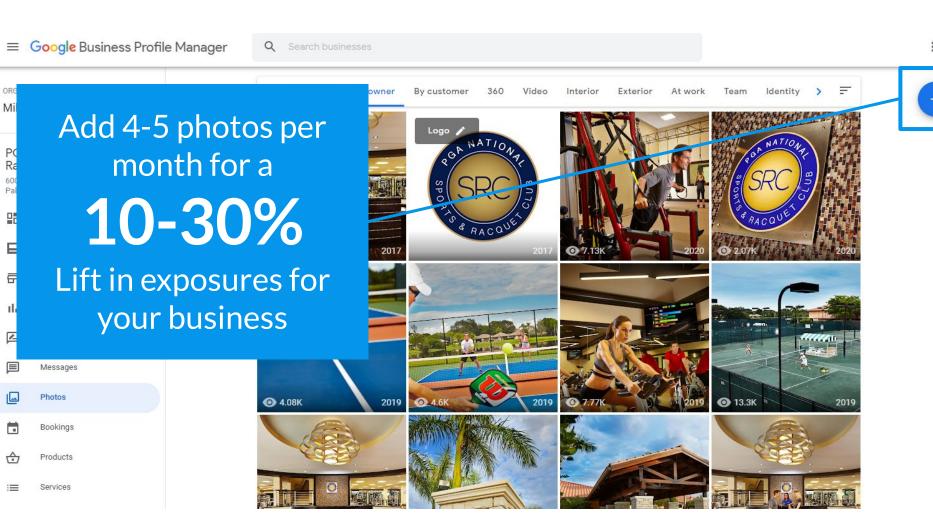
Of photos available for your business are supplied by your customers



Of photos available for your business are supplied by your customers



But, customer photos account for less than half of all views



# **Top Performer Secrets**



Photo Best Practices

#### 1. INFORMATIVE

What would a potential visitor want to know or see about this place? Consider the **scope**, the **scale** and the **context** of the place you're capturing.

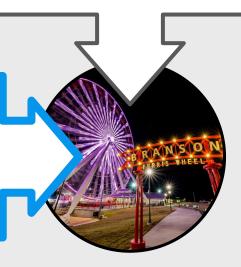


#### 1. INFORMATIVE

What would a potential visitor want to know or see about this place? Consider the **scope**, the **scale** and the **context** of the place you're capturing.

#### 2. ATTRACTIVE

What makes this photo eye-catching? Consider color, contrast, saturation, lighting, focus and leading lines.

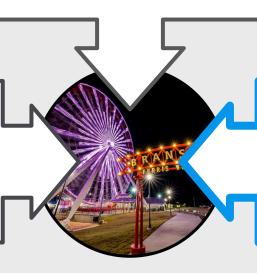


#### 1. INFORMATIVE

What would a potential visitor want to know or see about this place? Consider the **scope**, the **scale** and the **context** of the place you're capturing.

#### 2. ATTRACTIVE

What makes this photo eye-catching? Consider color, contrast, saturation, lighting, focus and leading lines.



#### 3. RECENT

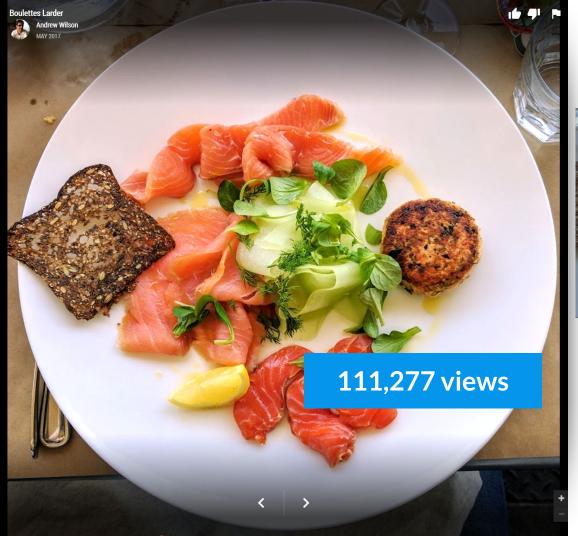
Customers want to know what things look like right now, the're looking for reassurance - yes, this place is open, yes it's safe, etc.

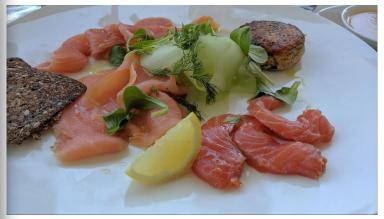




**This photo is good!** It's both informative and attractive. Easy to understand what it is, where it's taken from, bright colors good contrast, good framing.

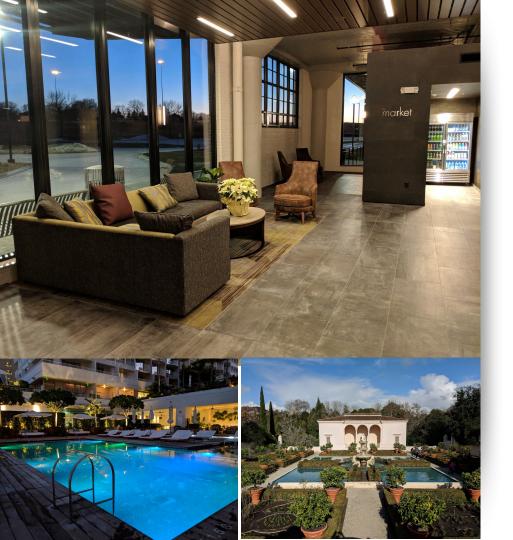
This photo is bad. It isn't attractive - off-kilter horizon, muddy colors, and it isn't particularly informative - unreadable signs/context.





10,757 views





#### **Photo Best Practices**

- Only upload photos you created or own the complete rights to.
- Upload at least 4K images (3840x2160).
- **Don't use filters** limit your edits to brightness, color, contrast & saturation.
- Avoid seasonal images, unless that's relevant to the location you're shooting.





#### **Photo Best Practices**

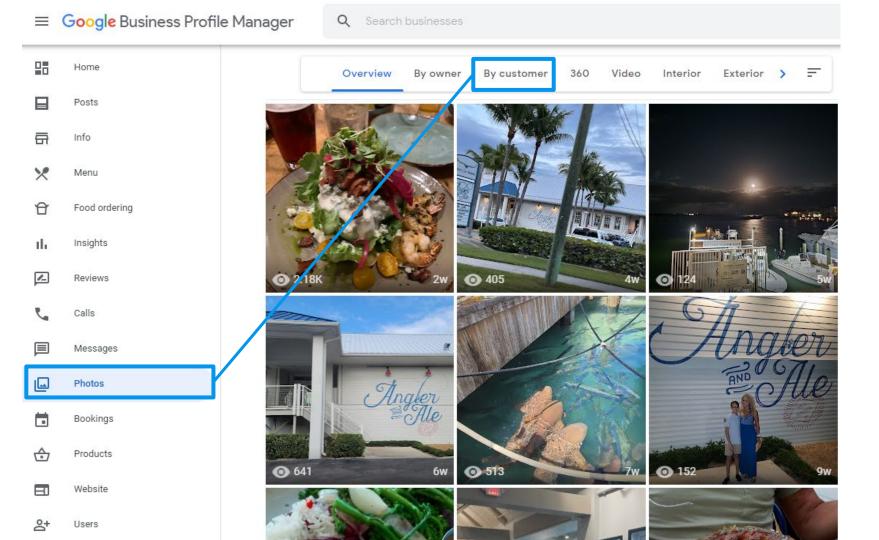
- Keep your vertical and horizontal lines as straight as possible.
- Shoot mostly horizontal images the products make much better use of them than portrait images.
- Interiors without people are preferred to those with people.
   Avoid identifiable faces & PII, or have release forms.



### **Top Performer Secrets**



# Flag Poor Quality & Irrelevant Images for Removal





Images may be subject to copyright.

Why are you reportin	g
this photo? (Required	1)

g Offensive, hateful or sexually explicit

O Legal issue

O Privacy concern

O Poor quality

O Not a photo or video of the place

Other

Please share your reason. Examples: inappropriate caption, misclassification.

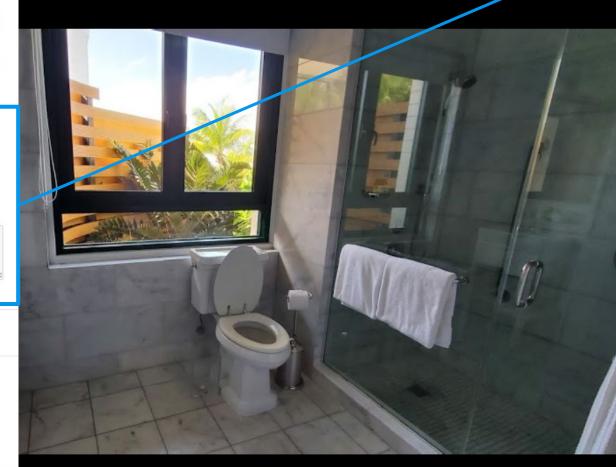
Email address: (Required)

reCAPTCHA verification: (Required)

I'm not a robot



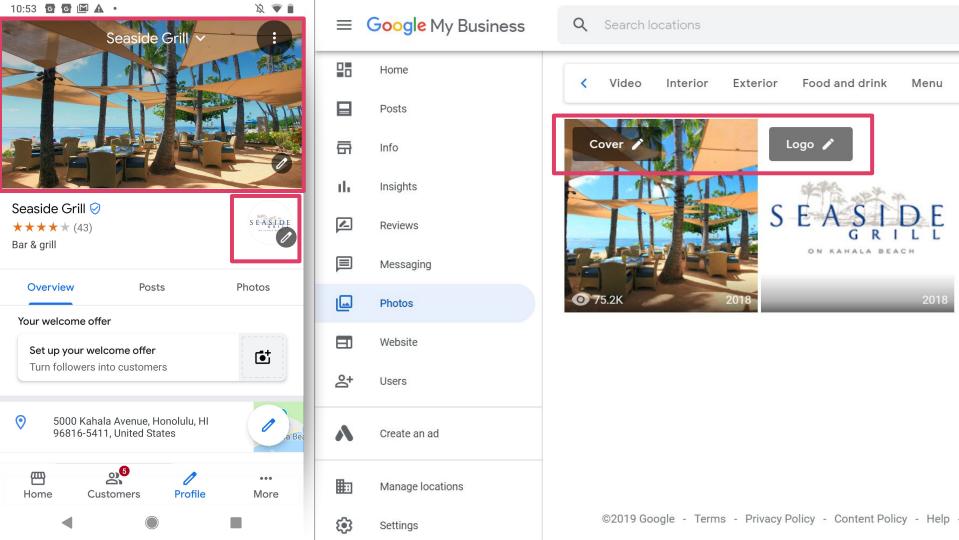
Submit



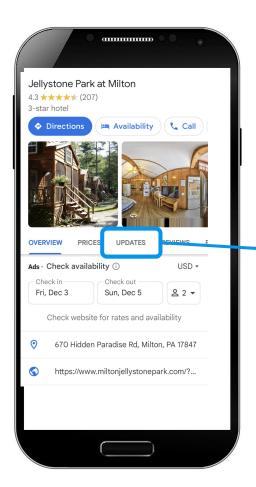
## **Top Performer Secrets**

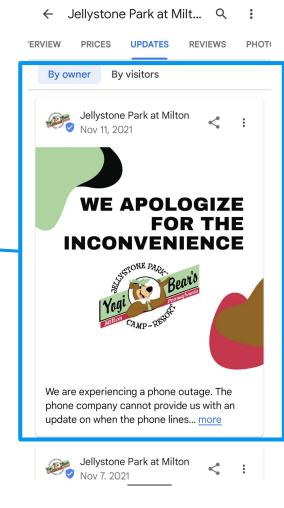


Set Cover Photo & Logo





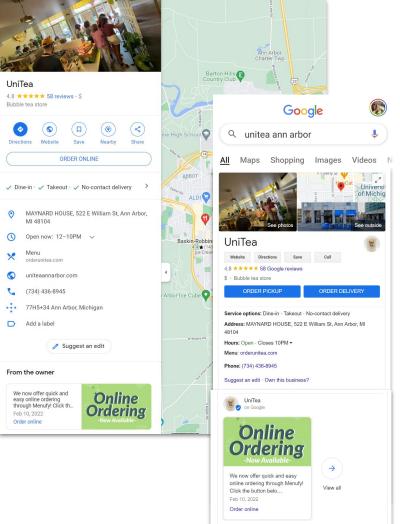


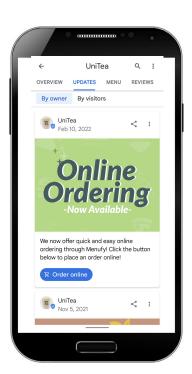


#### Why Use Posts?

Posts provide high-visibility updates about changes in services, special offers, updates and events.



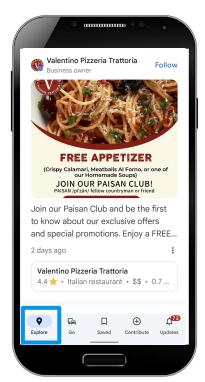




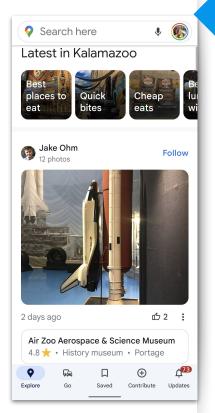
Posts appear in your business profile throughout Google Search and Google Maps on mobile & desktop

This provides a huge amount of organic visibility for your message. (That means free!)





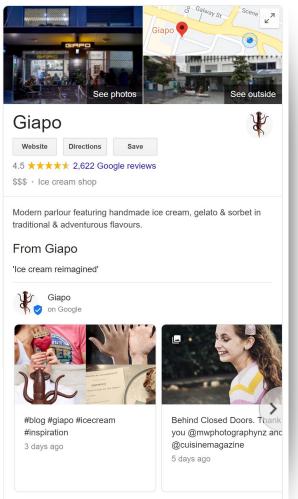


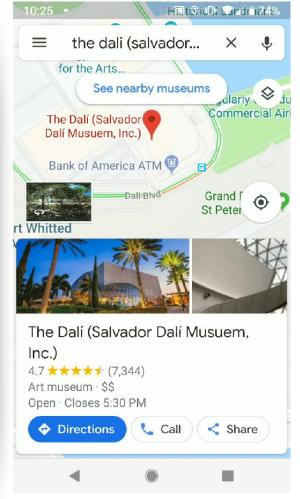


Posts also appear as part of the **Explore** section of the Google Maps mobile app

Recent updates from businesses, customers and local media are featured to those exploring your area

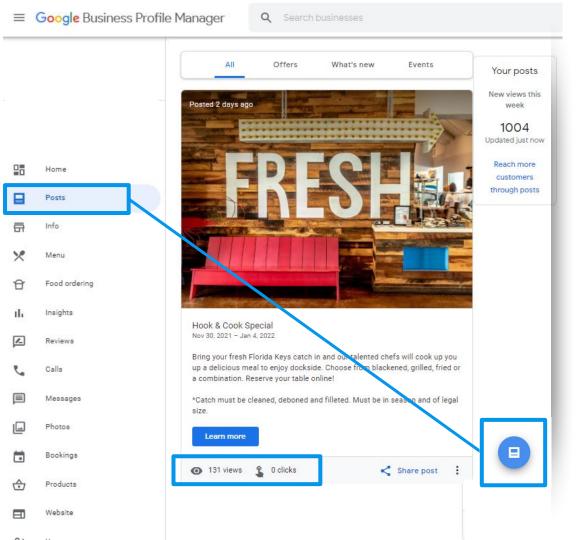






#### Posts are

- Free: no cost per click
- Trackable: with views and clicks or with your own analytics codes
- Visual: include images or videos
- Engaging: include direct links to your website or buttons

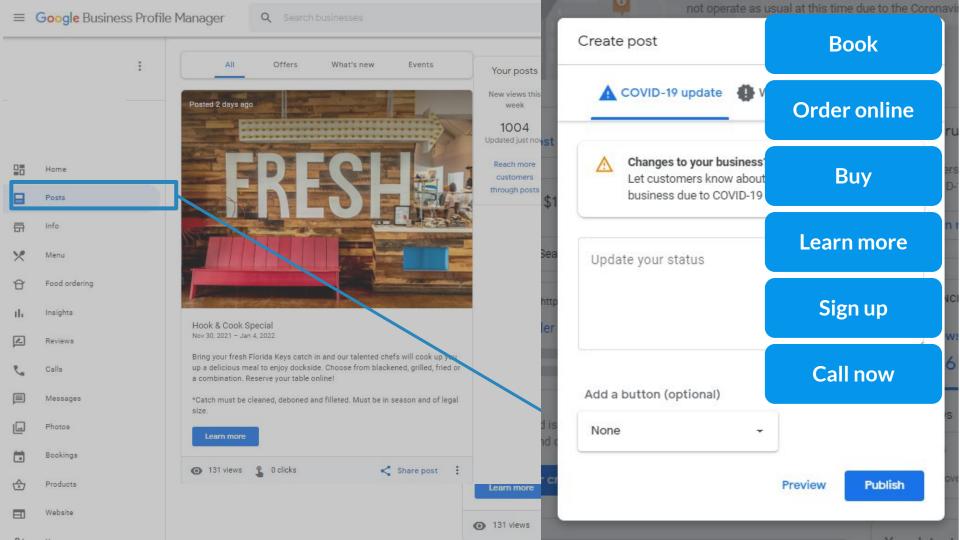


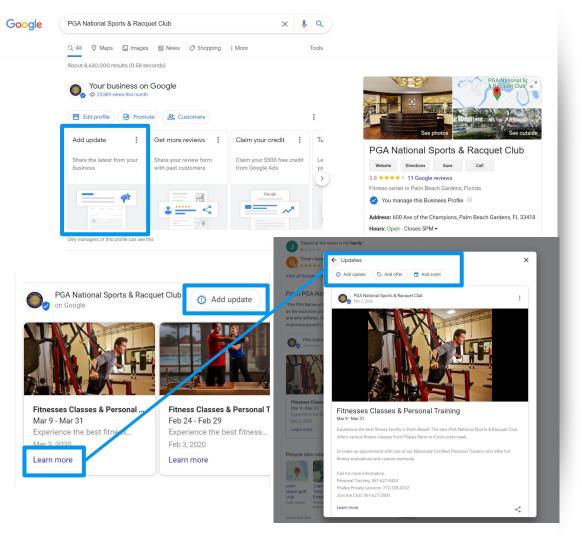
# **Google Business Profile Manager**

Once logged in, go to the Posts tab and click the create button to get started

Review views and clicks of past posts here.





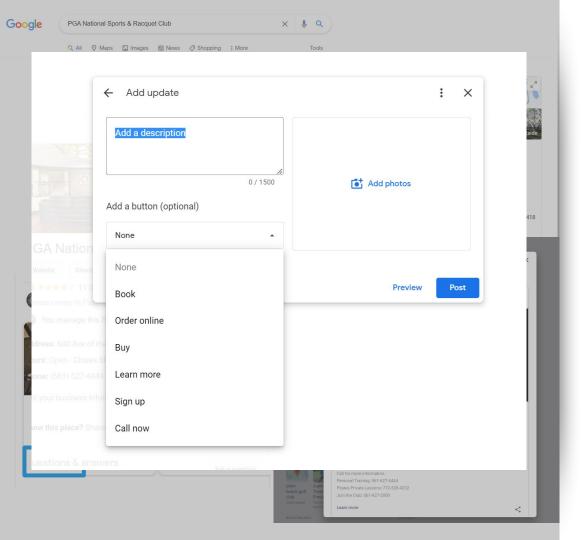


Search Results Page
Logged in to your Google
account, find your business
on Google Search

There are several locations where you can access Posts (called "Updates")

Click on a prior update to get Offer and Event format options





Search Results Page
Use the pop-up to enter and update a post





Need some ideas? Look at some sample posts.



### Write your post

Try our new maple bacon banana short stack. Order it with a tall flat white to go and enjoy the best breakfast in town!

100 - 300 words

### Order online

Link for your button

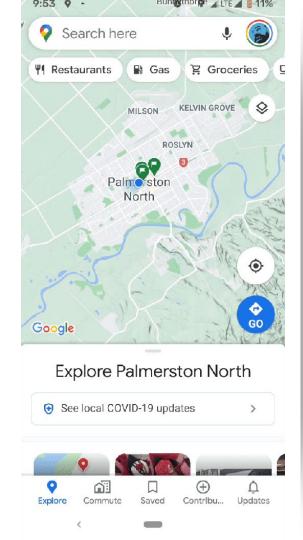
http://yourrestaurant.com?utm\_source=pastg&utm\_medium=emaile

# **Post Updates**

# **Best Practices for Using Posts**

- Use an attention grabbing photo bright colors, simple, single subject
- Focus your message on the first 100 characters
- Add your own tracking codes to your call-to-action button

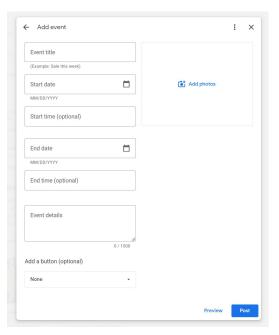


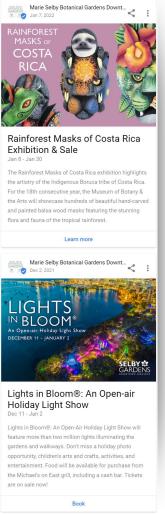


## **Best Practices for using GMB Posts**

- Keep two posts live at a time to maximize view rate for your content. More than two will reduce viewability of your oldest post.
- Remove out-of-date posts or set expiration dates
- Post regularly at least two to four times per month







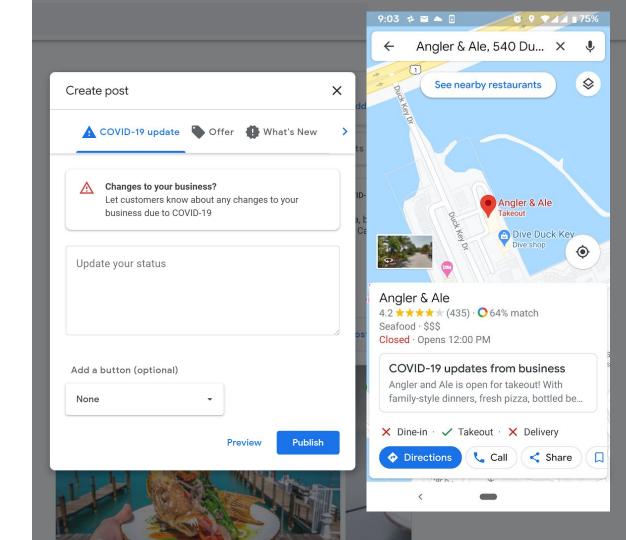
**Event-type** posts have the **best overall performance**.

Events have the greatest number of available options and are presumably viewed as more timely.



**COVID-19 Update** posts, which have limited options but are pinned to the top of your profile.

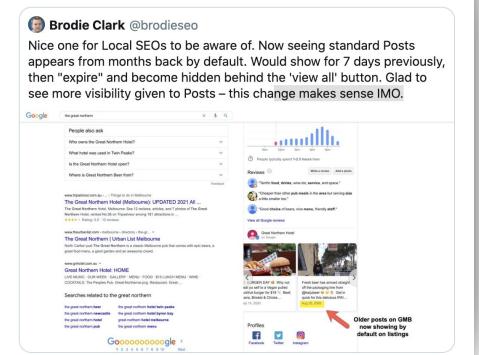
This is a great place to reassure customers about safety.







This is kind of a big deal! Use Google posts, and make sure the content of those posts is good!



12:35 AM · Jan 20, 2021

# **Post Updates**

Posts now have no expiration date unless you set one.

Be sure to check that you don't have old, irrelevant posts showing









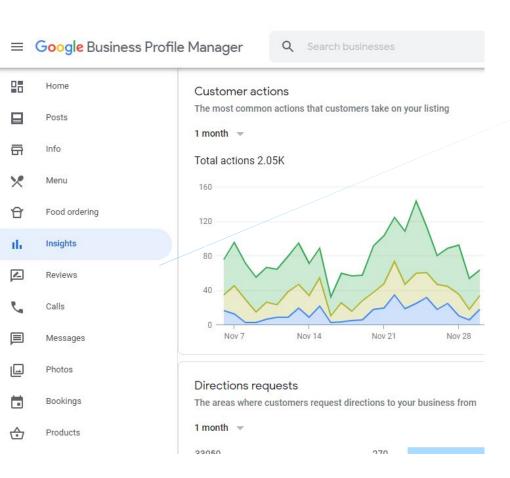




**Insights Tab** 



Measuring Exposure & Engagement

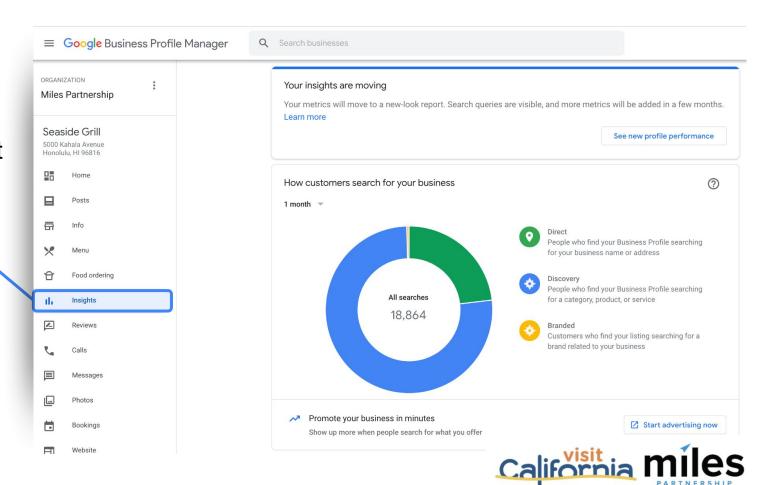


Insights reporting tracks customer exposures and engagement inside Google's platform - you can't get these numbers anywhere else.

- Customer actions: website visits, phone calls & requests for directions
- Bookings
- Visibility in Search & Maps
- Search terms
- Popular times
- Photo views

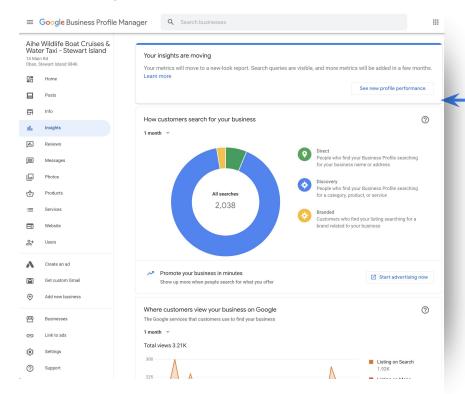


To view your insights, select the **Insights** tab from the left hand menu



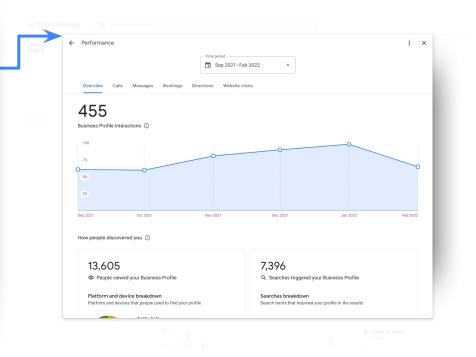
# **Old** Insights Dashboard

Still available to all profiles via 'insights' in the Google Business Profile dashboard.

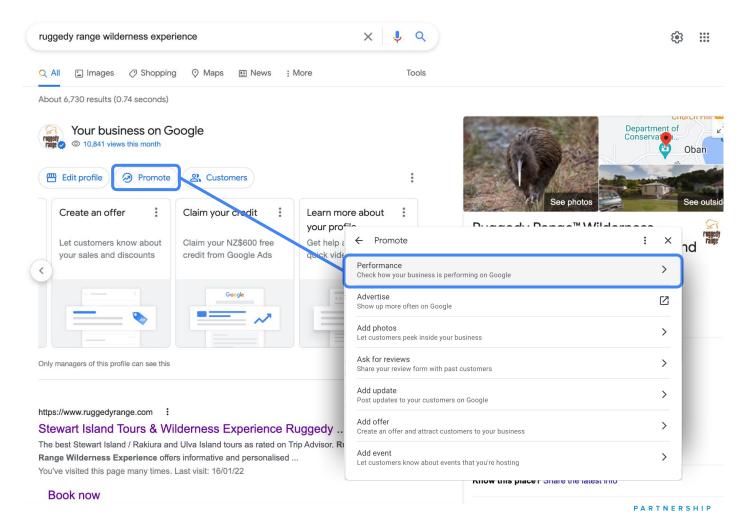


# **New** Performance Reports

Currently linked to from the top of the insights page. Will eventually replace the old insights.



Profile
Performance
Reports can also
be accessed via
Google search by
clicking **Promote**and then **Performance** 



# **Maximizing Exposure Checklist**

- ☐ Keep Core Information Current
- ☐ Monitor & Respond to Reviews
- □ Respond to Customer Q&A
- ☐ Get Free Exposure with Posts
- □ Upload Images Frequently
- ☐ Monitor Insights Data



# Don't forget about these resources



# **Office Hours Support**





Visit California

Your Progress: Complete articles to earn badges!

Newbie

Rookie

Advanced

Read 50 Articles

Read 100 Articles

Mastermind

Posts

Info

Insights

Leveraging Followers in Google My **Business** 

Reviews

Understanding Service Area Businesses

Menus, Services and Products

Understanding the Local Pack

**Photos** 

**Ouestions And Answers** 

Adding Managers

Read 2 Articles Read 5 Articles Read 10 Articles Read 20 Articles

Welcome to the Local Tourism Marketing Academy brought to you by Visit California.

In an effort to help you effectively market your business, we've created this online library of educational and how-to materials specifically for businesses and organizations like yours. The library contains a collection of how-to documents, resources, reference materials, and tools to help you maximize your visibility and results across a range of digital marketing platforms.

We have over 100 articles available already and are adding and updating content monthly. Use the navigation on the right to find articles relevant to your interests.

### Latest Updates



Inspiring Confidence: Tools for Businesses Re-Opening in the Time of COVID-19

Updated: June 18, 2021

This article will provide some clarity for business owners and managers regarding best practices for using Google My Business (GMB) and other free tools while navigating varying levels of COVID-19 restrictions and re-opening.

Google My Business ➤

Search

Inspiring Confidence: Tools for Businesses Re-Opening in the Time of

Accessing GMB

Account

COVID-19

