STANDARD PROCEDURE
FOR POSTING EVENTS TO WIX WEBSITE

1. Purpose

The purpose of this procedure is to establish requirements for posting event information to the Greenhouse Winery website using the Wix platform.

2. Scope

This procedure is applicable to all staff members responsible for website management and event promotion at Greenhouse Winery.

3. Responsibilities

The responsibilities for the completion of this procedure are defined in Section 5.

4. Definitions

Draft: Unpublished event template that can be duplicated and customized.

Event Graphic: Visual image or promotional material associated with the event.

Template: Pre-formatted event draft organized by event type.

5. Procedure

Posting Events to Wix Website

Procedure / Form	Process Step / Activity	Responsible Function
Wix Login	Log into Wix platform using authorized credentials.	Event Coordinator or Assistant
	↓	
Navigate to Events	Click **Events > Drafts** in the Wix navigation menu.	Event Coordinator or Assistant
	↓	
Select Template	Based on event type, locate the appropriate template and click 'Duplicate as Draft'.	Event Coordinator or Assistant
	↓	
Complete Event Information	Fill out all required event information fields (date, time, location, description, pricing, etc.).	Event Coordinator or Assistant
	↓	
Upload Event Graphic	Add the event graphic image to the event	Event Coordinator or

	listing.	Assistant
	↓	
Publish Event	Click 'Publish' to make the event live on the website.	Event Coordinator or Assistant

6. References - None

REVISION HISTORY

Date	Revision #	Description of Revisions and reason for the change	Author	ISO Process Owner (Signature and Date)	Management Representative (Signature and Date)
01/22/2026	0	Initial Release	Greenhouse Winery		