

# New Google Site Creation (V2)

Reference request :

<https://solway-smartit.onbmc.com/smartit/app/#/workorder/AGGA4SE8FAEJ3ARSAQKTRRARLKRKNU>

Ticket Template:

## Google Site Management - Creation Template



Work Order WO0000000336445

Low

Updated Mar 30, 2023 8:29 AM

Closed ▾

Status Reason: Successful

### Description

#### USER PROVIDED INPUTS

User Request ID : 1289060;

Operation to perform : Create Google Site;

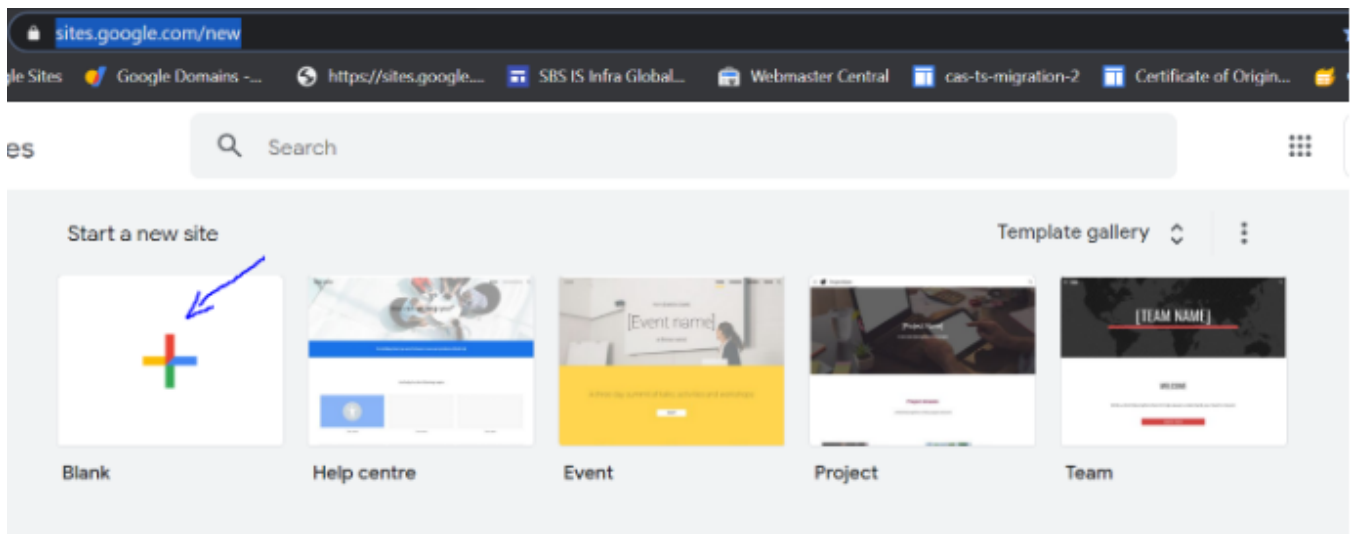
Google Site Name : CSE SOLVAY Collonges;

List of contributors : [nelson.pinheiro@solway.com](mailto:nelson.pinheiro@solway.com) ; [remi.villalongue@solway.com](mailto:remi.villalongue@solway.com);

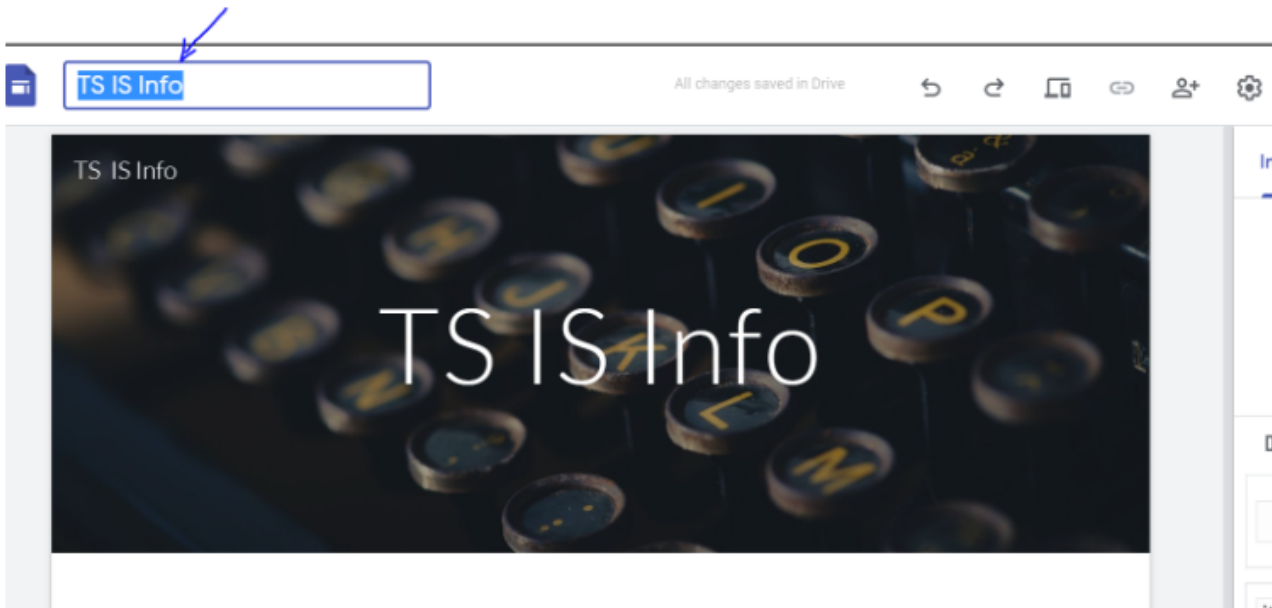
Business need / Business Reason : Activité et informations sur le CSE Collonges au mont d'or;

Procedure :

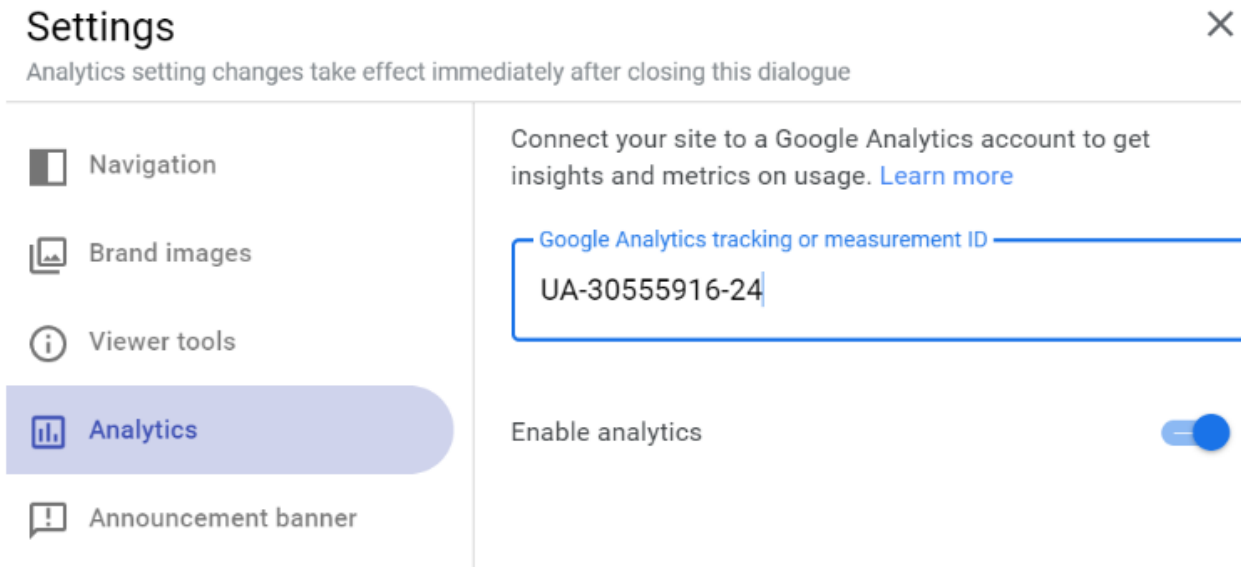
1. Login to Google site server using webmaster account: [webmasters.sis-services@solway.com](mailto:webmasters.sis-services@solway.com)
2. Go to <https://sites.google.com/new>
3. Click on Add Blank Site:



- Once clicked, the Google Site will be created and you will be redirected to it.
- In the Google Site, set up the Site name on the top left corner:



- After that, go to the gear icon on the top right corner and select the option Analytics.
- Add the following code **UA-30555916-24** (make sure the Enable Analytics option is on) and click on X



- Click on the button located on the top right corner and input the name of the site proposed by the user and click on publish again. If the name has spaces, replace them with '-'. For instance, if the proposed site name is CAS CGI Site then you would input cas-cgi-site.

## Publish your site

Web address

<https://sites.google.com/solvay.com/cas-cgi-site>

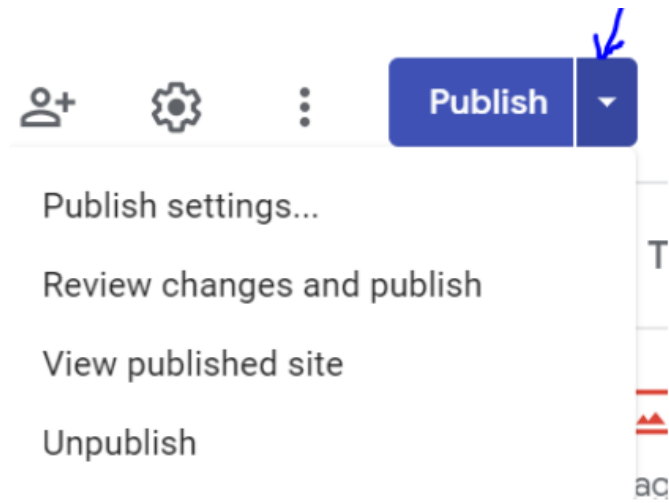
### Who can view my site

Anyone at Solvay [MANAGE](#)

Cancel

Publish

9. Finally, go again to the publish button located on the top right corner and this time click on the dropdown arrow and select "View Published Site".



10. Add user to new google site

11. Copy the newly opened tab url and provide the link to the end user. The site url should look like this: <https://sites.google.com/solvay.com/cas-cgi-site/> where cas-cgi-site is the site name you input early on.