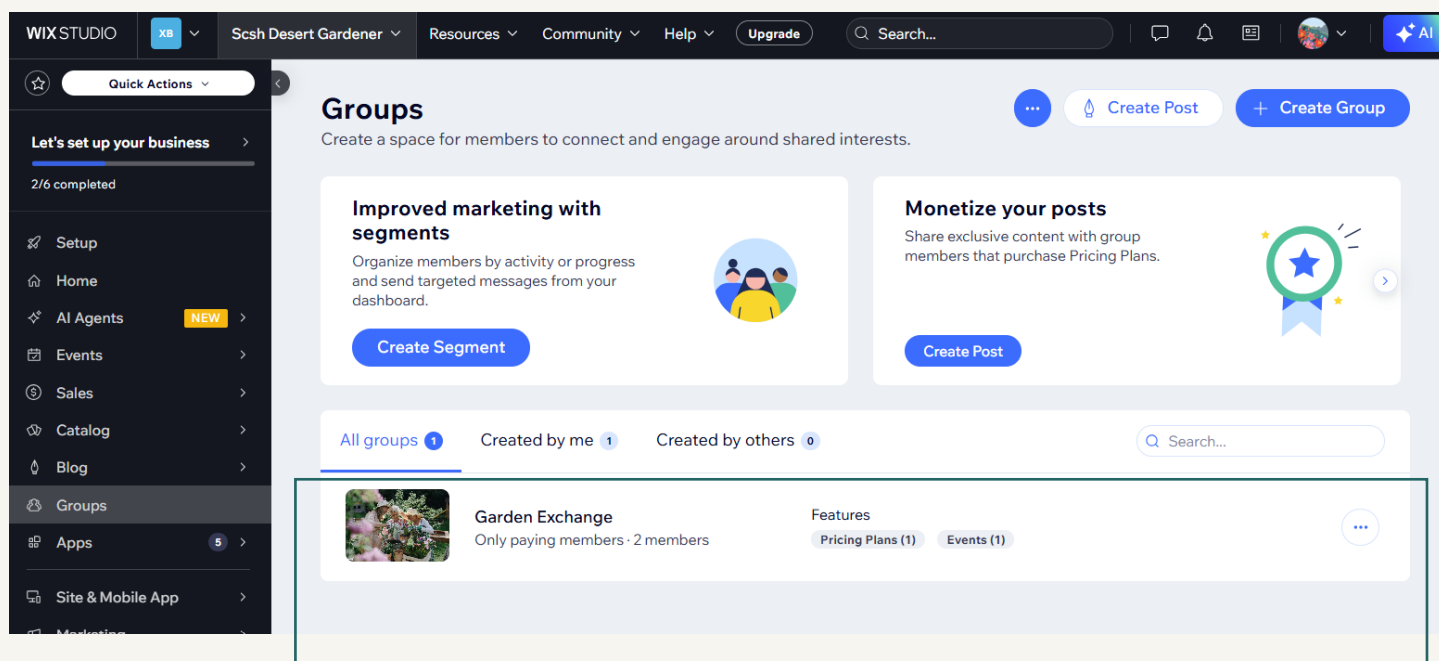


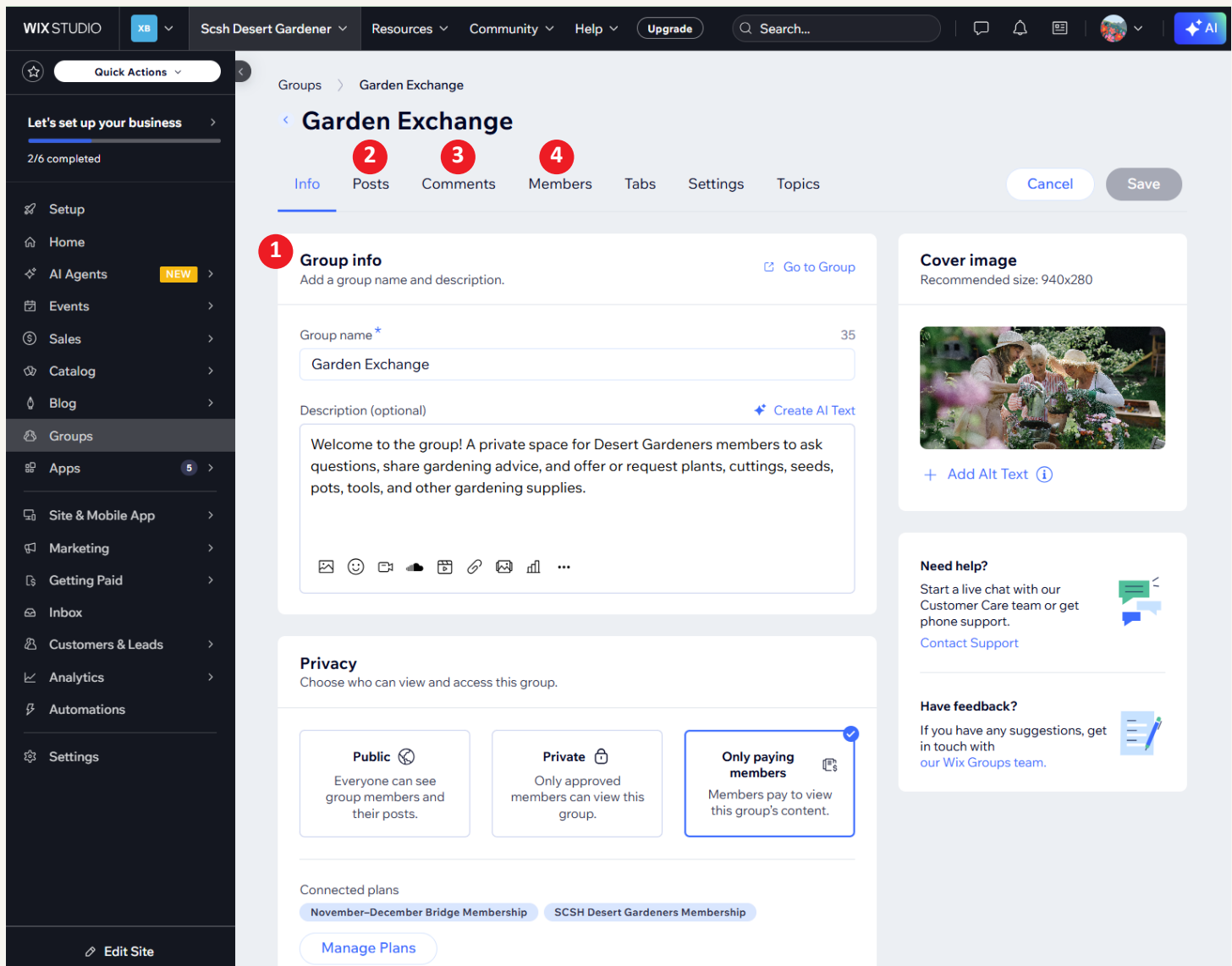
Managing Garden Exchange

The Garden Exchange is the club's space for members to share gardening questions, ideas, photos, and resources. This guide shows the Board how to manage discussions, and check the settings that control participation.

View Garden Exchange

In the **Wix Dashboard**, open **Groups** → **Garden Exchange**.



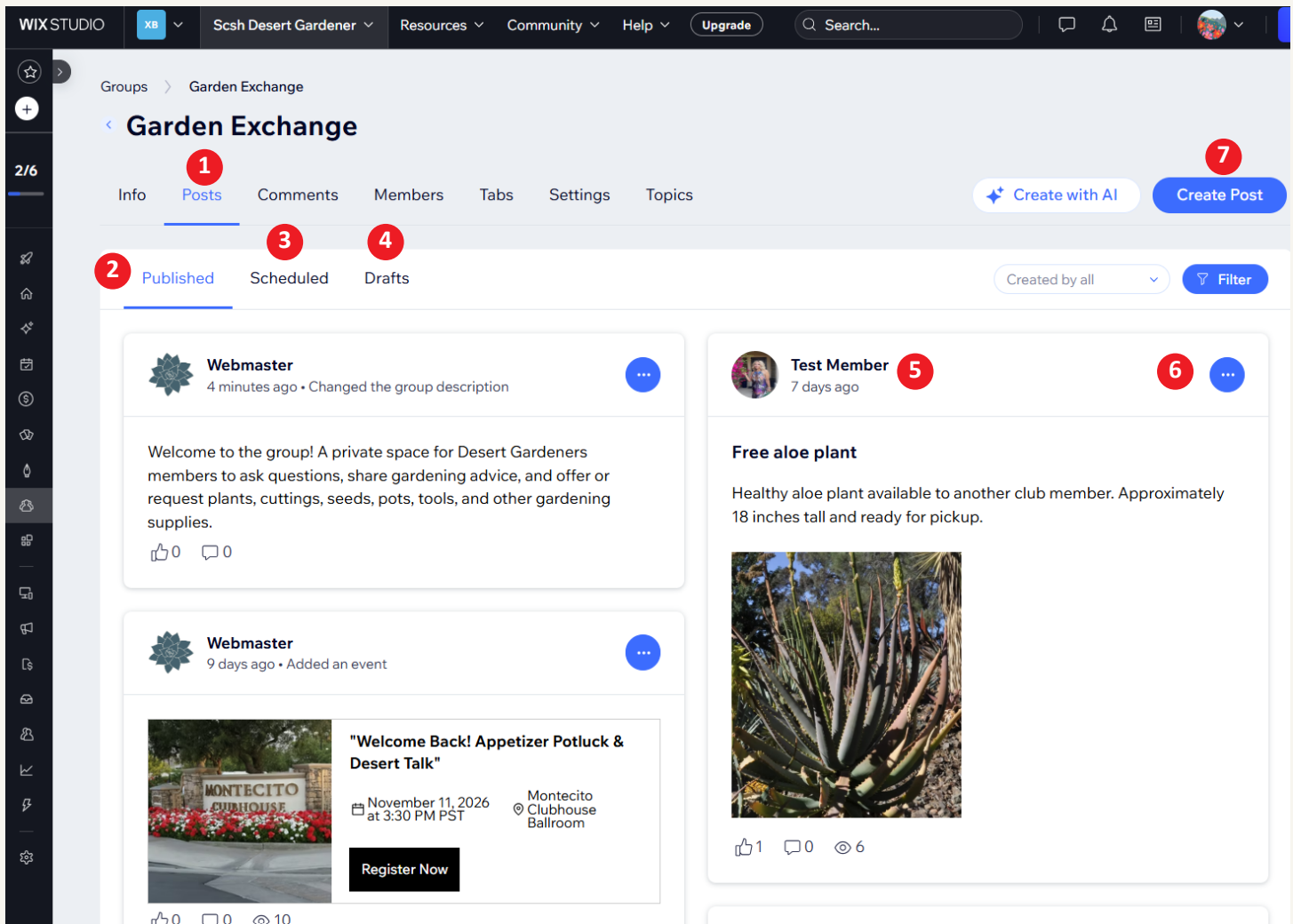


Info (1) - Edit the Garden Exchange name, description, and cover image. This is also where you can see that the group is for paying members and review its connected membership plans.

Posts (2) - Create club updates and review posts shared in the Garden Exchange. You can edit a post, add a topic, or pin an important post so members see it first.

Comments (3) - Review discussion on group posts, including comments that have been reported or held for moderation. Admins can remove inappropriate comments when needed.

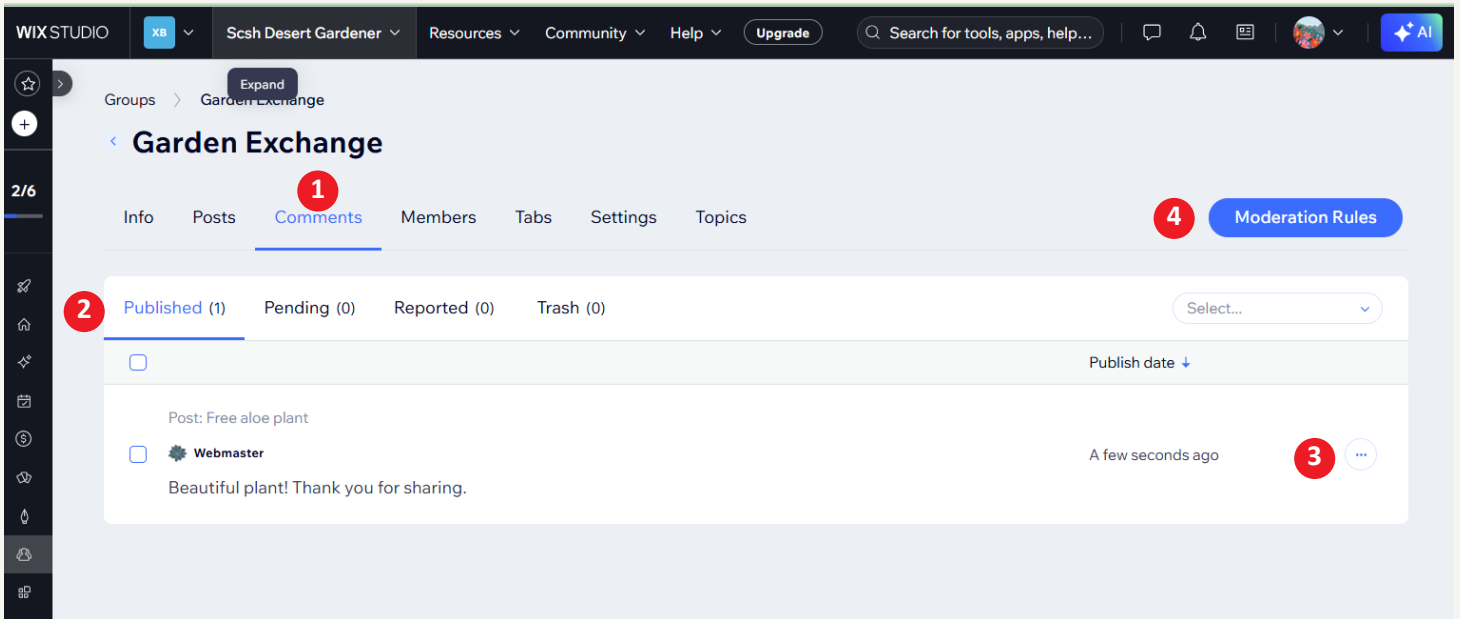
Members (4) - See who has joined the Garden Exchange and review requests to join. Members with private profiles may receive an invitation that they must accept before they appear here.



Open **Groups** → **Garden Exchange** → **Posts (1)** to see what members are sharing. The **Published (2)** tab shows posts already visible in the group. **Scheduled (3)** holds posts set to appear later, and **Drafts (4)** holds unfinished posts.

You may also see automatic updates, such as a change to the group description or a newly connected event. Member posts appear alongside them. In this example, **“Free aloe plant” (5)** shows how a member can offer a plant to the group.

To manage a post, click the **three dots (6)** in its upper-right corner. The available actions may include editing, adding a topic, pinning an important post, or deleting it. **Deleted posts cannot be restored.** Use **Create Post (7)** at the top right when the club wants to start a discussion or share an update.



Open **Groups** → **Garden Exchange** → **Comments (1)** to review replies to members’ posts. Each comment shows the post it belongs to, who wrote it, and when it was published. In this example, the Webmaster replied to the “Free aloe plant” post.

Use the **tabs (2)** to review comments:

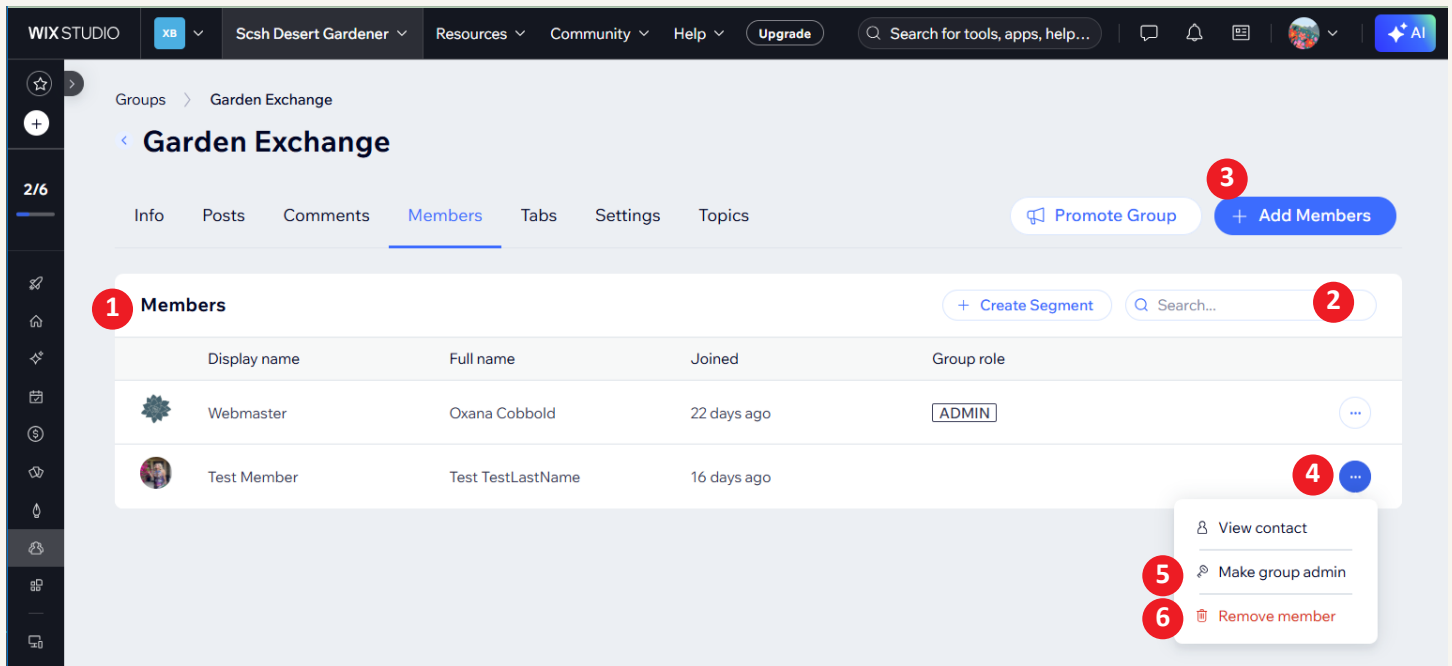
- **Published:** Comments currently visible in the Garden Exchange.
- **Pending:** Comments waiting for review under a moderation rule.
- **Reported:** Comments flagged for an admin to check.
- **Trash:** Comments removed from the discussion.

Click the **three dots (3)** beside a comment to view it on the site, see the member’s profile, or move the comment to Trash.

Moderation Rules (4): Click this button to add rules for Garden Exchange comments. The Board can use these rules to hold certain comments for review or prevent them from being published. Comments held for review appear under Pending.

Managing Garden Exchange members

Note: Members who purchase Gardeners membership plan are added to the Garden Exchange automatically if they have a public profile. Members with private profiles receive an invitation and must accept it to join.



Review members (1). The Members tab shows each person’s display name, full name, join date, and group role. An ADMIN label identifies a Garden Exchange group admin.

Find a member (2). Use the search field to locate someone in the group.

Add Members (3). Use this button to add a site member to the Garden Exchange when needed. Check their club membership before adding them manually.

Open the three-dot menu (4) beside a member to view their contact record, make them a group admin, or remove them from the Garden Exchange.

Choose group admins carefully (5). A group admin can help moderate discussions, and manage group settings from the live website. This role does not give them access to the Wix dashboard.

Remove member (6) removes someone from the Garden Exchange. It does not delete their site account or cancel their paid membership..