

Adding & Editing Services or Products

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!

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Let's keep your online presence strong and effective.

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