

Digital Onboarding



We have Google Tools including Google Ads, Analytics & Webmaster Tools under the email:
admin@cantydigital.com

This will make everything easier including connecting these accounts, reporting & any website analysis/optimisation.

Can you help us by giving us the access we need?

The instructions for this are below should you need any assistance let us know

1. Google Ads

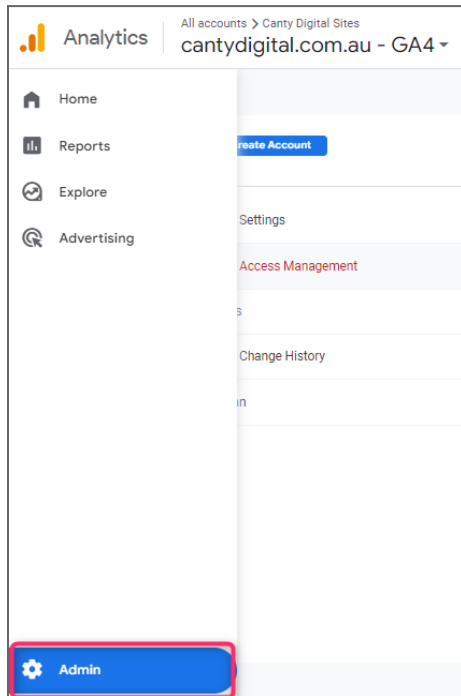
Simply send us your account number that is located in the top right hand corner. Example:



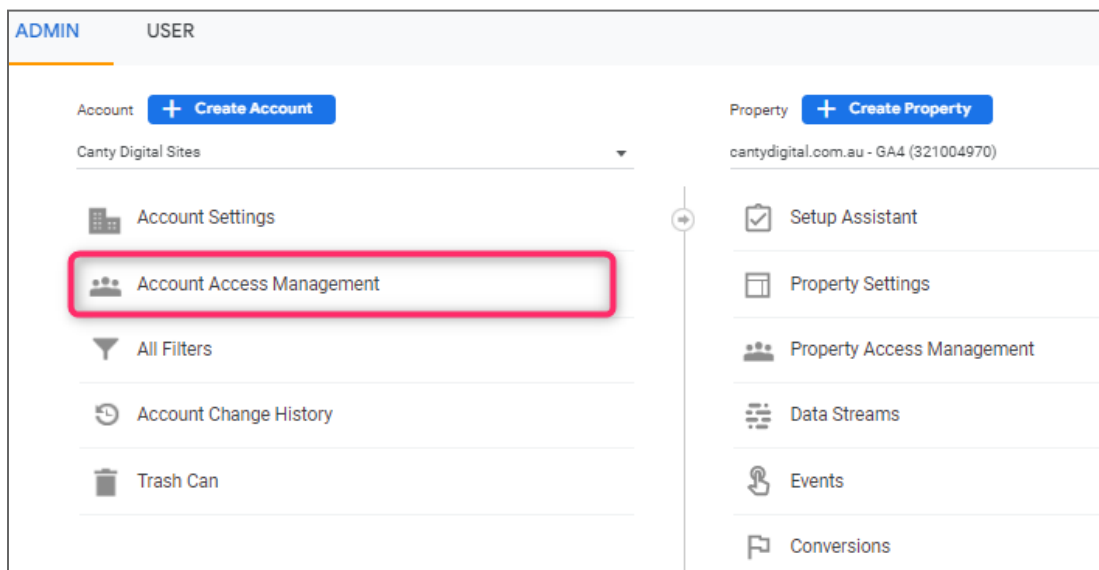
You will then get an email to approve our request access to your AdWords account email

2. Google Analytics/ GA4

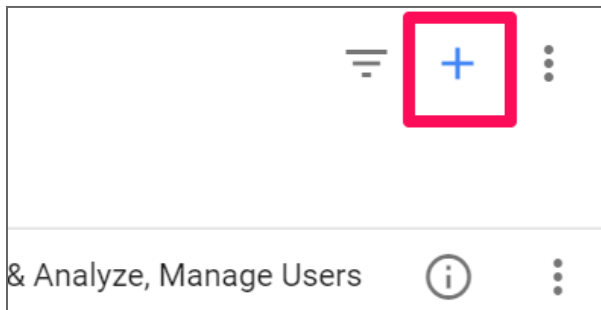
- a. Click on the ADMIN on the bottom of the screen



- b. Click on the Account Access Management



- c. Click the +

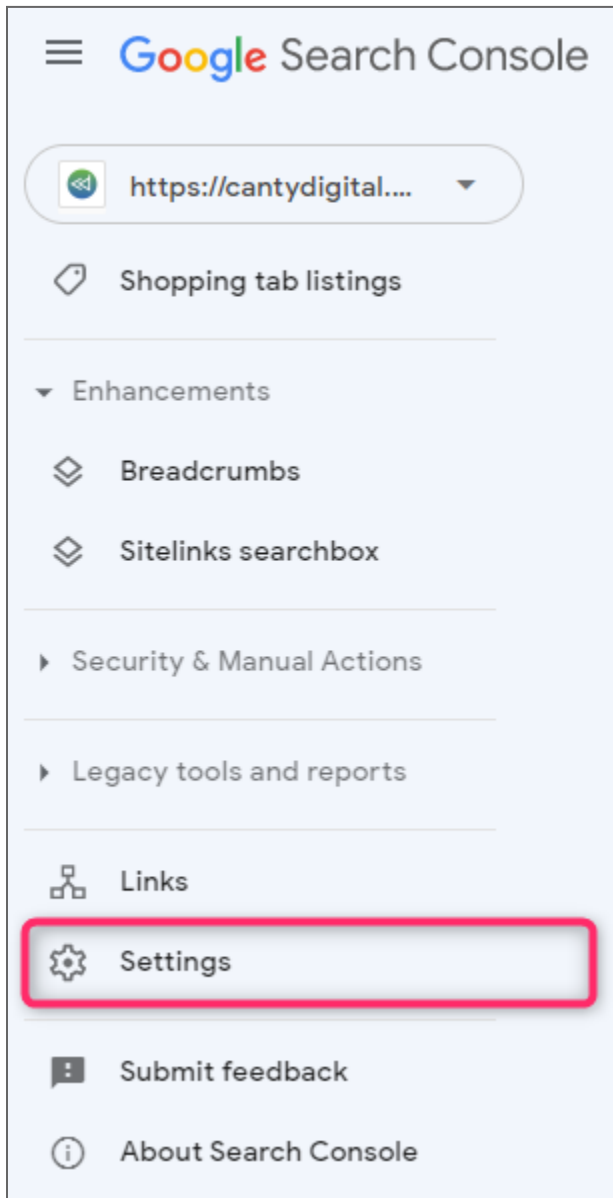


d. Add admin@cantydigital.com as an admin with full access

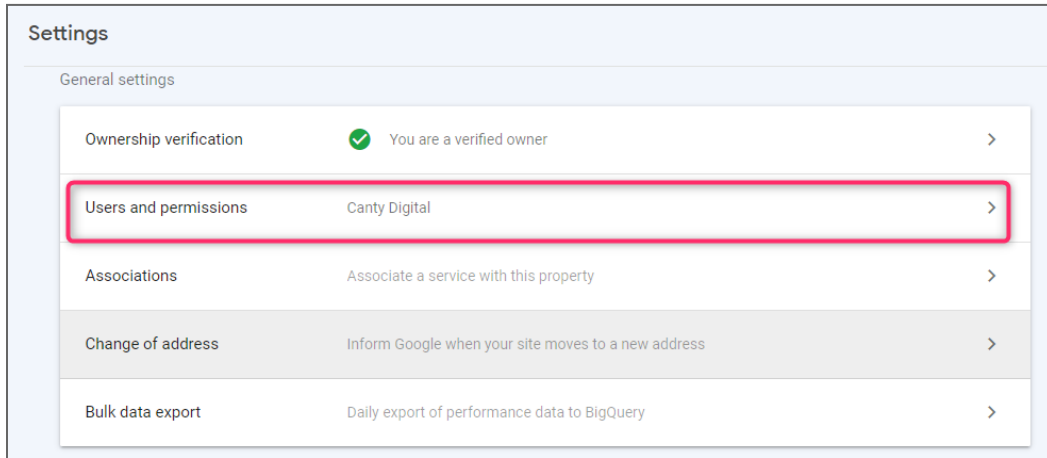
A screenshot of the "Add roles and data restrictions" form in Google Analytics. The form is titled "Canty Digital Sites" and "Add roles and data restrictions". There is a blue "Add" button in the top right corner (highlighted with a red box). The form is divided into two main sections: "Email addresses" and "Direct roles and data restrictions". In the "Email addresses" section, there is a text input field labeled "Enter email addresses" (highlighted with a red box) and a checked checkbox for "Notify new users by email". In the "Direct roles and data restrictions" section, there is a "Standard roles" list. The "Administrator" role is selected (highlighted with a red box) and has the description "Full control of account. [Learn more](#)". Other roles listed are "Editor" (description: "Edit all data and settings for account. Cannot manage users. [Learn more](#)") and "Marketer" (description: "Edit audiences, conversions, attribution models, lookback windows, and events for account. Includes Analyst role. GA4 only. [Learn more](#)").

3. Google Search Console

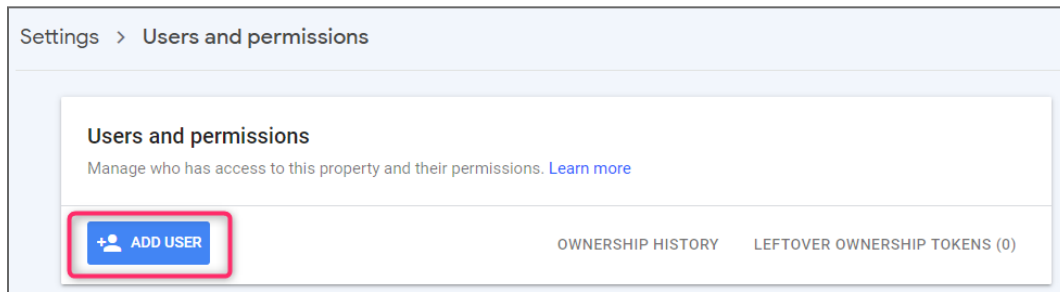
a. Go to settings



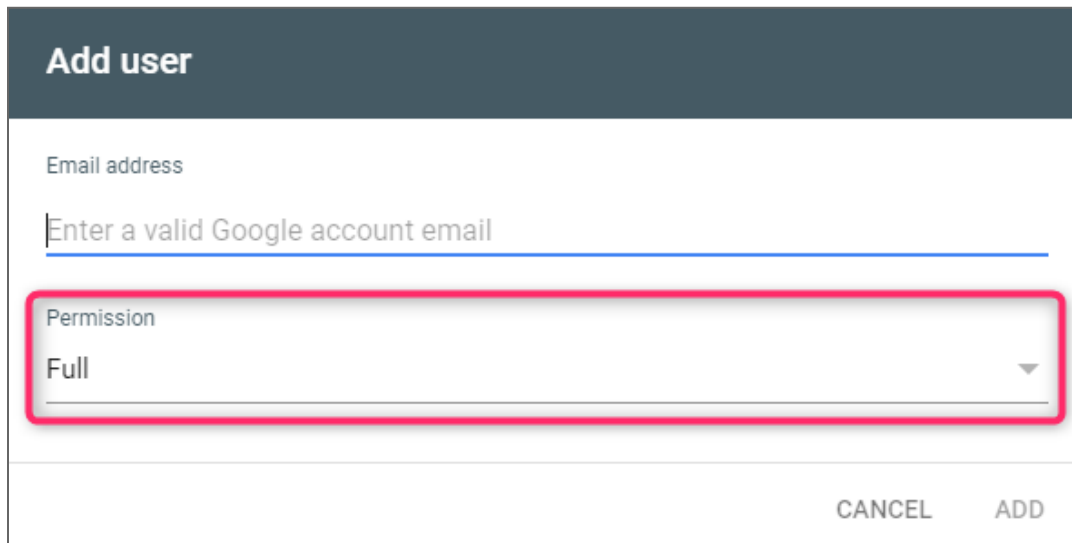
b. Click "User and Permissions"



c. Click "Add User"

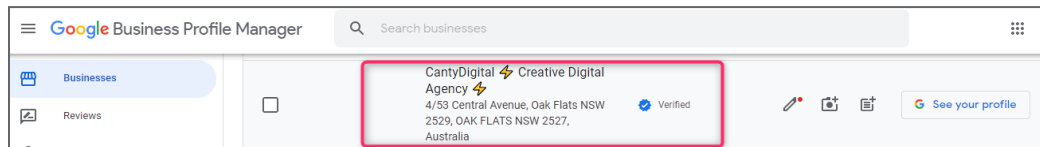



d. Add admin@cantydigital.com as an admin with full access

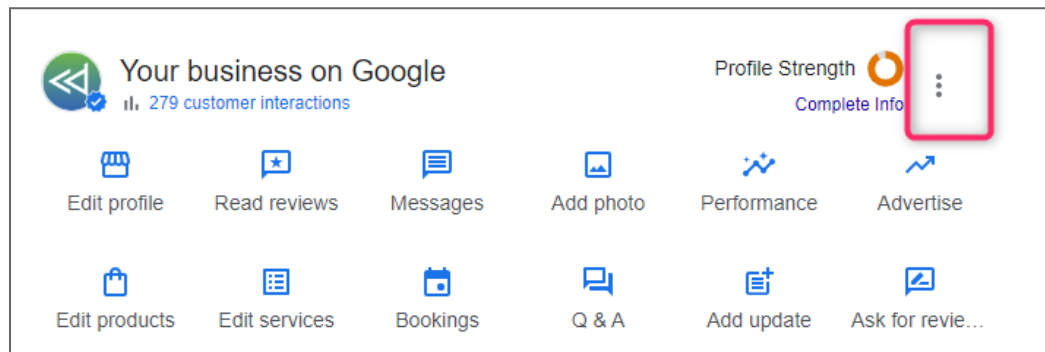


4. Google Business

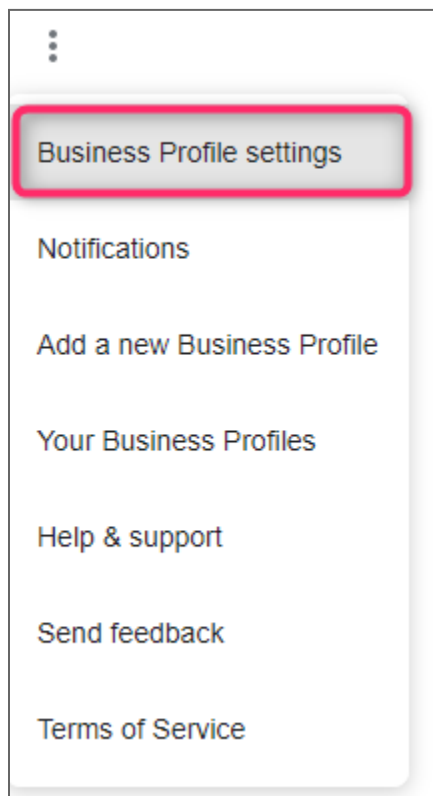
a. Click the listing you would like to share



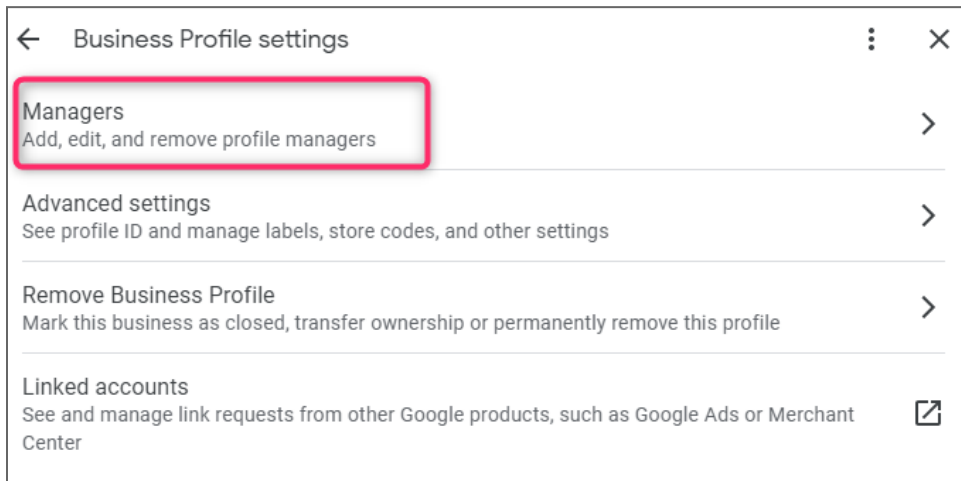
b. Click the  icon



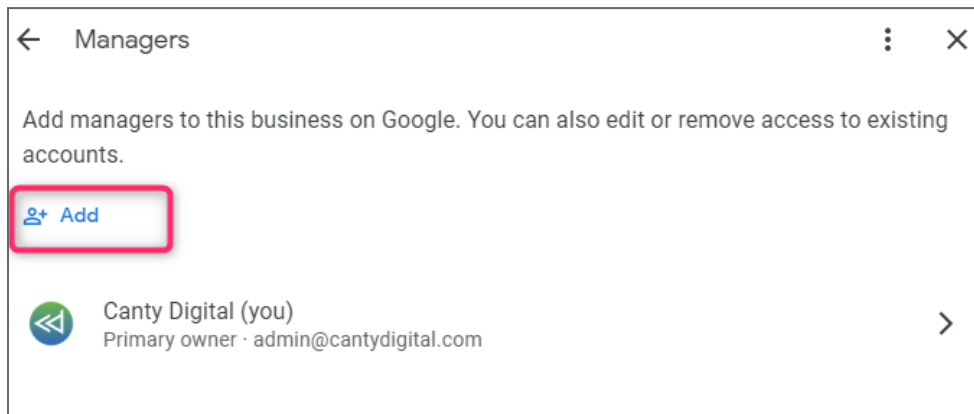
c. Go to "Business Profile Settings"



d. Click “Managers”



e. Click the + Add & add admin@cantydigital.com as an admin with full access



← Add manager

Email address

Access

Select what role you'd like to grant this person to manage this Business Profile on Search and Maps. You can change it at any time.

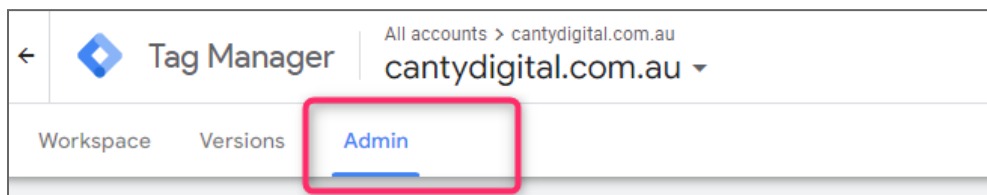
Owner
Can edit, add managers, and transfer ownership of the Business Profile on Search and Maps

Manager
Can make changes to the Business Profile on Google Search and Maps

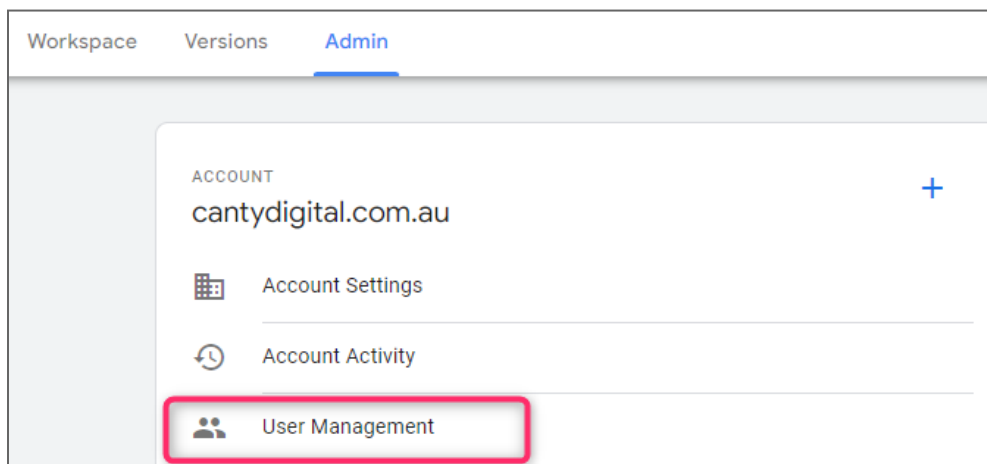
Cancel Invite

4. Google Tag Manager

- Click "Admin"



- Click "User Management"



- Click (+) icon from top navigation bar and click "Add User"

cantydigital.com.au			
Account permissions 1 row			
Name ↑	Email	Roles ⓘ	User status ⓘ
<input type="checkbox"/> Canty Digital	admin@cantydigital.com	Administrator	<input checked="" type="checkbox"/> Has access

d. Add admin@cantydigital.com as administrator with full access

cantydigital.com.au

Send invitations Invite

Email addresses

Enter email addresses

Account permissions

Administrator
 Can create new containers and modify user permissions for this account as well as its containers. [Learn more](#)

User
 Can view basic account information. [Learn more](#)

Container permissions Set all

cantydigital.com.au GTM-5C7L3GW Read >

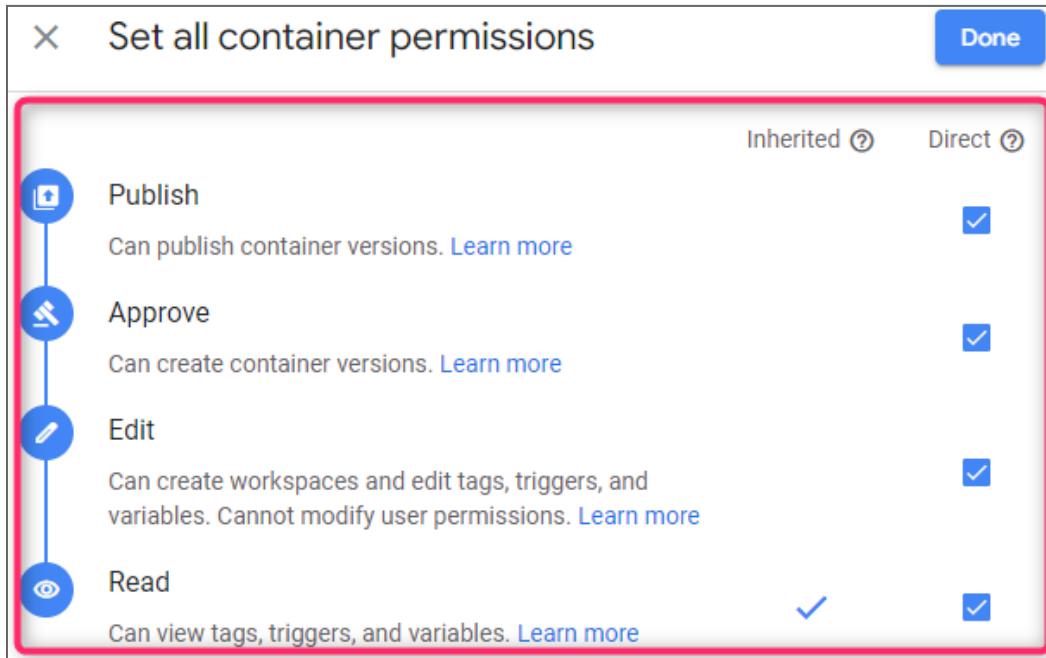
e. Set container permissions to all - click set all

Administrator
 Can create new containers and modify user permissions for this account as well as its containers. [Learn more](#)

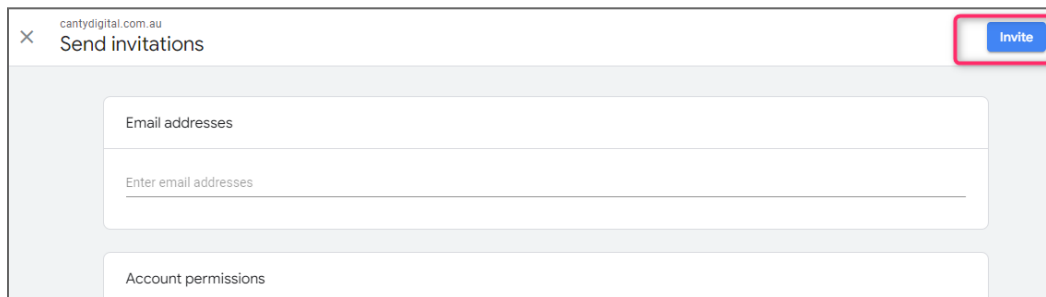
User
 Can view basic account information. [Learn more](#)

Container permissions Set all

cantydigital.com.au GTM-5C7L3GW Read >

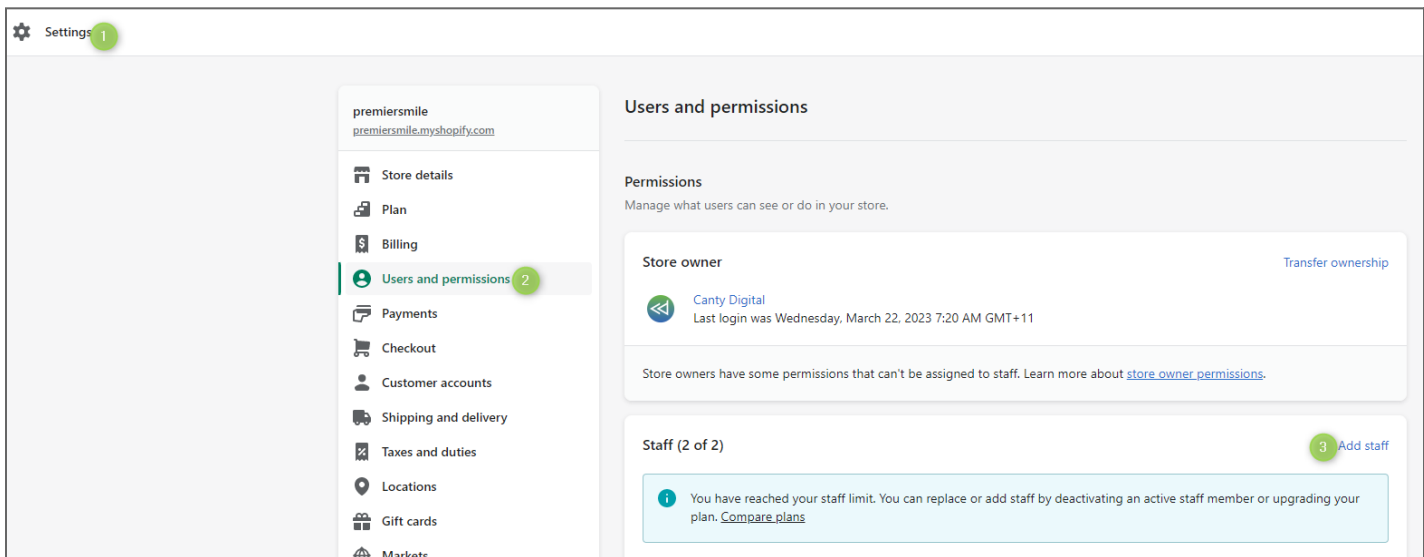
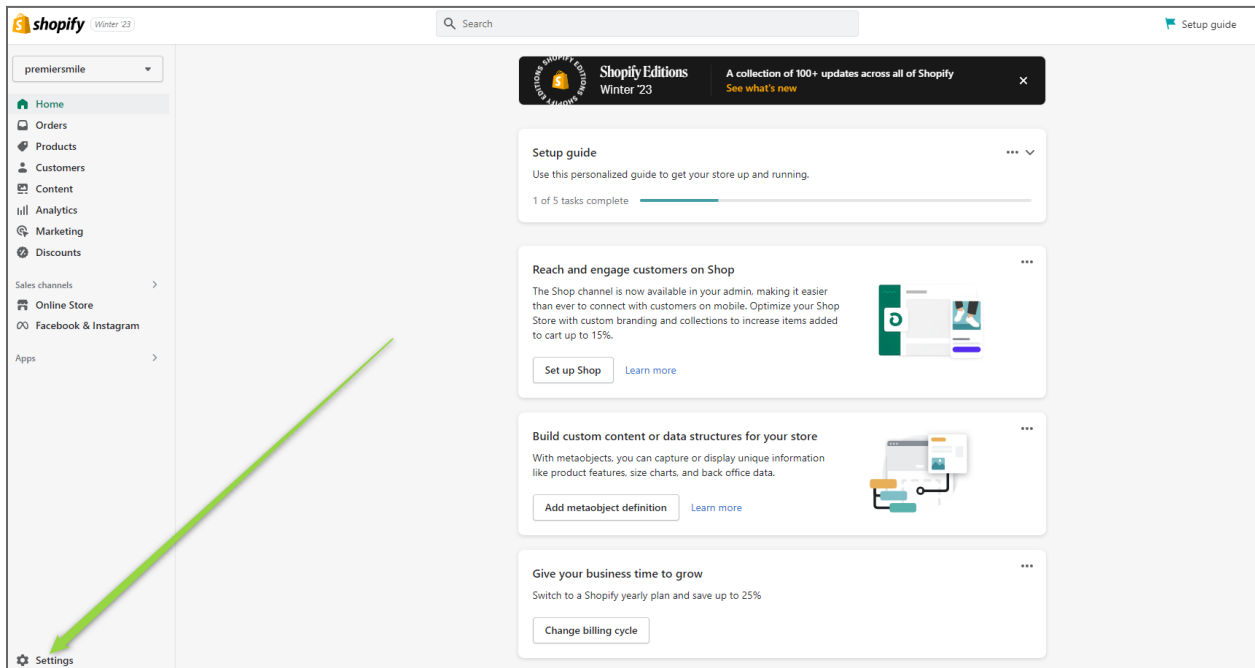


f. Click "Invite"



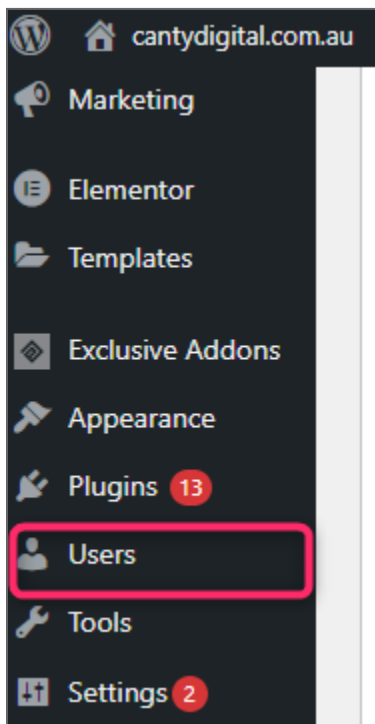
5. Shopify

Settings > users and permissions > Add staff

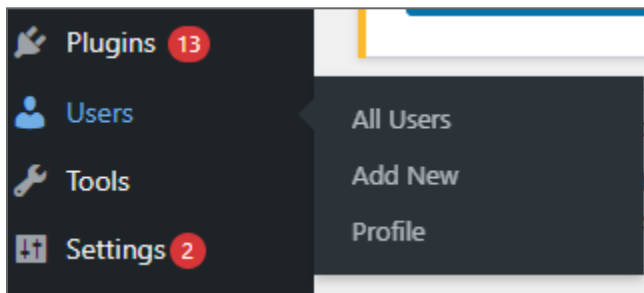


6. WordPress

- a. Click "Users" in your WordPress admin



- b. Click “Add New” under Users



- c. Add admin@cantydigital.com as an Administrator with full access

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password

Strong

Send User Notification Send the new user an email about their account.

Role

7. Others

- Please pass us your CMS details if not WordPress or Shopify (Squarespace etc)
- Please send us a high-resolution logo & any brand guidelines
- Please send us the client questionnaire or upload to your Google Drive we have created for you
- Please grant us access to any other tools/subscriptions you have that may assist us with our digital strategy.

