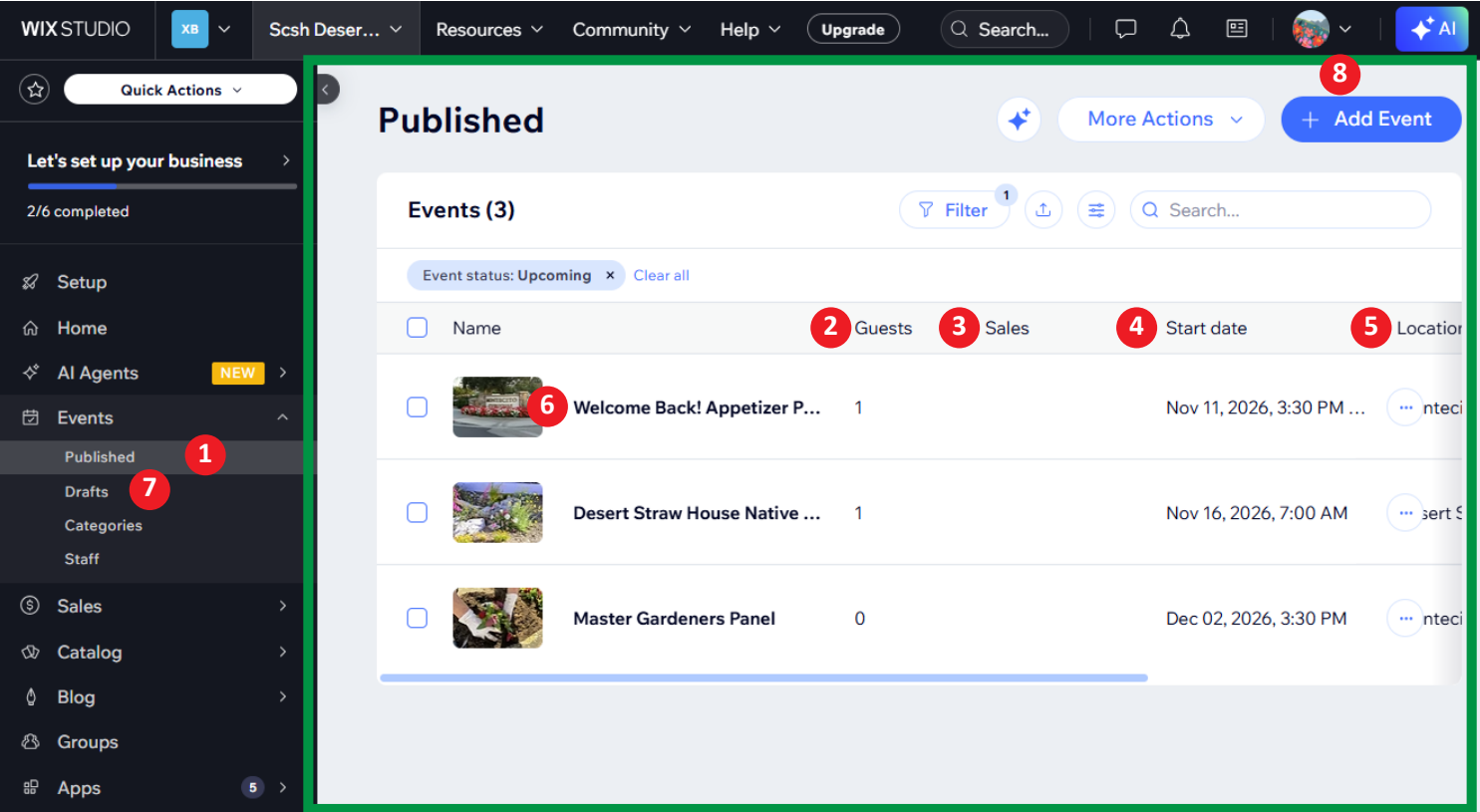


How to Create and Manage Events

This guide explains how to create, publish, and manage RSVP, ticketed, and no-registration events. It also covers guest lists, registrations, and attendance records.

Events Dashboard:



The **Published Events dashboard (1)** lists all published events. In this example, the list is filtered to show upcoming events. Review each event’s **guest count (2)**, **sales (3)**, **start date (4)**, and **location (5)**. Select the **event name (6)** to open and manage it. Use **Drafts (7)** to continue working on unpublished events, or select **Add Event (8)** to create a new event.

Create an Event

STEP 1

Select Events from the left-side menu.

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XB

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Resources

Community

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Search...

AI

Quick Actions

Let's set up your business

2/6 completed

Setup

Home

AI Agents

Events

Published

Drafts

Categories

Staff

Sales

Catalog

Blog

Groups

Apps

Published

STEP 2

Click Add Event.

More Actions

+ Add Event

Events (3)

Filter

1

Search...

Event status: Upcoming

Clear all

☐	Name	Guests	Sales	Start date	Location
☐	 Welcome Back! Appetizer P...	1		Nov 11, 2026, 3:30 PM ...	nteci
☐	 Desert Straw House Native ...	1		Nov 16, 2026, 7:00 AM	sert S
☐	 Master Gardeners Panel	0		Dec 02, 2026, 3:30 PM	nteci

STEP 3

Select RSVP Event. NOTE: The event type cannot be changed after the draft is created.

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Let's set up your business

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Setup

Home

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Staff

Sales

Events

Create Event

< Create Event

Cancel

Save as Draft

First, fill out basic event info. After this step, you can set up video conferencing, tickets, registration and much more.

Event type

☐

 Ticketed event

Offer paid or free tickets, set currency & tax. Perfect for classes, workshops, conferences.

☒

 RSVP event

Collect RSVPs, set a waitlist. Perfect for weddings, private events, parties.

STEP 4 - General Info

Enter the event name and upload an event image or flyer. You may also add a short teaser and select an event category.

Categories

Staff

Sales

Catalog

Blog

Groups

Apps5

Site & Mobile App

Marketing

Getting Paid

Inbox

Customers & Leads

General info

Event name

Test event

Short teaser (optional)

Add a few words under the name of the event to inspire guests, e.g.,
An unforgettable show!

Event categories ⓘ

+ Add Categories

Event image



Recommended:
Wide image (16:9) - 980 x 552 pixels
Square image (1:1) - 844 x 844 pixels

[Preview Image](#) | [Learn More](#)

STEP 5 - Date and Time

Select Single event, then enter the start and end dates and times. If the date or time has not been finalized, select To be decided (TBD). Use Recurring event only when the same event repeats with substantially the same information.

Home

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Customers & Leads

Date and time

☒ Single event

☐ Recurring event

☐ To be decided (TBD)

Start date

Start time

Oct 4, 2026

7:00 PM

End date

End time

Oct 4, 2026

11:00 PM

Duration: 4 hours

Timezone

(GMT-07:00) Los Angeles (Pacific Daylight Time)

Display

☒ Show event end date and time

☐ Show timezone ⓘ

To change the format of the date and time for all events go to [Regional Settings](#)

STEP 6 - Location

Select Physical Location as the location type. Enter the venue name and full address so attendees know exactly where to go. Wix will generate the map automatically.

Location

☒ Physical location ☐ Online ☐ To be decided (TBD)

Venue name (optional)
Montecito Clubhouse Ballroom

Address
80888 Sun City Blvd, Indio, CA 92203, USA

[Reset Location](#)

Map showing the location: South Course, Jefferson St, Varner Rd. Map data ©2026 Google. Terms Report a map error

STEP 7 - Event Description

In the About the event field, describe the event, what attendees should expect, and any important instructions, such as parking, what to bring, or dress requirements.

About the event (optional) ⓘ

[Create with AI](#) [Add Image](#) [Add Gallery](#) [Add Video](#) [Add File](#)

+ Use this space to tell guests more about this event, e.g., event schedule, speakers, important info & m...

Rich text editor toolbar: Image, Video, Bold, Italic, Link, Unlink, List, Indent, Outdent, Paragraph, Heading, Text color, Background color, Undo, Redo, Smiley, Link icon, Unlink icon, Print icon

STEP 8 - Save as Draft

Select Save as Draft to save the event without publishing it. You can find the event under Drafts and continue editing it before publication.

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Quick Actions | Events > Create Event

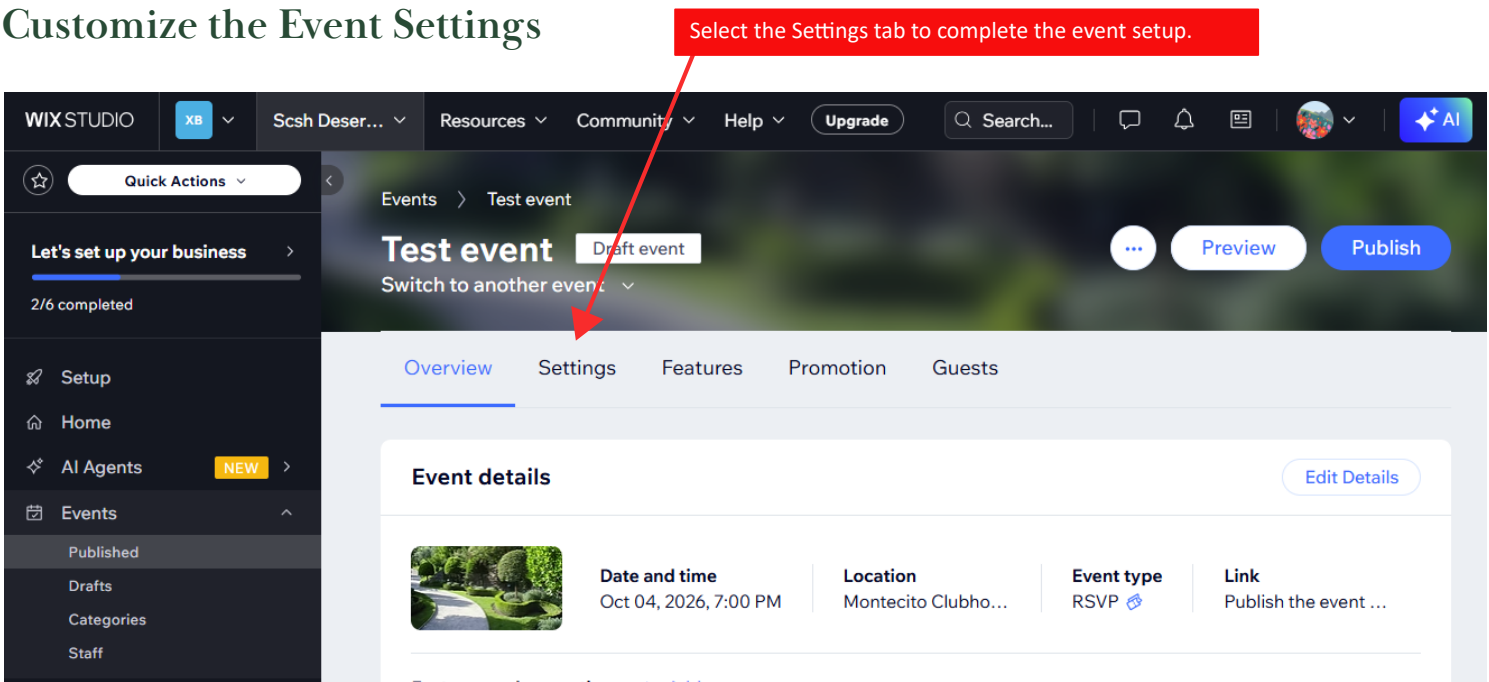
Let's set up your business | 2/6 completed | Setup

[Cancel](#) [Save as Draft](#)

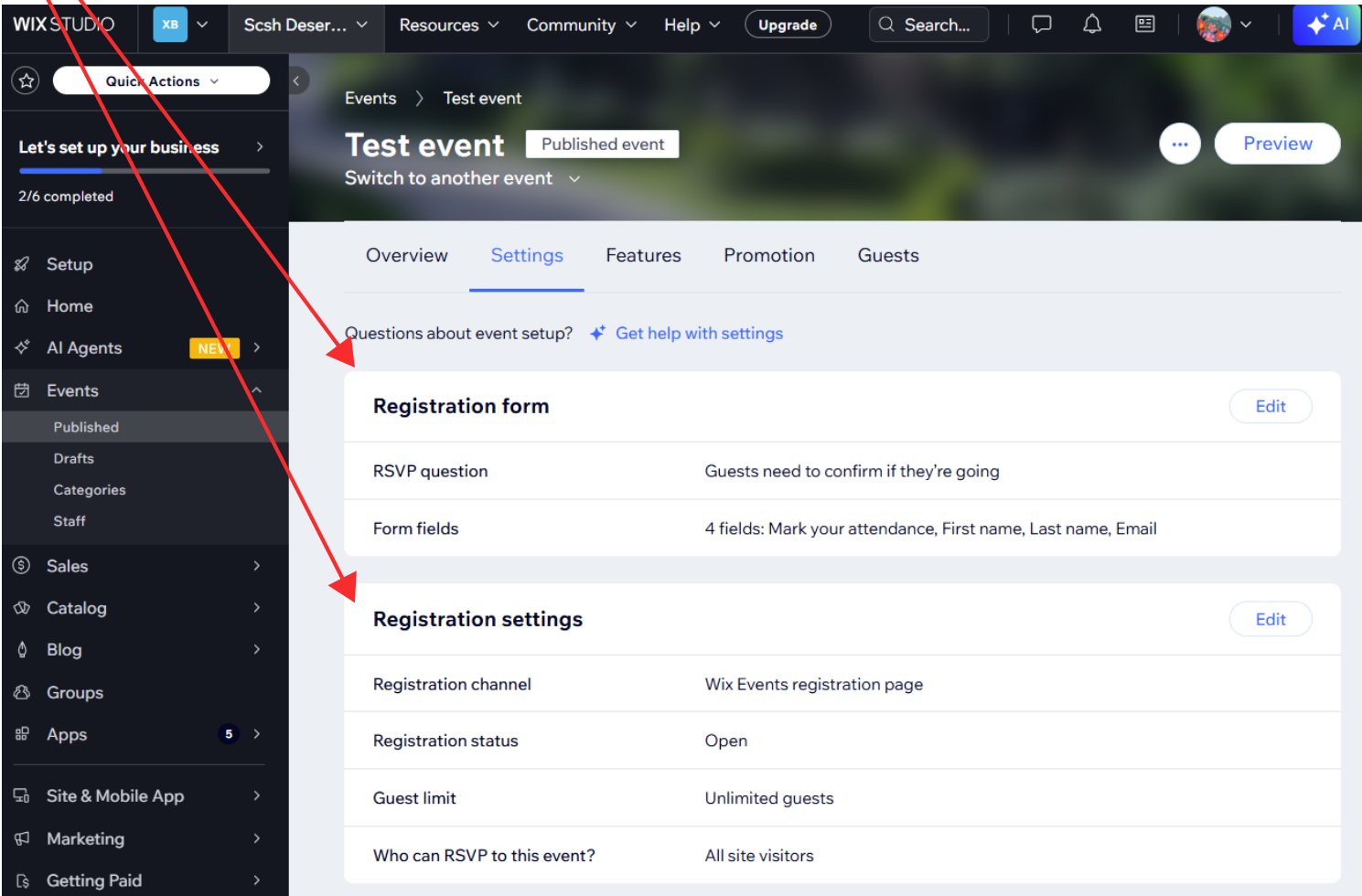
Location

☒ Physical location ☐ Online ☐ To be decided

Customize the Event Settings



The Registration form controls what information members provide when registering. The Registration settings section controls whether registration is required, who can register, capacity limits, and registration dates.



Customize the Registration Form

In the **Registration form**, choose how guests respond when registering. Select **Ask guests to RSVP** if you want guests to confirm whether they are attending. Select **Do not ask guests to RSVP** if everyone who submits the form should automatically be marked as attending. Both options require registration, and Wix adds each response to the event's guest list. Select **Edit Form** to review or change the information collected.

RECOMMENDATION: Select **Do not ask guests to RSVP** for most club events. Members have already clicked the RSVP button to open the form, so an additional attendance question is unnecessary. Use **Ask guests to RSVP** only when the club wants to record declines as well as attendance confirmations.

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Quick Actions >

Events > Test event > Settings > Registration form

Registration form

Cancel Save

RSVP question

☐ Ask guests to RSVP
Guests confirm if they're attending when they register.

☒ Do not ask guests to RSVP
Guests register without confirming if they're attending.

Form preview

Edit Form

Add your details

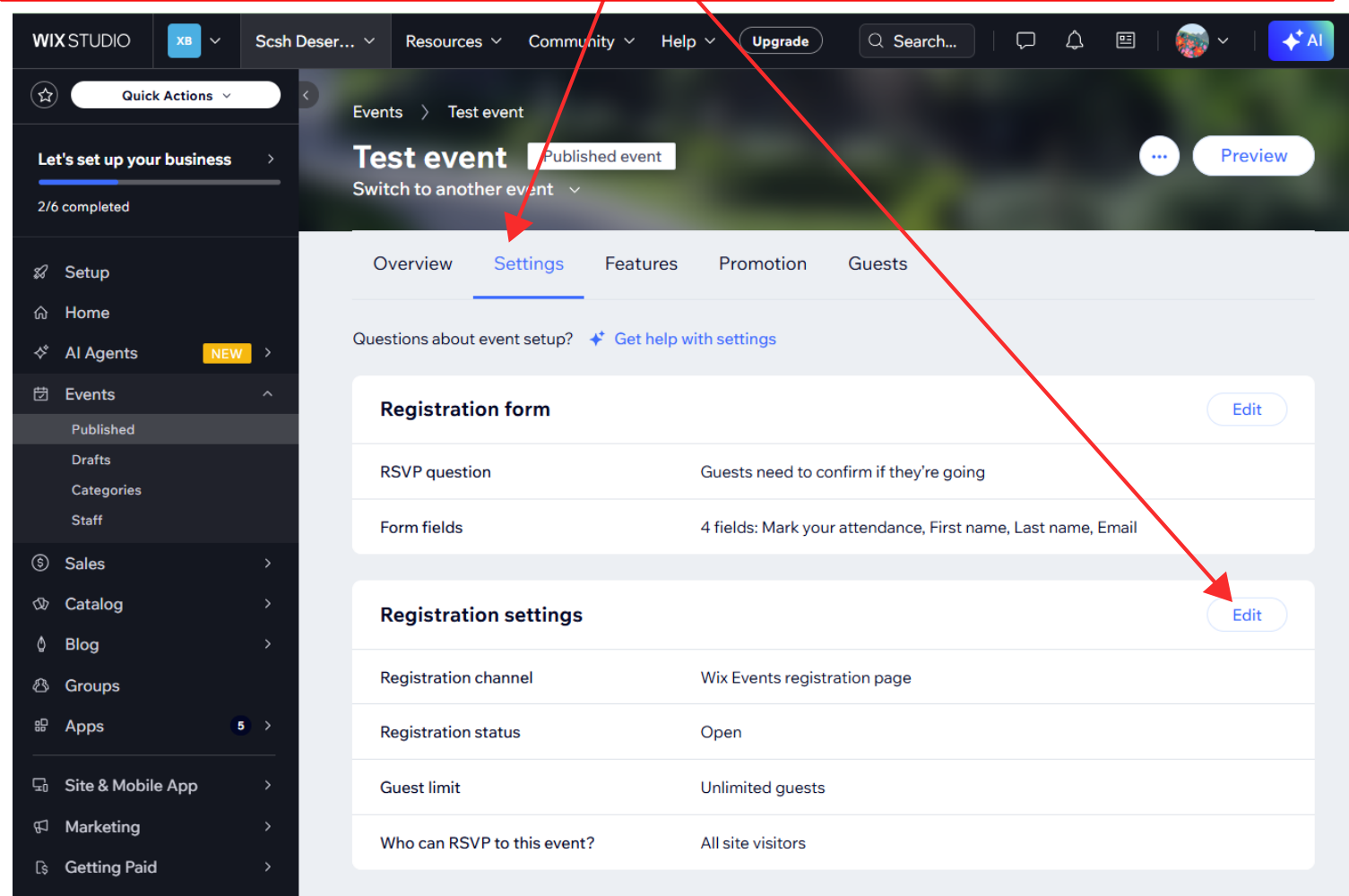
First name *

Last name *

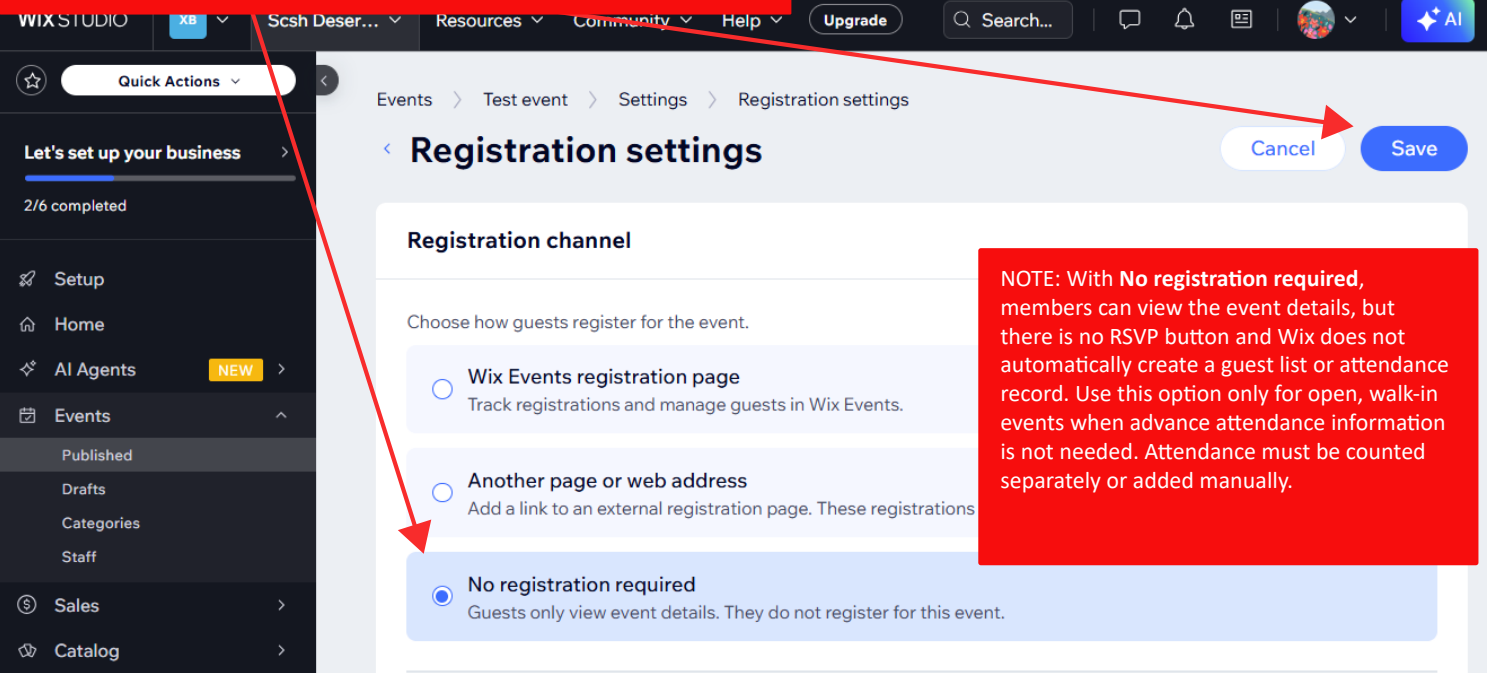
Email *

Set Up an Event Without Registration

If members do not need to register for the event, open **Settings**, scroll to **Registration settings**, and click **Edit**.

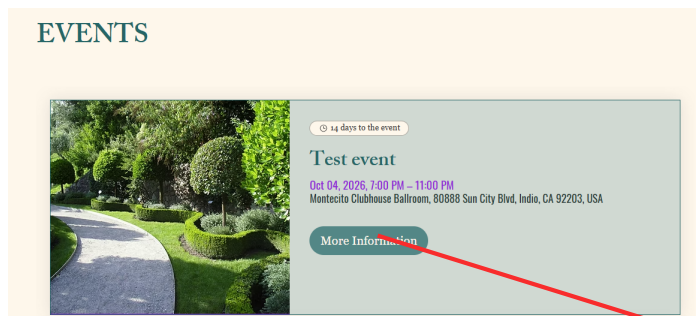
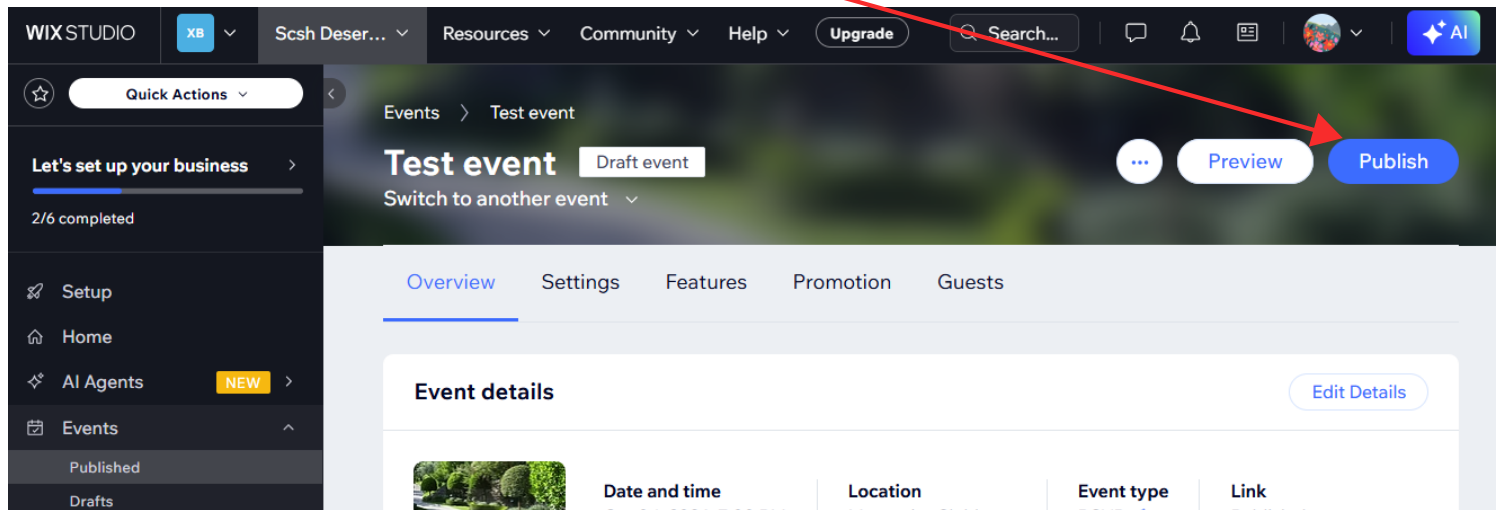


Under Registration channel, select **No registration required**, then click **Save**.

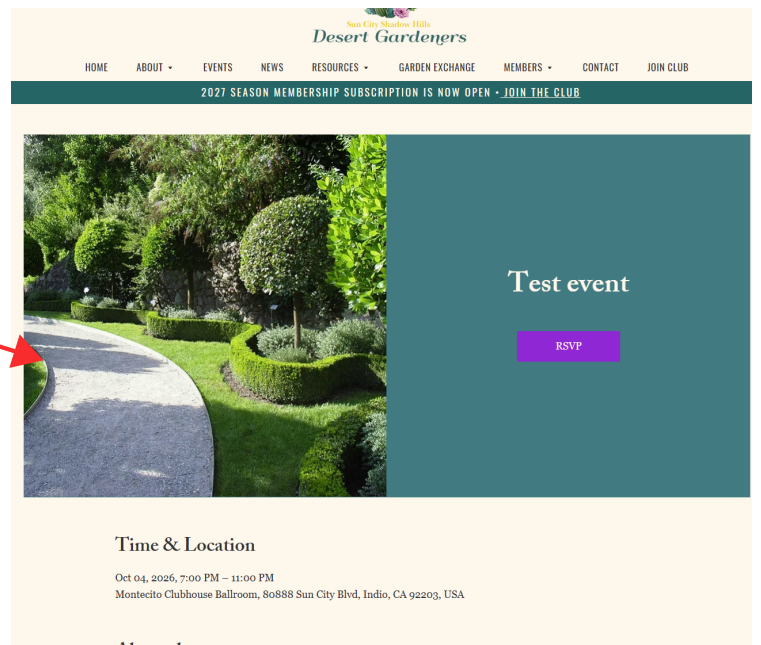


Preview and Publish

Preview the event and confirm that all information is correct. When the event setup is complete, click Publish.

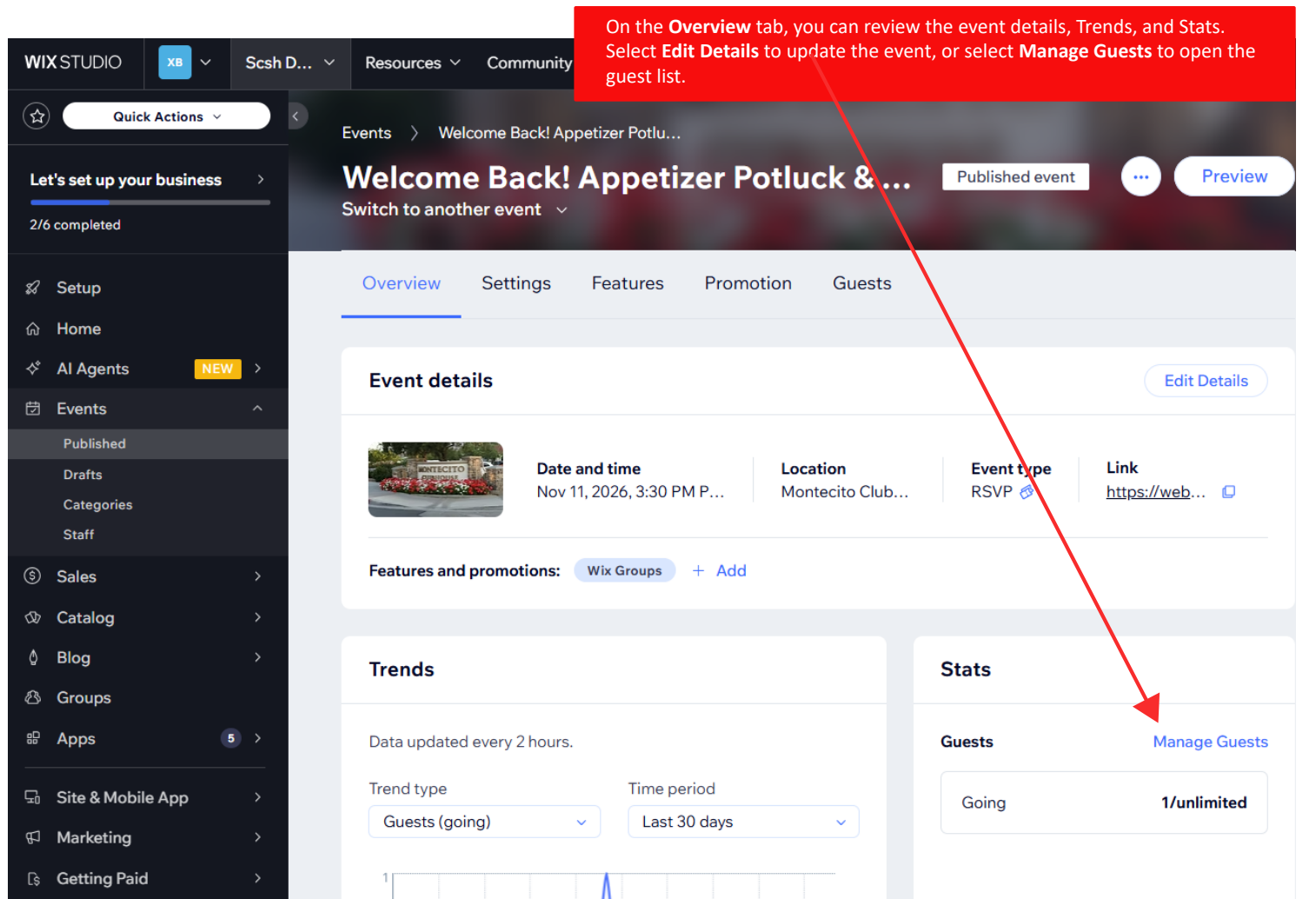
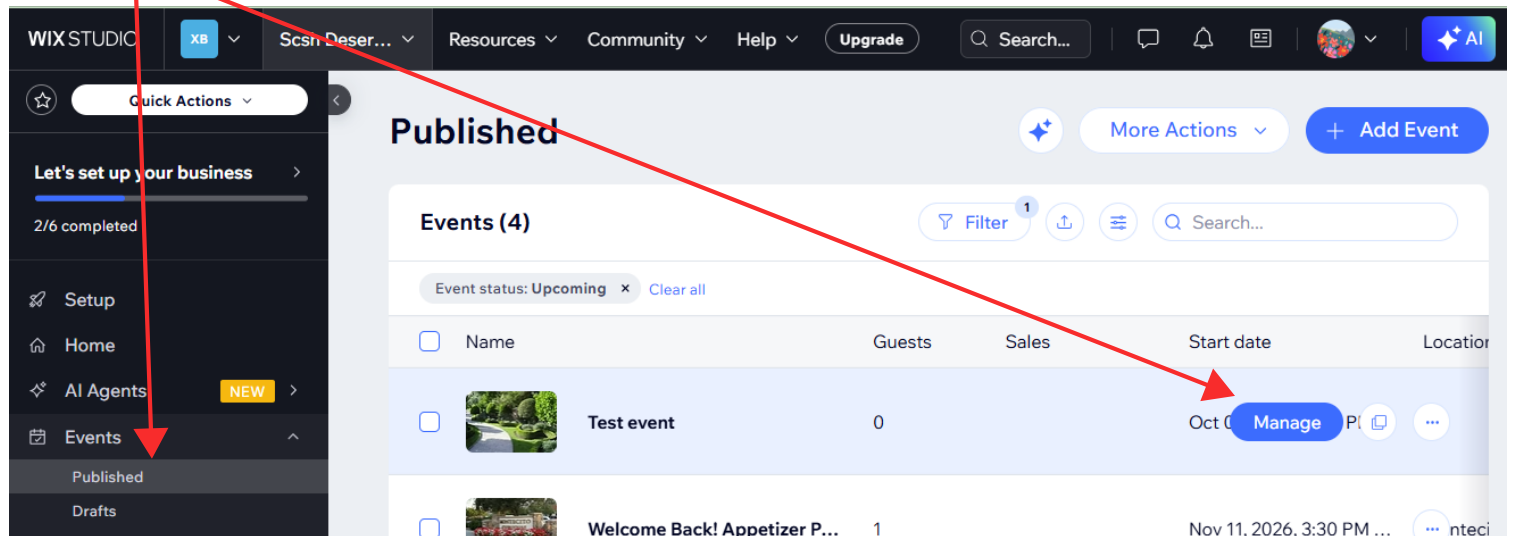


With the current Desert Gardeners website settings, the published event will automatically appear on the Events page. No additional website editing is required.



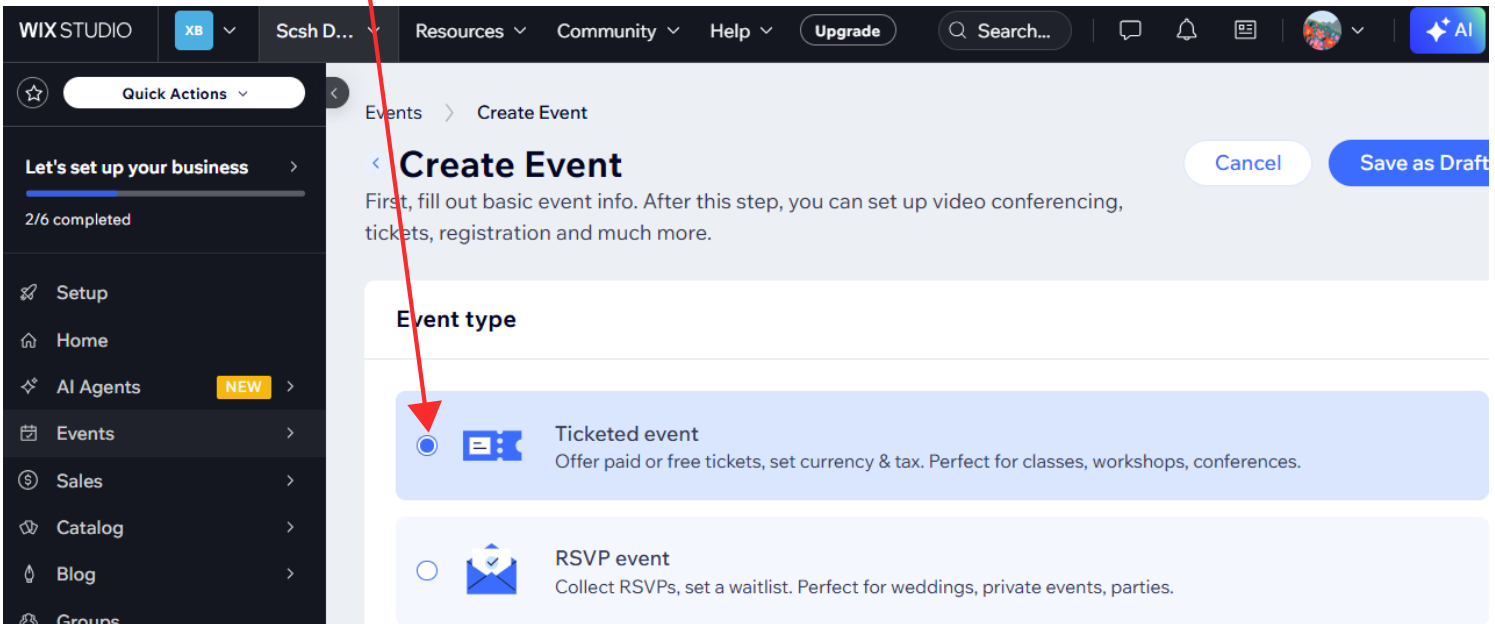
Manage a Published Event

Go to Events → Published. Hover over the event and select Manage to open its management dashboard. From there, you can edit the event details, change registration settings, review the guest list, and record attendance.



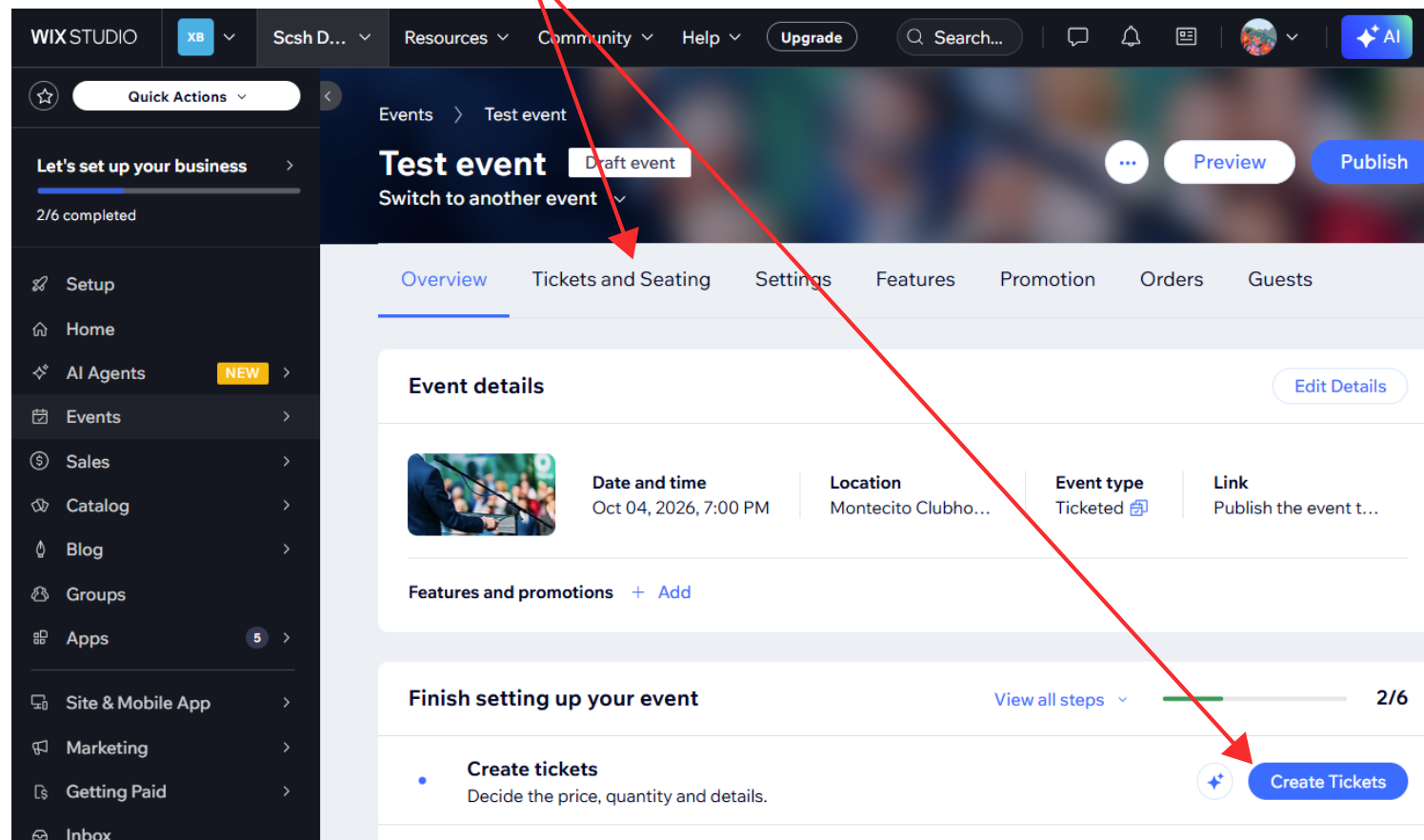
Create a Ticketed Event

To create a ticketed event, follow the same initial steps used to create an RSVP event. On the Create Event page, select Ticketed event instead of RSVP event. A ticketed event can offer paid or free tickets.



On the ticketed-event dashboard, create at least one ticket before publishing the event. You can do this in either of these ways:

- Select Create Tickets under Finish setting up your event.
- Open Tickets and Seating, then select Create Ticket.



Create a Ticket

Enter the ticket details. As you complete the setup, Wix automatically generates a printable **PDF ticket with a QR code (1)**.

Ticket Info (2)

Enter a clear, descriptive ticket name. You may also add an optional description.

Pricing Method (3)

For a free ticketed event, select Free. For a paid event, select Fixed price, Price options, or Pay what you want, then enter the appropriate price.

Ticket Service Fee (4)

For paid tickets, Wix applies a 2.5% ticket service fee. Choose whether to pass the fee to the buyer or absorb it from the ticket revenue. This is separate from any payment-processing fee.

Quantity (5)

Choose an unlimited or limited number of tickets. A limited quantity controls how many people can register.

Ticket Policy (6)

Review and edit the ticket policy. Include any applicable refund, cancellation, or entry requirements.

Ticket Preview (7)

Select Preview in the Ticket PDF section to review the ticket.

Create Ticket (8)

Select Create Ticket to save the ticket and continue setting up the event.

The screenshot shows the 'New Ticket' setup page in Wix. At the top, there's a breadcrumb trail: Events > paid ticket > Tickets and Seating > New Ticket. A 'Cancel' button and a 'Create Ticket' button (highlighted with a red circle 8) are in the top right. The main content area is divided into sections, each with a numbered callout (red circle with a white number):

- 2 Ticket info:** This info appears on the ticket purchase page. It includes a 'Ticket name' field (containing 'General Admission') and a 'Description (optional)' field (containing 'e.g., This ticket includes a backstage pass & free drinks.').
- 3 Pricing method:** This section has four radio button options: 'Fixed price' (selected, 'Charge everyone the same amount.'), 'Price options' ('Charge different prices e.g., child, adult, senior.'), 'Pay what you want' ('The guest enters the ticket price.'), and 'Free' ('Guests can get this ticket for free.'). Below these is a 'Ticket price' section with a price input field set to '\$ 0' and an 'Add a Discount Coupon' link. A note at the bottom says: 'Head to [Language & Region](#) settings to change currency for your site. [Learn how](#) to set different currency per event.'
- 4 Ticket service fee:** We charge a ticket service fee for each ticket sold. [More about ticket service fees](#). It has two radio button options: 'Pass the ticket service fee on to buyer' (selected, 'The ticket service fee will be shown in addition to the ticket price at checkout.') and 'Absorb the ticket service fee' ('The ticket service fee will be deducted from the ticket revenue.'). Below this is a 'Cost to buyer' table:

Ticket price	\$0.00
Ticket service fee	\$0.00
Buyer's total	\$0.00
Ticket revenue	\$0.00

A note at the bottom states: 'A payment provider processing fee may apply and may be deducted from your ticket revenue. [More about processing fees](#)'.
- 5 Ticket quantity:** This section has two radio button options: 'Unlimited number of tickets' (selected) and 'Limited number of tickets'.
- 6 Ticket description:** This appears at the bottom of guests' tickets. It includes a 'Ticket description' field with the text: 'This is your event ticket. Ticket holders must present their tickets on entry. You can either print your ticket or present this digital version. You can find all the details about this event on our website. If you have any questions, issues or wish to get a refund, contact the event host. If you can't attend the event, please get in touch. Looking forward to seeing you there!'. There is a 'Create with AI' link to the right.
- 7 Ticket PDF:** This section shows a preview of the generated PDF ticket. It includes a 'Preview' button and a 'Design' button. The preview shows a sample ticket with a QR code.

Preview and Publish a Ticketed Event

After creating the ticket, select Preview and confirm that the event details, ticket price, quantity, and policy are correct. When the event is ready, select Publish. With the current Desert Gardeners website settings, the event will automatically appear on the Events page.

WIX

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Explore

Hire a Professional

Help

Upgrade

Search for tools, apps, help & more...

AI

Quick Actions

Get 250 monthly visitors

31/250 visitors

Home

Getting Paid

Booking Calendar

Events

Published

Drafts

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Groups

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Test - Ticketed Event

Draft event

Preview

Publish

Switch to another event

Overview

Tickets and Seating

Settings

Features

Promotion

Orders

Guests

Questions about tickets?

Get help with ticket setup

Seating map

Design a floor plan from scratch or use a template and price your seats.

Create a Seating Map

Tickets

All tickets

Create Ticket

Name	Price	Sold	Status
Test Ticket	\$10.00	0	Available

Settings and discounts

Ticket settings

Select currency, tax and order limits

Edit

Membership plans

Offer discounts to members

Edit

Discount coupons

Boost ticket sales

Edit

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Welcome Home

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Our Club

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Events

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Join our Club

Hello Test Member

5 days to the event

RSVP

Jul 01, 2025, 3:00 PM - 5:00 PM

Bigly Hooch Happy Hour / Shadow's Restaurant, 80875 Ave 40, Indio, CA...

14 days to the event

Buy Tickets

Jul 10, 2025, 7:00 PM - 11:00 PM

Test - Ticketed Event / Montecito Ball Room, 80-814 Sun City Blvd, Indio, CA...

Multiple Dates

19 days to the event

RSVP

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Join our Club

Hello Test Member

Thu, Jul 10 | Montecito Ball Room

Test - Ticketed Event

Register Now