

U3A Benalla

Website Maintenance & Requirements

Current Position

Domain Name	Currently, Nov 2015, U3A Benalla has a licence to use u3abenalla.com until Jan 2016. This licence was purchased from the domain registrar JustHost. A domain name is a vehicle for locating, via a DNS (Domain Name Server), the website, mail server and other internet services.
Web Hosting	The web host, currently JustHost, stores and makes available internet services such as web pages, mail server etc. Records associated with the Domain Name contain information on the location of these services.
Mail Server	The Mail Server, usually but not always, offered by the Web Host supplies Mail services for the Domain Name. A record (called an MX record) associated with the Domain Name contains information on the location of the Mail Server.

At present U3A's web pages and Mail Server are supplied by JustHost and require renewal before January 2016. The Domain Name was purchased from JustHost and the domain name records are maintained through JustHost.

The website can be accessed via <http://u3abenalla.com>. A re-direct on this page redirects the user to the new Weebly web pages.

The mail server is located at *mail.u3abenalla.com*. The Mail Server redirects mail addressed to

Email Address	Redirected To
editor@u3abenalla.com	Judith Borthwick's private email address
president@u3abenalla.com	Terry Case's private email address
webmaster@u3abenalla.com	private email addresses of <ul style="list-style-type: none">• Terry Dillon• Bill Parris• Bev Lee

Initial cost was about \$75 but renewal will be around \$150. This includes web hosting and Mail Services as well as MySQL databases and other features included in cPanel. Domain Name renewal is separate and about \$20.

Proposed Change

Web pages have been developed using Weebly and can be accessed via <http://u3abenalla.weebly.com>. It is proposed to have the Domain Name transferred to the Weebly website.

Making the Change

This is done by changing the Domain Name records to those supplied by Weebly for the Weebly website.

Cost of the Change

Move Domain Name to Weebly	U3A Benalla already have a suitable account with Weebly. A change is required to redirect the Domain Name to Weebly. This is done via JustHost logon.
Mail Server	Weebly do not offer Mail Server or email accounts but do have an arrangement with Google.

Otherwise Mail Services would need to be acquired elsewhere.

Gmail addresses	Google does offer free mail services. Addresses for <i>President, Editor</i> and <i>Webmaster</i> would need to be established. These addresses would be of the form: u3abenalla_editor@gmail.com Alternatively Google offer a business mail service at approximately \$6 per month per email address (see below)
Hotmail Addresses	Microsoft also offer free email service. These addresses would be of the form: u3abenalla_editor@hotmail.com
Commercial Addresses	Both Google and Microsoft as well as many others offer Mail Services at a fee. For example, both Microsoft and Google charge about \$5 per month per email address (Google are \$5 and Microsoft \$4.50. If you use the Weebly integrated Google mail the cost may be slightly cheaper at \$US3.75 depending on currency conversion rates). Both offer Cloud space and other facilities are included in this price. There are other Mail Server services being offered such as Zoho. A Google search will reveal many.

Domain Changes

U3A Benalla does need to maintain the contacts for the Domain Name regularly.

Registrant	The person whose name the domain is registered to
Admin	The name of the person who administers the domain
Billing	The name of the person responsible for paying for the domain

You will receive a regular (usually annually) reminder to update the details. All notices are sent to the address in these details.

Update Details

In your web browser go to justhost.com

At the top of the page click *Login*

Enter the logon name (*uthraben*) and Password (*Gerry@u3a*)

The Control Panel page is displayed. Click *Domains*

The screenshot shows the JustHost control panel interface. The 'domains' menu item is circled in red. Below it, the 'domains' sub-menu is visible, with 'contacts' also circled in red. The main content area shows a table of domains with columns for 'domain', 'exp', and 'type'. The domain 'u3abenalla.com' is selected, and its expiration date is '01/23/16'. Below the table, the 'contacts' section is visible, with checkboxes for 'REGISTRANT', 'ADMIN', and 'BILLING' all checked and circled in red. A note below the checkboxes states: 'Note: You have chosen to edit multiple contacts at once. The information for the multiple contacts had differences. The information shown below was used by the majority. If you update, all of the information for the multiple contacts will be updated to the new information.' The organization name 'U3A Benalla' is also visible.