Adding a Custom Domain to your VITA Toolkit site

Planning to add your own custom Domain Name / custom URL?
> *e.g. as "images.oursite.ca"*

Step 1:
be sure you OWN that domain (have registered it) and know who is responsible in your organization for managing the DNS entries

To test possible Domain Names search internic.ca Domains

Name choices:
Option A:
Frequently, agencies have used a variation on an existing site name:
e.g. the main site is "http://www.oursite.ca" and they have chosen a variation on that for their digital collections: e.g. "http://images.oursite.ca" or "http://news.oursite.ca" or something similar.
At this point it is merely a matter of adding another entry to your existing DNS setup (**assuming your organization manages the DNS)**

Option B:
Others choose to use a completely new site name for their digital materials.
(Either your organization manages the DNS OR ODW's host manages the DNS)

HINT: Sometimes it is helpful to know who owns a Domain that you have your heart set on.

If you have a domain name in mind that you *think* that you should own/have rights to but seems you can't have it, you can lookup who actually currently owns it at http://www.ip-address.org/tracer/ip-whois.php

Step 2:
Option 1: your organization manages the DNS:
Point that entry (e.g "images.yoursite.org") to **207.35.186.230**
Of note – If you manage your own domain please remind your DNS manager that this needs to be done both for the internal and external DNS servers.

Option 2: ODW's host manages the DNS

Contact ODW staff at help@vitatoolkit.ca to set this up

Step 3:
Inform ourdigitalworld staff of the site name (e.g. images.yoursite.org) you plan to use. We have to add things to our server's configuration to route the request properly. ODW staff will confirm when this work is done, at which point a browser should resolve to the site.

To test: in terminal or command window: "ping images.yoursite.ca" should return something like "PING images.yoursite.ca (**207.35.186.230**)" which shows that your DNS is resolving the name and returning the proper IP Address