

# Adding & Editing Services or Products

[www.wisestart.co.nz](http://www.wisestart.co.nz)

This guide shows you how to add new services or products, update pricing, and manage listings without affecting the rest of your website.

*(Your site may be built on a platform such as Wix, but the process is similar on most systems.)*

## PART 1: Managing Services (For Service-Based Businesses)

### Where to Find Your Services

1. Log in to your dashboard.
2. Go to **Bookings / Services / Service List**.
3. You will see your current services listed.

### How to Add a New Service

1. Click **Add New Service**.
2. Enter **Service Name**, **Description**, **Duration** (if bookings enabled), and **Price**.
3. Add an image if available.
4. **Save**.

**Tip:** Write descriptions in plain language. Focus on benefits, not just features.

### Editing an Existing Service

1. Click the service name.
2. Update **Price**, **Description**, **Duration**, and **Image**.
3. **Save**.

Your service page updates automatically once saved and published.

## Hiding or Removing a Service

- **Hide/Unpublish** = removes from public view but keeps it saved.
- **Delete** = removes permanently.

If unsure, hide it instead of deleting.

## PART 2: Managing Products (For Online Stores)

### Where to Find Your Products

1. Go to **Store** or **Products**.
2. You'll see all items for sale.

### How to Add a New Product

1. Click **Add Product**.
2. Enter **Product Name**, **Price**, and **Description**.
3. Upload clear images.
4. Set stock quantity and variations.
5. **Save**.

### Editing a Product

1. Click the product.
2. Update **Price**, **Photos**, **Description**, and **Stock level**.
3. **Save**.

### Product Images Best Practice

- Use clear well-lit photos.
- Show different angles.
- Keep the background simple.
- Avoid screenshots or blurry pictures.

### Draft vs Live Products

**Save as Draft = Not visible to customers yet**  
**Publish = Visible on your website store**

Use draft mode when preparing new items.

## When to Contact Your Designer

Ask for help if you want to:

- Redesign product layout.
- Add payment methods.
- Set up shipping rules.
- Add discount codes.
- Connect advanced booking or store features.

Keeping your services and products updated helps your website stay accurate, professional, and ready to generate enquiries or sales anytime.

## Need Help or Ongoing Support?

Contact Wise Start for ongoing support and website maintenance. We're here to help you succeed online!

**Website:** [www.wisestart.co.nz](http://www.wisestart.co.nz)

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Let's keep your online presence strong and effective.

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