

**Goal: Seamless transition between old and new hosting provider.**

## Steps to Consider When Migrating to Another Web Hosting Provide

### Pre Move Etiquette( Pre-Migration)

#### Things to Do:

- Backup Our Websites in a local drive
  - *Why? To restore websites to their original state in case transfer fails.*
- Backup Wordpress & Theme Settings
  - *Why? To restore websites theme settings in case transfer fails. Theme settings take care of the visuals and UI of the website.*
- Back Up domain email content across the company.
  - *Why? If our email domain is attached to our hosting provider, changing our provider might stop our emails from working as it is connected to it.*
- Create a List all published pages for each domain
  - *Why? To redirect links that display error pages, and direct them to a function site.*
- Provide all the necessary credentials and logins to the Siteground migration team
  - *Logins to: e.medit.it account backend and Cpanel, Godaddy account, google analytics, and google console.*
- Contact all necessary personnel and clients, and let them know that we will be changing hosting providers.
  - *Why? To Warn them that our website will be going into maintenance, and that they might experience delays for X amount of time.*
- Prepare a list of things we want to avoid to Siteground while transitioning.As well, as fill out migration form and pay for migration fee per site. Fee ranges from \$30-150 per website
  - *Why? To set expectations on the type of deliverables we want, and have a record of what the websites were before moving hosting providers.*
  - *Suggest a TTL Update (Time-To-Live) . To speed up the DNS propagation. changing the TTL value from 24 hours (86400 seconds) to just 5 minutes(300 seconds).*
- Set a Transition day to transfer all website into Siteground
  - *Why? Siteground needs the time to prepare our files, and back them up for proper transfer.*

### During Website Transition (Migration)

- Send a reminder and contact all necessary personnel and clients, and let them know that we will be changing hosting providers.
  - *Why? To Warn them that our website will be going into maintenance, and that they might experience delays for X amount of time.*
- Provide unlimited support to the Siteground migration team during the transfer.
  - *Siteground website transfer may take up to 5 business days to migrate per site.*

### After Move (Post-Migration)

- Test the new website
  - *Once the migration is done, it is now time to test the website. Check every page or file on new host. Ensure that everything is working fine.*
- Test URLs and live site for any changes and disruptions of service and error pages.
  - *Why? To quickly fix them if broken and redirect them to the correct page.*
- Check all theme settings were properly transferred
- Check Email contact forms are sending emails properly
- Check Contact Forms are display properly and show no errors, and that when submitted they are sent to the correct email.
- Check google analytics and google to make sure there are no errors
- Check that images and videos are displaying properly
- Check internal links and buttons are not giving an error page

### Any potential outcomes? How will It affect us?

#### Positive:

- Higher performance
- Scalability: Have the ability to expand our resources in case of rapid increase of web traffic.
- Hands-On Expert Support: 24/7
- Fully Managed Service
- 8X more storage capacity
- Optimal for Medium size business
- Improved security

#### Negative:

- Changing hosting providers may affect our SEO if not done correctly. A decrease of user sessions and traffic may occur, and SEO might take up to 4-6 months to recover to normal. However, if done properly we will only experience a small temporary visibility loss, and traffic will go to normal in the following weeks up to 2-3 months.