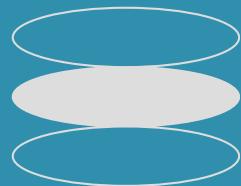




WEBSITE DASHBOARD BASICS GUIDE



For clients managing their own website



www.wisestart.co.nz

How to Log In

To access your website dashboard, follow these simple steps:

1. Go to the login link provided to you at handover.
2. Enter your email address and password.
3. You will be taken to your Dashboard (sometimes called Home or Site Overview)

Tip: Bookmark the login page in your browser for easy and quick access in the future.

Understanding the Dashboard (Your Website Control Room)

The dashboard is your website's central control panel, allowing you to manage and update various aspects of your online presence.

Section	What It's For
Site / Website	Edit pages, text, images, and layout.
Pages / Menu	Add, remove, or rename pages.
Blog	Write and manage blog posts or updates.
Store / Products	Manage products, pricing, and stock (if selling online).
Bookings / Services	Manage appointments or services.
Inbox / Messages	View contact form messages or enquiries.
Settings	Site name, domain, notifications, basic SEO.

Note: You will only use the sections relevant to your business and website setup.

Editing Your Website (The Main Editor)

Here's how to access and use the website editor:

1. Click **Website** or **Edit Site** on the dashboard.
2. The visual editor will open, allowing you to see your website as it appears to visitors.
3. To edit text or images, simply click on the element you want to change.
4. Use the side menu to switch between different pages of your website.

Important: Nothing goes live until you click **Publish**. This gives you time to review your changes before they are visible to the public.

Pages vs Posts vs Products

Understanding the difference between pages, posts, and products is essential for keeping your website organised and easy to navigate.

Type	Meaning
Pages	Permanent sections of your website, such as Home, About, Contact, and Services.
Blog Posts	News, updates, or articles that are added regularly.
Products	Items for sale in an online store.
Services / Bookings	Appointments or services that customers can book.

Updating the correct area keeps your site organised and easy for visitors to navigate.

Where Contact Form Messages Go

When someone fills out a contact form on your website, the message is sent to the following locations:

- Messages appear in **Inbox / Forms / Messages** within your dashboard.
- Email notifications are also sent to the email address you specified.
- If you don't see the messages, check your spam or junk mail folder.
- You can update the notification email address in **Settings → Notifications**.

Preview vs Publish (Very Important)

Preview

Publish

Lets you see your updates *before* they are visible to the public. Makes your changes visible to everyone visiting your website.

Best practice: **Preview** → Check spelling and layout → Then **Publish**.

Help & Support Inside the Platform

Your website platform has built-in help and support resources to guide you:

- Look for the **?** **Help** icon within the dashboard or editor.
- Take advantage of the built-in tutorials that explain key features.
- Use the search function to find answers to specific questions. Try phrases like “how to add a page” or “edit text”.

What Is Safe to Click?

Here's a general guide to what you can safely adjust and what requires more caution:

Safe to Do:

- Edit text
- Replace images
- Add blog posts
- Update services or products

Be Cautious With:

- Deleting pages
- Changing layout/structure
- Installing new apps or plugins

Rule of thumb: If unsure, ask before making big changes.

When to Contact Wise Start

We're here to help you with more complex website tasks:

- Change design or layout
- Add new features (bookings, store, memberships)
- Improve SEO or Google visibility
- Full refresh or redesign

This keeps your website professional and working smoothly.

Need Help or Ongoing Support?

We understand that managing a website can be challenging. If you need assistance, training, or ongoing website management, please don't hesitate to contact Wise Start.

Website: www.wisestart.co.nz

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We're here to help you keep your online presence strong and effective.

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