## **Digital Platform Checklist**

Increase your online marketing efforts! Leverage your business using digital channels such as Google, social media, LinkedIn and etc.

This is crucial to stay ahead of your competitors.

Website	Reviews
☐Test Links	☐ Google Reviews
☐ Email, Phone & Address Linkable	$\square$ Facebook Recommendations
☐ External Links Open in New Window	☐ Response to Good & Bad Reviews
Google Business Listing  ☐ Business Listing ☐ Have Access via email ☐ Correct Categorization ☐ Add Description ☐ Add Services	BingPlaces.com  □ Business Listing □ Have Access via Google Account □ Correct Categorization □ Add Description □ Add Services
Google Analytics  ☐ Website Integration ☐ Have Access via Email	LinkedIn  ☐ Personal Account ☐ Business Account ☐ Business Description ☐ Industry Category ☐ Add Specialities Add Business Page to Personal Experiences
Facebook  ☐ Business Account ☐ Have Access via Personal Profile ☐ Correct Categorization ☐ Add Description	
☐ Add Services Tab	Yelp
Instagram  ☐ Business Account ☐ Have Access via Login ☐ Connected to Facebook Page	☐ Account Access via Login ☐ Business Information ☐ Images ☐ Review Responses
☐ Description ☐ Business Contact Info	<b>Trip Advisor</b> □ Account Access via Login
YouTube Channel  ☐ Business Account ☐ Have Access via email ☐ Add Description	<ul><li>□ Business Information</li><li>□ Images</li><li>□ Review Responses</li></ul>

