

Configure a booking service

Prepare a practice appointment with defined duration and availability.

THE FINISHED RESULT

The displayed service duration and time zone match the configured values; any actual test booking has a matching calendar record.

Before you start

Environment: Wix Editor, desktop and mobile views

Access and plan: Wix demo account. Preview work can start without a custom domain; domains, bookings and other features depend on the selected plan.

Practice project: Harbor Home Care

Use a separate demo project and fictional information. Record the exact project and version you use. Keep passwords, verification codes and private customer information out of screenshots and notes.

Official walkthroughs

[Wix: Creating an appointment](#)

Open the credited publisher walkthrough for current interface instructions and available screenshots, then return to the SETLY exercise. External courses remain with their publishers; this PDF does not reproduce their complete tutorial.

Your practice task

Finish one action at a time. Inspect the resulting screen or record before moving on. If a control differs, check the matching official instructions instead of guessing.

01 / Step 1

Add the site's booking functionality and create a service named Home care consultation. Set a duration of 30 minutes and a demo staff member.

Check: record what changed and confirm you are still working in the intended demo project.

02 / Step 2

Set the business time zone and a narrow test availability window. Record which calendar is responsible for conflicts.

Check: record what changed and confirm you are still working in the intended demo project.

03 / Step 3

Review the customer's required fields, cancellation information and confirmation text. Use test-only contact details and disable outgoing messages for dry runs.

Check: record what changed and confirm you are still working in the intended demo project.

04 / Step 4

Preview the customer journey. Where the account permits a controlled test booking, verify the appointment in the business calendar and then cancel the test.

Check: record what changed and confirm you are still working in the intended demo project.

Test, troubleshoot, repeat.

If something goes wrong

If no slots appear, compare staff availability, service hours, booking notice and existing calendar conflicts before widening availability.

If your screen is different

Compare the product, editor, user permissions and selected account with the guide. Open the official reference for your version. Do not perform a live change whose effect you cannot verify.

Final verification

The displayed service duration and time zone match the configured values; any actual test booking has a matching calendar record.

Repeat the task with one small variation. Record the test date, project/version, expected result, observed result and a non-sensitive evidence reference. Mark skipped checks as untested.

Your evidence record

Test date: _____ Project/version: _____

Observed result: _____

Evidence reference: _____

Remaining issue and next action: _____

Sources and guide status

Original exercise by Ray / SETLY. Credited technical references are linked on page one. Prepared 1 October 2026. SETLY screen recording and independent learner reproduction are not yet complete. No platform affiliation is implied.

[Open the online practice guide and editable checklist](#)