## How to add your site to Google Webmaster Tools

- 1) First you'll need to create an account, to do so go to: http://www.google.com/webmasters/start/
- 2) Once you have an account setup, log in and go to your Webmaster dashboard. Here you can add your site to your account (see figure 1). If you are unsure of your site name, see section 2.4 in the Agent Website Administration tool to find your site name.

Dashboard	
	o submit all your URLs to the Google index and get n Google. To get started, simply add the URL of your ight away.
http://my-site-name.yourkwagent.com	Add Site

Figure 1

3) After you have successfully added your site, return to the Webmaster dashboard and you should see your site name and "verify" link. Click the "**verify**" link next to your site name (see figure 2).

Dashboard		
Sites		1 – 1 of 1
Click here to add a site	Add Site	
Manage 🔺	Sitemap	Verified?
my-site-name.yourkwagent.com	Add	Verify

Figure 2

- 4) After clicking on the verify link, you will be prompted to choose your verification method. Please choose the "Add meta tag" method (see figure 3).
- 5) Once you have chosen this method, a box will appear with your Webmaster Account Id embedded inside of a meta tag. Copy the "**content**" attribute value, skipping the quotes, and paste it into section 2.4 of the Agent Website Administration tool.

For example, in Figure 3 you would just need copy **8NNvxSVcn/VvhhHK0K4i05GPhgZWpQc+blu0gVhBbWo=** into your Agent Website Administration site.

6) After copying and saving your Webmaster Account Id into the Agent Website Administration Tool, go back to the Verify a Site screen and click the "**verify**" button (see figure 3).

Verify a Site <sup>®</sup>
my-site-name.yourkwagent.com
Verification status: NOT VERIFIED
Once you verify that you're the site owner, we can provide you with comprehensive statistics and error information about the pages in your site. If you're unable to verify, you can still use the webmaster tools, submit Sitemaps, and see detailed information about those Sitemaps as well as basic information about your site.
We offer two methods of verification. You can either upload an HTML file with a name we specify, or you can add a meta tag to your site's index file. Choose your preferred method below. (?)
Add a meta tag
Copy the meta tag listed below and paste it in your site's home page in the first <head> section of the page, before the first <body> section. ②</body></head>
<meta <br="" name="verify-v1"/> content="8NNvxSVcn/VvhhHK0K4i05GPhgZWpQc+blU0gVhBbWo=" />
Show me an example
I've added the meta tag in the home page of http://my-site-name.yourkwagent.com/.
Verify I'll verify later
Figure 3

7) Now that you have successfully verified your site, you now need to add a sitemap. To do this go back to your Webmaster dashboard and click on the "**add**" sitemap link next to your site name (see figure 4).

	1 – 1 of 1
dd Site	
Sitemap	Verified?
Add	<u>Verify</u>
	Sitemap

Figure 4

- 8) On the Add Sitemap screen, you will need to choose the "Add General Web Sitemap" option from the drop down menu.
- 9) At this point, you will be prompted to give the sitemap url. To do this, you just need to type "**sitemap.xml**" into the box and then click the "**Add General Web Sitemap**" button at the bottom of the page (see figure 5).

Add Sitemap <sup>®</sup>
my-site-name.yourkwagent.com -
You can add a Sitemap to your account to provide us with additional information about your site. We will process your Sitemap and provide information on any errors in the Sitemaps section.
Add General Web Sitemap
Lists pages that are meant to be accessed by desktop browsers.
1. I've created a Sitemap in a supported format. ②
2. I've uploaded my Sitemap. 🥑
3. My Sitemap URL is:
http://my-site-name.yourkwagent.com/ sitemap.xml
Example: sitemap.xml Example: directory/other_sitemap.xml
Add General Web Sitemap

Figure 5