## Upgrading your Google Analytics account.

## Setting up your account

1. Log in to your analytics account – if prompted to update automatically, please click ‘No thanks’.
2. Select the correct UA property by clicking on the top bar next to ‘Analytics’ ‘**All accounts**’, then select ‘**Properties & Apps**’ and then select ‘**Views**’. A UA property is identified by a tag similar to **UA-12345678-1.**

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1. Go to ‘**Admin**’ by clicking on the **cog icon** on the left corner of the screen.
2. Find ‘**GA4 Setup Assistant**’ in the middle column of the screen and click on it. Select ‘**I want to create a new Google Analytics 4 property**’. Click ‘**Get Started**’. A screenshot of a computer

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3. You will be prompted to ‘**Create a new Google Analytics 4 property**’. Please click ‘**Create and continue**’ (do not tick anything else). Then click ‘**Confirm**’ to create your new GA4 property (you do not need to copy/insert any code). You have made your new GA4 property.
4. Please click the **blue button** in the centre of the screen to ‘**Go to your GA4 property**’. A screenshot of a computer

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5. Now you will finalise the setup of your GA4 property. Under the ‘**Setup Assistant**,’ you will notice the headers ‘**Data collection**’ ‘**, Property settings**’ and ‘**Google Ads**’.

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1. Under each, there are seven properties in all listed. All properties currently say ‘**Not started**’. Please click on the **chevron to the right** and select ‘**Mark as complete**’. Please do not worry if the first property says ‘Data not flowing’ – that is correct for now. You have now completed the setup. A screenshot of a computer

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## Sharing your account information with us

Please select from the menu to your left the 4th item called ‘**Data Streams**’,

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Select the ‘**Web**’ tab and then click on the **chevron to the right**. You should see the GA4 ‘**Steam ID**’ and ‘**Measurement ID**’.

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Please **copy and paste your ‘Steam Id’ and ‘Measurement ID’ into an email** and send it to us at [digital@healthwatch.co.uk](mailto:digital@healthwatch.co.uk)