



Bookings & Contact Forms Guide

www.wisestart.co.nz

Where Messages Go

When someone fills out your contact form:

- Submissions appear in **Inbox/Forms/Messages** in your dashboard.
- You should also receive an **email notification**.
- If emails stop arriving, check your **spam/junk** folder first.

Wise Start | Website Support & Training | wisestart.co.nz

How to Change the Notification Email

1. Go to **Settings** in your dashboard.
2. Open **Notifications** or **Form Settings** (name varies depending on platform).
3. Update the **email address**.
4. **Save** your changes.

Wise Start | Website Support & Training | wisestart.co.nz

Editing a Contact Form

1. Open your site **editor**.
2. Click on the **contact form** element.
3. Choose **Edit Form Fields** or similar option.
4. **Add, remove, or rename** fields as needed.
5. **Save** your changes and **Publish** your site.

Wise Start | Website Support & Training | wisestart.co.nz

Tip: Test your contact form after changes by submitting a test enquiry and confirming you receive the email notification.

Viewing and Managing Bookings

If your site has online bookings:

- Go to **Bookings/Appointments/Calendar** in your dashboard.
- **View upcoming bookings.**
- **Reschedule or cancel** bookings if needed.
- **Block out unavailable days** in your calendar.

Wise Start | Website Support & Training | wisestart.co.nz

Need Help or Ongoing Support?

Thank you for choosing Wise Start! We're here to help you succeed online. If you need any further assistance or would like to discuss ongoing support options, please don't hesitate to contact us.

Wise Start

Website: www.wisestart.co.nz

Email: wisestartnz@gmail.com

Phone: +64 0224271075

We look forward to hearing from you!

© 2026 Wise Start. All rights reserved.

This guide is designed to support Wise Start clients. Please contact us if you would like to share or reuse any part of this material.