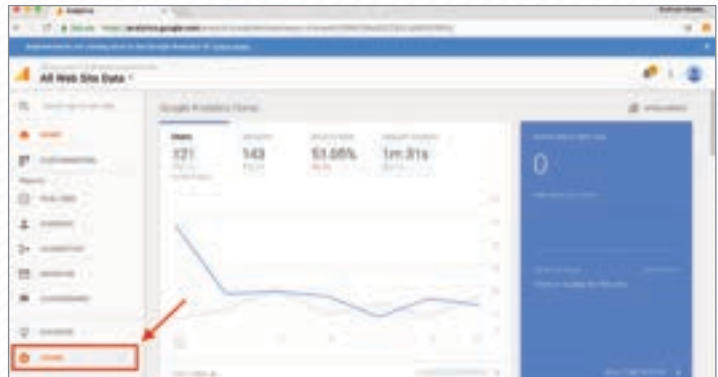


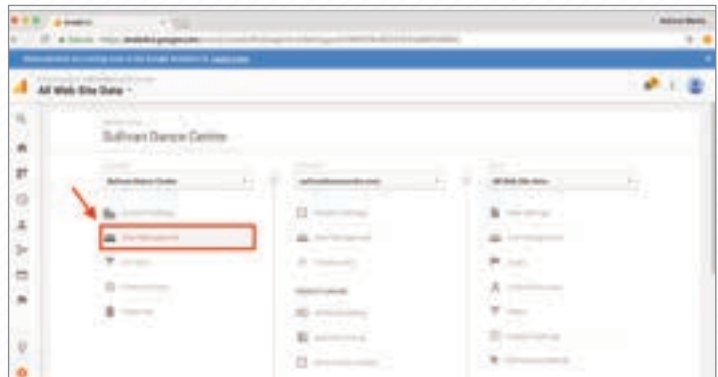
# GOOGLE ANALYTICS

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

[SagaCommunicationsOnline@gmail.com](mailto:SagaCommunicationsOnline@gmail.com)

6- Check the box next to

**Admin Access**

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



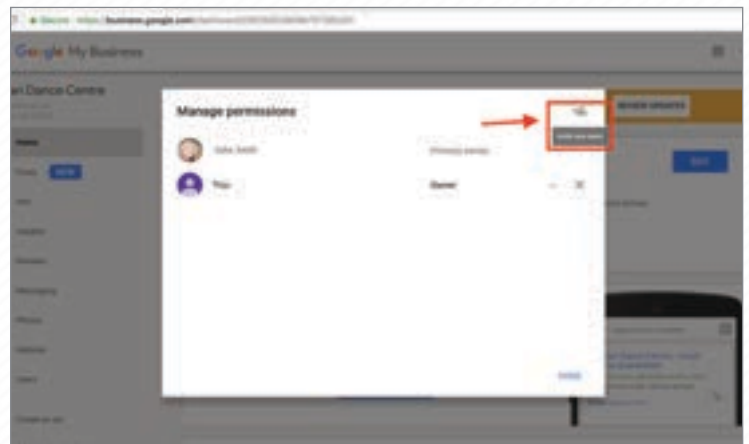
# GOOGLEMYBUSINESS

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

[SagaCommunicationsOnline@gmail.com](mailto:SagaCommunicationsOnline@gmail.com)

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

6–Click “Invite”

