Verify Site, Create, and Upload Google Sitemap

Steps 1-9: Setting up and Logging into your account

- ➢ **Step 1.** Open Google Homepage www.google.com.
- ➢ **Step 2**. Click on the "Business Solutions" link.
- ➢ **Step 3**. Click on "Web Pages".
- ➢ **Step 4**. Click on "Webmaster tools (including Sitemaps"
- ➢ **Step 5.** Create a Google Account
- ➢ **Step 6**. Google Account Setup Screen
- ➢ **Step 7**. Activate Your Google Account.
- ➢ **Step 8**. Click on "Click here to continue"
- ➢ **Step 9**. Click "Insert email address and password and Sign In"

Steps 10-17: Verify your Site

- ➢ **Step 10.** Adding URL to the Add Site field.
- ➢ **Step 11.** Verify Your Site
- ➢ **Step 12.** Choose Verification Method
- ➢ **Step 13**. Copy Verification Code.
- ➢ **Step 14.** 4.0 Site Verification
- ➢ **Step 15.** Pro Site Verification
- ➢ **Step 16.** Finalizing Verification
- ➢ **Step 17.** Google Verification Summary Page

Step 18. Generate sitemap.xml file

- o Google Sitemap Registration Form
- o Enter "URL"
- o SitemapGenerating!
- o View Sitemap
- o Save Generated Sitemap
- o Save file as Sitemap.xml

Step 19. Uploading "sitemap.xml" file using "FTP" (File Transfer Protocol)

- o Click "Icon" for Site Manager
- o Select Site "4.0 or Pro"
- o Click "Connect"
- o FTP connected
- o Drag and Drop "sitemap.xml"

Step 20. Add Sitemap to Google:

- o Login to Google Account
- o Click "Add A Sitemap"
- o Select "Add General Web Sitemap"
- o Enter "URL" ex:http://www.domainname.com
- o Click "Add Web Sitemap"