

ADDING GOOGLE SITES THROUGH WEBMASTER TOOLS SO THAT YOU CAN HAVE MULTIPLE OWNERS AND ALL USERS SEE ALL OPTIONS FOR WEBSITE EDITING

You need three tabs open to start

- Your Google Sites Page with all of your [Sites](#)
- Your Webmaster [Tools](#) Page
- Your specific Google Site

Click on your Google Sites tab

- Click in the address bar and copy the URL of your web site that you want to add to webmaster tools

Click on your Webmaster [Tools](#) tab

- Click to Add Site
- Copy and Paste the URL of your website in the blank that appears and click continue
- Click on Alternate Methods and Choose HTML Tag
- This will bring up a link with Meta Data information that is needed that you will copy and paste into your web site. Highlight that information and click copy

Click on your Specific Google Site Web Page tab

- Make sure your site is shared with anyone with the link can view
 - Click share - change access - click anyone with link can view
- Click to Manage the Site
- Scroll down to the Webmaster Tools Section
- Paste the meta name information in that section
- Save

Click on your Webmaster [Tools](#) tab

- Click verify to verify your web site
- You should see a screen with a big green checkmark that shows it has been verified - click continue
- Click WebMaster Tools at the top left and go back to your tools
- Scroll down and find your website
- Click on the line by your website and click on manage site and click add users (webmaster). I make my users full users.
- Click manage site owners and add your webmaster's e-mail and click continue