

Add a second location to your business details

Save another shop or office in your business details, and what search engines read from your first location.

Opening a second shop or office? Save it in your business details, next to the first one. After that, you can show all your places on a page.

Steps

1. Log in to your site editor.
2. In the side panel, click **CMS**.
3. Click **Business Data**, then **Business Info**.
4. Click **More Actions**.
5. Click **Add Another Location**.
6. Fill in the new location:
 - **Location name**, such as "Coral Gables" or "Downtown".
 - **Location address**. Type it, then pick it from the list that appears.
7. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Show it on a page

To list all your places on a page, see Show all your locations. To show a map of a single place, see Add a map of your location.

What search engines read

The business details we give search engines come from your first location only, and only on your home page. Any service areas you set (up to 20) belong to that first location as well. So keep your main location first.

We can't promise rankings, traffic, calls or sales. The details just help search engines read your business correctly. See Check the business details search engines read.

Tips

- Give each place a clear name, so you can tell them apart in the list.
- A place with its own menu, staff or offers may deserve its own page. See Ask for a new page.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Need a hand?

Email hello@zossoz.com with your business name and the name, address and phone number of the new location, and we'll take care of it. We reply within one business day. See Request a change.

Related guides: Show all your locations · Update your business details in one place · Add a map of your location · Check the business details search engines read · Ask for a new page

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