

Update your hours

Change your regular hours everywhere they appear on your site, then check that your Google profile says the same.

Hours are the first thing customers look for and the first thing to go out of date. Here is how to change them on your site, and what to check so they match everywhere else.

Steps

1. Write out the new hours for every day, including the days you're closed. Use one style everywhere, for example "Mon to Fri, 7 am to 6 pm".
2. Log in to your site editor and open your Visit or Contact page.
3. Click the hours text and type the new hours.
4. Your hours may show in more than one place: the footer, the homepage and the Visit or Contact page. Check each one and change them all.
5. Look at the page in the phone preview. Most customers will see it there.
6. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Then check your Google profile

Your Google profile has its own hours, and many customers see those first. That profile is yours, so you change it yourself: sign in with the Google account that runs it, choose **Edit profile**, then **Hours**. Google's buttons move around now and then, so the wording on your screen may differ a little.

When the site and the profile say different things, customers don't know which one to believe. Keep them word for word the same.

Good to know

- Each month we compare the hours on your site with the ones on your Google profile. If they differ, we tell you in your monthly note. Your Google profile hours stay in your hands.
- For a holiday or a one-time closure, read Add holiday hours instead. Those need a date, not a new weekly schedule.
- If your hours change with the seasons, tell us about two or three weeks ahead and we'll plan for it.

Need a hand?

Email hello@zossoz.com with the new hours, written out day by day, and we'll update every place they appear. It counts as one of your small changes for the month.

Related guides: [Add holiday hours](#) · [Put up a closure banner](#) · [Holiday and season calendar](#) · [Add your site link to your Google profile](#)

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