

Diocesan Website Hosting Program – Episcopal Diocese of WNY

Primary Contact: Elisabeth (Liz) Brauza-Hughes
Website & Social Media Manager
Episcopal Diocese of WNY
embrauza@episcopalwny.org

Our parish doesn't have a website! What should we do?

1. Contact Liz by email (above) and let her know you'd like to have a website.
2. Recruit one or more people in your parish who are willing to be trained to manage your site on a regular basis.
3. Register a domain name for your parish. Your domain name should end in ".org", and can be obtained from any registrar you choose. (The diocese uses GoDaddy, but you may choose any registrar that suits you. There are a lot of choices.) The purchase of your domain is the only cost to your parish, and while this cost may vary based on your choice of name and registrar, it generally costs about \$20 per year. You should register this domain with an email that belongs to the parish, and ideally that more than one person can access. When your domain needs renewal (usually every 1-2 years!), the renewal notice will come by email, and you will need to continue to pay it for your website to stay online. If the only person who used that email has left your church, you have a problem!
4. Let Liz know the domain name you've registered. If you have a parish logo, seal, or some other image that is iconic to your church, please email it to her. This image will be used in the header of your site, and may also serve as the basis for your site's color scheme. (This is also the time to make any preferences about color known.)
5. Liz will pass on your information to our web designer, who will set up your basic site on our development server, and give her login credentials to it.
6. Once your basic site is set up, Liz will contact you to schedule a training session for the person(s) who have agreed to manage it. This session will need to take place in a location where there is wifi available. If your church has it, great! Liz can come to you. Otherwise, we recommend meeting at the Tonawanda Ministry Center. Training will take 1-2 hours.
7. During training, Liz will create login credentials for your website manager(s). After training is completed, that person will be able to log into the site on our development server to begin filling in all the information about your parish that you want to include. This can be done at your own pace – the site is not yet "live" for the rest of the world to see.
8. Once you have all the information on your site arranged how you want it, email Liz with the login credentials for your domain registry account (GoDaddy, etc.), and we will reconfigure your domain to point to your site on our server. This process can take anywhere from 12-48 hours, but is generally pretty quick. Once it is complete, your site is live, and you can start telling people to visit it!!
9. **At any time if you run into difficulty or need tech support, please contact Liz!!**

Our parish has an older hosting program website, but we'd like to update to ProcessWire. What should we do?

1. Contact Liz by email and let her know you'd like to begin the process of migrating to Processwire. If you have a parish logo, seal, or some other image that is iconic to your church, please email it to her. This image will be used in the header of your site, and may also serve as the basis for your site's color scheme. (This is also the time to make any preferences about color known.) You may opt to keep some of the design elements from your old site, or scrap them entirely for a new look. This is up to you.
2. Liz will pass on your information to our web designer, who will set up your basic site on our development server, and give her login credentials to it.
3. Once your basic site is set up, Liz will contact you to schedule a training session for the person(s) who oversee your site. This session will need to take place in a location where there is wifi available. If your church has it, great! Liz can come to you. Otherwise, we recommend meeting at the Tonawanda Ministry Center. Training will take 1-2 hours.
4. During training, Liz will create login credentials for your website manager(s). After training is completed, that person will be able to log into the site on our development server to begin migrating information from your old site to your new one. This can be done at your own pace – your old site is still “live” until you tell us you're ready to switch over.
5. Once you have all the information on your new site arranged how you want it, email Liz and we will repoint your domain away from your old site, and to your new site. This process can take anywhere from 12-48 hours, but is generally pretty quick. Once it is complete, your new site is live, and your old site will be deleted.
6. **At any time if you run into difficulty or need tech support, please contact Liz!!**

Important Reminders for Any Parish Using the Hosting Program

1. PLEASE keep on top of your domain registration renewals. If your domain expires, it enters an open market and can be purchased BY ANYONE. If this occurs, you will not get it back, and will have to register a different domain. (And people trying to find your site will not be able to.) Make sure that more than one person is able to access your registry account, and the email address associated with it. If you're not sure when your domain expires, Liz can check for you!
2. It is a good idea that more than one person in each parish be trained in the management of your website (even if only one of them regularly updates it). This will ensure that if someone leaves your parish, experiences an illness, etc., that you are still able to keep your site up to date.