**Email #7**

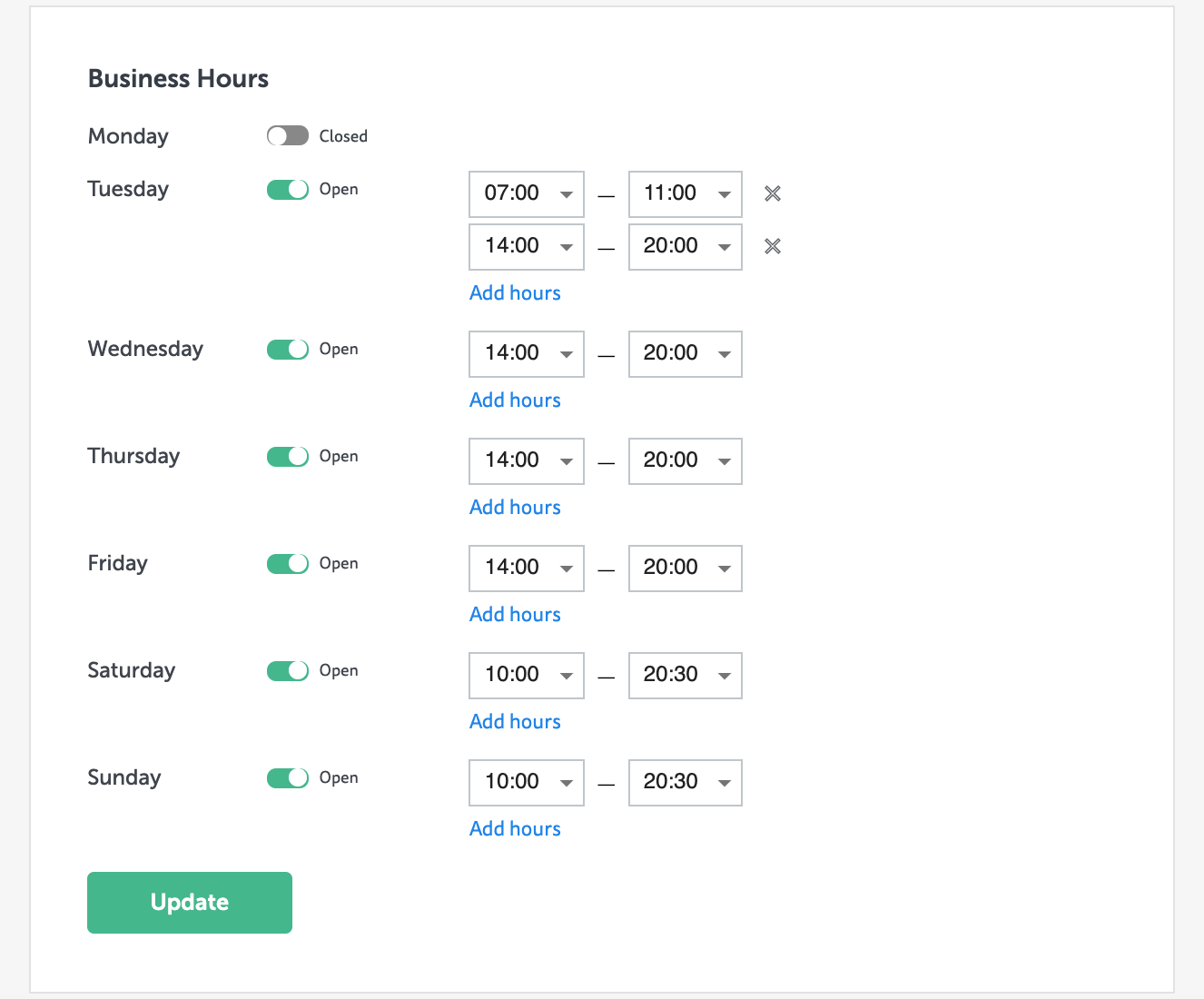
**Updating Your Business Hours**

Updating your business hours on your Google My Business listing is one of the simplest, yet most important ways to stay connected to your customers. Making sure your hours are up to date is how people will know if you are open or closed for business. If your hours are inaccurate, you could risk losing a sale.

With Locl, you can edit and upload your business hours directly to one or multiple listings 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 a 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 "Business Hours" box and select the days and times you're open and closed.
* Click "Update" to save.



**Tip:** Locl allows you to add more than one period of time per day, which is helpful for businesses that open and close more than once, across the span of one day (e.g. open/close for different meals).