

# How to redirect your domain name (web address) to display your Sportsground/Schoolground website while keeping your domain name in the address bar.

## Step 1.

Complete these details and e-mail to [support@sportsground.co.nz](mailto:support@sportsground.co.nz)

Name of your organisation:	<input type="text"/>
Contact name:	<input type="text"/>
Contact number(s):	<input type="text"/>
Email address:	<input type="text"/>
Your Sportsground easy web address:	<input type="text" value="www.sportsground.co.nz/"/>

List here every website domain name (web address) that you now want redirected to your Sportsground website (eg <http://webaddress.co.nz>, <http://www.webaddress.co.nz>):

## Step 2.

Wait to receive confirmation from Sportsground that your website has been prepared to accept redirection.

## Step 3.

Identify who your Domain Registrar is. This is typically NOT your Internet Service Provider. It is a company that you pay annual fees to keep your domain name (web address) registered. If you are unsure who your Domain Registrar is, you can find out by searching for your domain name (web address) here:

[www.newzealandwebhost.com/domain.php?action=whois](http://www.newzealandwebhost.com/domain.php?action=whois)

When you perform this search, your Domain Registrar's contact details will be listed under the heading "**registrar\_name:**" Take note of your Registrar's contact email address.

## Step 4.

Now email your Domain Registrar and instruct them as follows:

Dear sir/madam,

We wish to redirect our domain name to resolve to a new website we have created with Sportsground.co.nz. Please accept this e-mail as instruction to update the DNS for our domain names as follows:

- Remove all **A-records** that currently point to our old website (being sure to leave any mx or email records intact so that our email is not affected).
- Add an **A-record** of 202.89.45.242 for:

[ NOTE: LIST YOUR WEBSITE DOMAIN NAMES FROM STEP 1 ABOVE ]

eg. <http://webaddress.co.nz> and <http://www.webaddress.co.nz>

Please contact me on tel (xx) xxx xxxx or by email if have any questions.

Regards,

## Step 5: Finished.

*Please be aware that it can then take up to 72 hours to take effect worldwide.*