

Update a list that feeds your pages

Add, change, hide, reorder and delete the rows in a list that fills your pages, such as team members or listings, then publish the list.

Some pages on your site fill themselves from a list: a team page, a set of properties, a class schedule, a set of service pages. You change the list once and every page that uses it follows. This covers lists stored in your site editor. If yours lives in a Google Sheet, see [Update your site from a Google Sheet](#).

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Open the list

1. Log in to your site editor. In the side panel, click **CMS**.
2. Click **Collections**, then click the list's name.

Each row is one item, such as one person. Each column holds one detail, such as a name or a photo.

Change what's in it

- **Edit a detail:** double-click it, then type.
- **Add a row:** use **+ Add Row**, either at the top of the table or under its last row. In the **Item** column, type what that item's web address should end with, for example "maria-lopez". Each row needs its own, and special characters can cause trouble.
- **Hide a row:** point at it and click the eye icon, or open the three dots beside it and pick **Hide Row**. A hidden row disappears from every page that uses the list, but stays in the table. For several rows, tick them, click **Set Visibility**, then **Hide Selected** or **Show Selected**.
- **Reorder rows:** drag a row up or down.
- **Copy or delete rows:** tick them, then choose **Duplicate** or **Delete**.
- **Reorder columns:** click **Columns** and drag a column up or down.
- **Rename the list:** click its name and type.

Edit from the page itself

If the list makes its own pages, open one of them. In the top bar, click **Edit Row**, change what you need, then click **Done**.

Publish the list

Changes don't reach your live site until it's published. To push only this list live, click the three dots beside it in **Collections**, then **Publish Collection**. If you also changed other things, publish the site. If you don't see a **Publish** button, tell us and we'll publish it for you.

Good to know

- A list holds up to 1,000 rows, and a text box holds up to 5,000 characters.
- Avoid a slash in the list's name.
- Hide a row instead of deleting it when it's only out for a season.
- To keep a copy of everything, click the three dots beside the list and choose **Export to CSV**.

Need a hand?

Email hello@zossoz.com with your business name, the list and the change you'd like ("Add Maria Lopez, photo attached, after Ana"), and we'll take care of it. It counts as one of your small changes for the month. We reply within one business day. See [Request a change](#).

Related guides: [Import list rows from a spreadsheet](#) · [Update your site from a Google Sheet](#) · [Add a team member](#) · [Make a list with pictures and links](#) · [Publish your changes](#)

More guides: the Zossoz Help Center · Questions? Email hello@zossoz.com