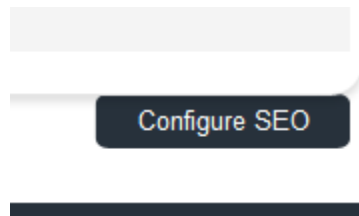## Adding Sites to SD Ranking Tracker

1. Click on the "Ranking" tab in the SD Elite Tracker



2. Click "Configure SEO" button in lower-right corner



3. There are two ways to add keyword search phrases to a website.
   a. The **preferred method** is to use the previously created categories
      i. This is accessed by clicking on the "Edit" link on the far right of the selected website



      1. **In another browser tab, open the website you are adding search terms for to make sure you are selecting the proper geo / practice area**
      2. Select the proper geo area / practice area from the drop-down menus, and click save



      3. If there is no geo area (nationwide), leave the geo area blank, and only select a practice area, and click save



      4. If the practice area isn't listed (double-check to make sure it isn't listed), then ask Bunnz to make the new practice area for you.
      ii. Once you have clicked "save", the system will auto-generate the search terms in the bottom section of that tab.

**Customize Search Terms Being Tracked**

| Project Name | Search Term | Important | | |
|---|---|---|---|---|
| attorneyshelpingpeople.com | Mobile Personal Injury Attorney | | Edit | Delete |
| attorneyshelpingpeople.com | Mobile Personal Injury Lawyer | | Edit | Delete |

iii. Continue doing this for all listed websites

1. If there are websites listed which either didn't launch, or we will not be launching, do NOT create search terms for them



2. Instead, go back to the main tab, click on "edit details" and remove those websites from the displayed list.



b. **The RARE way** to add specific searches for a particular site, by clicking on the "add new item" button

      i. NOTE: Each website should have as few search terms as possible - do not add more than 2-3 search terms per website

      ii. **In another browser tab, open the website you are adding search terms for to make sure you are selecting the proper geo / practice area**

      iii. Select the website, and type (check your spelling) the search term you would like the system to track, and click "save"



4. After you have added search terms for all of the sites



    a. Click on "Edit" next to up to three (3) total search phrases that are most important for this client to be satisfied, and select the "important" check-box, then click "save" next to each one