

Update your site from a Google Sheet

Change a Google Sheet your site reads from, and learn how soon your site follows, the formats to keep and how to push a change live sooner.

Some sites read a list straight from a Google Sheet: a class schedule, a set of listings, a price list. When you change the sheet, your site follows. Here is how that works and what to keep the same.

DON'T SEE THIS?

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

Change the sheet

1. Open the Google Sheet your site uses, with the Google account that owns it.
2. Edit, add or delete rows. Check with us before you rename, move or delete a column.
3. Keep each kind of detail in its original format (see below).
4. Wait a little. By default, your site checks the sheet about every hour.

To push a change live sooner, log in to your site editor. In the side panel, click **CMS**, then **Collections**. Click the three dots beside the list, then **Publish Collection**.

What to keep the same

- **Column names:** the first row of the sheet holds them. Leave that row alone.
- **One tab only:** your site reads the first tab. Extra tabs are ignored.
- **A real Google Sheet:** Excel and CSV files stored in Google Drive don't work as they are. Save a copy as a Google Sheet first.
- **Links:** a stray space at the start or end of a link breaks the page.
- **Dates:** use the format 2026-10-21 16:30:00. A date written another way may not come in.
- **Hours:** write them as SAT, SUN: 08:00-20:00; MON, FRI: 08:00-12:00; on a 24-hour clock.
- **Addresses:** street address, postal code, state, city, country, in that order, with commas.
- **Photos:** a web address that leads to the photo. Styles in rich text won't carry over.
- **Several choices in one cell:** separate them with a semicolon.

If the sheet isn't connected yet, or you add a column

Ask us. We connect it, and we'll tell you the right formats for your columns. A new column also has to be added on the site side before it can be used on a page. If Google says the app is blocked, remove the old connection in your Google account's connected apps and connect again.

Tips

- Anything in a column that feeds your pages can show on your public site. Keep private notes in a separate sheet.
- Make small changes and check your site afterwards.
- Set how often the site checks the sheet (every few hours or days) from the top of the list in **Collections**, under **Sync data every**. We can do this for you.

Need a hand?

Email hello@zossoz.com with your business name, the sheet and what you'd like changed, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Update a list that feeds your pages](#) · [Import list rows from a spreadsheet](#) · [Show a Google Calendar on your site](#) · [Request a change](#)

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