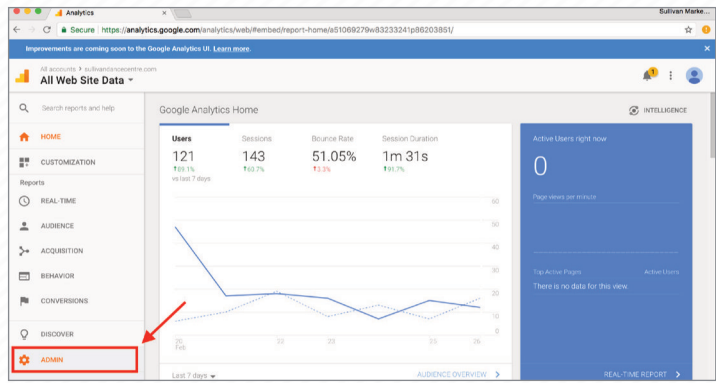


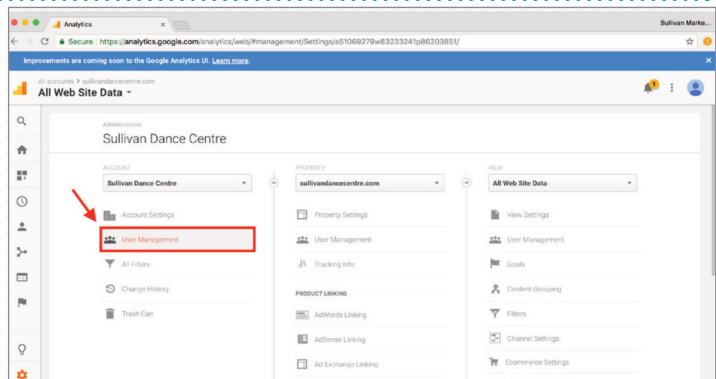
GOOGLE ANALYTICS

1-Login to <http://analytics.google.com>

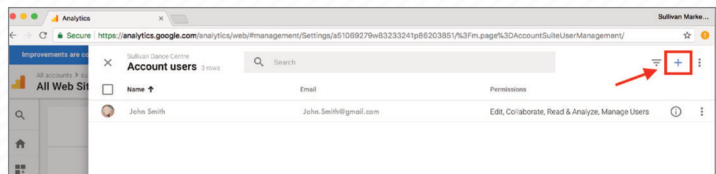
2-Click on **“Admin”** at the bottom of the left column



3-In the **“Account”** column, click **“User Management”**



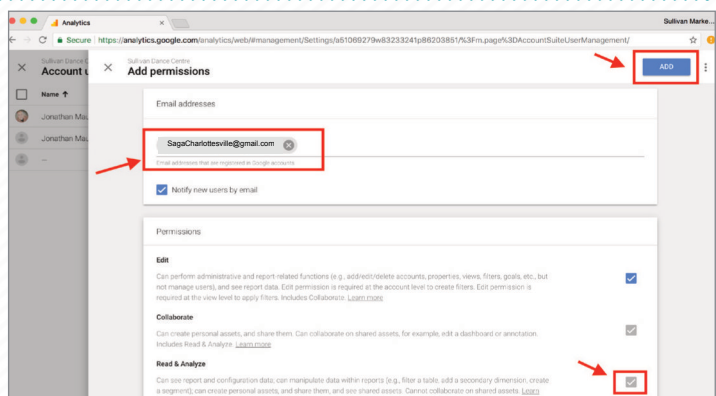
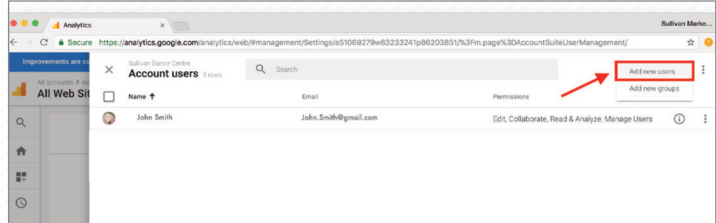
4-Click the **“+” (plus sign)** in the upper right corner and choose **“Add new users”**



5-Enter the email address sagaharrisonburg@gmail.com

6- Check the box next to **“Read & Analyze”**

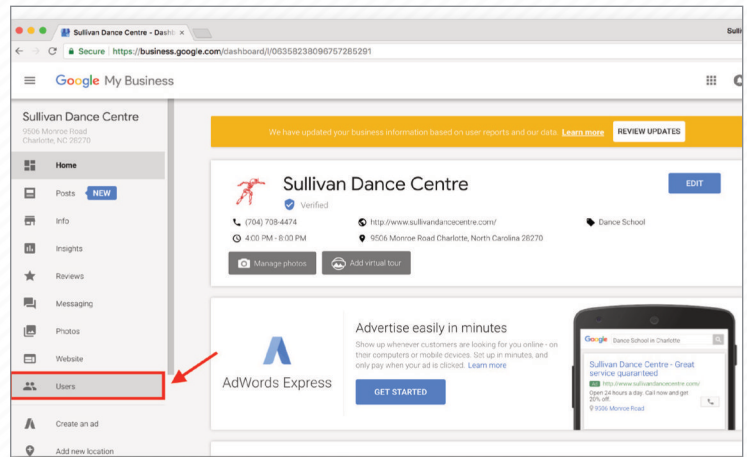
7-Click the blue **“Add”** button in the top right corner



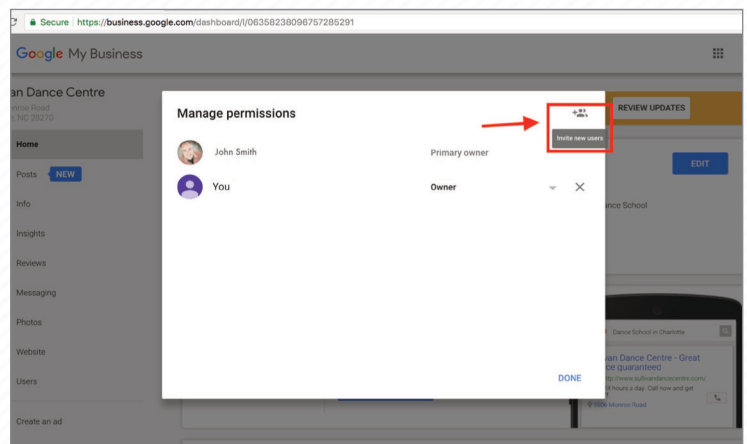
GOOGLE MY BUSINESS

1-Login to <http://business.google.com>

2-Click on “Users” in the left column



3-Click on the icon with the **people** and **+ sign** at the top right



4-Enter the email address
sagaharrisonburg@gmail.com

5-Choose “Manager” under the “Choose a role” dropdown

6-Click “Invite”

