**Site Migration Walkthrough - NTD Imaging**

**Goal**: The final goal is to have the revamped website live on ntxdi.com, with all emails also managed on SiteGround. The old domains (ntdi.com and ntdimaging.com) will eventually redirect to the new ntxdi.com site.

**Challenges:** The client no longer has access to the ntdi.com and ntdimaging.com which is needed to direct site traffic to ntxdi.com - the revamped site.

**Solution:**

1. **Initiate the Process to regain access to ntdi.com and ntdimaging.com:**
   1. The domains ntdi.com and ntdimaging.com are registered with Tucows, but their nameservers are handled by bluedomino.com and GOTW(dnsnameservice.com), respectively.
      1. This means that to make DNS changes (like setting up redirects), you need to gain access to the accounts at GOTW(dnsnameservice.com) and bluedomino.com.
   2. **@Tye**,are you able to contact BlueDomino & GOTW to start the process for regaining access to the original domain accounts, in collaboration with the client?
      1. i.e.: Email BlueDomino & GOTW and let them know you need to gain access to the accounts in order to update the DNS settings.
         1. E.G.: “Hello, my name is \_ and I’m reaching out on behalf of the North Texas Digital Imaging Company. We have an active domain which we purchased from your company but no longer have access to the account. Will you please walk me through the process for regaining access to the company account?”
         2. You will need to provide proof of ownership as per their requests.
      2. **Recovery process for ntdimaging.com** 
         1. Contact Registration Service Provider: BlueDomino
            1. [support@bluedomino.com](mailto:support@bluedomino.com)
            2. 1-800-480-0641

If your Domain Provider is unreachable, [please click here for additional information.](https://tucowsdomains.com/help/domain-management/my-domain-provider-is-unreachable/)

* + 1. **Recovery process for ntdi.com** 
       1. Contact Registration Service Provider: GOTW
          1. [support@GOTW.com](mailto:support@GOTW.com)
          2. Tel: +44 1923 902 000

If your Domain Provider is unreachable, [please click here for additional information.](https://tucowsdomains.com/help/domain-management/my-domain-provider-is-unreachable/)

* 1. **Once the recovery process is complete,** you will have the credentials to log in to the DNS management portals at GOTW(dnsnameservice.com) and bluedomino.com.
     1. **Setup a permanent redirection to the revamped ntxdi.com website**
        1. Log in to the BlueDomino and GOTW accounts.
        2. Navigate to the DNS or Domain Management section. Look for settings related to "Domain Forwarding," "URL Redirects," or "Web Redirection."
        3. Set up a permanent 301 redirect. This is critical for SEO.
           1. A 301 redirect tells search engines that the move is permanent, ensuring that the SEO value from the old domains is passed to the new one.
        4. Enter the redirect destination.
           1. You will be prompted to enter the "destination URL" for each domain.

For ntdi.com, the destination will be https://www.ntxdi.com.

For ntdimaging.com, the destination will also be https://www.ntxdi.com.

* + - 1. Save the changes. The redirects will typically take effect within a few hours, though full propagation can take up to 48 hours.
         1. This method is ideal because it's clean and doesn't require any additional hosting configuration. It tells the DNS system to send all traffic from the old domains directly to the new one.
         2. If DNS provider do not offer a straightforward forwarding feature the domains can be redirected using SiteGround's hosting.

1. **Get a list of company emails the client uses and wants to use (**e.g.: info@ntxdi.com, sales@ntxdi.com…**) and create the email accounts in SiteGround.**
   1. ***This can be done alongside step #1.***
   2. SiteGround will allow you to do this because the domain is associated with your hosting account, even if its nameservers are pointing elsewhere.
      1. You will not be able to send or receive emails using these new SiteGround email accounts until the ntxdi.com nameservers are updated at GoDaddy and have propagated.
         1. *The nameservers on a domain tell the internet where to find the DNS records, which include the Mail Exchange (MX) records. As long as the nameservers are pointing to Wix, the MX records are also managed by Wix. Therefore, all email for ntxdi.com will continue to be handled by Wix (or wherever the Wix MX records point) until the nameservers are changed to SiteGround.*
2. Access the GoDaddy account associated with ntxdi.com and clear the website's cache before making the nameserver change on [GoDaddy.com](http://godaddy.com)
   1. Changing the DNS with automatically do this?
   2. **Does the client has access to their Wix account associated with** [**Ntxdi.com**](http://ntxdi.com)**?**
      1. If not, they will need to go through their recovery process as well to get login credentials.
   3. *The client connected their GoDaddy domain to their Wix website by changing the nameservers at GoDaddy to point to Wix. The Wix account is a separate platform where the website was built and is currently hosted. It's also where the DNS records (like for email) are now being managed.*
   4. If the cache is not cleared on the old Wix site before changing the nameservers, there's a higher likelihood of runing into issues that can cause a poor user experience and potential confusion
      1. *e.gs: Some visitors will see the old site and some the new*
      2. *slower load times*
      3. *Flickering effect*
         1. ***Can you repoint DNS records to WIX***
3. **Once the revamped files are finalized Point ntxdi.com to SiteGround** 
   1. Backup the current site before switching (if possible)
   2. Log in to your GoDaddy account, go to the DNS settings, and change the nameservers from wixdns.net to SiteGround's nameservers: ns1.siteground.net and ns2.siteground.net. This is the cleanest way to fully transfer DNS management to SiteGround.
      1. They will not be functional until the nameserver change has propagated.
      2. If possible caching on the old Wix site should be cleared and disabled to ensure changes are reflected immediately after the switch.
      3. A background of the Wix site sound be made (if possible) prior the launching the new site
      4. After changing the nameservers, you can use online tools (like whatsmydns.net) to monitor the propagation. Within a few hours, most of your visitors will see the new SiteGround-hosted website.