

# A VISUAL GUIDE FOR WEBSITE MIGRATIONS

## STEP 01

### PLAN SCHEDULED MAINTENANCE

Scheduling time to perform the maintenance related to a migration is key. Take the time to find a good date/time for the maintenance window, then notify your customers at least a week in advance. Depending on the size & scope of the migration you may want to plan for two scheduled outages: one for migrating your database to the VPS, then another when you're ready to migrate site files & update DNS.

The benefits of this are twofold:

- 1) **You get to switch database servers without losing any data**
- 2) **Your team (and hosting support) has less stress to handle vs. making these types of changes while the site is live.**

How you handle the planned downtime is up to you. Some customers prefer the quick-and-dirty option of just stopping the Web sites until the maintenance is finished, while others opt for the more elegant solution of creating a holding page and redirecting all traffic to it. The choice is yours.

## STEP 03

### PLAN SCHEDULED MAINTENANCE

When you're ready for your second maintenance window, you'll just need to do the following to make the site live on your new server:

- Decrease the TTL for your DNS records
- Stop the site or put your holding page in-place
- Update your DNS records to point to the new server
- Copy any un-synced files to the new Web server
- Re-enable the site once DNS propagation has completed.

You can use a service such as [whatsmydns.net](https://whatsmydns.net) to verify when DNS propagation is finished.

## DOCUMENT YOUR ARCHITECTURE

Take an inventory your setup, identifying all the "moving parts." This means documenting the domain names, DNS / CDN services, Web servers, and database servers being used by your site(s). If you're going to receive assistance from your Hosting support team we recommend putting all the relevant information, including IPs and credentials, in a password protected file you can deliver securely.

## 02 STEP

### MIGRATE YOUR DATA

Moving your database as the first major phase of the migration simplifies the rest of the process greatly. This means you just have to migrate your database to the new server then point your connection strings / data sources to the new location. To verify the database move went well, it's a great idea to make a simple test page that displays which database server is being used. Run it before the migration then again after the move to ensure your site is using the correct DB server.

Once you've moved your database, you're free to transfer site files to the new server at your convenience. Once you've done that you're ready for the final phase of migration.

## 04 STEP