Ministry Brands®

Pre-Upgrade Checklist

Amplify Website Upgrade

> Preparing for your website upgrade is essential for ensuring a smooth transition. Upgrade readiness empowers you to leverage the full potential of your new Amplify Website. Follow the steps outlined to make sure the day of your Amplify Website upgrade is as seamless as possible.

☐ **Create a List of Items to Update Before and/or After the Upgrade**

- o Be sure to plan time for updating your DNS records.
- o Do you have any event or registration updates to make before the upgrade?
- o Will you need to upload a new sermon before or shortly after the upgrade?
- o Is there seasonal content you would like to publish before the upgrade?
- o Communicate within your organization about needed updates.

☐ **Audit Your Current User List**

- o This is a great time to clean up users who no longer need access to edit your site.
- o Amplify Websites has a different permission structure. All users present at the time of upgrade will be moved to Amplify Websites with the ability to make changes and publish.
- o **Have your users make sure their contact information is up to date** (especially their email addresses).

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☐ **Locate Your Domain Registrar & Ensure You Have Your Login Credentials**

- o Unsure of who your domain registrar is? You can search **who.is** to find it.

- o Type your website URL in the search bar.

- o It will then return who your domain provider is.

- o Work with your organization's team and domain provider to determine login credentials from there.

Note: The who.is tool will display your primary registrar; however, you may have purchased from a third-party reseller.

☐ **Check third party integrations**