

## Getting Your TeamUnify Website Domain Name Live

### Scenario 1:

**My team does not have a web presence now with an existing web address (URL)**

This is the easiest scenario. All you have to do is to provide TeamUnify the domain name that you want to use (e.g., <http://www.myteam.com>). Please provide at least 2 to 3 domain names and rank them in preferences since some of the domain names may already be taken. TeamUnify will act on your behalf to obtain the domain name for you, if the domain name is available. You will be charged \$30/Year for TeamUnify to maintain your new domain name.

### Scenario 2:

**My team does have a web presence (e.g., <http://www.myteam.com>) but I do not like the domain name or it is OK to change to another domain name for my new TeamUnify hosted website.**

The process is the same as Scenario 1. Please provide TeamUnify the new domain names you would like. Once we secure the name You will be charged \$30/Year for TeamUnify to maintain your new domain name. Just as you would in Scenario 1.

### Scenario 3:

**My team does have a web presence (e.g., <http://www.myteam.com>) and I want to keep using the domain name for my new TeamUnify hosted website.**

#### **Solution 1: Change index file to redirect the traffic to the new TeamUnify hosted website.**

This is the easiest solution of the three; you only need to change the root index file of your current website (index.html, index.htm, index.php, index.jsp, etc.) to redirect to the new website and delete all the contents on your old hosting site. This is an example index.html:

```
<HTML>
<HEAD>
  <META HTTP-EQUIV="Refresh"CONTENT="0;URL=http://www.TeamUnify.com/Home.jsp?team=xxx">
</HEAD>
</HTML>
```

Where xxx is your team abbreviation provided by TeamUnify. The drawbacks of this approach are that you have to keep paying your old hosting site and maintain your domain name registration to keep it from getting expired.

#### **Solution 2: Change Domain Name Servers (DNS) to TeamUnify's Domain Name Servers**

If you have access directly to your domain registrar (they usually provide you with username and password for you to login to manage your domain), you may be able to change the DNS records to point them to TeamUnify's DNS. Under the DNS records, simply replace your original records to:

```
ns1.kattare.com
ns2.kattare.com
```

The DNS records usually take up to 48 hours to propagate to the rest of the internet. So, be patient and prepare to deal with the situation that both of your old and new websites may be accessed by the rest of the world at the same time!

The drawback of this approach is that you have to remember to pay the registration fee to the registrar on the anniversaries or your website may be inaccessible by the rest of the world. Another consideration is that because of personnel changes, your team may end up either losing the password to the registrar or forgetting to renew the registration. Your team also needs to have the personnel who is technical enough to keep the registration live on a continuing basis.

### **Solution 3: Migrate your Domain Name registration to TeamUnify (Recommended)**

This is the recommended approach since once the migration is completed, TeamUnify will be responsible of maintaining your domain name, making changes, and renewing the registration for you. Please provide this information to TeamUnify and we will work on your behalf to make this migration occur:

- Your original website URL (e.g., <http://www.myteam.com>).
- Administration username and password together with the URL to access your account on the original hosting site or registrar.
- Identify the most technical capable personnel on your team who is familiar with your team's domain registration as technical contact for TeamUnify. Please provide both email and phone number so TeamUnify can contact him or her, if needed.

Since this approach involves many authentications along the way, we may need your assistance during the process.