

Switching your Internet Domain Name

If your club or association already owns an Internet domain name (*ChicagoCorvettes.org*, for example), you will need to inform your domain registrar of the new name servers. This is done by logging into your domain account at your registrar (not your ClubExpress account), selecting the domain and entering the following information in the appropriate position:

Primary NameServer:	a.dns.clubexpress.com
Secondary NameServer:	b.dns.clubexpress.com

Once you save your changes, it takes about 24 hours for this information to fully propagate around the Internet.

Please let us know when you do this, since we also need to make a couple of manual changes within ClubExpress so that our servers recognize this new information.

Also be sure to tell us if you have email accounts associated with this domain and you will keep those accounts at your current email provider. The changes we need to make are slightly different if we're not also handling email for you.

Note that the email forwarding and forum listserver features in ClubExpress can only be activated using domain names where we are handling email for those domains. The system will not allow you to create email forwarding accounts or forum listservers using domain names where another provider handles email. If you want to use forum listservers in this situation, you may need to obtain another domain name specifically for this purpose.

You should not make this change until you are ready to completely switch off your old website and move entirely to the new one on ClubExpress. But you should make this change before sending the welcome email out to your members, so that the club's actual domain name is reflected in the email.

If you do not own a domain name, it is simple to obtain one. Many domain registrars can help you find an available domain and register it. (We use GoDaddy.com ourselves, as do many of our customers.) The instructions for pointing a domain name to our name servers apply to any registrar. Note that ClubExpress is not a domain registrar.

Please also review the comments on page 50 regarding when your domain name is used and when we revert to the "shortname" in your URL.