



Google My Business Template Guide

Doctor.com has provided templated images that can be used to update your Google My Business pages to let patients know of any potential changes to your practice (e.g. changes in office hours). Below are instructions from Google on how you can use these templates.

Create a post

1. On your computer, sign in to [Google My Business](#).
If you have multiple locations, open the location you'd like to manage.
2. From the menu, click Posts.
3. At the top of the page, choose the type of post you'd like to create from the options given.
Options to add photos, videos, text, events, offers, and a button to your post appear. Click each field and enter relevant information.
4. To get a preview of your post, click Preview.
If you're happy with your preview, in the top right, click Publish.
If you'd like to change your post, in the top left, click Back . Edit your draft until it's ready to publish.

Create a COVID-19 post

1. On your computer, sign in to [Google My Business](#).
If you have multiple locations, open the location you'd like to manage.
2. From the menu, click Posts.
3. At the top of the page, choose the "COVID-19 update" tab. You can include the following information:
Hours of operation and temporary closures.
Changes to how the business operates, such as takeout or delivery only, call for details, or others.
Updates to how the location is being managed as it relates to safety and hygiene.
Requests for support.
4. To get a preview of your post, click Preview.
If you're happy with your preview, in the top right, click Publish.



If you'd like to change your post, in the top left, click Back  . Edit your draft until it's ready to publish.

Click here to see the complete guide from Google: <https://support.google.com/business/answer/7342169>

Go to https://support.google.com/business/answer/7662907?hl=en&ref_topic=7343035 to learn more about Google My Business posts.