

Cheat sheet: the jobs owners do most

One table of the jobs owners do most: where to start, and which guide has the steps.

Find your job, start where the middle column says, then open the guide for the steps (rows marked add-on need that feature on your site).

I want to	Where to start	Guide
Change my hours	Editor, hours text, then Google profile	Update your hours
Add holiday hours	Homepage banner, then Google special hours	Add holiday hours
Put up a closure notice	Email us, "Urgent" in the subject	Put up a closure banner
Swap a photo	Editor, the page, click the photo	Add or replace a photo
Change a menu item or price	Editor, Menu page, click the line	Change a menu item or a price
Change my phone or address	Change it in every place it shows	Update your phone number or address
Change a button's link	Editor, the page, click the button	Change a button's link or wording
Add a new page	Email us what it is for	Ask for a new page
Change who gets form messages	Email us from the address on file	Change who gets your form messages
Find a form message	Your email, spam folder, editor list	Where your form messages go
Link my site on Google	Google profile, Edit profile, Website	Add your site link to your Google profile
Link my site on Instagram	Instagram, Edit profile, Links	Add your site link to your Instagram bio
Ask for reviews	Get your link from your Google profile	Ask your customers for reviews
Publish my changes	Your editor, Publish (may read Republish)	Publish your changes
Check a page on a phone	Top bar, device icons, phone	Check how your site looks on a phone
Log in, or reset a password	Login page, "forgot password" link	Log in to your site editor
Add a store product (add-on)	Store, Catalog, Product Catalog	Add a product
Manage a booking (add-on)	Bookings, Booked Appointments	See and manage your bookings
Report something wrong	Refresh, screenshot, email us	What to do if something looks wrong
Ask us for a change	Email us the page and exact words	Request a change

Good to know

- Small changes count: an edit to text, photos, hours, menus, prices or contact details on an existing page, about 30 minutes or less.
- Fixes don't count: if something is broken, or something we did is wrong, it doesn't count against your small changes.
- Urgent closures go first: write "Urgent" in the subject, and a closure notice goes up first, even when your changes for the month are used up.

Need a hand?

Email hello@zossoz.com with your business name, the page, and what you'd like done, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Quickstart: your first 15 minutes in your site editor](#) · [Do it yourself, or ask us?](#) · [Request a change](#) · [What to do if something looks wrong](#)

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