

Title	Document #	Location	Rev #	Effective Date
Creating an Event on the Wix Website	MAR-002	Main Winery	0	02/05/2026

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Draft: Unpublished event template that can be duplicated and customized.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

appropriate template and click or Assistant

\Duplicate as Draft\.

↓

Complete Event Fill out all required event Event Coordinator
Information information fields (date, time, or Assistant
location, description, pricing,
etc.).

↓

Upload Event Add the event graphic image to the Event Coordinator
Graphic event listing. or Assistant

↓

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

#

6. References - None