

Brossman IT

Free Website + Domain Name How-To For Local Charities & Community Organisations

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Download and save a digital copy – <https://www.brossmanit.com/downloads/charity-websites.pdf>

With thanks to the following companies for making this possible



<http://www.channelisles.net/>



<https://www.tumblr.com/>

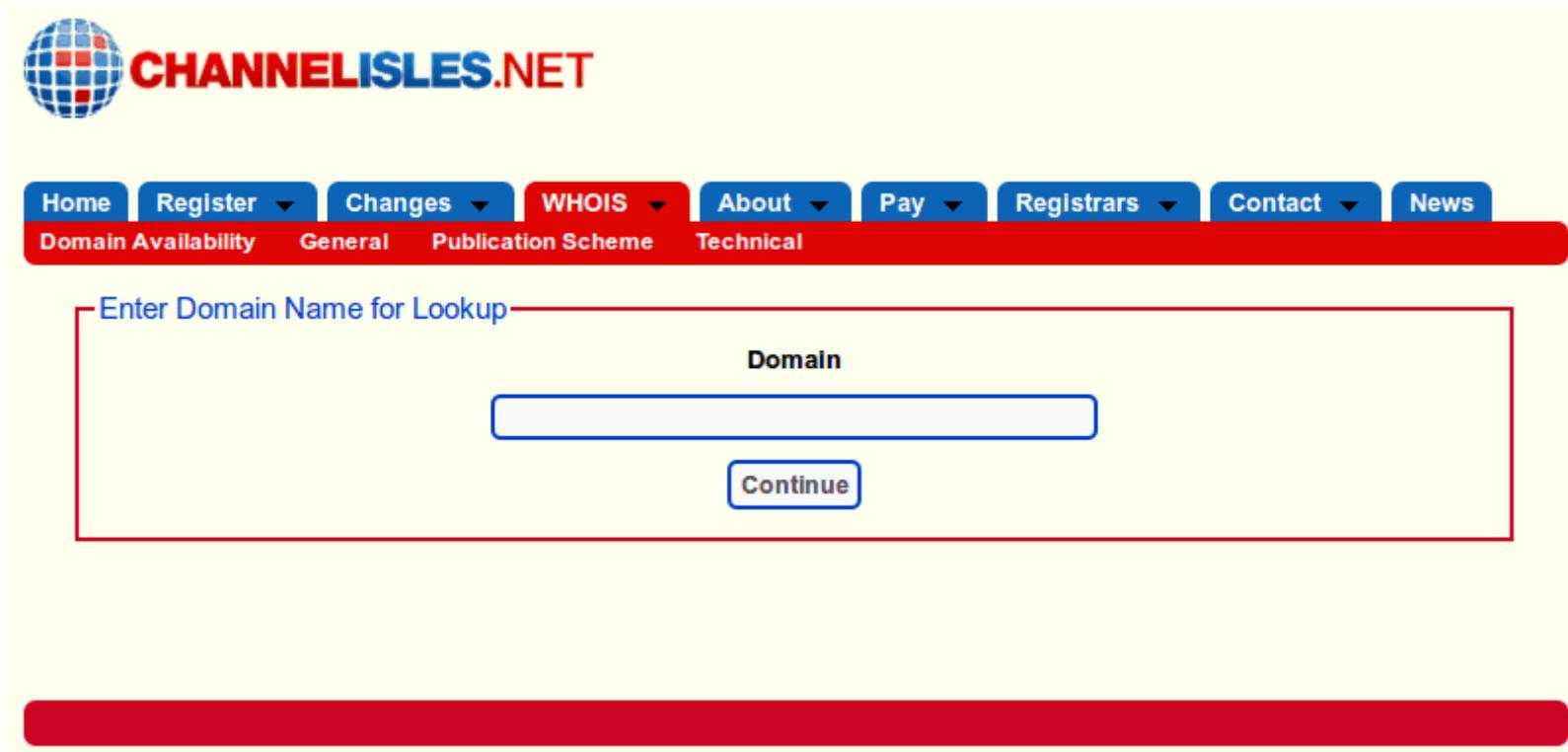


<https://www.digitalocean.com/>

REGISTERING

**First, we need to pick a domain name.
Choose something simple like 'charity-name.org.je'
The shorter the better!**

Confirm the name you want is available from this page:
<https://www.channelisles.net/whois/public-whois/>
If you get 'domain not found' that means the name is available



The screenshot shows the CHANNELISLES.NET website interface. At the top left is the logo, a globe with a grid pattern, followed by the text "CHANNELISLES.NET". Below the logo is a navigation bar with buttons for "Home", "Register", "Changes", "WHOIS", "About", "Pay", "Registrars", "Contact", and "News". Underneath the navigation bar is a red bar with sub-links: "Domain Availability", "General", "Publication Scheme", and "Technical". The main content area is titled "Enter Domain Name for Lookup" and contains a form with a label "Domain" above a text input field. Below the input field is a "Continue" button. The entire page has a light yellow background with a red footer bar at the bottom.

Third, continue with the registration by entering your details, plus the three DigitalOcean Name Servers

NS1.DIGITALOCEAN.COM – NS2.DIGITALOCEAN.COM – NS3.DIGITALOCEAN.COM

Billing Contact



Name

Organisation

Address

Parish, Town or City

County, State or Province
(**only** if it is part of your official mailing address)

Postcode (Zip)

Island, Country or Territory

Telephone

Fax (optional)

Email

Notification

Enter the email address where you want us to send the result of your application. This must be one of the email addresses you entered above.

Name Servers

If you know your nameservers you may enter up to six here. Otherwise, leave blank. (e.g. *ns1.example.net*)



Fourth, wait for the email reply from Island Networks and ask that your registration fees be waived.

Island Networks' channelislands.net website explains their policy here:

<http://www.channelisles.net/register-domains/free-domain-names/>

"As part of our commitment to the local community, we are pleased to offer to charities, good causes and not-for-profit organisations, the opportunity to register and maintain a domain name entirely free of charge."

Just type a short reply. Explain what your charity/organisation/club is and ask them to waive the fee. They will approve it, usually in one working day or less, and your domain name will now be registered!

Now on to DNS...

DNS

**DNS stands for 'Domain Name System'
We use it to point your domain name at a computer somewhere,
which will serve your website.**

Think of DNS as being similar to your telephone number.
You might look up 'Digital Jersey' from the telephone directory
and see that it corresponds to 01534 789 333

We're going to set up a simple website at the blogging service 'Tumblr' and their number is 66.6.44.4

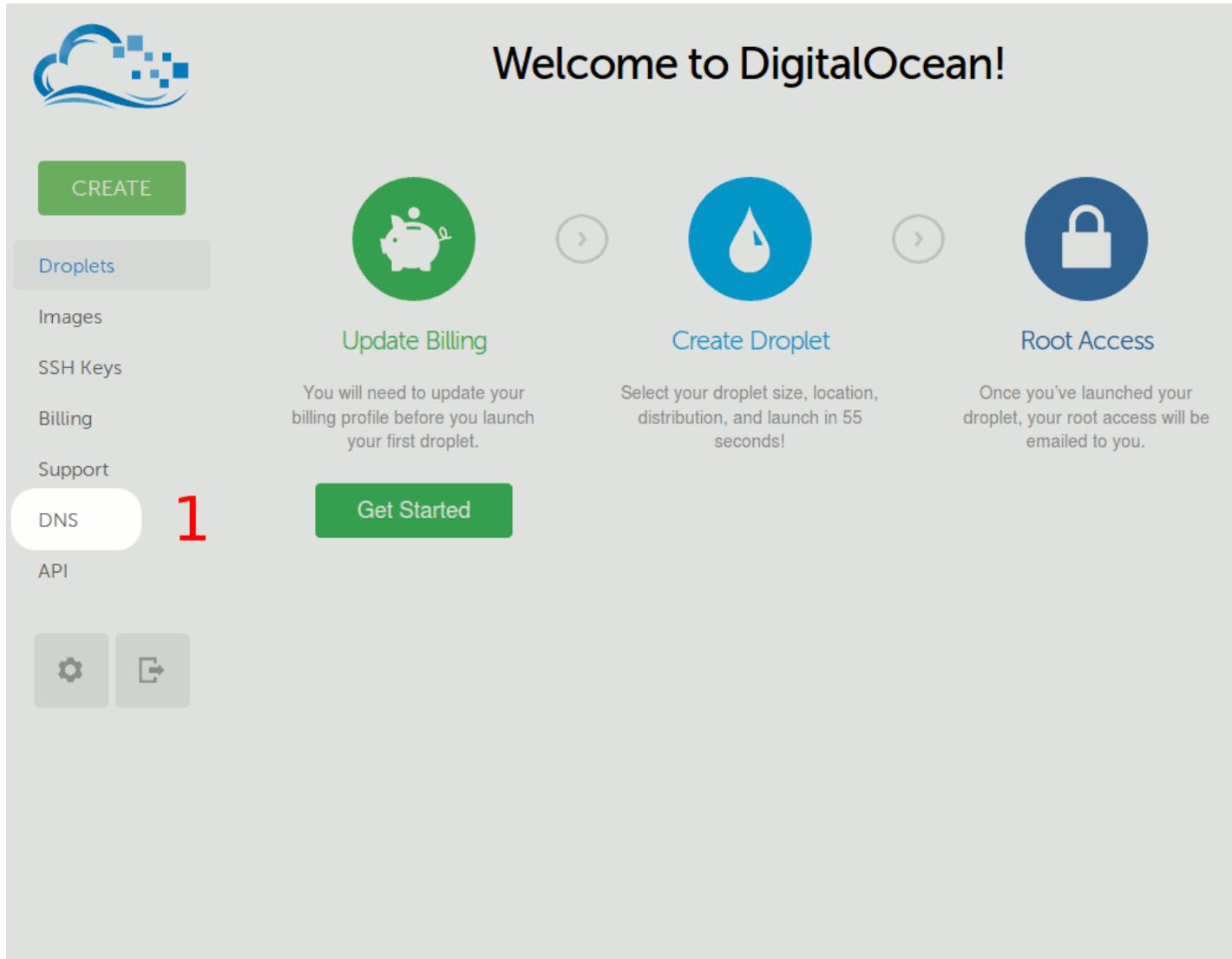
Digital Jersey is to 01534 789 333 as your-charity.org.je will be to 66.6.44.4

There isn't a test later and you don't need to learn this really, just set it up correctly and it works.
If you want to move your website somewhere else you will need to update the DNS to point your domain name
to the new location, just like you might transfer your number when you move house.

**To get started, go to DigitalOcean's 'Create Account' page at:
<https://cloud.digitalocean.com/registrations/new>**

Create an account and log in

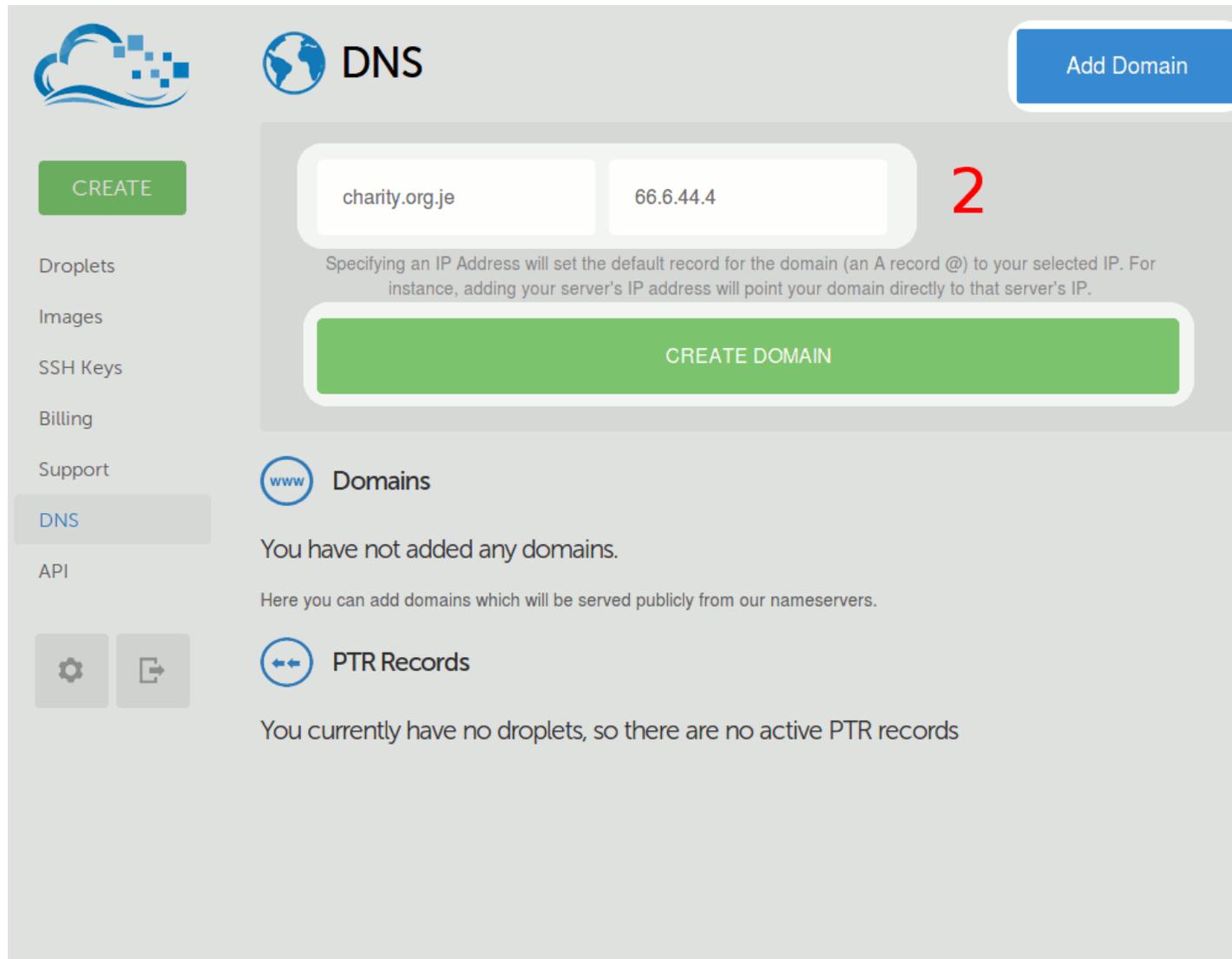
**First, Select DNS from the vertical menu on the left.
Then press the big blue 'Add Domain' button shown in step 2.**



The screenshot shows the DigitalOcean dashboard with the following elements:

- Logo:** DigitalOcean logo in the top left corner.
- Header:** "Welcome to DigitalOcean!"
- Vertical Menu (Left):** A list of navigation items: "CREATE" (green button), "Droplets" (highlighted in grey), "Images", "SSH Keys", "Billing", "Support", "DNS" (highlighted in white with a red "1" next to it), and "API".
- Main Content Area:** A horizontal flow of three steps:
 - Update Billing:** Represented by a green piggy bank icon. Text: "You will need to update your billing profile before you launch your first droplet." A green "Get Started" button is positioned below this step.
 - Create Droplet:** Represented by a blue droplet icon. Text: "Select your droplet size, location, distribution, and launch in 55 seconds!". This step is highlighted with a blue circle and a blue arrow pointing to it from the left.
 - Root Access:** Represented by a blue padlock icon. Text: "Once you've launched your droplet, your root access will be emailed to you."
- Bottom Left:** Two grey buttons with icons: a gear (settings) and a share icon.

Second, enter your domain name then enter Tumblr's IP address 66.6.44.4 and click the big green 'CREATE DOMAIN' button.



The screenshot displays a web interface for DNS management. On the left is a sidebar with navigation options: Droplets, Images, SSH Keys, Billing, Support, DNS (highlighted), and API. At the top left is a cloud icon, and at the top right is an 'Add Domain' button. The main content area is titled 'DNS' and features a 'CREATE' button. Below this, there are two input fields: the first contains 'charity.org.je' and the second contains '66.6.44.4'. A red number '2' is positioned to the right of the IP field. A text block explains: 'Specifying an IP Address will set the default record for the domain (an A record @) to your selected IP. For instance, adding your server's IP address will point your domain directly to that server's IP.' Below this is a large green 'CREATE DOMAIN' button. Further down, there are sections for 'Domains' (with a 'www' icon) stating 'You have not added any domains.' and 'PTR Records' (with a double-headed arrow icon) stating 'You currently have no droplets, so there are no active PTR records'.

Third, you want to make sure your name works both with and without the www

Choose 'Add Record' and select record type CNAME, then enter 'www' and 'domains.tumblr.com.'. Be sure you include that trailing '.', so it has one just like the three NS records do. Save and done.

The screenshot shows the DigitalOcean DNS management interface for the domain `charity.org.je`. The 'Add Record' button is highlighted in blue. The 'Select Record Type' dropdown is set to 'CNAME'. The record name is 'www' and the record value is 'domains.tumblr.com.', with a red '3' next to the value field. The 'CREATE' button is highlighted in green. Below the form, there is a table of existing records:

Type	Name	Value	Action
A	@	66.6.44.4	✕
NS	NS1.DIGITALOCEAN.COM.		✕
NS	NS2.DIGITALOCEAN.COM.		✕
NS	NS3.DIGITALOCEAN.COM.		✕

Zone File - DNS is propagating.

Fourth, check that your page looks like the page below.

All done with DNS now, you can log out from DigitalOcean.

The screenshot displays the DigitalOcean DNS management page for the domain **charity.org.je**. The interface includes a navigation sidebar on the left with options like Droplets, Images, SSH Keys, Billing, Support, DNS (selected), and API. A green notification bar at the top indicates that a domain record was successfully created. The main content area shows a list of DNS records:

Type	Name	Value	Action
A	@	66.6.44.4	✕
CNAME	www	domains.tumblr.com.	✕
NS	NS1.DIGITALOCEAN.COM.		✕
NS	NS2.DIGITALOCEAN.COM.		✕
NS	NS3.DIGITALOCEAN.COM.		✕

Below the records, the text "Zone File - DNS is propagating." is visible. A red number "4" is overlaid on the left side of the interface, highlighting the DNS section.

MAKE A WEBSITE

Make a website on Tumblr and point it at your domain name

Go to Tumblr's site and create an account with the blogging service.

<https://www.tumblr.com/>

You'll have a working website immediately at your-user-name.tumblr.com.

We want to change that to use your new domain name you just registered with Island Networks.

Connecting your domain name to the Tumblr site won't happen instantly, you have to wait for Island Networks to process your request and then wait at least another few hours for the DNS settings you made at DigitalOcean to 'propagate' to DNS servers around the world.

Best practice is to make a settings change then wait one day. If it still doesn't work, make one change and wait another day. Any faster and you risk making an unnecessary change. In any event, if you stick with the settings above they are tested and working.

Now let's tell Tumblr to use your new domain name so everything comes together...

Make sure you have verified your email address with Tumblr first!

Four steps, shown above. It's safe for now to ignore the '... could not be verified' error as we are skipping ahead and we don't need to wait. Once you hear from Island Networks regarding your new domain name, wait a day and try again. It should work automatically and if not you can come back to this page and test it again.

DONE!

We've finished the technical stuff, now on to the creative part.

All that remains now is to play around and experiment with the Tumblr service,
and to customise your new site.

This will be different for everyone so let's get started and try it out!

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https://commons.wikimedia.org/wiki/Main_Page

Images with minimal usage restrictions can be found on Flickr

<https://secure.flickr.com/>

If you need help later please feel free to contact me.



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