

SEO | Search Engine Optimization



~ Certificate ~

For: www.gcinamhlope.co.za | Internal

By

www.websitedesign.co.za and www.search-engine-optimization.co.za

Certificate added to domain on the: 8th August 2013
 Certificate template date: 18th June 2013.

Notes:

- **Search Engine Optimization** (otherwise referred to as SEO) is when certain principles, tasks and actions are taken to influence search engines to understand and better rate a website and its pages for position/s on their search results.
- **SEO sessions 1-3** are core steps, to use an analogy : "we build a great car, put it on a race track and fill the tank with gas - the car will go fast and far" the tank will eventually run out and you will be left with a great car but the position you ran out of gas is where you will stay, and other cars will eventually overtake you" Refuel your tank with extra sessions:
- **SEO Session 4+** are steps that need to be taken whenever a competitor changes their website, or there is a new website is launched or the search engines change their ranking policies - as you can imagine, these things happen daily, therefore we recommend at least 1 session per month - you can consult with us to determine how often sessions are required). To use an analogy : "each session will refuel your tank and keep your car racing"
- The industry, service, product and location associated with a website and its pages, the size and type of website, and the search engine algorithms and rules are some of the many factors that influence SEO results. **SEO is a marketing investment for a website owner.**

Session	Task / Description / Detail	Completed Date	Notes History
		Not Done.	None please optimize your website.
1-3	Review of client brief, and Keyword Assessment and implementations on primary pages. 15 min consult with client explaining Keywords; and business marketing strategy relating to SEO as well as certificate. (Add primary keywords)	17/07/2013	Done
1-3	Implementing meta, page title, page description as per recommended google requirements.	17/07/2013	Done
1-3	Set up of Webmaster tools with Google Setup.	08/02/2013	Done
1-3	Google analytics Registration & Setup for Google Statistics to Track Visitors	08/02/2013	Done
1-3	Setup Monthly Reporting for Client for next 12 months.	Not Done.	Recommended Session 1.

1-3	Robots.txt File Added	08/02/2013	Done
1-3	Check .htaccess	17/07/2013 06/10/2014	Done Updated to show www prefix
1-3	Add Favicon added to website	08/02/2013	Done
1-3	Google Site Map Added and linked to Webmaster Tools / XML sitemap.	17/07/2013	Done
1-3	Submission of Website to Main Search Engines.	08/02/2013	Done
1-3	Google Maps Listing Added for the Business if core business is location specific.	Not Done.	Recommended Session 2
1-3	Form, E-mail and phone number check.	08/02/2013	Done
1-3	Check / Removed Footer Link.	17/07/2013	Done
1-3	Custom Google Search Engine Added to inner pages.	Not Done.	Recommended Session 2.
1-3	Tag primary pictures.	Not Done.	Recommended Session 1 - 3.
1-3	Created internal website directory page.	17/07/2013 06/06/2014 12/06/2014 08/07/2014 28/07/2014 29/08/2014 30/10/2014 16/01/2015 27/02/2015 10/04/2015 11/06/2015 11/08/2015 15/12/2016 24/04/2017	Done Updated Updated – removed Other SA Online Services links Updated – removed comedians.za.bz + added new websites Updated Updated Updated Updated Updated Updated Updated Updated Updated Updated Updated
1-3	Add social media platforms basic, facebook, twitter and google +	29/05/2015	Added Facebook and Twitter
4+	Set H1 and H2 tags	11/08/2015 15/12/2016	Done New look & feel
4+	Check number of indexed pages. (SiteMap)	11/06/2015	Done

		11/08/2015 15/12/2016	Done New look & feel
4+	Revise robot file.	11/08/2015 15/12/2016	Done New look & feel
4+	Revise site map.	11/06/2015 11/08/2015 15/12/2016	Done Done New look & feel
4+	Fix html errors.	Not Done.	None please optimize your website.
4+	Check and correct errors reported by search engines.	Not Done.	None please optimize your website.
4+	Fix broken links.	14/04/2015	None found
4+	Correct missing pages and content.	Not Done.	None please optimize your website.
4+	Submission of Website to secondary search engines and directories.	Not Done.	None please optimize your website.
4+	Tag secondary pictures.		None please optimize your website.
4+	Check content for flash and iframe errors.	Not Done.	None please optimize your website.
4+	Check and when possible improve on hierarchy for site navigation. (1-3 tiers only) - moving main files to index page.	15/12/2016	New look & feel
4+	Form, E-mail and phone number check.	15/12/2016	New look & feel
4+	Add media, youtube, images, etc.	Not Done.	None please optimize your website.
4+	Check on and when possible make URLs static.	Not Done.	None please optimize your website.
4+	Check and when possible ensure URLs are descriptive file names.	Not Done.	None please optimize your website.
4+	Run a duplicate content check for internal pages and correct when found.	Not Done.	None please optimize your website.
4+	Run a plagiarism check on text.	Not Done.	None please optimize your website.
4+	Improve on positive content.	Not Done.	None please optimize your website.
4+	Remove negative content.	Not Done.	None please optimize your website.
4+	Check and when possible correct and improve on character coding.	Not Done.	None please optimize your website.

4+	Create download files with rich content. (adobe, etc)	Not Done.	None please optimize your website.
4+	Optimize graphics for load time and cosmetics.	Not Done.	None please optimize your website.
4+	Optimize navigation and usability to ensure visitor gets to the correct page and engages.	Not Done.	None please optimize your website.
4+	Increase incoming links per page, focus on the highest prospect pages.	Not Done.	None please optimize your website.
4+	Decrease outgoing links for the website and especially the homepage or other pages viewed often	Not Done.	None please optimize your website.
4+	Refresh page content. (Recommendations once every two months)	Not Done.	None please optimize your website.
4+	Refresh meta, page and title descriptions. (once ever two months recommendations)	01/10/2014 14/04/2015 24/04/2017	Refreshed page titles and descriptions Refreshed page titles, descriptions and meta tags Refreshed page titles, descriptions and meta tags
4+	Build content rich extra pages / banner pages.	Not Done.	None please optimize your website.
4+	Take actions to increase the time a user is on the website.	Not Done.	None please optimize your website.
4+	Take actions to increase the amount of pages a user visits.	Not Done.	None please optimize your website.
4+	Investigate other social media accounts and platforms related to core business and when possible implement / add.	Not Done.	None please optimize your website.
4+	Analyze competitors - assess data and use in next session if possible.	Not Done.	None please optimize your website.
4+	Check spam issues and website security.	Not Done.	None please optimize your website.
4+	Implement third party tracking software for a "second opinion" - assess data and use in next session.	14/04/2015 24/04/2017	Check length of page titles, descriptions and meta tags – fixed where necessary Check length of page titles, descriptions and meta tags – fixed where necessary

Traffic History - unique visitors only from server.

Year Month	#	Notes
2013 Jan	265	
2013 Feb	323	
2013 March	331	
2013 Apr	440	
2013 May	2599	
2013 Jun	359	
2013 Jul	579	
2013 Aug	602	
2013 Sep	813	
2013 Oct	831	
2013 Nov	772	
2013 Dec	276	
2014 Jan	436	
2014 Feb	518	
2014 Mar	770	
2014 Apr	913	
2014 May	725	

SEO | Search Engine Optimization

~ Certificate ~

By

www.websitedesign.co.za and www.search-engine-optimization.co.za

