**Checklist**

|  |  |  |
| --- | --- | --- |
| Date | Done? | Process step |
|  |  | 1. Do full sync and do test transfer of Database and website from DG to DO. |
|  |  | 1. Verify DO system works properly |
|  |  | * 1. Check links to make sure they point to new IP address |
|  |  | * 1. Note what links need manual modification |
|  |  | 1. Put DG FFBC in maintenance mode |
|  |  | * 1. Should we put the entire website in maintenance mode or just pages that allow for user changes? Former is easier; latter a bit more of a pain and not error free. |
|  |  | 1. Do final Backup |
|  |  | 1. Do final sync |
|  |  | * 1. Do permalinks need to be turned off |
|  |  | * 1. Is the Duplicator plugin useful? (<https://www.wpbeginner.com/wp-tutorials/how-to-move-wordpress-to-a-new-host-or-server-with-no-downtime/> ) |
|  |  | 1. Sync and startup up DO site |
|  |  | 1. Verify DO site is working |
|  |  | * 1. Modify manual link changes (link checker)   2. Check all pages   3. Setup SSL (<https://really-simple-ssl.com/?ref=52&campaign=wpbeginner> )   4. Setup email forwarding |
|  |  | 1. Do magic with DNS server |
|  |  | * 1. Replace DNS names at domain registrar   2. Two domains: ffbc.org and fremontfreewheelers.org   3. Have temp domain called ffbc-temp.org that may need to be transferred |
|  |  | 1. Verify DNS update has happened |
|  |  | 1. Wait 7 days - Shutdown/Cancel DG site |
|  |  | 1. Verify backup process works on new site |
|  |  | 1. Verify CRON jobs work – membership checks |
|  |  |  |
|  |  |  |

Note: Existing term at GoDaddy ends July 10th.

Open questions:

1. Will the present DO IP address be used for our new site?
2. Will GD still be the domain registrar for our domain name?
   1. Will we still pay for domain name at GD? And the hosting at DO?

References:

Migration checklists:

<https://www.wpbeginner.com/wp-tutorials/how-to-move-wordpress-to-a-new-host-or-server-with-no-downtime/>

<https://www.siteground.com/kb/how_to_transfer_your_website_to_another_host/>

<https://www.siteground.com/kb/How_to_transfer_my_WordPress_from_one_host_to_another/>

<https://www.thesitewizard.com/archive/movinghosts.shtml>

<http://www.smoothwebmove.com/movingprocess.html>

<https://www.smashingmagazine.com/2013/04/moving-wordpress-website/>

<https://www.wpbeginner.com/glossary/dns/> : Definition and usage of DNS

<https://www.wpbeginner.com/beginners-guide/how-to-get-a-free-ssl-certificate-for-your-wordpress-website/> : How to get free SSL cert and setup to convert to https

<https://really-simple-ssl.com/?ref=52&campaign=wpbeginner> – Using SSL WP plug-in to finalize SSL setup

<https://www.wpbeginner.com/plugins/how-to-fix-the-mixed-content-error-in-wordpress-step-by-step/> : Debug website if not all page links are setup with SSL