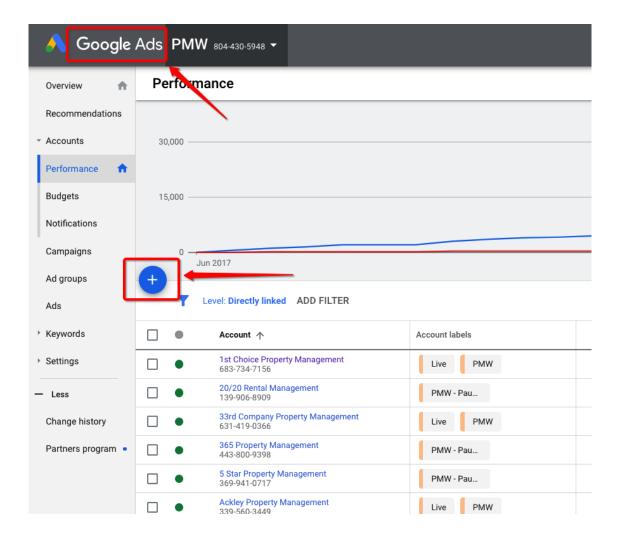
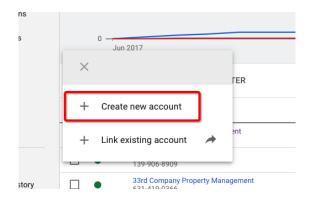
## **Google Ads Account Build**

In Google Ads online - Create new account

Click on Google Ads at the top of the page & click +



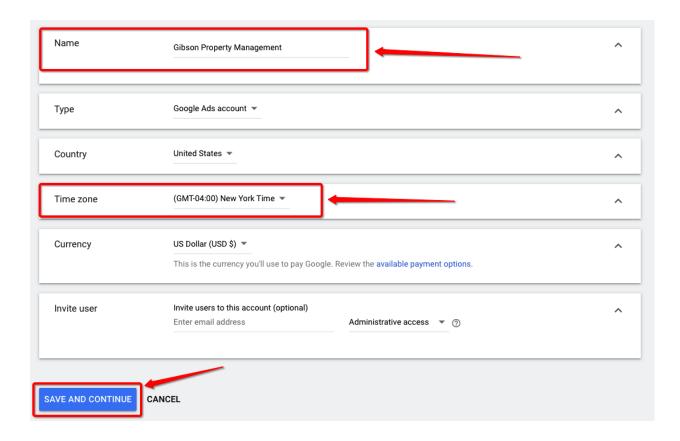
Once you click the blue plus button, click on Create New Account



Name = NAME OF THE COMPANY

## Enter in the Time Zone - MAKE SURE THE TIME ZONE IS CORRECT WE CANNOT CHANGE THIS LATER

#### Click Save & continue



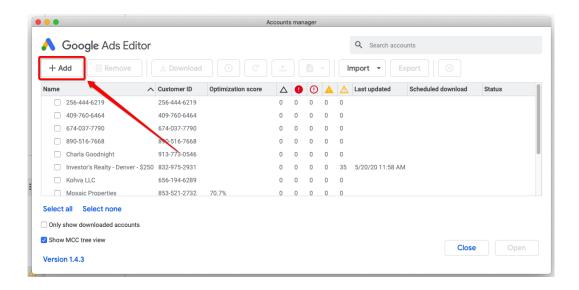
DO NOT BOTHER WITH THE CREDIT CARD INFORMATION - CLICK CANCEL - We will be setting up billing at account launch

It might also ask you to confirm its you - follow instructions and keep going

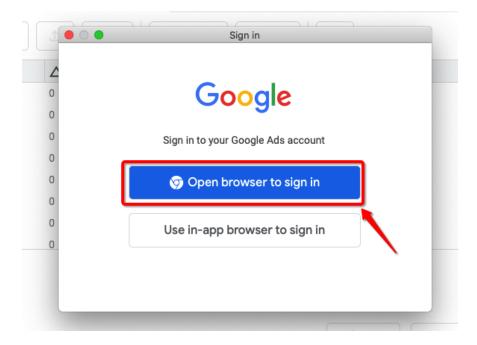
#### After this, open Google Ads Editor

#### Click on Account

#### From here, click ADD

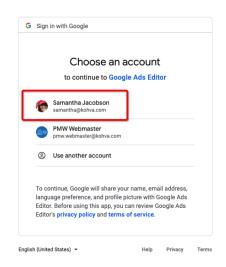


Click "Open Browser to sign in"

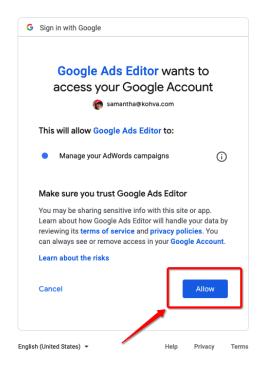


It will open a new browser window where you can choose an account to open & a code will show up on the screen...

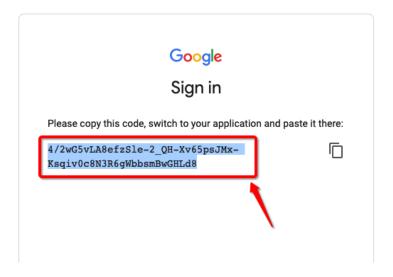
### Click on your own email address



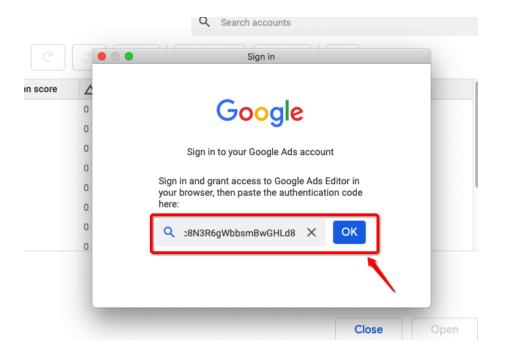
#### Click Allow



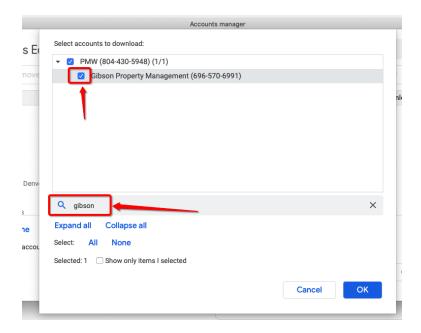
Copy the code (YOU MAY NOT NEED A CODE)



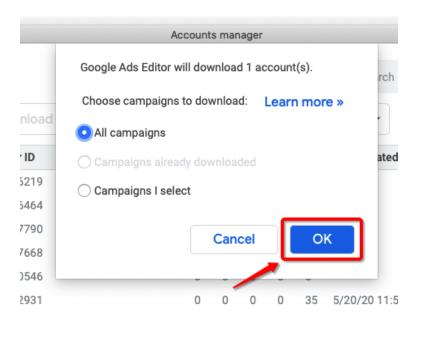
Paste the code back in Google Ads Editor



Search for the name of the new account (company name) you are building



Click OK

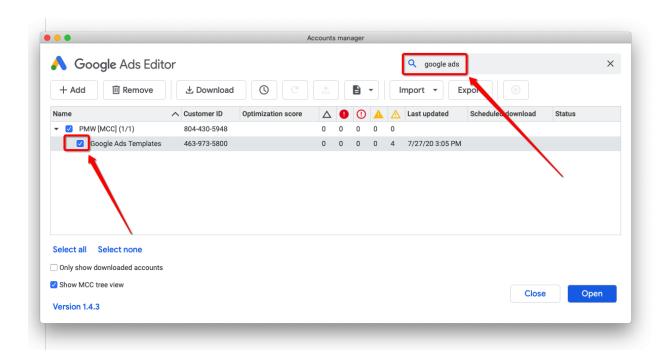


Click OK

The Account will then open in Editor - Go to Campaigns

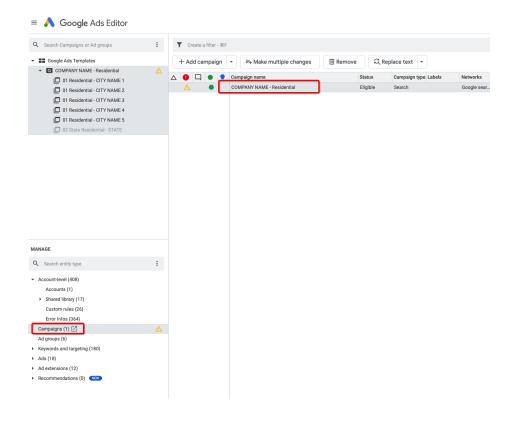
You will then open the Google Ads Templates Google Ads account in Editor

Go to account - open - search for name of account

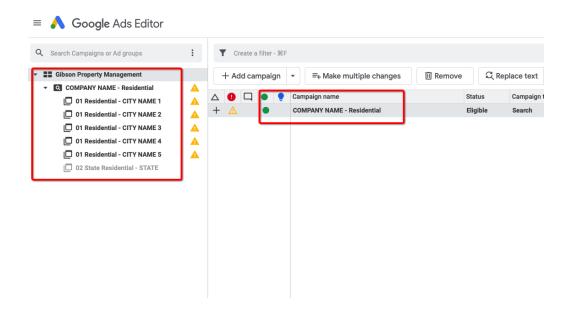


Copy the appropriate (residential, HOA, Commercial, etc.) campaign from the Google Ads Template account and paste it into the new account you are building - click on campaigns

Make sure you are in the campaigns section of the account and copy the campaign

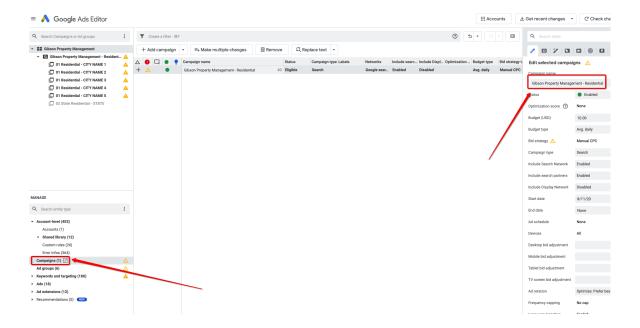


#### Paste campaign in new account



Change campaign name

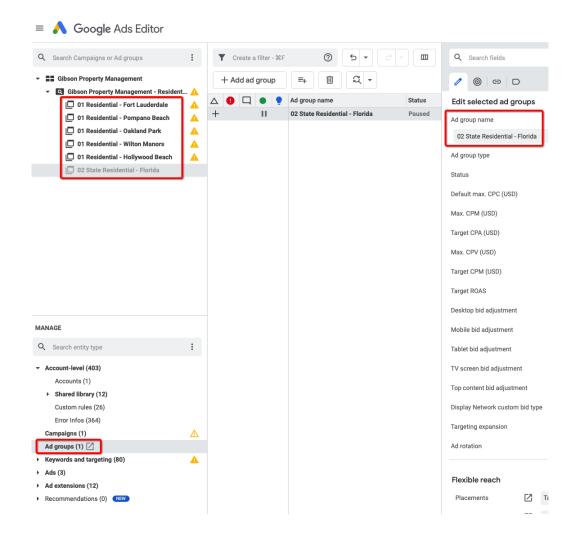
Make sure you are under the campaigns - on the left hand side of the page - then change the actual name in the edit area on the right side of the page



#### Change ad group names

Make sure you are on the ad group tab on the left side of the page - make the name changes under the edit section on the right side of the page

All ad group names will be the cities they have selected to target.

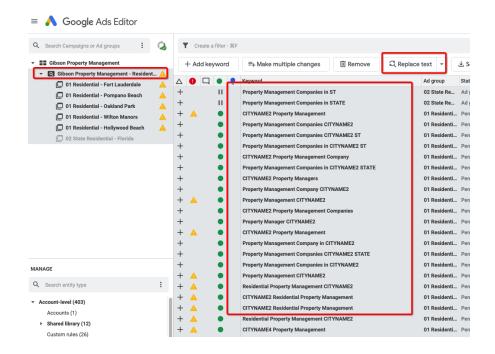


Change Keywords

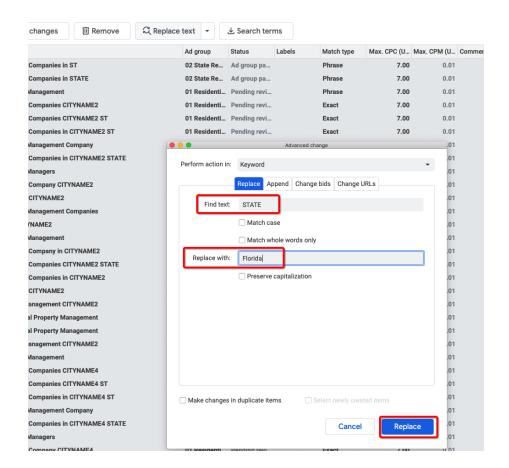
First you will change the STATE & ST name

Highlight the entire campaign

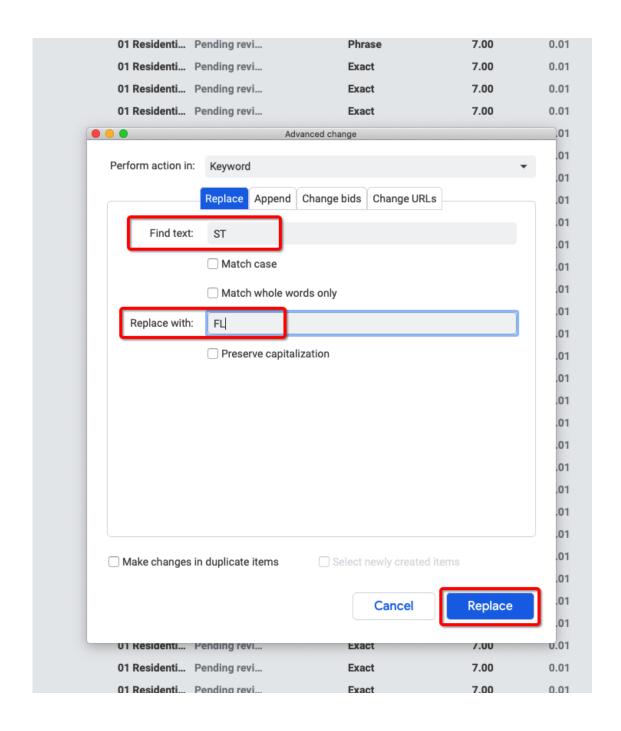
Select or highlight every keyword - replace text



Replace text for STATE to the actual State name Click on Change Keyword

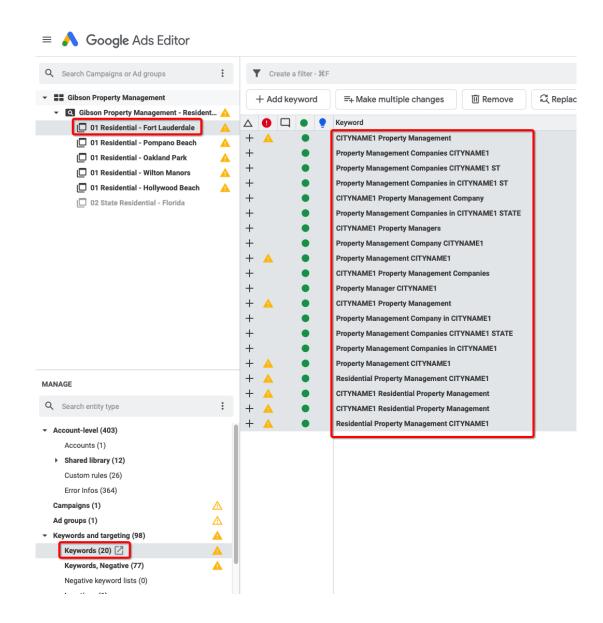


### You will then change ST to the state abbreviation



Inside of each ad group - there are specific keywords. Change CITYNAME1-CITYNAME5 to the correct city name.

First you will highlight all of the keywords in the ad group



From here, you will click replace text (make sure ALL keywords are highlighted or selected)

Click on Replace Text

Enter in the Find Text area (ie. CITYNAME1)

#### Enter in the Replace with area (ie. Fort Lauderdale)

#### ▼ Create a filter - %F + Add keyword ≡+ Make multiple changes Remove Status Match type Max. CPC (U... Max. CPM (U... Comment **CITYNAME1 Property Management** Pending revi... Phrase 7.00 0.01 Property Management Companies CITYNAME1 Pending revi... Exact 7.00 0.01 Property Management Companies CITYNAME1 ST Pending revi... 7.00 0.01 Property Management Companies in CITYNAME1 ST Pending revi... 7.00 0.01 0.01 CITYNAME1 Property Management Company Pending revi... 7.00 Exact Property Management Companies in CITYNAME1 STATE Pending revi... CITYNAME1 Property Managers 000 Property Management Company CITYNAME1 Perform action in: All applicable fields Property Management CITYNAME1 Replace Append Change bids Change URLs CITYNAME1 Property Management Companies Property Manager CITYNAME1 CITYNAME1 CITYNAME1 Property Management Property Management Company in CITYNAME1 Match case Property Management Companies CITYNAME1 STATE Property Management Companies in CITYNAME1 Fort Lauderdale Preserve capitalization Residential Property Management CITYNAME1 CITYNAME1 Residential Property Management CITYNAME1 Residential Property Management Residential Property Management CITYNAME1 Make changes in duplicate items

#### Click Replace

Run through the other ad groups and change the city names to the correct city names

#### MAKE SURE TO DOUBLE CHECK IF THE KEYWORDS WERE CHANGED

Next we move onto the Ads

Click on Ads - Responsive Search Ads

Highlight ALL but the 1st ad group - delete all ads

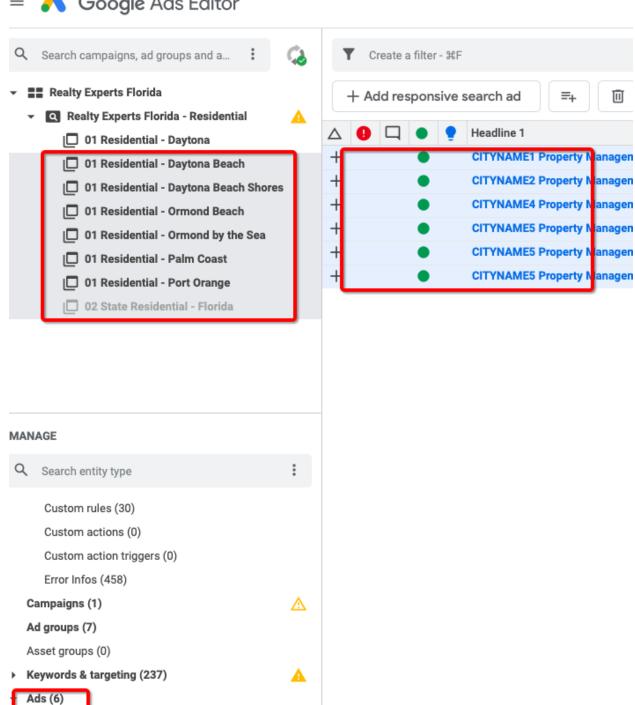
## Google Ads Editor

Responsive search ads (6)

Evnandad dynamic search ads (N)

Expanded text ads (0)

Text ads (0)



III

The first ad group will still have the ads. We delete the others because we want to make sure all of the ads are the same throughout each ad group.

Go to the first locations ads - change the CITYNAME1 to the actual city name

#### Customize the Ads

Take ANY & ALL information from the form submission/clickup and their website. Make sure to have a call to action in the ads (ie. call us today, fill out our form for your free rental analysis, etc.)

You will also make sure the URL's are correct & the tracking cookies are on the Ads

If the website does not have a specific page for the location - sent the request to support at <a href="mailto:support@kohva.com">support@kohva.com</a> and request the pages (pages will always be /city-name-property-management or city-property-management) so you can always put in

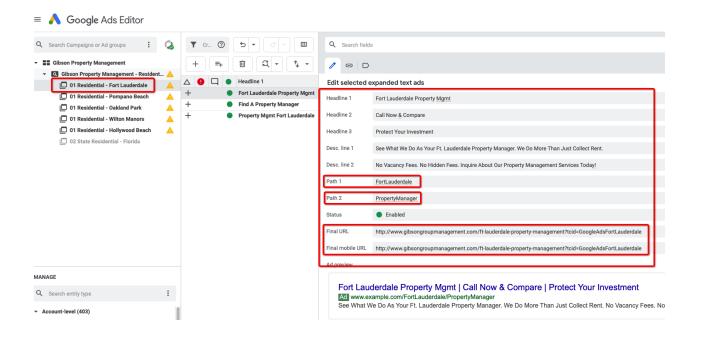
the URL for the time being until support has completed adding the additional pages

Tracking cookies: ?tcid=GoogleAds{CITYNAME}

Make sure the path's are correct - no spaces in the city names

Make sure the URL is correct

#### ALL FIRST LETTERS OF EACH WORD MUST BE CAPITALIZED

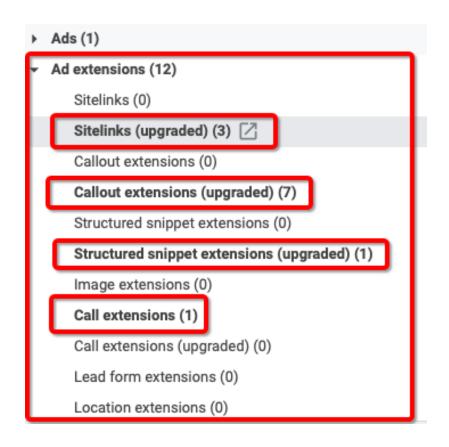


Next you will copy and paste these ads into the other ad groups & replace the city names, paths, URL's and tracking codes with the correct city names

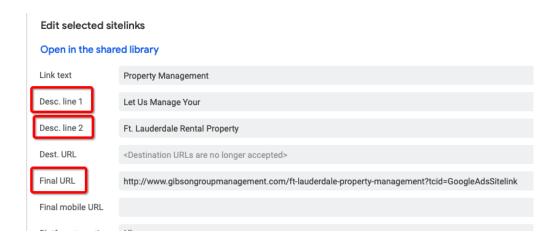
#### PAUSE THE STATE ADS - we do not run these ads

Next, you will go down to the Ad Extensions on the left side of the page

You will change out:
-Sitelinks (Upgraded)
-Callout Extensions (upgraded)
-Structured Snippets (upgraded)
-Call Extensions

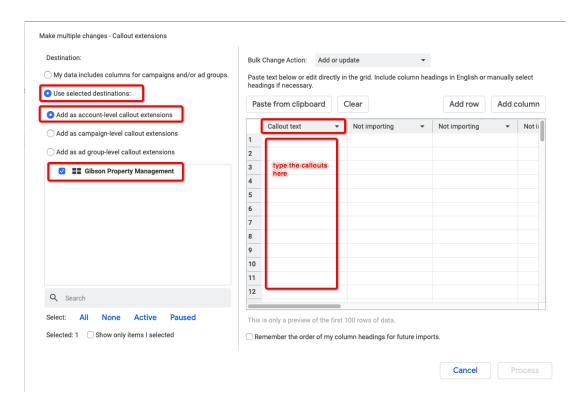


Be sure to change the Description line 1, line 2 and final URL for all 3 sitelink extensions



Next change the Call Out Extensions (these should be somewhat similar - but just double check their website and add more if there is anything else to add

To add more, click on Make multiple changes

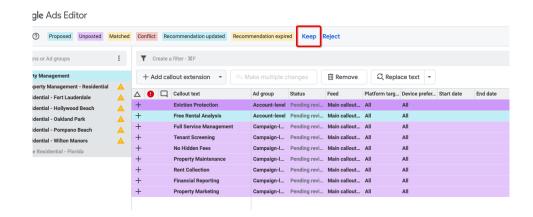


(This is information directly from their website on services they offer. Guarantees can be added here as well.)

Click process

#### Click finish and review changes

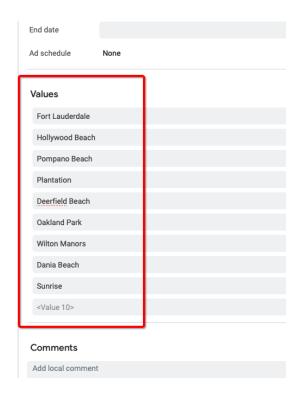
The new callout will show in a different color - at the top of the screen click keep



Next, you will go to the structured Snippet Extensions

There are neighborhoods already selected - you will change the name of these "Neighborhoods" to the cities they want to target. You can include more from their site if they have additional locations listed out.

#### BE SURE TO DELETE ANY CITIES FROM PREVIOUS TEMPLATE ACCOUNT



#### **CALL EXTENSIONS**

If the client has AMP or is a PMI - they will already have a CallRail #

Copy and paste the number on the PM/Services page (MAKE SURE THIS IS THE NUMBER THAT SWAPS) in the call extension area

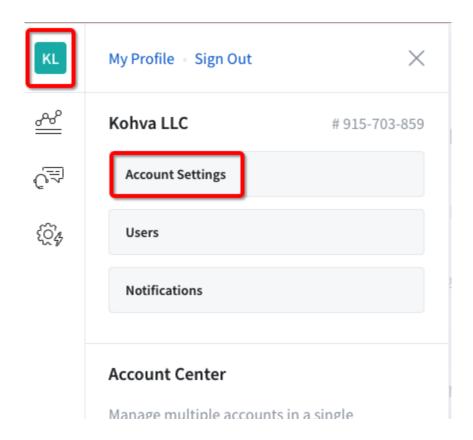
If this client does not have AMP or is a PMI we will create a call rail number for them

#### LOGIN TO CALLRAIL

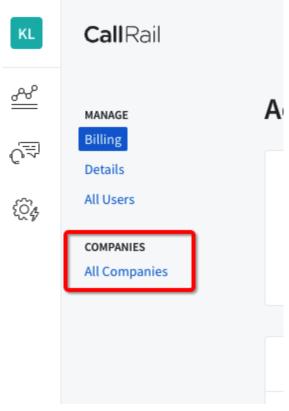
Search to see if an account has already been made for the client

If an account has not been made:

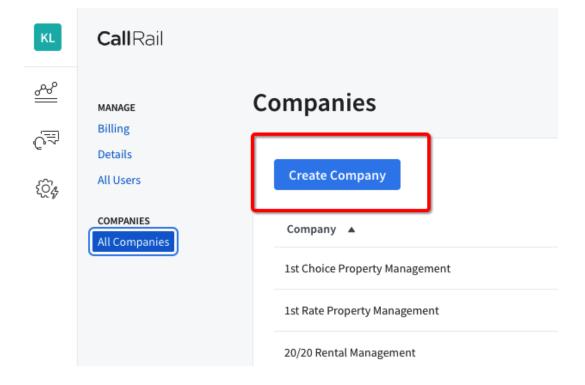
In CallRail - go to the KL account name in the top left side of the page Once you click on KL the - click on Account Settings



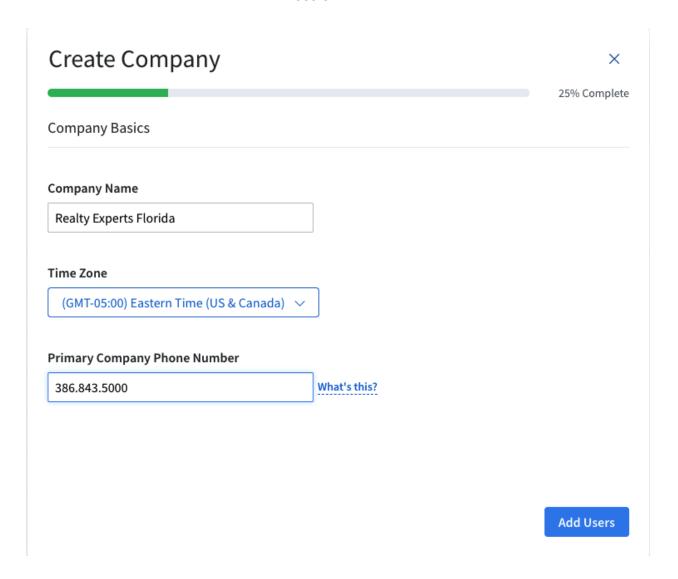
### Click on All Companies



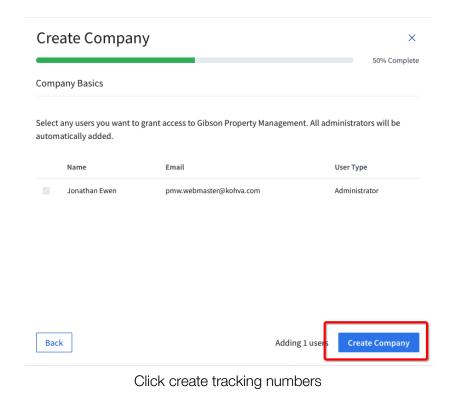
Create Company

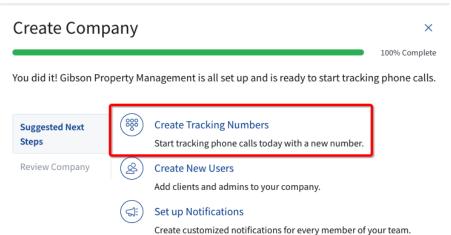


Add the company name & time zone & phone number from site (on pm page) - click add users



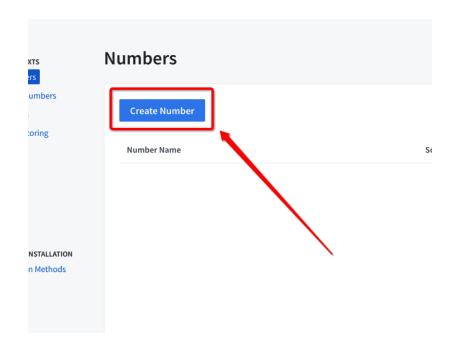
Click create company



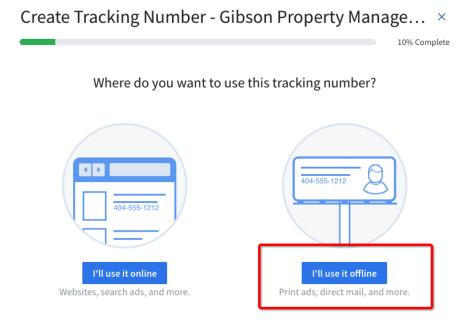


Go to Company Dashboard

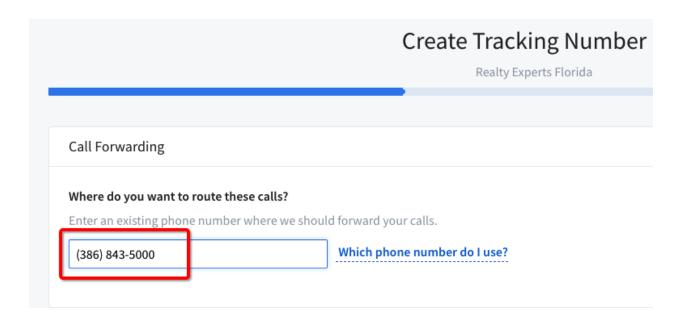
Click create number



It will bring you to a new page - find the account we just created - click on the account Click I'll use it offline

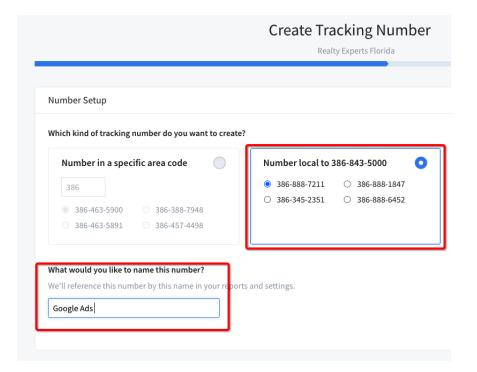


Where do you want to route these calls - make sure its the same number as the one we found on the site



You will then select which phone number to use. Always select the same area code and if possible, a number similar to theirs.

Put in the name for the call - Google Ads



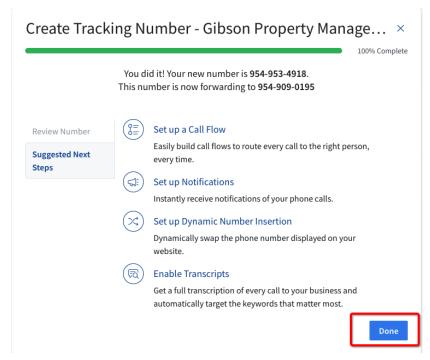
## Select a Whisper Message - Call from Google Ads

Call Recording - check & the call recorded message will appear

Click activate tracking number

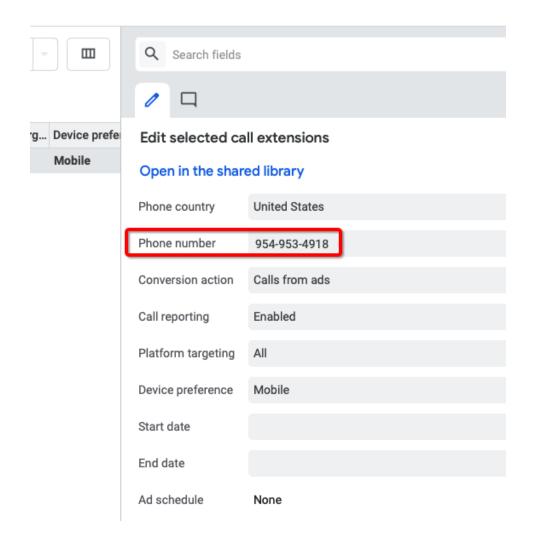
| Nur      | mber Features  |  |
|----------|--|--|
| Whi      | isper Message  |  |
| A sh     | nort message that plays before the call. The caller does not hear this message.  |  |
| <b>✓</b> | Call from Google Ads   |  |
|          | ▶ Preview message  |  |
| الد      | Recording  |  |
|          |  |  |
|          |  |  |
|          | ivate call recording and play a short message to the caller. Leave blank for no message.   |  |
|          |  |  |
| Acti     | ivate call recording and play a short message to the caller. Leave blank for no message.  This call will be recorded for quality  Legal Note |  |
| Acti     | This call will be recorded for quality assurance.  |  |

Click done or see active numbers

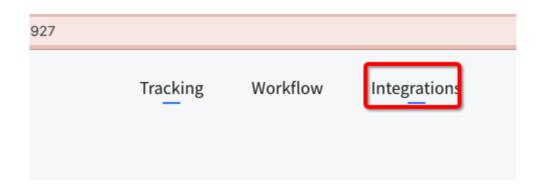


# COPY THE NEW <u>TRACKING NUMBER</u> INTO THE CALL EXTENSION IN GOOGLE ADS EDITOR

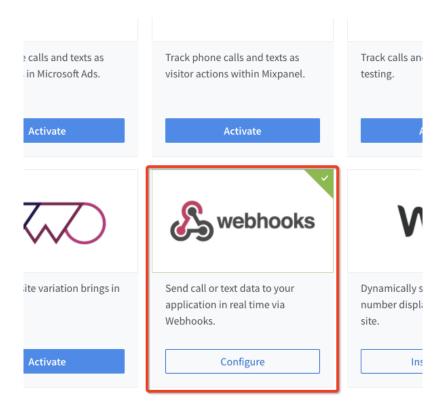
| Tracking Number | Forward Calls To |
|-----------------|------------------|
| 954-953-4918    | 954-909-0195     |
|                 | '                |



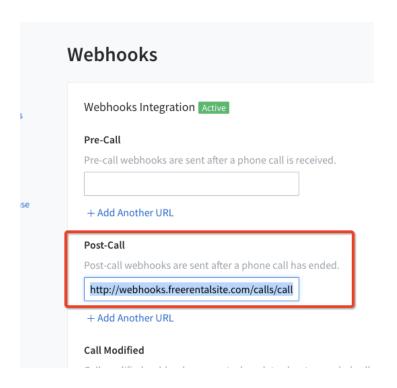
Go back into CallRail & click on the INTEGRATIONS

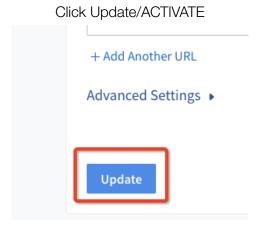


Scroll down to WEBHOOKS - click CONFIGURE

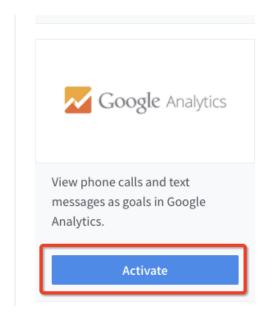


Paste - <a href="http://webhooks.freerentalsite.com/calls/callrail?action=postcall">http://webhooks.freerentalsite.com/calls/callrail?action=postcall</a> into the post-call area

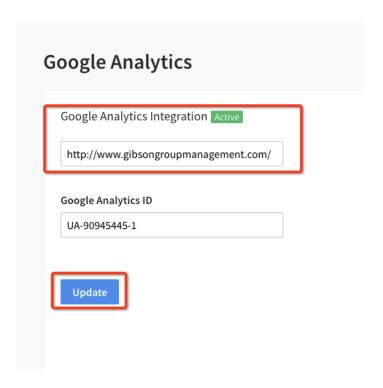




Back in the settings tab - click on GOOGLE ANALYTICS

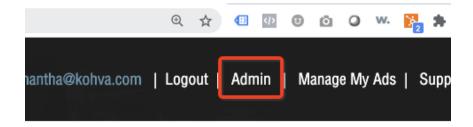


Enter in the URL and click ACTIVATE



After this, you will enter the phone number into FreeRentalSite.com

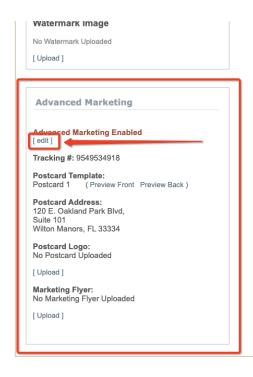
Log In - Go to ADMIN



Search for the company name and select the company name from the list

Once you are in their admin section of the account, scroll down to ADVANCED MARKETING (this will be all the way at the bottom of the page)

#### Click EDIT



OUR SITES ABOUT US

Enter in:

URL

EMAIL

TRACKING #

ADDRESS

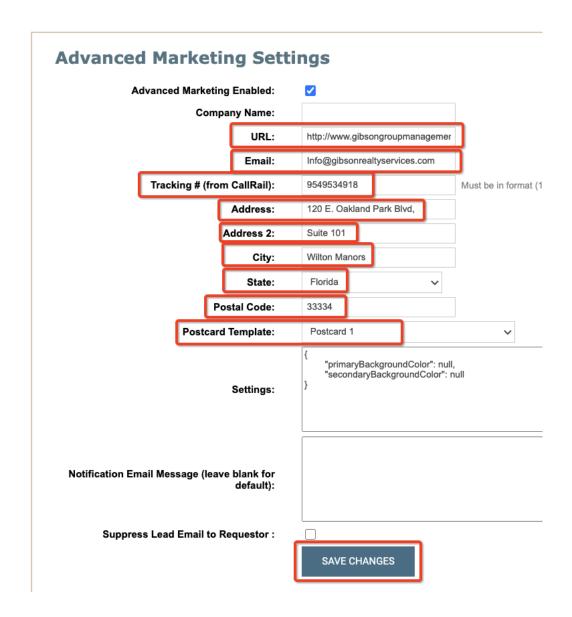
CITY

STATE

POSTAL CODE

POSTCARD TEMPLATE - CHOOSE POSTCARD 1

SAVE CHANGES



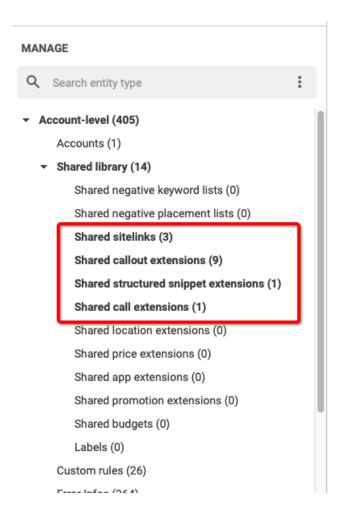
After this, you will need to **email support** so the tracking number will go on the site.

Email <a href="mailto:support@propertymanagerwebsites.com">support@propertymanagerwebsites.com</a> - tell them that you have created a CallRail # for their Google Ads account and they need to create the number in FRS and put the number on the site. They will know exactly what to do.

I have created a CallRail number for [COMPANY NAME] for their Google Ads account & entered the information into FRS. If you could put this on their site that would be great!

Thanks!"

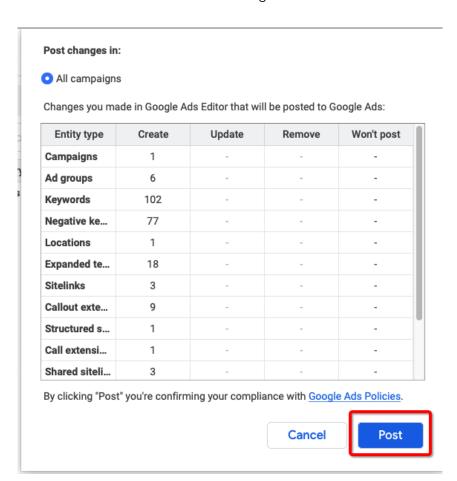
Next, you will check the Shared Library in Google Ads editor and make sure the changes you made to all of the sitelinks were changed in this area as well.



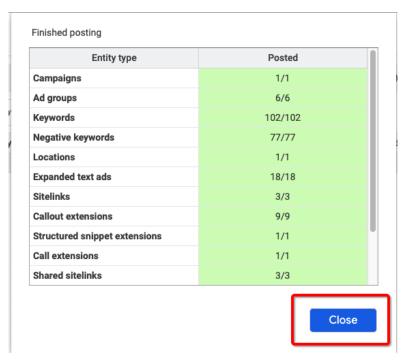
If all is correct - click POST at the top right side of the page



Click POST again



Click Close

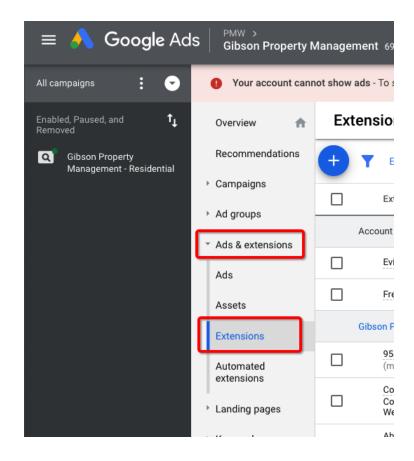


Now, you will go back into the **Google Ads UI** - ads.google.com

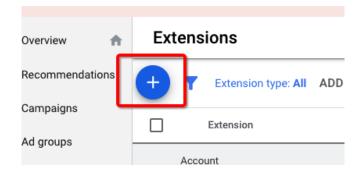
Go to the company you just created

You will go back to the sitelinks and add others that we were not able to add in editor

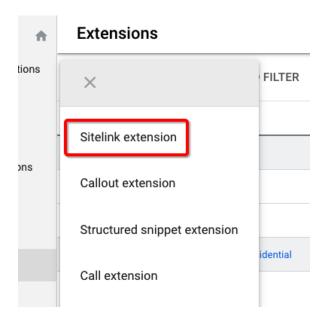
Go to ads & extensions - Extensions



Click the Blue + button



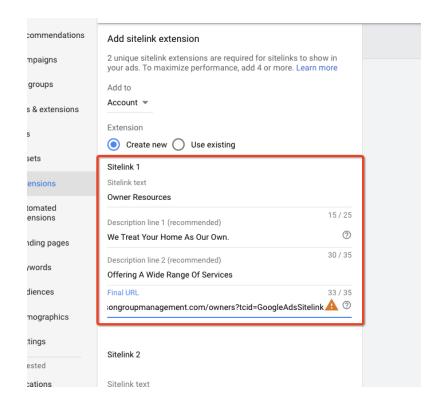
Click Sitelink Extension



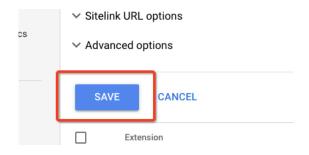
Add other pages from the website that have to do with owners/investors and property management. Do not add tenant pages.

Fill out as many as you possibly can

Include the tracking code: ?tcid=GoogleAdsSitelink



#### Click Save



In Monday - Fill out the following:

Google Ads CID:

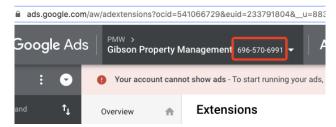
Remarketing Code:

Analytics UA:

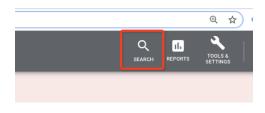
GTM:

As you finish building the account, you will be filling out this information

To find the Google Ads CID: go to the google ads account and where the account name is at the way top of the screen is the CID number



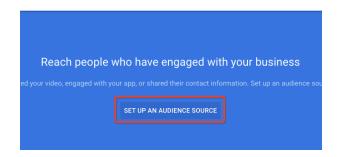
Next, you will find the Remarketing Code: in the search box type in remarketing



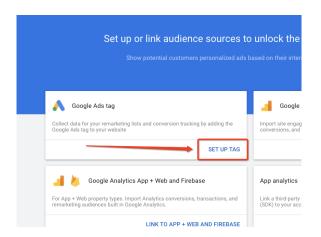
## Click on the second option - <u>Audience Manager</u>



Set up an audience source

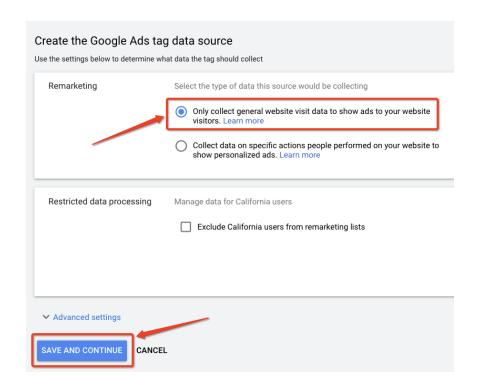


Under Google Ads Tag - click SET UP TAG

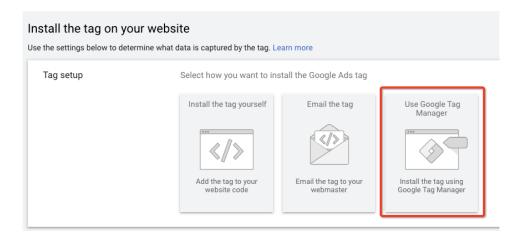


Under Remarketing - click the first option - only collect general website visit data...

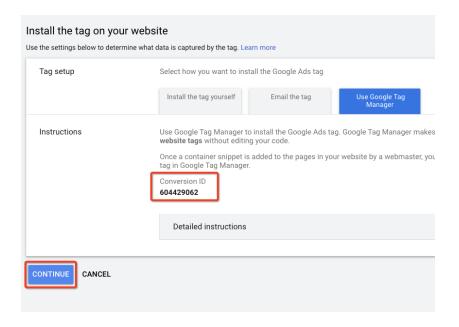
SAVE AND CONTINUE



Under Tag Setup - select Use Google Tag Manager



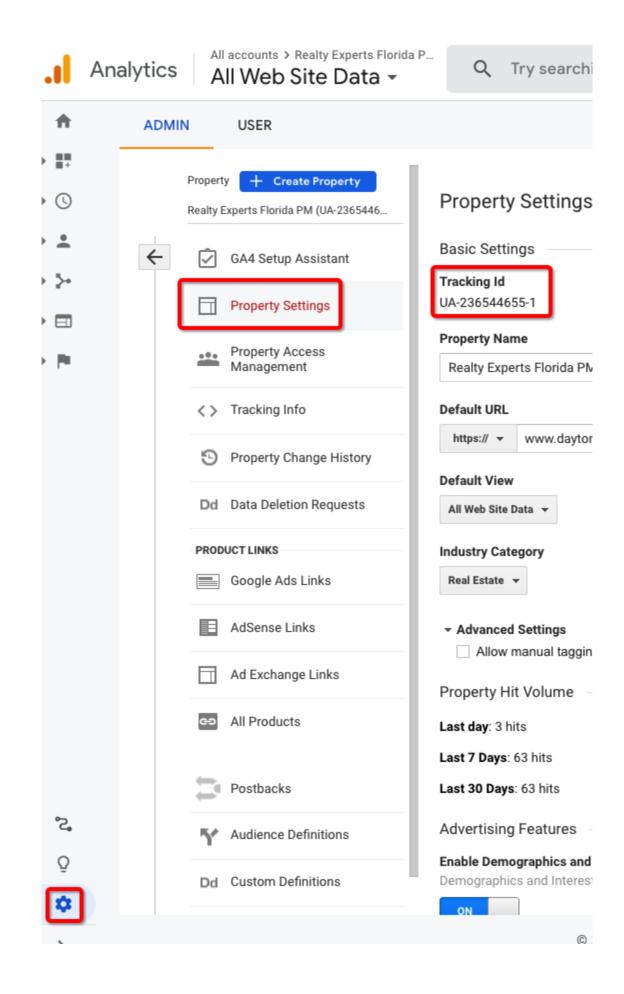
Once you click on Use Google Tag Manager the conversion ID will show up - copy this code and put it in Monday



Next, we will be moving into Google Analytics

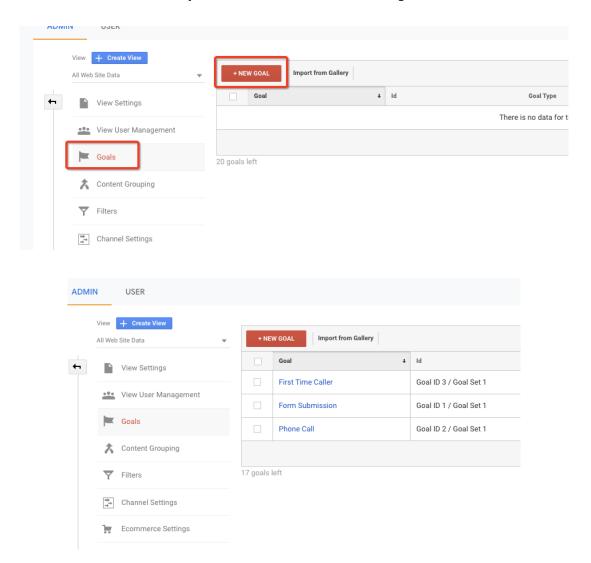
Once you are logged into Google Analytics - make sure the <a href="mailto:pmw.webmaster@kohva.com">pmw.webmaster@kohva.com</a> email address has access to the Google Analytics account. If they do not have access, grant admin access through <a href="mailto:pmw.analtyics@kohva.com">pmw.analtyics@kohva.com</a> email address

You will note down their UA Code in Monday



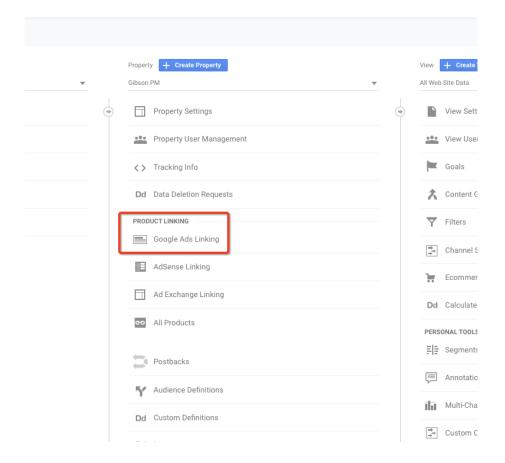
## Go to the goals and double check that all 3 goals are in the account

If they are not in the account, add the goals

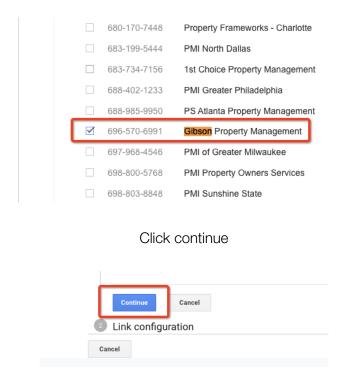


Next, we will be linking the Google Analytics account to the Google Ads account in  $\underline{\text{ANALYTICS}}$ 

In the Admin area - click on Google Ads Linking

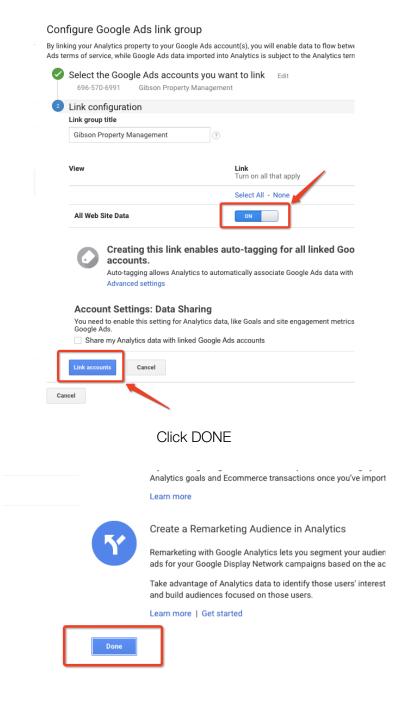


A list will populate - find & select the account you are building



\*\*If the account does not show in here - then the <a href="mailto:PMW.Webmaster@kohva.com">PMW.Webmaster@kohva.com</a> email address does not have access to this account.

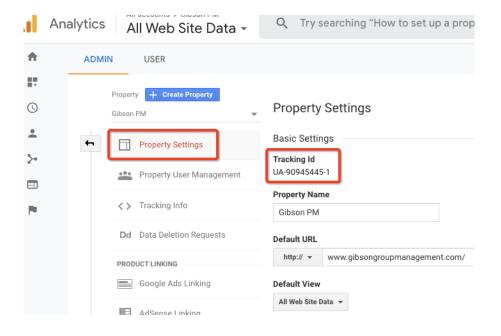
#### Turn "ALL WEBSITE DATA" ON - link accounts



Next, you will put the Google Analytics Code in Monday

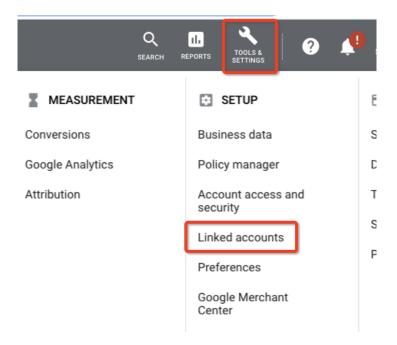
## Click on Property Settings

Tracking ID will be listed. Copy and paste this code into ClickUp

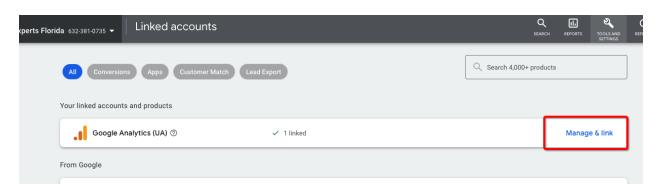


GO BACK TO GOOGLE ADS

Click on Tools & Settings - Linked accounts



Click Google Analytics - DETAILS



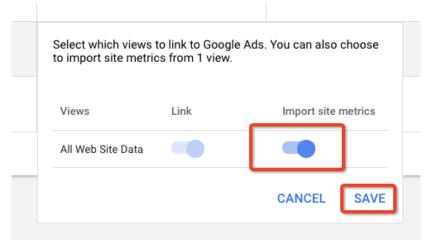
Find the company you are working on in the list



Next to the 1 view - there will be a pencil when you hover over it

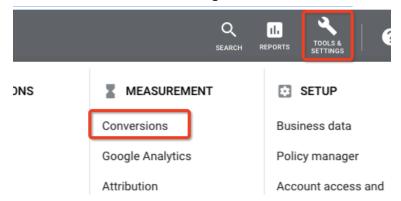
Click on the pencil

Click to import site metrics

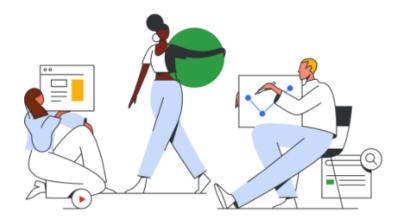


Next is Google Ads conversions

Go to Tools & Settings - Conversions



Click + New Conversion Actions

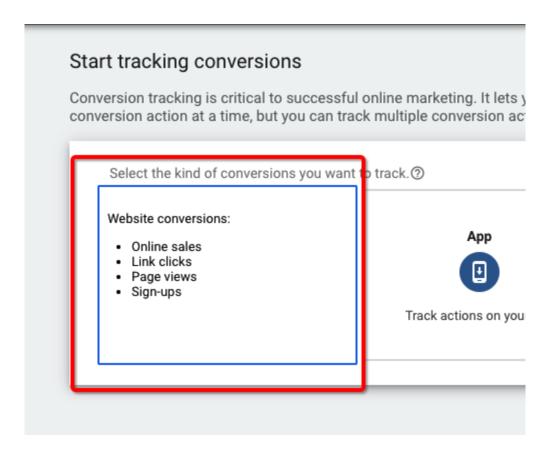


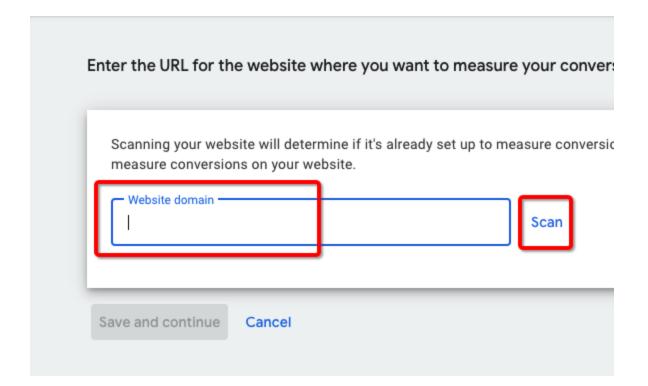
## Set up conversion tracking

Conversion tracking helps you track your customers's important actions, such as online purchases, mobile app downloads, and calls to your business. <u>Learn more</u>

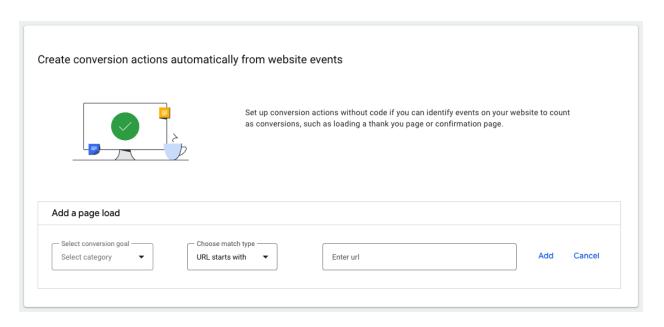
New conversion action

First conversion - Website





You will create conversion actions automatically from website events:

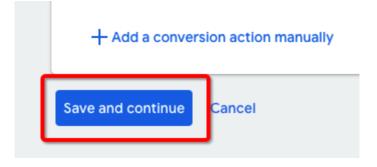


Select Conversion Goal: Submit Lead Form
Choose Match Type: URL is
Enter URL: company.com/success
(make sure the website has a success page!)

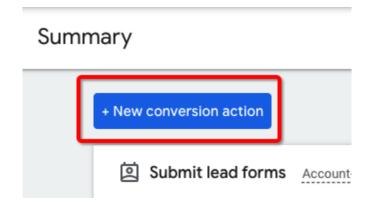
## Click ADD



Click Save & Continue

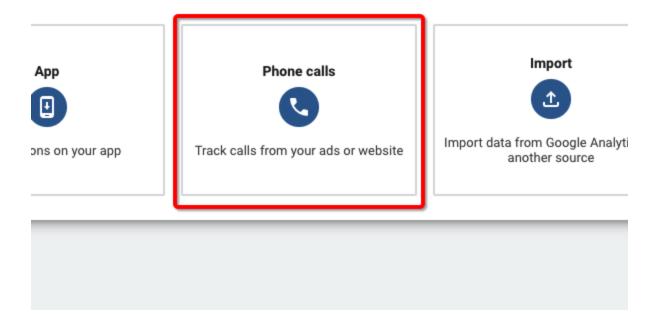


You will then go back to the conversions page - click + New Conversion Action



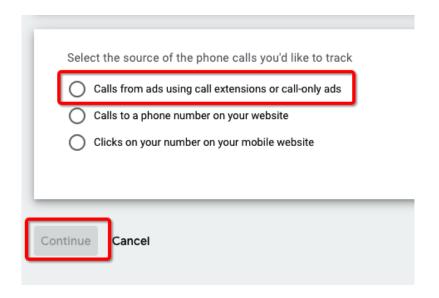
Click Phone Calls

g. It lets you see what people do - the conversion actions they take - after seeing your ad. \ ersion actions at once. Learn more



Click Calls From Ads using call extensions or call-only ads

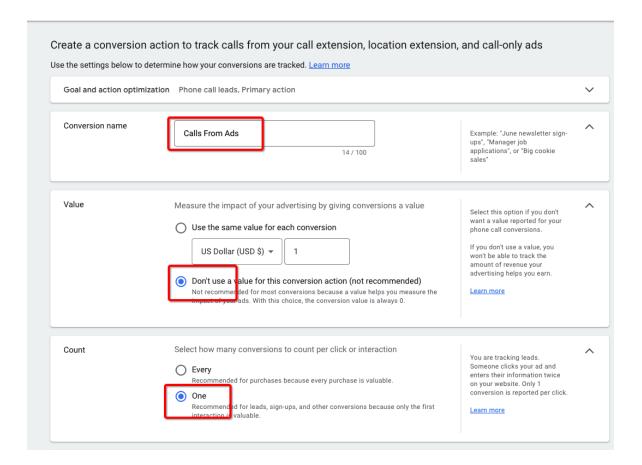
Click continue



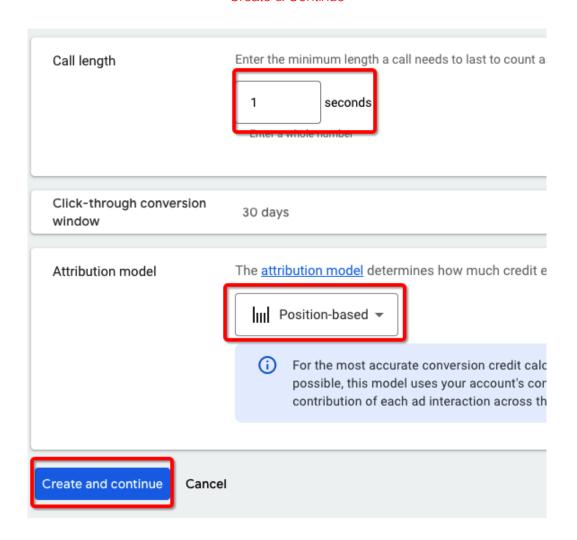
Conversion Name: Calls From Ads

Value: Don't use a value for this conversion action

Count: One

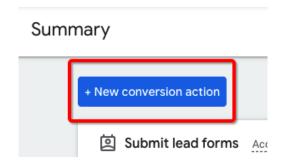


Call Length: 1 Second
Attribution Model: Position Based
Create & Continue



Click Done

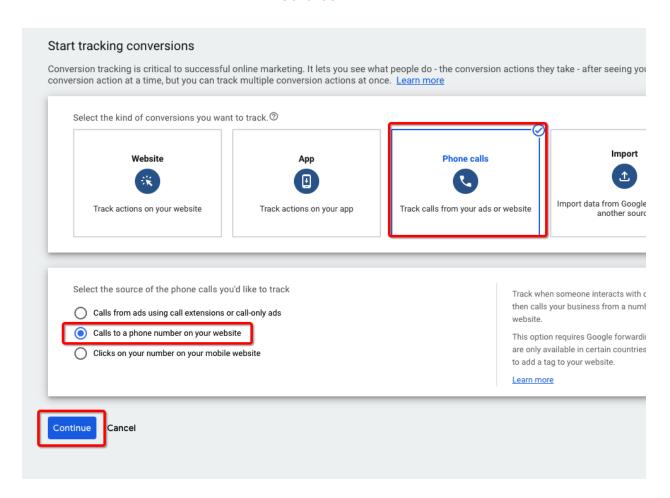
You will go back to Conversions again - click + New Conversion Action



## Click Phone Calls Again

## Click Calls to a phone number on your website

#### Continue



Conversion Name: Calls From Website

Value: Don't use a value...

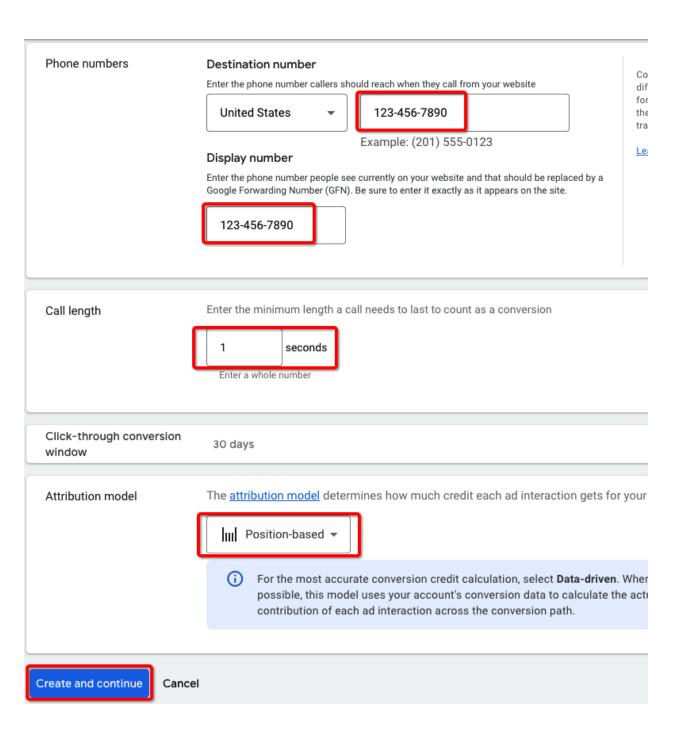
Count: one

| Goal and action optimization Phone call leads, Primary action |  |  |
|---|--|--|
| Conversion name   | Calls From Website   |  |
| Value   | Measure the impact of your advertising by giving conversions a value  Use the same value for each conversion  US Dollar (USD \$) ▼ 1  Don't use a value for this conversion action (not recommended)  Not recommended for most conversions because a value helps you measure the impact of your ads. With this choice, the conversion value is always 0. |  |
| Count   | Select how many conversions to count per click or interaction  Every Recommended for purchases because every purchase is valuable.  One Recommended for leads, sign-ups, and other conversions because only the first interaction is valuable.   |  |

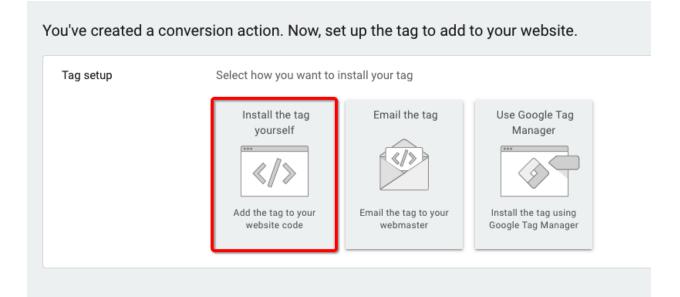
Phone Numbers: Enter the call tracking number into BOTH spots (destination Number & Display Number)

Call Length: 1 Second

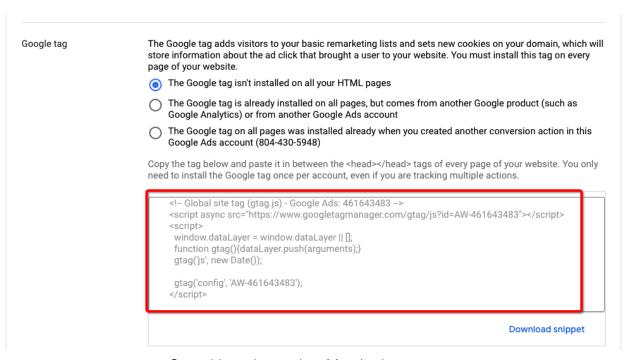
Attribution Model: Position-based



Next, you will click Install the Tag Yourself



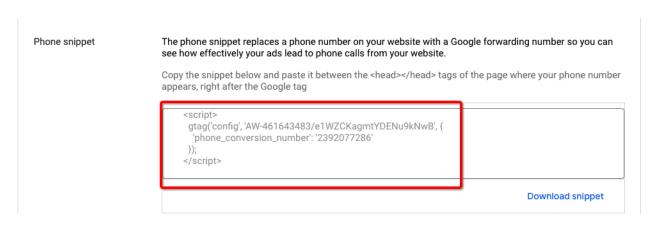
You will then copy and paste the Google Tag into Monday in the correct spot (you will later be entering this on the site in the resources tab)



Copy this and paste into Monday here:

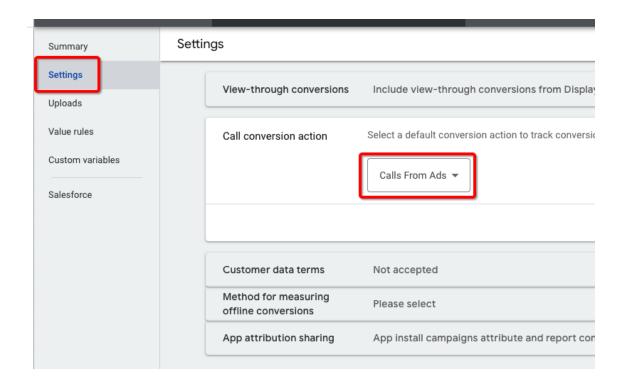


Next, you will copy and paste the Phone Snippet into Monday as well



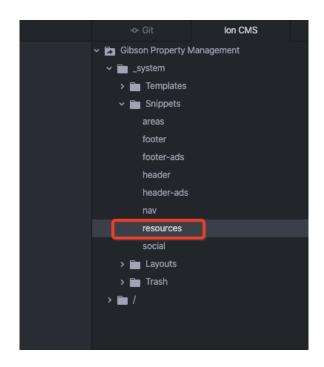


Next, you will change the call conversion actions to Calls From Ads (all capital letters)



Next, the Global Site Tag you copy and pasted into Monday will need to go on the site

Open Atom & open the account
Go to the resources snippet
Paste the code & DELETE the Google Analytics Code



```
<script src="https://oss.maxcdn.com/html5shiv/3.7.2/html5shiv.min.js"></script

<script src="https://oss.maxcdn.com/respond/1.4.2/respond.min.js"></script>

<![endif]==>

<!-- Global site tag (gtag.js) - Google Ads: 604429062 -->

<script async src="https://www.googletagmanager.com/gtag/js?id=A /-604429062

<script>
    window.dataLayer = window.dataLayer || [];
    function gtag(){dataLayer.push(arguments);}
    gtag('js', new Date());

dynamical site tag (gtag.js) - Google Ads: 604429062 -->

<script>

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

/-604429062

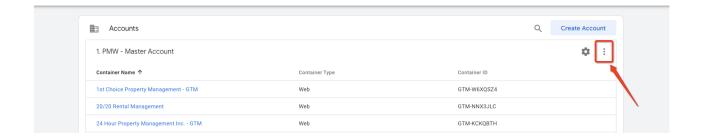
/-6044290
```

Save your work on this page.

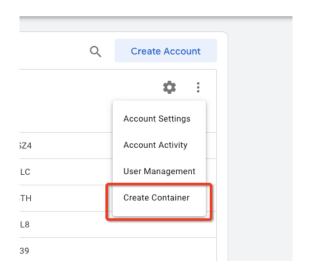
#### **GOOGLE TAG MANAGER**

https://tagmanager.google.com/#/home Login under pmw.webmaster@kohva.com Normal password

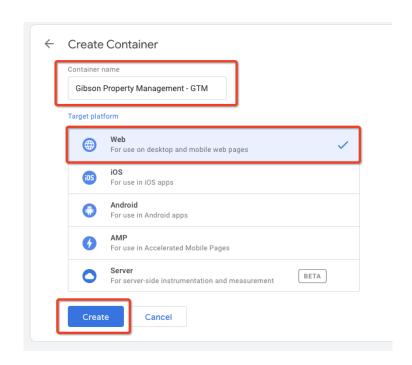
Once you log in, you will see all of the accounts. The first thing you will click on is the three dots on the right side of the page



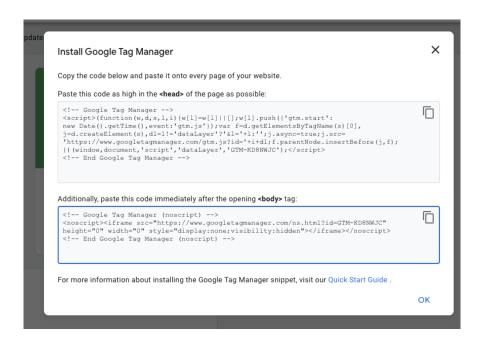
Click Create Container



Container name = company name Click on web CREATE

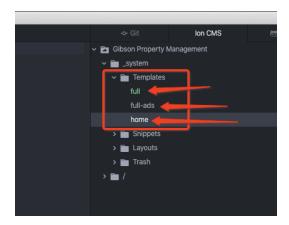


Install Google Tag Manager 2 codes will pop up on the screen



You will be copy and pasting these codes into atom
The first code will be in the HEAD
The second code will be in the BODY
These codes will be placed within ALL of the template pages on the site

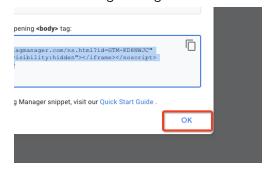
Open Atom and open all of the templates



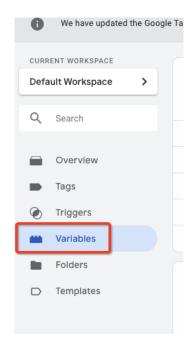
Paste the code in the HEAD AND BODY of each template

Be sure to SAVE each page after you enter in the tag manager script

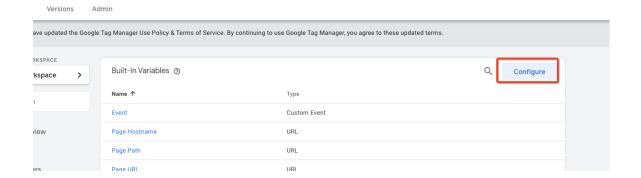
Back in Tag Manager - click ok



On the left side of the page - click VARIABLES



## Then click CONFIGURE in Built-In Variables

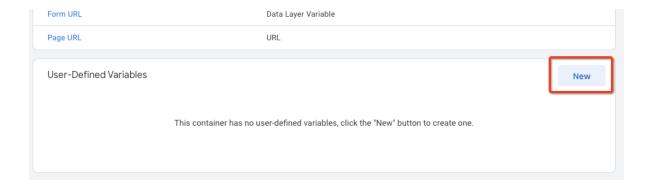


Select:
PAGE URL
CLICK ELEMENT
CLICK CLASSES
CLICK ID
CLICK TARGET
CLICK URL
FORM URL

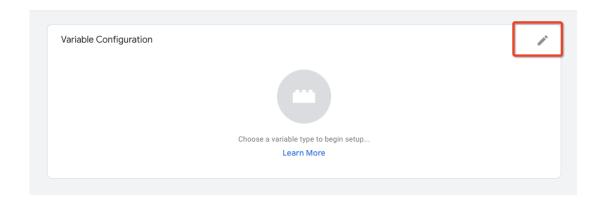
| ×        | Configure Built-In Variables 🗇 |  |
|----------|--------------------------------|--|
| Pages    |                                |  |
|          | Page URL                       |  |
|          | Page Hostname                  |  |
|          | Page Path                      |  |
|          | Referrer                       |  |
| Utilitie | Utilities                      |  |
|          | Event                          |  |
|          | Environment Name               |  |
|          | Container ID                   |  |
|          | Container Version              |  |
|          | Random Number                  |  |
|          | HTML ID                        |  |
| Errors   | Errors                         |  |
|          | Error Message                  |  |
|          | Error URL                      |  |
|          | Error Line                     |  |
|          | Debug Mode                     |  |
| Clicks   |                                |  |
|          | Click Element                  |  |
|          | Click Classes                  |  |
| <b>✓</b> | Click ID                       |  |
| <b>~</b> | Click Target                   |  |
| <u>~</u> | Click URL                      |  |
|          | Click Text                     |  |
| Form:    | <u> </u>                       |  |
|          | Form Element                   |  |
|          | Form Classes                   |  |
|          | Form ID                        |  |
|          | Form Target                    |  |
|          | Form URL                       |  |

Click the X at the top of the page

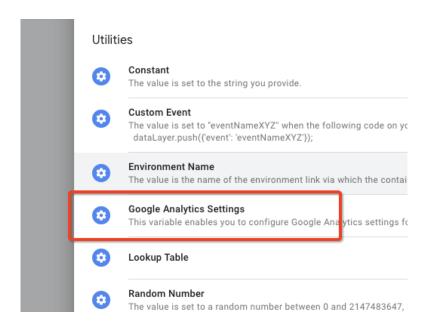
## You will then click on NEW under User-Defined Variables



Hover over Variable Configuration and a pencil will appear - click on the pencil icon

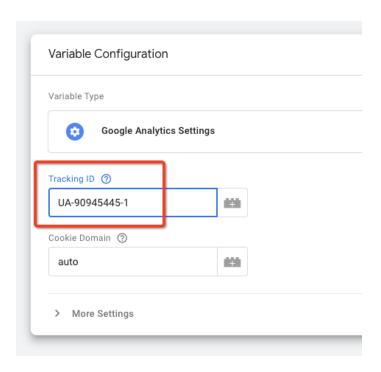


#### Scroll down to find GOOGLE ANALYTICS SETTINGS



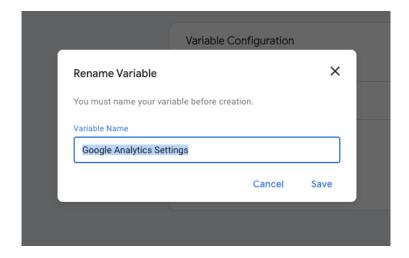
Enter in the Google Analytics UA into the Tracking ID area - you can find the tracking code back in Monday

Paste the tracking code in here and click SAVE

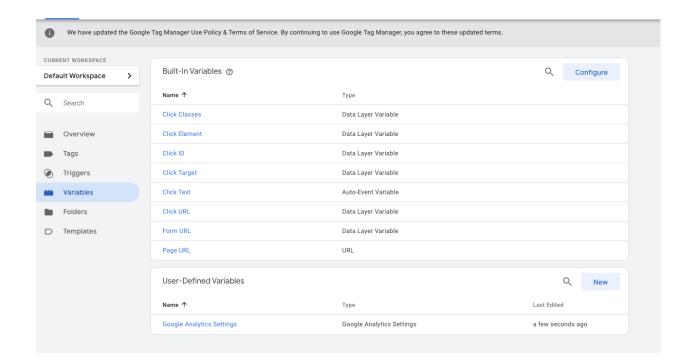


Once you click save, it will ask for a name

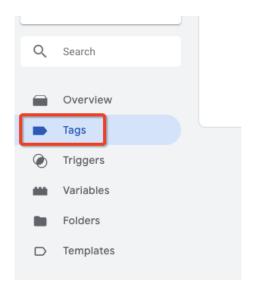
You can keep the Google Analytics Settings name and click SAVE



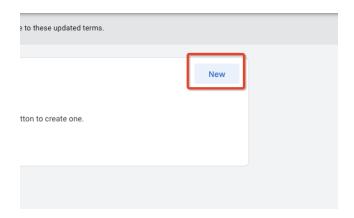
The variables area will look like this:



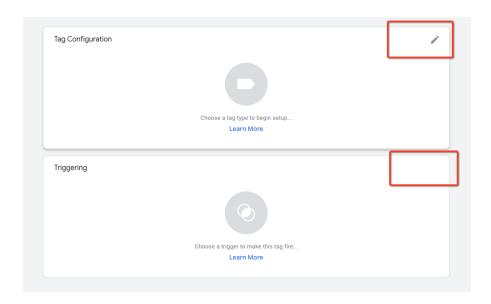
Next you will click on TAGS



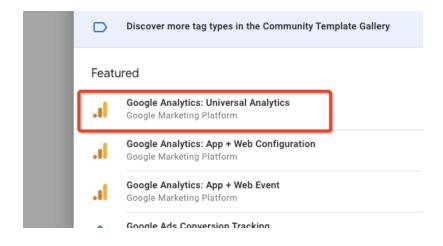
Click NEW



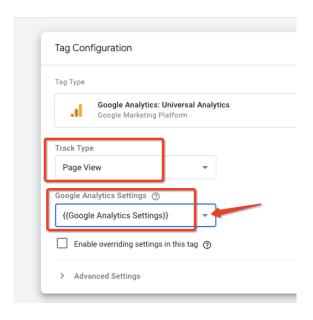
## Click the pencil under Tag Configuration



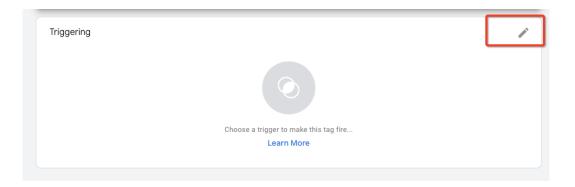
## Select Google Analytics: Universal Analytics



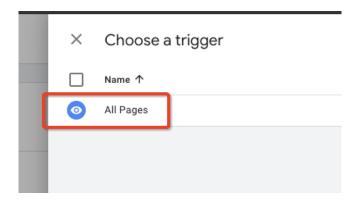
# Track type: Page View Google Analytics Settings: Select {{Google Analytics Settings}}



Under Triggering - click the pencil



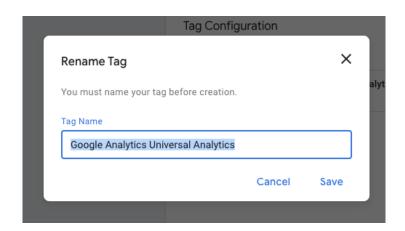
Select All Pages



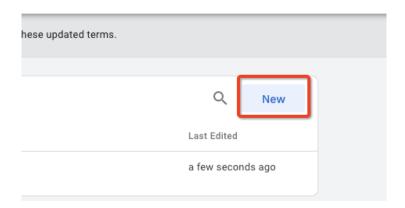
## SAVE



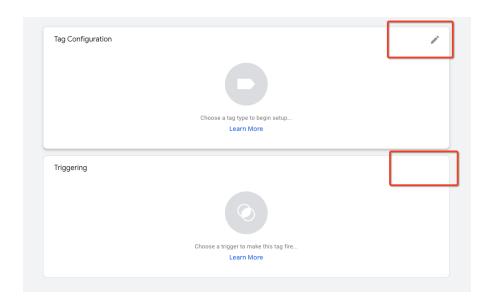
Keep name - SAVE



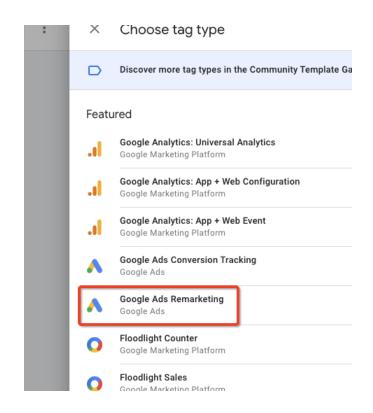
Back to the TAGS - click NEW



Tag Configuration - click the Pencil

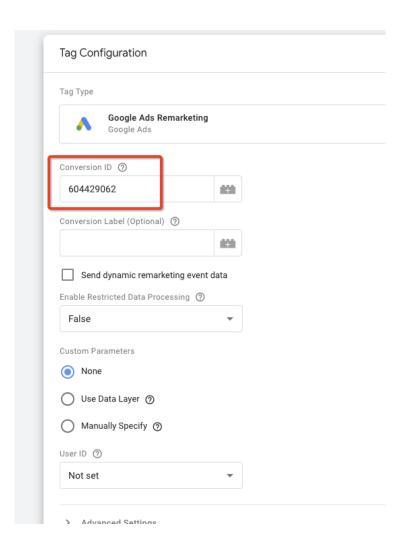


## Click on Google Ads Remarketing

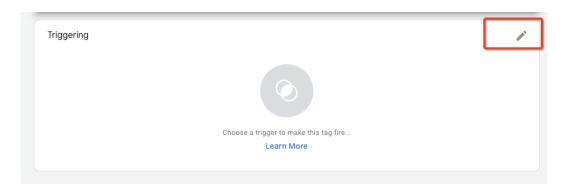


Back in ClickUp - grab the Remarketing Code

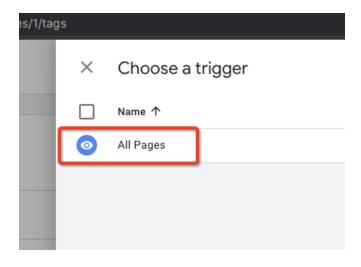
Paste into the Conversion ID space



Click Triggering

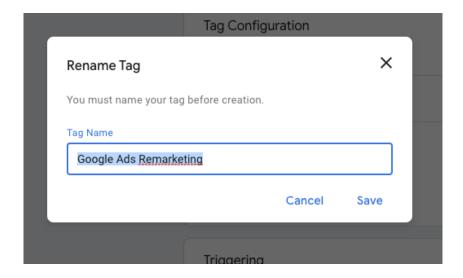


All Pages

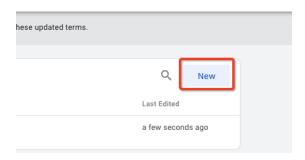


SAVE

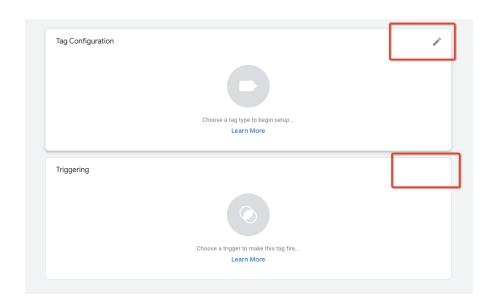
## Keep name as is - SAVE



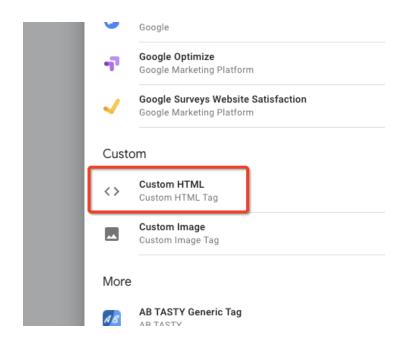
Tags - NEW



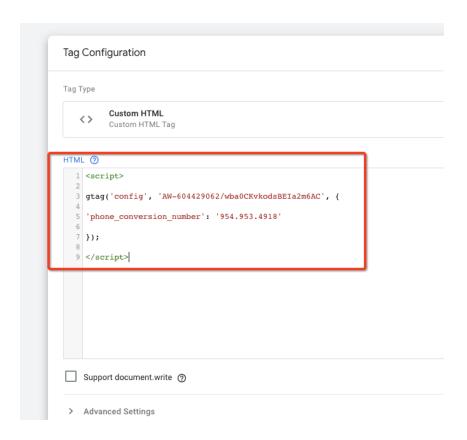
Click Tag configurations pencil



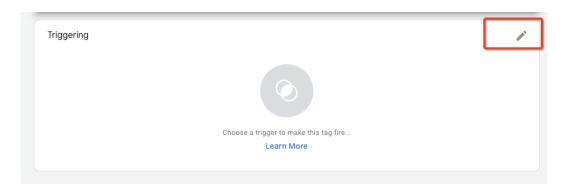
## Select Custom HTML



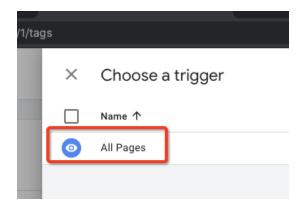
Paste the Call Tracking code from ClickUp into the HTML space



## Click Triggering



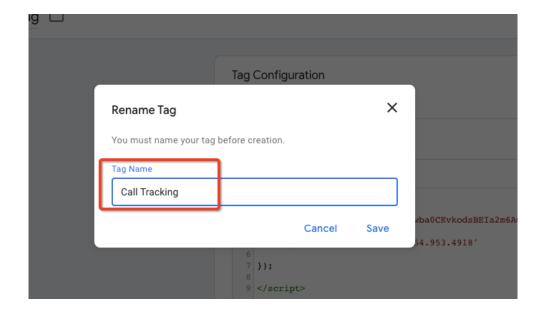
Choose All Pages



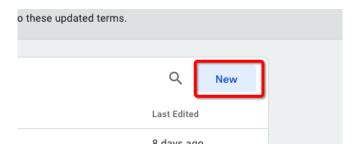
SAVE

## Change the name to Call Tracking

## SAVE

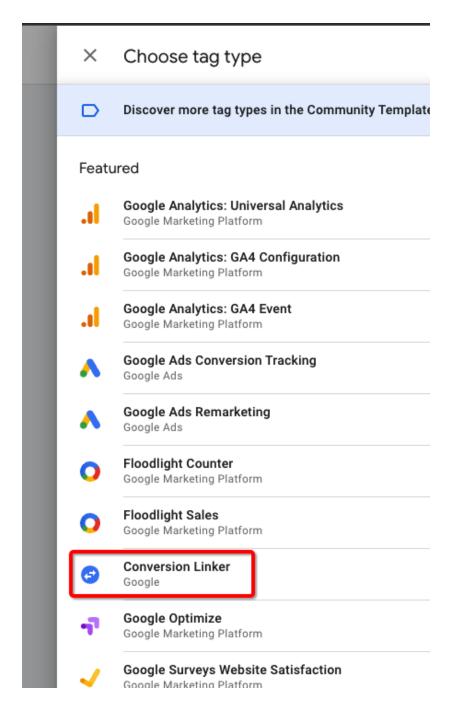


Back to Tags - Click New

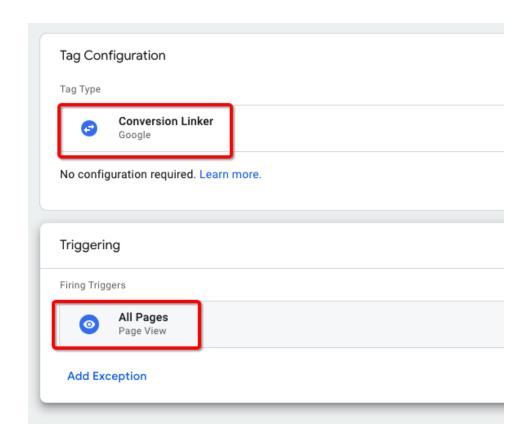


## Tag Configuration:

#### Conversion Linker



Triggering: All Pages



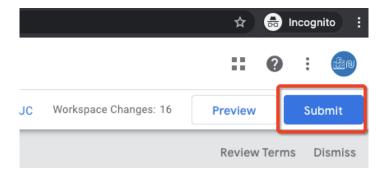
Save

Tag Name:

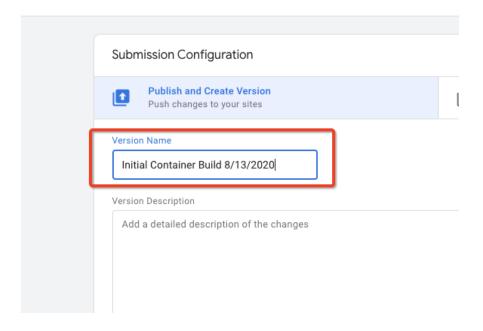
Conversion Linker

Save

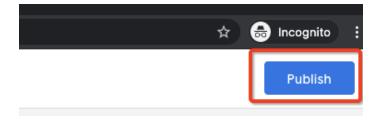
It will bring you back to the main page - click SUBMIT in the top right corner



## Version Name: Initial Container Build w/ the DATE



Click PUBLISH



And you are DONE with the account build!!

Next, you will wait until you have the Launch Call & finish the remainder of the PPC Launch Process