



Google Tools

GOOGLE YOUR BUSINESS: ADMIN - SEARCH CONSOLE - ANALYTICS - TAG MANAGER - DRIVE

TASKS		LINKS	NOTES
<input type="checkbox"/>	Google Admin	https://admin.google.com/	FREE GMAIL ACCOUNT - not relevant
<input type="checkbox"/>	Google Marketing Platform	https://marketingplatform.google.com	
<input type="checkbox"/>	Google Search Console	URL Prefix	Submitted:
<input type="checkbox"/>		Domain	Submitted:
<input type="checkbox"/>	Submit Sitemap	https://yourbusiness.com/sitemap.xml	Submitted:
<input type="checkbox"/>	HTML Tag	<meta name="google-site-verification"...	Not necessary if domains verified below
<input type="checkbox"/>	Verify Domains (txt records) in Google Search Console		DOMAIN + URL PREFIX (https://)
<input type="checkbox"/>			DOMAIN + URL PREFIX (https://)
<input type="checkbox"/>			DOMAIN + URL PREFIX (https://)
<input type="checkbox"/>			DOMAIN + URL PREFIX (https://)
<input type="checkbox"/>			DOMAIN + URL PREFIX (https://)
<input type="checkbox"/>	Google Analytics	https://analytics.google.com/	Tracking ID: UA-- GA4 () Property ID: Acc #
<input type="checkbox"/>	Link Google Search Console		Analytics linked Search Console Property
<input type="checkbox"/>	Web Stream Details		Stream ID: Measurement ID:
<input type="checkbox"/>	Google Tag Manager	https://tagmanager.google.com/	TAG: Account ID: Container Name: ID:
<input type="checkbox"/>	Paste this code as high in the <head> of the page	<!-- Google Tag Manager -->	
<input type="checkbox"/>	paste this code immediately after the opening <body> tag	<!-- Google Tag Manager (noscript) -->	
<input type="checkbox"/>	Link to Analytics		
<input type="checkbox"/>	Google Drive	http://drive.google.com	login: same as GOOGLE EMAIL login in 1Password
<input type="checkbox"/>	Upload Files	Logo Files / Notes / iCal link etc	
<input type="checkbox"/>	Upgrade Storage	\$2.50 /month subscription for 100GB storage. https://drive.google.com/u/1/settings/storage https://one.google.com/home	? has 30GB unused. ? has used 15GB of 100GB
<input type="checkbox"/>	Setup phone / Ipad		


GOOGLE YOUR BUSINESS

<input type="checkbox"/>	Google My Business	https://business.google.com	Listed as:
<input type="checkbox"/>	verify specific address	Removed specific address - location area only	Linked to email:
<input type="checkbox"/>	Google Maps	https://g.page/r/	Changed listing name:
<input type="checkbox"/>	Google Reviews	https://g.page/yourbusiness/review	

<input type="checkbox"/>	Google reviews		
<input type="checkbox"/>	Location		
<input type="checkbox"/>	update profile		photos / description / products / hours / etc.

GMAIL / GOOGLE WORKSPACE

<input type="checkbox"/>	Google Account Setup	https://myaccount.google.com/	Update settings accordingly
<input type="checkbox"/>	Less secure apps		
<input type="checkbox"/>	Google Workplace Mail	mail.google.com/a/yourbusiness	login: password:
<input type="checkbox"/>	Email Alias/s	Register in Google Admin	Alias 1:
<input type="checkbox"/>		Activate in Gmail	
<input type="checkbox"/>	Gmail Settings		
<input type="checkbox"/>	Forward gmail	forwarding to	
<input type="checkbox"/>	Setup Filing / Filters		
<input type="checkbox"/>	Update signature		
<input type="checkbox"/>	Import Mail	https://support.google.com/a/answer/9216781	
<input type="checkbox"/>	Setup POP/IMAP settings	https://support.google.com/mail/answer/7126229	
<input type="checkbox"/>	Sync Apple Mail	https://admin.google.com/portfairbowlsclub.com.au/AdminHome?hl=en_GB#SetupWizard/setuptask=APPLE_MAIL_SETUP_SUBTASK	
<input type="checkbox"/>	Sync Microsoft Outlook	https://admin.google.com/portfairbowlsclub.com.au/AdminHome?hl=en_GB#SetupWizard/setuptask=OUTLOOK_SETUP_SUBTASK	G Suite Sync for Microsoft Outlook®
<input type="checkbox"/>	Sync Windows Mail	https://admin.google.com/portfairbowlsclub.com.au/AdminHome?hl=en_GB#SetupWizard/setuptask=WINDOWS_MAIL_SETUP_SUBTASK	
<input type="checkbox"/>	Google Contacts	contacts.google.com	Linked to
<input type="checkbox"/>	Login Protections & Security	https://support.google.com/a/topic/7556597?hl=en-GB&ref_topic=7556782	2 step verification OR google authenticator app
<input type="checkbox"/>	Add Domain Alias	https://support.google.com/a/answer/7502379?visit_id=637289419022123935-1991218770&rd=1	Point .com.au to .com email address or vice versa for sending and receiving mail.
<input type="checkbox"/>	Alias 1		
<input type="checkbox"/>	Alias 2		
<input type="checkbox"/>	Verify secondary domain		
<input type="checkbox"/>	Google Calendar	calendar.google.com	
<input type="checkbox"/>		Link Calendar	
<input type="checkbox"/>		Import Calendars	
<input type="checkbox"/>		Export Calendar File + Load to Google Drive	
<input type="checkbox"/>	Google reCAPTCHA v3	https://www.google.com/u/2/recaptcha/admin/create?pli=1	Registered:
<input type="checkbox"/>		https://www.google.com/recaptcha/about/	
<input type="checkbox"/>	Add reCAPTCHA to wix		
<input type="checkbox"/>	V2 reCAPTCHA Site key	6Le90yggAAAAACAX7qwXRdo7yDGcH5sZb_4W1ogL	
<input type="checkbox"/>	V2 reCAPTCHA Secret Key	6Le90yggAAAAAPbjsZ21PRcUEuy8xAh1llt3hWhl	
<input type="checkbox"/>	V3 reCAPTCHA Site key	6LdT0yggAAAAAlz2YuxQuwl279EC10dk21gyZPbv	Squarespace doesn't support reCAPTCHA V3.
<input type="checkbox"/>	V3 reCAPTCHA Secret Key	6LdT0yggAAAAAEp-Pbmu5_IMmC2lX8x_Awr7nu6j	

	Google AdSense	Don't recommend Google Ads Account. Once signed up its difficult to get out of, and I have had a number of clients say they've lost lots of money from Google Ads - I personally DO NOT have an account and DO NOT advise clients to be sucked into paid google advertising.
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<input type="checkbox"/>	Setup	my.1password.com	user: <i>Login details on PDF</i>
<input type="checkbox"/>	Email setup links		emailed:
<input type="checkbox"/>	iPhone / iPad	App Store: 1Password 8	
<input type="checkbox"/>	Desktop	https://1password.com/downloads/	
<input type="checkbox"/>	Browser Extensions (for Chrome, Safari, etc)	https://1password.com/browsers/	
<input type="checkbox"/>	Laptop		
<input type="checkbox"/>	Setup initial logins		<i>Updated as of</i>

SUPPORT LINKS

APP DOWNLOADS	1password.com/downloads	Sync computers, laptops, phones and tablets with 1Password
AUTO-FILL SETTINGS ON PHONE	https://support.1password.com/ios-autofill/	Click Settings > Passwords > Autofill Passwords > turn on, untick "Keychain" and tick 1Password.
IMPORT PASSWORDS FROM KEYCHAIN		copy, paste and delete any passwords saved from keychain to 1Password.
IMPORT PASSWORDS FROM BROWSERS	https://support.1password.com/import/	Import passwords that have been stored by your browsers. Individual Chrome / Safari / Firefox import instructions direct from link. Then *DELETE PASSWORDS saved in your browser * TURN OFF automatic storage of passwords by browsers in browser settings. When prompted to save passwords in future click "Never" and only use 1Password
1PASSWORD ONLINE LOGIN	my.1password.com	Login online from any device anywhere in the world
EXTENSIONS / 1PASSWORD X	1password.com/browsers	Get internet browser extensions for 1Password for "easy fill": Chrome / Safari / Firefox , etc. to automatically store passwords and fill credit card details securely.
TWO-FACTOR AUTHENTICATION	https://support.1password.com/one-time-passwords/	You can use 1Password as your Authenticator App (instead of Google Authenticator for example) - Scan changing one-time-passwords .
YOUTUBE SUPPORT VIDEOS	https://www.youtube.com/1PasswordVideos	
1PASSWORD SUPPORT	https://support.1password.com/	
	https://support.1password.com/explore/extension/	
1PASSWORD BLOG	https://blog.1password.com/	
CONTACT 1PASSWORD	https://support.1password.com/contact-us/	

Website + Domain/s

Updated: 8 February 2023

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DOMAIN/S

	TASKS	LINKS	NOTES
<input type="checkbox"/>	LMM Partner Console DOMAINS		lmmdesigns.au Acc: PW: CC:
<input type="checkbox"/>	Other Domain Provider/s		<i>No longer under son Daniel's account</i>
<input type="checkbox"/>	2 step verification	Personalised QR code	
<input type="checkbox"/>	Redirect Nameservers	http://bit.ly/2Sn2Mj6	
<input type="checkbox"/>	MX records for email		
<input type="checkbox"/>	Google DKIM authentication	google._domainkey.	TXT records changed:
<input type="checkbox"/>	TXT Record Value:		
<input type="checkbox"/>	Authenticated	May take 48hrs	Started authentication:

WIX WEBSITE

<input type="checkbox"/>	Setup new wix.com account for client to administer		Login: Password:
<input type="checkbox"/>	Premium Plan		
<input type="checkbox"/>	Website Complete		
<input type="checkbox"/>	Link to Gmail		Uploaded:
<input type="checkbox"/>	Link to Stripe payments		
<input type="checkbox"/>	Link to Square POS		
<input type="checkbox"/>	Link to Facebook		Uploaded:
<input type="checkbox"/>	Link Google Tag Manager		
<input type="checkbox"/>	SEO Keywords		
<input type="checkbox"/>	Site Booster		
<input type="checkbox"/>	Link Pinterest		Linked:
<input type="checkbox"/>	Favicon		
<input type="checkbox"/>	Logo		
<input type="checkbox"/>	Social Share		
<input type="checkbox"/>	Two-factor Login Authentication	With email	
<input type="checkbox"/>	SETUP E-COMMERCE CAPABILITY	at hourly rate	

SQUARESPACE

<input type="checkbox"/>	Setup		
<input type="checkbox"/>	BILLING		Next Payment:
<input type="checkbox"/>	ADVANCED		
<input type="checkbox"/>	External API Keys		
<input type="checkbox"/>	Link Google reCaptcha API	Site Key and Secret Key	
<input type="checkbox"/>	Link Google Analytics API		

<input type="checkbox"/>	Developer API Keys	Generate Key	
<input type="checkbox"/>	Code Injection Header:		
<input type="checkbox"/>	Footer:		
<input type="checkbox"/>	Lock Page:		
<input type="checkbox"/>	URL Mapping	301 redirects	
<input type="checkbox"/>	SSL	Certificate active (secure)	

SHOPIFY

<input type="checkbox"/>	Setup		
<input type="checkbox"/>	BILLING		

ETSY

<input type="checkbox"/>	Setup Account	Backup codes and password details in 1Password	login:
<input checked="" type="checkbox"/>	Test listing		<i>Removed</i>
<input type="checkbox"/>	Deactivate Account		
<input type="checkbox"/>	Two-factor Authentication	Backup codes and password details in 1Password	

Social Media

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FACEBOOK

<input type="checkbox"/>	Facebook Profile	fb.me/yourbusiness redirects to facebook.com/ yourbusiness	login: benfen@me.com
<input type="checkbox"/>	Settings		
<input type="checkbox"/>	Change Username		@
<input type="checkbox"/>	Security Checkup	https://www.facebook.com/privacy/checkup/?source=settings	
<input type="checkbox"/>	Verify Identity	http://bit.ly/3jWe8ZV	
<input type="checkbox"/>	Verify Phone Number	https://www.facebook.com/settings?tab=mobile	
<input type="checkbox"/>	Location		
<input type="checkbox"/>	Business Hours		
<input type="checkbox"/>	Phone Number		Sam's phone
<input type="checkbox"/>	Auto Messaging	Directs queries to email:	
<input type="checkbox"/>	Templates & Tabs		Setup as " "
<input type="checkbox"/>	Messenger	m.me/yourbusiness redirects to messenger.com/t/ yourbusiness	
<input type="checkbox"/>	Profile Photo / Cover Image / Business Info		
<input type="checkbox"/>	Ads Manager	business.facebook.com/adsmanager	Account ID:
<input type="checkbox"/>	Personal Ad Account		Account ID: TimeZone:
<input type="checkbox"/>	Business Manager	business.facebook.com	ID:
<input type="checkbox"/>	Change TimeZone & Currency	\$AUD - Melbourne/Australia	
<input type="checkbox"/>	Set ID: Offline Events	Name:	ID:
<input type="checkbox"/>	Event Source Group	Name: Pixel + Page Group	ID:
<input type="checkbox"/>	Facebook Shops Catalogue	Name:	
<input type="checkbox"/>	Commerce Manager	https://business.facebook.com/commerce_manager	
<input type="checkbox"/>	Setup Catalogue Products		
<input type="checkbox"/>	Facebook Pixel	<!-- Facebook Pixel Code -->	Pixel:
<input type="checkbox"/>	Link Domains / Brand Safety		registered:
<input type="checkbox"/>	Verify linked domains	business.facebook.com/settings	verified:
<input type="checkbox"/>	Connect Google Tag Manager		
<input type="checkbox"/>	Add secondary email address		
<input type="checkbox"/>	Link Instagram Account		
<input type="checkbox"/>	Set up two-factor authentication for Business Manager		<i>Please advise if you'd like your phone linked to send security codes at login</i>
<input type="checkbox"/>	Facebook QR Code		

INSTAGRAM

<input type="checkbox"/>	Instagram settings	instagram.com/	login:
<input type="checkbox"/>			
<input type="checkbox"/>	Business Account Settings		
<input type="checkbox"/>	Linked to Facebook		
<input type="checkbox"/>	Business Credit Card		
<input type="checkbox"/>	Profile Photo / Images, etc		
VERIFY			

Short blurb / Tagline 1	
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Social Media Template 1 Copy + Paste each time	
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PINTEREST

Pinterest blurb			
<input type="checkbox"/>	Personal Account		
<input type="checkbox"/>	Business Account	www.pinterest.com.au/yourbusiness	Login:
<input type="checkbox"/>	Use Facebook to Login		
<input type="checkbox"/>	Linked to Instagram		Setup:
<input type="checkbox"/>	Claim Website 1		Verified:
<input type="checkbox"/>	Claim Website 2	TXT records updated	Verified:
<input type="checkbox"/>	RSS feed	http://yourbusiness.com/rss	

TWITTER

Twitter Handle: @YourName		https://twitter.com/yourbusiness	
<input type="checkbox"/>	Header	update	
<input type="checkbox"/>	Profile Image	update	
<input type="checkbox"/>	Name	Business name	

LINKEDIN

<input type="checkbox"/>	Profile Image		
<input type="checkbox"/>	Page		
<input type="checkbox"/>			

Payment Gateways

Updated: 8 February 2023

STRIPE

<input type="checkbox"/>	Stripe setup via WIX		login: ACC ID:
<input type="checkbox"/>	Backup Codes		
<input type="checkbox"/>	ABN + Business Details		
<input type="checkbox"/>	Bank Account Details		
<input type="checkbox"/>	Statement Descriptor		Your statement descriptor shows up on your customers' bank or credit card statements. It should be 5-22 characters.
<input type="checkbox"/>	Shortened descriptor		Customers will see this shortened version if you choose to add a customized descriptor to a charge. It should be 2-10 characters.
<input type="checkbox"/>	Customer Support Phone #	0402 479 567 (Ben's)	
<input type="checkbox"/>	Two-factor Authentication	QR code	
<input type="checkbox"/>	Climate Change Badge	Adds to purchase screen for buyers **Ben fennessy will contribute 0.5% of this purchase towards Climate Change	Can choose between 0.5% / 1.0% / 1.5%
<input type="checkbox"/>	Brand settings + Colours		HEX #

SQUARE

<input type="checkbox"/>	Square setup	Backup codes and password details in 1Password	https://squareup.com/
<input type="checkbox"/>	Referral Link for free processing	Sellers who sign up for a Square account for the first time through this page are eligible for this promotional credit. Qualifying Square users won't be charged any processing fees until they surpass \$1,000 in fees.	https://squareup.com/i/
<input type="checkbox"/>	Bank Account Details		
<input type="checkbox"/>	Square Contracts	https://squareup.com/dashboard/contracts?currentUnitToken=LRQF0KFRSY7WE	
<input type="checkbox"/>	Upload Verification Docs	Ben's Drivers License	
<input type="checkbox"/>		Passport	
<input type="checkbox"/>	Setup POS (Point of Sale)	https://squareup.com/dashboard/business/devices	
<input type="checkbox"/>	Connect Facebook	https://square.online/app/website/users/141863713/sites/354940928216287029/dashboard/facebook	To use Facebook shops with square
<input type="checkbox"/>	Two-factor Authentication	QR code	Saved into 1Password
<input type="checkbox"/>	Brand settings + Colours		HEX #
<input type="checkbox"/>	Link Google Analytics		UA-
<input type="checkbox"/>	Google HTML Code	<meta name="google-site-verification"	
<input type="checkbox"/>	Link Facebook Pixel	https://square.online/app/website/users/141863713/sites/354940928216287029/dashboard/site-settings/integrations	
<input type="checkbox"/>	Integrate WIX Website		29/5/22
<input type="checkbox"/>	Integrate Etsy		15/5/22

Other

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MAILCHIMP

<input type="checkbox"/>	Setup		
<input type="checkbox"/>	Billing	Free account	
<input type="checkbox"/>	Link Google Analytics		
<input type="checkbox"/>	Link SQUARE		
<input type="checkbox"/>	Link Facebook		
<input type="checkbox"/>	Link Google / Gmail		
<input type="checkbox"/>	Link Stripe		

MICROSOFT

<input type="checkbox"/>	Microsoft Account:	https://www.microsoft.com/en-au/	Username: Password:
<input type="checkbox"/>	Bing Places - Directory	bingplaces.com	
<input type="checkbox"/>	Bing Webmaster Tools		
<input type="checkbox"/>	Business Email		

1 PASSWORD

<input type="checkbox"/>	Setup	my.1password.com	<i>user: Login details on PDF</i>
<input type="checkbox"/>	iPhone / iPad	App Store: 1Password 7	
<input type="checkbox"/>	Desktop	https://1password.com/downloads/	
<input type="checkbox"/>	Browser Extensions (for Chrome, Safari, etc)	https://1password.com/browsers/	
<input type="checkbox"/>	Laptop		
<input type="checkbox"/>	Setup initial logins		<i>Updated as of</i>
<input type="checkbox"/>	Fliss continue to update logins		

CANVA

<input type="checkbox"/>	Canva setup	https://www.canva.com/login	
<input type="checkbox"/>	Templates	Create Colours + Social Media Post Templates	