**Email #11**

**Updating Special / Holiday Hours**

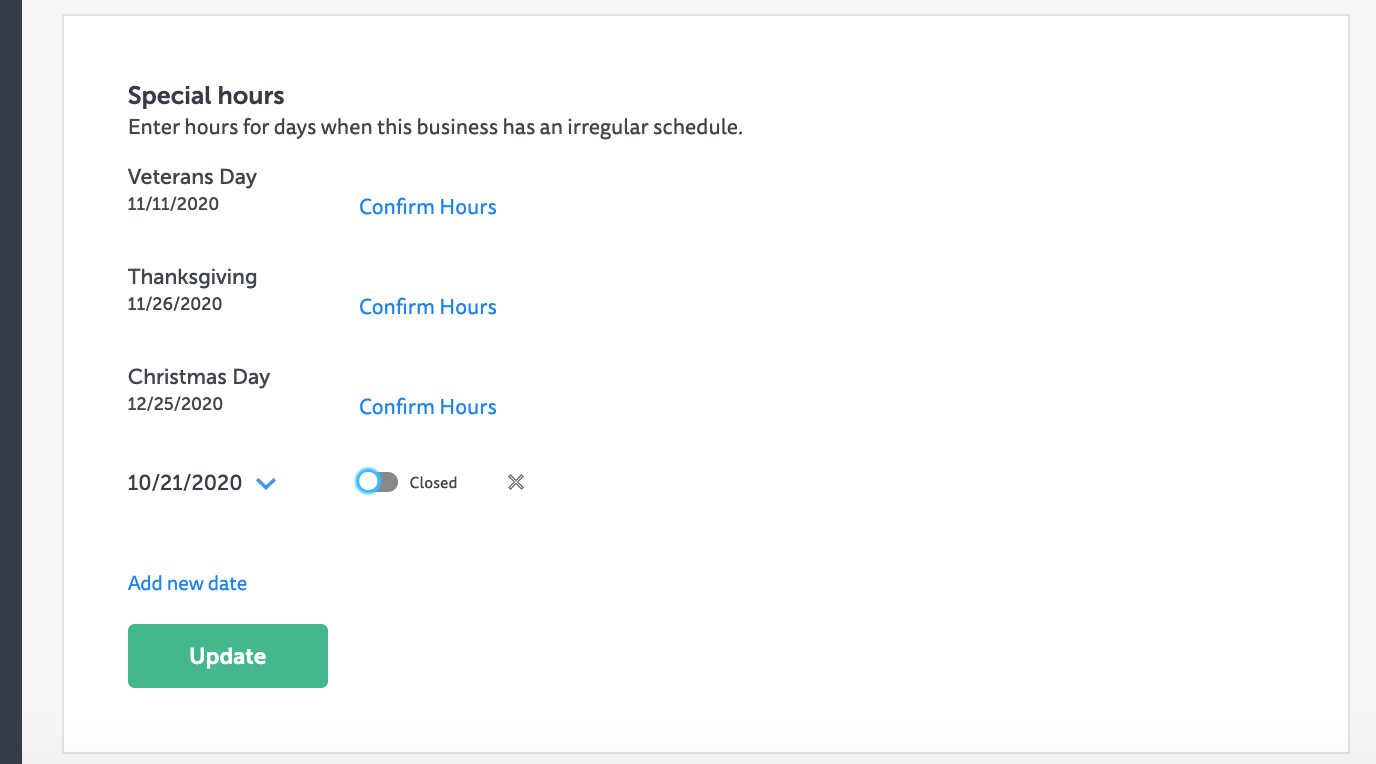
In addition to keeping your normal business hours up to date on Google, businesses can also add special business hours, including holidays, to their listing.

Keeping hours updated is important, so people know if you are open or closed on holidays or have limited hours on other days.

With Locl, you can edit and upload your special business and holiday hours directly to one or multiple locations right from your dashboard.

**Note:** If you are a business with multiple locations and differing hours across locations, please be mindful of selecting the desired locations to avoid accidentally changing the hours for all locations. If your locations have differing hours, you can set them individually by selecting the single location.

* First, [sign in to your Locl account](https://app.locl.io/sign-in).
* Scroll down to the "Manage Business" section on the left-hand side.
* Select desired locations.
* Find the "Special Hours" box and select the holidays/days and times you are open and closed.
* Click "Update" to save.

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