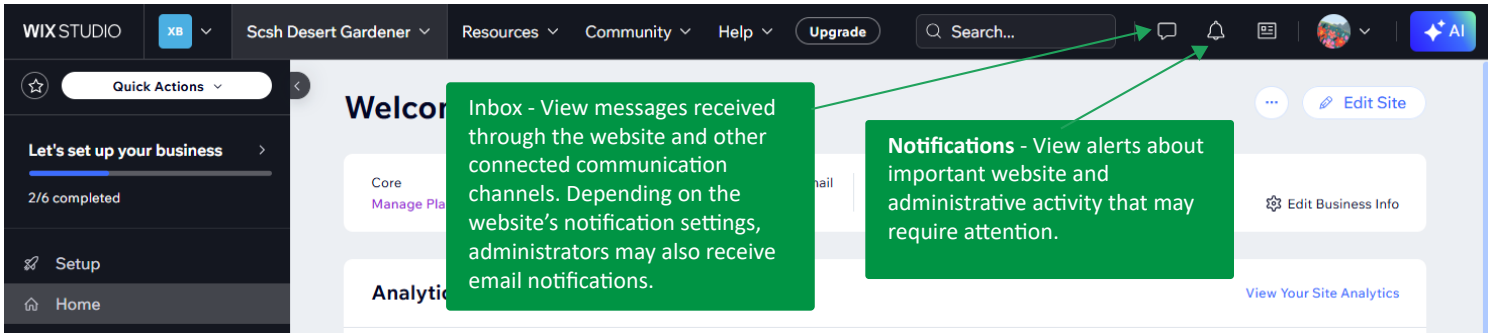


Wix Dashboard Overview

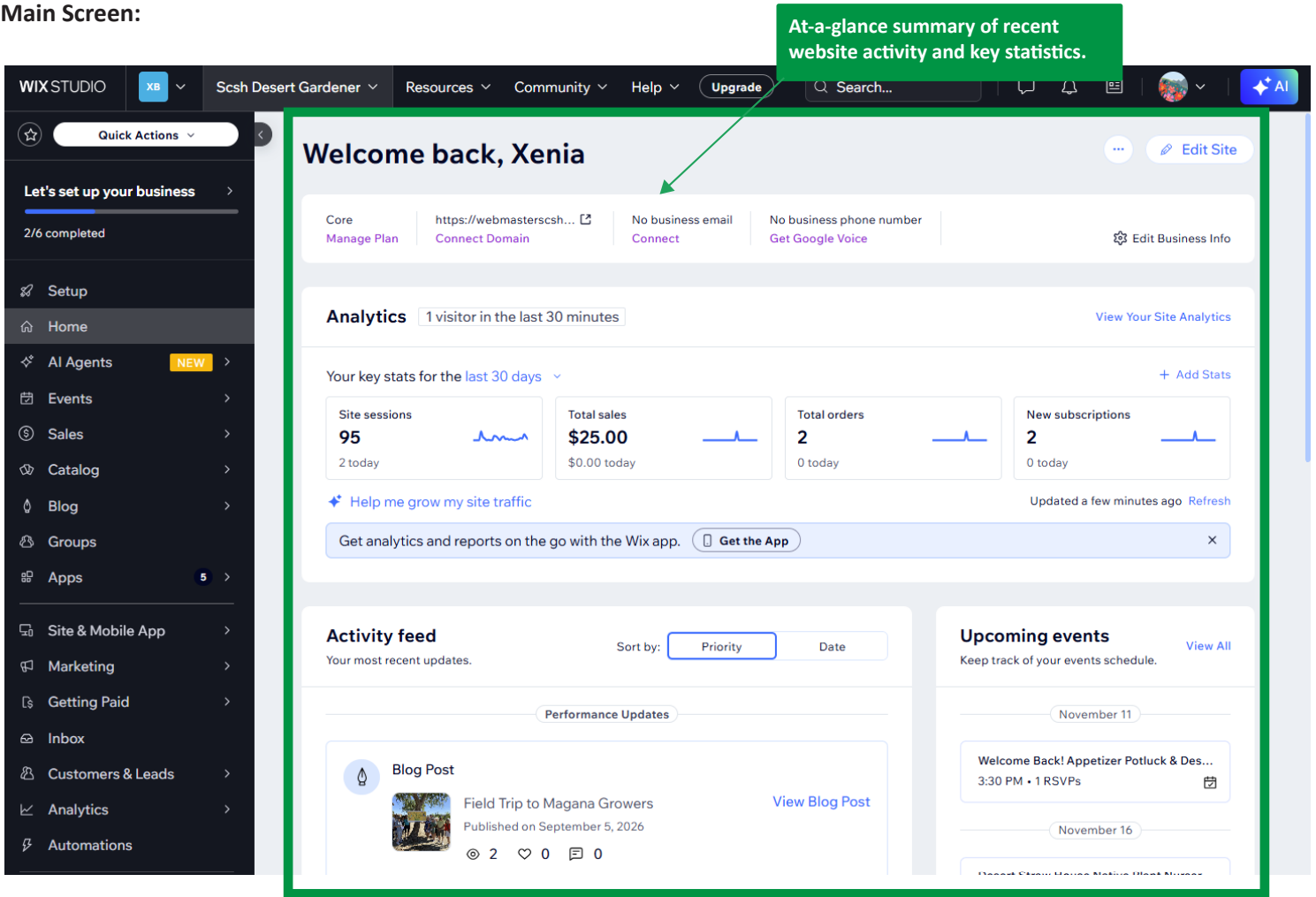
The Wix Dashboard is the administrative area used to manage the club’s website, memberships, events, payments, blog, Garden Exchange, contacts, and reports. **This walkthrough covers only the areas that are relevant to Desert Gardeners.**

HOME PAGE - Provides a quick overview of key statistics, recent activity, upcoming events and RSVPs, website setup information, and frequently used administrative actions. Detailed information is available in the appropriate dashboard sections.

Top Navigation Bar:



Main Screen:



Left-Side Navigation:

WIX STUDIO

XB

Scsh

☆

Quick Actions

Let's set up your business

2/6 completed

Setup

Home

AI Agents

Events

Sales

Catalog

Blog

Groups

Apps

Site & Mobile App

Marketing

Getting Paid

Inbox

Customers & Leads

Analytics

Automations

Settings

Edit Site

NEW

Events - Create and manage club events, review RSVPs, view guest lists, and update event information.

Sales - Review membership orders, subscriptions, payments, receipts, and related sales activity.

Catalog - Create and manage the club's membership plans, including pricing, duration, benefits, and availability.

Blog - Create and manage News posts, review comments, and assign approved blog writers.

Groups - Manage the Garden Exchange, including its members, posts, comments, and settings.

Customers & Leads - View and manage contacts, site members, and information received through website forms.

Analytics - View reports about website traffic, memberships, events, blog activity, and Garden Exchange participation.

Settings - Manage the website's general information, permissions, member settings, and other administrative options.

Edit Site - Open the Wix Editor to update the website's pages, text, images, and layout.

EVENTS - Create and manage club events, review RSVPs and guest lists, update event details, and communicate with registered guests. This section includes published events, drafts, and event management tools.

Published

Customize automated emails
Personalize and brand emails that you send to your event guests.
[Learn More](#)

Events (3)
Event status: Upcoming x [Clear all](#)

☐	Name	Guests	Sales	Start date	Location	La
☐	 Welcome Back! Appet 5 ..	1		Nov 11, 2026, 3:30 PM ...	Montecito Clut	...
☐	 Desert Straw House Native ...	1		Nov 16, 2026, 7:00 AM	Desert Straw H	...
☐	 Master Gardeners Panel	0		Dec 02, 2026, 3:30 PM	Montecito Clut	...

- 1. Published** - View and manage events that are currently published on the website.
- 2. Drafts** - View events that have been created but are not yet visible to members.
- 3. Add Event** - Begin creating a new club event.
- 4. Event List** - Review each event's name, number of registered guests, start date, location, and other basic information.
- 5. Open an Event** - Select the event name to review its details, edit information, view the guest list, and manage RSVPs.

SALES - Review membership orders, subscriptions, payment transactions, and sales analytics. These tools help administrators confirm purchases, monitor membership activity, and review financial totals.

Orders

NEW An AI team to help you grow your store
Symphony is your team of agents built from 20 years of Wix data that flags low stock, spots your next best sale, and more.
[Try Symphony](#) [Learn More](#)

NEW! Manage all your orders
Simplify your business operations in a single, centralized dashboard.
[Start with QuickBooks](#)

Sales \$25 0% Orders 2 0% Avg. order value \$12.5 0% Last 30 days [Go to Analytics](#)

All items (2) Manage View Filter Search...

Order	Date created	Customer	Payment	Fulfillment	Total	Item
☐ #10002 NEW	Sep 7, 2026, 7:45 PM	Oxana Biasi	Paid	Fulfilled	\$25.00	1
☐ #10001 NEW	Sep 7, 2026, 12:51 PM	Oxana Biasi	Paid	Fulfilled	\$0.00	1

- Orders** - View membership purchases, including the customer, purchase date, payment status, and total amount.
- Subscriptions** - View individual membership records, including the membership plan, current status, start date, and expiration date.
- Payments & Finances → All Payments** - Review payment transactions processed through the website, including the customer, amount, payment method, date, and payment status.
- Analytics** - Open **Sales Overview** to review sales, orders, and revenue, or **Subscriptions** to review membership-subscription activity over a selected period.
- Order Table** - Displays each membership order, including the order number, purchase date, customer, payment status, and total amount.

CATALOG - Create and manage the club's membership plans, including pricing, duration, benefits, availability, and connected member access. For Desert Gardeners, **Pricing Plans** is the only Catalog area administrators will regularly use.

The screenshot shows the Wix Studio interface for the 'SCSH Desert Gardener' site. The left sidebar contains a 'Quick Actions' menu with 'Pricing Plans' highlighted (1). The main content area is titled 'Pricing Plans' and includes a 'Create Plan' button (2). Below this is an 'Analytics' section (3) showing 'Purchased plans' (2) and 'Pricing plan sales' (\$25.00). A table (4) lists the plans:

Plan name	Pricing	Duration	Status	Tags
November–December Bridge Membership	\$0.00	Valid for 2 months	HIDDEN	
SCSH Desert Gardeners Membership	\$25.00	Valid for 12 months	ACTIVE	

The 'ACTIVE' status is highlighted (5), and the plan name 'SCSH Desert Gardeners Membership' is highlighted (6).

- Pricing Plans** - Open the area where the club's membership plans are created and managed.
- Create Plan** - Begin creating a new membership plan. This should be used only when the club needs a new type of membership.
- Pricing Plan Analytics** - View the number of plans purchased and total sales from pricing plans during the selected period.
- Plan List** - View each plan's name, price, duration, and current status.
- Plan Status** - Shows whether a membership plan is visible on the website or hidden from visitors.
- Open a Plan** - Select a plan name to review or edit its details, pricing, duration, benefits, and availability.

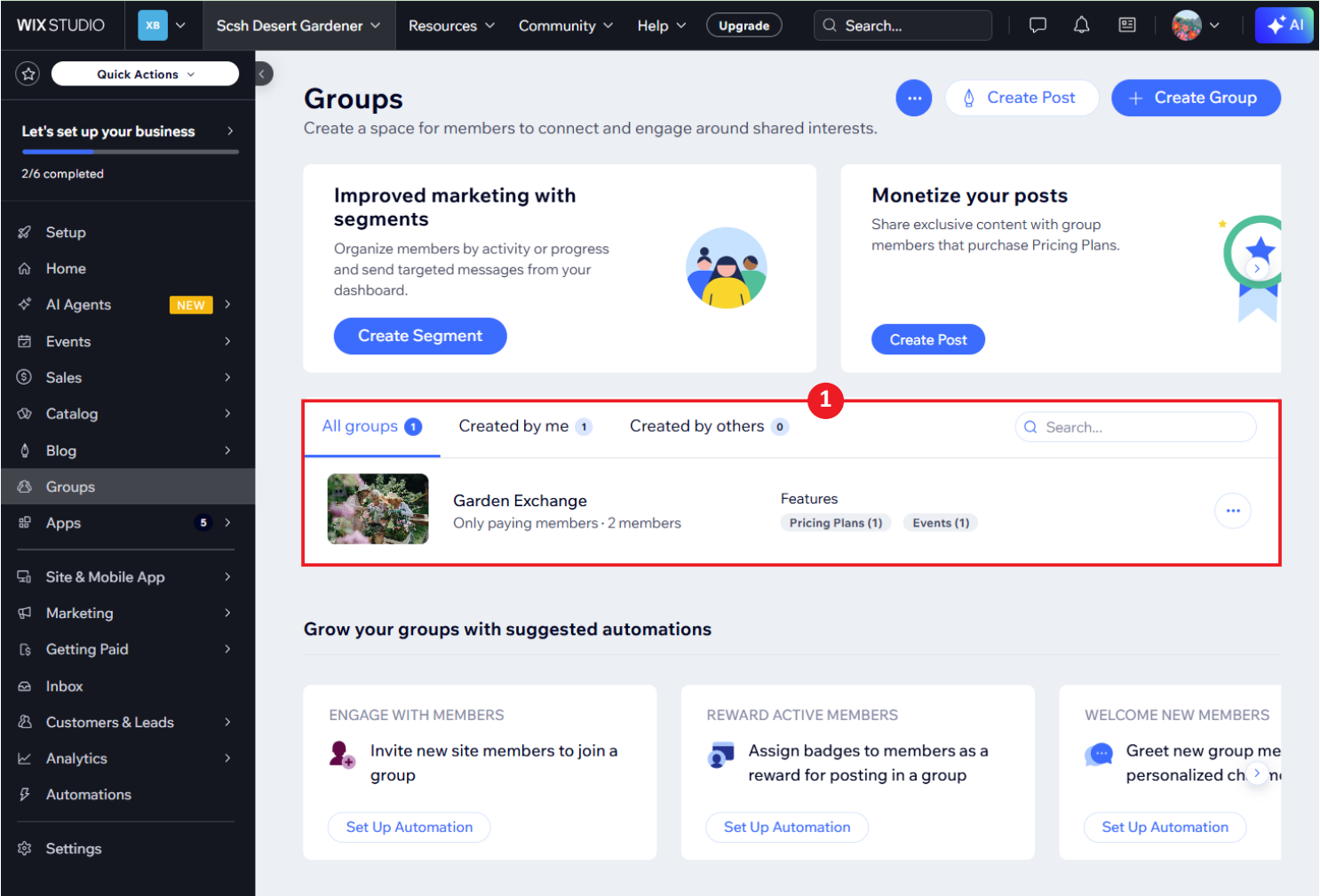
BLOG - Create and manage News posts, review comments, and manage approved blog writers. These tools help the club publish updates, educational content, and important announcements.

The screenshot displays the Wix Studio dashboard for a blog. The top navigation bar includes 'WIXSTUDIO', user profile 'Scsh Desert Gardener', and various utility links like 'Resources', 'Community', 'Help', 'Upgrade', and a search bar. The sidebar on the left contains a 'Quick Actions' menu and a 'Let's set up your business' progress bar. The main content area is titled 'Blog Overview' and features a 'Create New Post' button (1) with a red notification badge. Below this is a form to 'Describe a blog post you'd like to create' with an 'Enhance prompt' button and a 'Create post' button. The 'Analytics' section shows key stats for the last 30 days: Post views (20), Unique visitors (8), New subscribers (0), and Engagement (0). The 'Latest posts' table (2) lists two posts: 'Field Trip to Magana Growers' with 2 views and 'A Visit to Futterman's Date Farm' with 1 view. The sidebar also includes links for 'Posts' (3), 'Comments' (4), and 'Writers' (5).

Post	Views
Field Trip to Magana Growers Sep 5	2
A Visit to Futterman's Date Farm Sep 5	1

1. **Create New Post** - Open the blog editor to begin creating a new News post.
2. **Latest Posts** - View the club's most recently published posts and the number of views each post has received.
3. **Posts** - View and manage all published, draft, and scheduled blog posts.
4. **Comments** - Review and moderate comments submitted by readers on blog posts.
5. **Writers** - Manage the people who are authorized to contribute blog posts.

GROUPS - Manage the Garden Exchange, including its members, posts, comments, and settings. This area allows administrators to monitor activity and moderate content when necessary.



1. **Garden Exchange** - Open the club's member group to review and manage its posts, comments, members, and settings.

CUSTOMERS & LEADS - View and manage contacts and information received through website forms. These tools help administrators locate individual records and review submitted information.

Contacts

Manage and track your customers, leads and site members.

3 site members 2

Manage Member Access

Overview

Grow contacts list Track & engage audiences

Add site elements to collect visitor info and save them as contacts, or import manually. [Learn more](#)

Turn site visitors into leads Track every inquiry from your site

Import contacts Added via import: 0

Wix Forms Added via forms: 0

Wix Members Area

All contacts (3) Manage View 4 Filter Search... 5 Import / Export

	Name	Email	Phone	Member status	Labels
☐	Oxana Cobbold "Webmaster"	webmaster.scshdesert...		SITE MEMBER	...
☐	Test TestLastName "Test Member"	oxanabiasi.mail@gmail...		SITE MEMBER	... com
☐	kasokie@gmail.com "kasokie"	kasokie@gmail.com		SITE MEMBER	...

- Contacts** - This is the central list of people whose information was collected through the website or added manually, including site members, membership purchasers, form submitters, subscribers, and imported contacts. A contact is not necessarily a paid club member.
- Site Members** - View people who created a website account and manage their site access. Being a site member does not necessarily mean the person purchased a membership plan.
- Contact List** - Review each contact's name, email address, phone number, member status, labels, and other available information. Select a contact to open their complete record.
- Filters** - Narrow the contact list using available criteria such as labels, member status, subscription information, and other contact details.
- Import / Export** - Add multiple contacts from an external file or export the current contact list for administrative use.
- Forms & Submissions** - View the club's website forms and the complete responses submitted through each form.

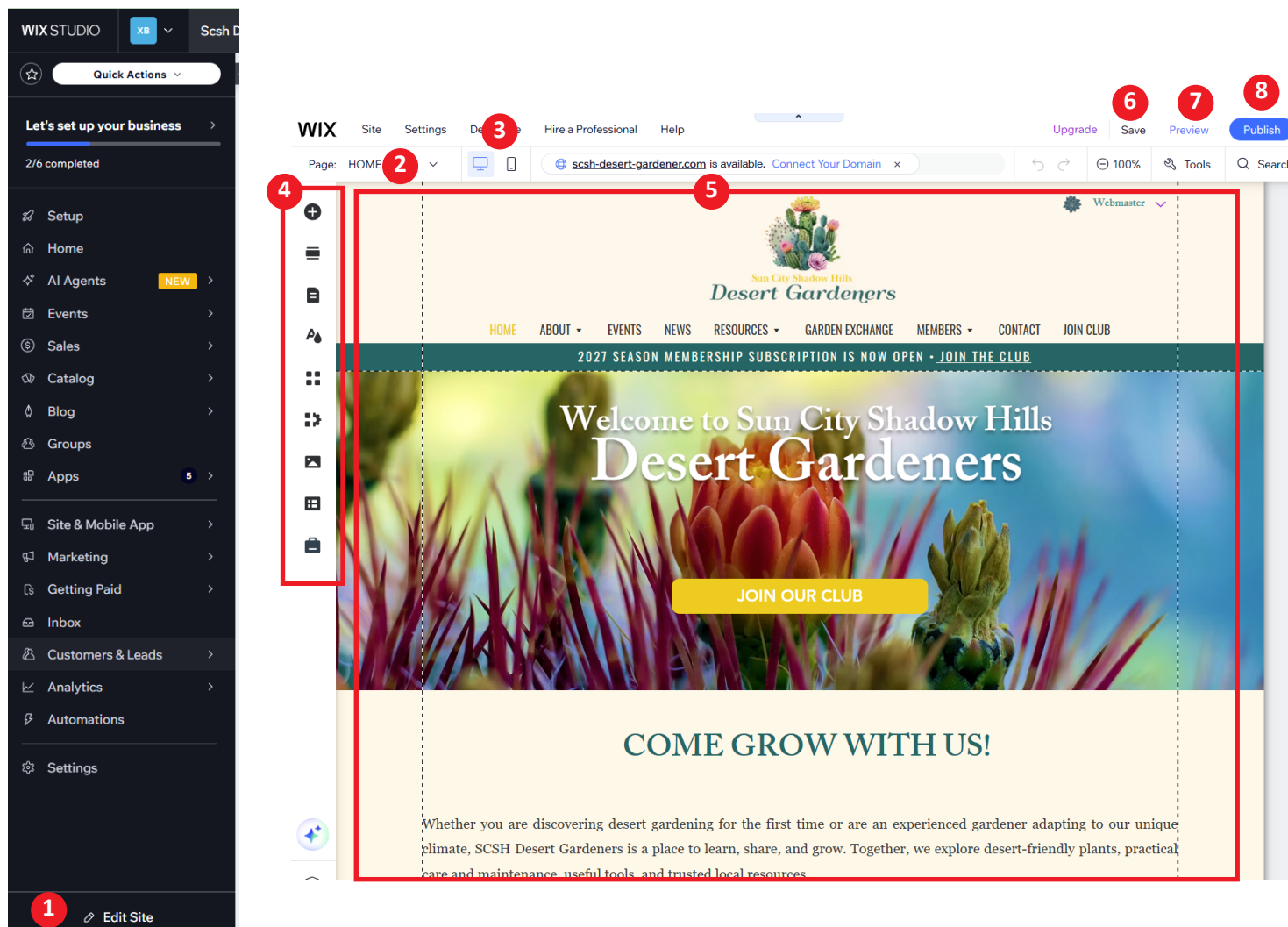
ANALYTICS - View reports about website traffic, memberships, events, blog activity, and Garden Exchange participation. Reports can be filtered by date to review activity over a selected period.

The screenshot displays the Wix Studio interface with the 'Analytics' sidebar on the left. The 'All Reports' section is highlighted with a red circle and the number 1. The main content area shows five categories of reports, each with a red circle and a number:

- 2 Subscriptions**: Follow up on sales and status of pricing plans, product subscriptions, and recurring invoices. Reports include: Expiring Subscriptions, Active Subscriptions, Subscription Revenue over Time, and a link to 'Show 5 more reports'.
- 3 Events**: Analyze ticket sales and how guests RSVP to your events. Reports include: Ticket Orders over Time, Ticket Orders per Event, RSVPs over Time, and a link to 'Show 1 more report'.
- 4 Blog**: See how visitors are engaging with your blog. Reports include: Top Blog Posts, Blog Activity over Time, and Blog Activity by Time of Day.
- 5 Groups**: Understand how group members engage with your site and look for ways to boost their activity. Reports include: Top Group Members, Top Group Posts, and Groups Activity over Time.

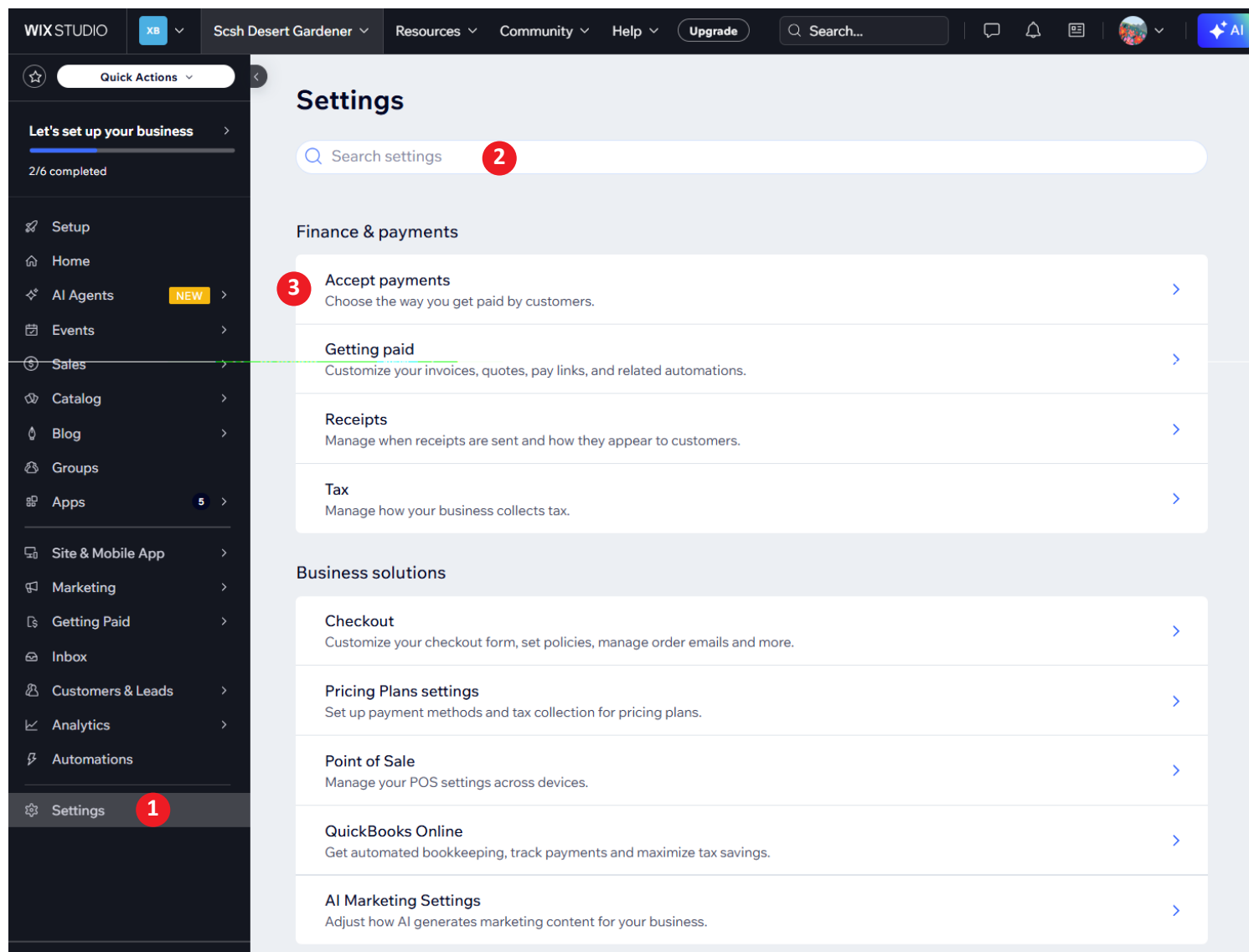
- 1. All Reports** - Opens the complete collection of available website reports, organized by area of activity.
- 2. Subscriptions** - Review active and expiring memberships, subscription revenue, and other Pricing Plan activity.
- 3. Events** - Review event registrations, RSVPs, ticket orders, and event activity over a selected period.
- 4. Blog** - See which News posts receive the most attention and review blog activity over time.
- 5. Groups** - Review Garden Exchange activity, including active members, popular posts, and participation over time.

EDIT SITE - Open the Wix Editor to update the website's pages, text, images, links, and layout. Only authorized administrators should make changes to the live website.



1. **Edit Site** - Select this button at the bottom of the dashboard navigation to open the Wix website editor.
2. **Page Selector** - Choose the website page you want to view or edit.
3. **Desktop and Mobile Views** - Switch between the desktop and mobile layouts of the website.
4. **Left Editing Toolbar** - Access tools for adding elements, managing pages and menus, changing the site design, adding apps, and opening media.
5. **Editing Canvas** - Displays the selected page. Select an element directly on the page to edit its text, image, design, or settings.
6. **Save** - Save changes without making them visible on the live website.
7. **Preview** - See how the website will appear to visitors before publishing.
8. **Publish** - Make the saved changes visible on the live website.

SETTINGS - Manage the website's general information, permissions, member settings, and other administrative options. Changes in this area may affect the entire website and should be made carefully.



The **Settings area (1)** contains site-wide controls for payments, checkout, membership plans, taxes, business information, communications, and other website functions. Use the **search bar (2)** to locate a specific setting.

Important: Administrators may review the available settings, but changes should be made only when necessary and by someone who understands their effect. Some settings can significantly affect membership purchases, payment processing, checkout, automated communications, and the overall operation of the website.

Accept Payments (3): This is where the club's payment methods, business verification, and payout account are configured. Before changing payment, banking, or business information, administrators should confirm the change with the Treasurer or another authorized Board member.