

A Guide to Church of Ireland Hosting Services

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Website hosting – an overview

Are you considering a website for your diocese, parish or organisation?

The following is an overview of the services that Church of Ireland Hosting Services is able to offer:

- **Free webspace**

We can offer you the option either a shared Windows 2008 or a Linux Server with Apache 2.2. As these are shared web servers, your site will be hosted on a server with many other websites, most of which will not be Church of Ireland sites. If you are considering WordPress or Joomla, the Linux Server is ideal.

- **A domain name**

You can have a domain name linked into the widely adopted Church of Ireland/Anglican network (e.g. <http://tullylish.dromore.anglican.org>, <http://boosterstown.dublin.anglican.org>).

We are the only people able to offer this naming convention, but it is restricted to “official” Church of Ireland bodies (e.g. Church of Ireland parishes or organisations) as recognised by the Internet Committee of the Central Communications Board.

- **Email forwarding facilities**

Provision of email addresses using the anglican.org naming convention e.g. fahan@raphoe.anglican.org

This address is configured to forward email to an existing account e.g. @gmail.com, @yahoo.com, email.com. Please note, there are occasional issues with forwarding to @outlook.com, @hotmail.com and @hotmail.co.uk email addresses, this is outside of our control.

- **FTP facilities**

You will be issued with full FTP facilities so that you can upload the files for your website.

- **A free 150MB MySQL database**

A MySQL database is essential if you wish to use a Content Management System (such as Joomla or WordPress). 150MB is adequate for most parishes or organisations. A 300MB database is available, but will incur a cost.

- **SSL certificate/HTTPS**

This may be provided at a minimal cost of £25 excluding VAT per annum.

As all websites are hosted on shared web servers, there may be an issue with the www. subdomain of your website (ie www.parish.diocese.anglican.org may not function, though https://parish.diocese.anglican.org would)

- **What will it cost?**

To encourage parishes and organisations to publish their own websites, there is currently no charge for basic web site hosting using the anglican.org domain structure.

What we do not provide:

- **Back-ups**

We do not provide back-ups for websites or databases, and recommend that regular back-ups are taken. It is recommended that frequent back-ups are taken, particularly before undertaking development work.

Please contact us for details on our other offerings or if you have any queries, for terms and conditions, or to order your account.

See [here](#) for the terms and conditions (including bandwidth usage policy) under which this service operates.

Please contact Church of Ireland Hosting Services at webmaster@rcbcoi.org if you have any queries or to order your account.

The initial contact should come from the incumbent, but in the case of a vacancy from the rural dean, archdeacon, diocesan communications officer, or other official in the diocese will suffice.

Please note that hosting is only available for official Church of Ireland websites which are approved by the Central Communications Board.

Related policies

Website hosting terms and conditions

<https://www.churchofireland.org/resources/284/website-hosting-terms-and-conditions>

Social media guidelines

<https://www.churchofireland.org/resources/484/church-of-ireland-social-media>

Safeguarding policy and guidance

<https://safeguarding.ireland.anglican.org>

Technical information for website managers

The files contained within this guidance area are designed for both beginners, and more experienced webmasters. The information they give is specific to our system, but does also include many general concepts that you may already be familiar with.

Note that Church of Ireland Hosting Services – which can be contacted through webmaster@rcbcoi.org – only provides hosting support. We do not provide technical support for website issues.

Back-ups

Church of Ireland Hosting does not provide a back-up service for your website or database. It is highly recommended that you initiate a regular website and database back-up schedule.

The simplest way to do this is by downloading the contents of your /htdocs folder to your computer or back-up device via FTP.

Detailed instruction on downloading files and folders via an FTP client is available on this link: [How to back up your HTDOCS folder](#)

If you have a MySQL database it is highly recommended that you take regular back-ups of this also.

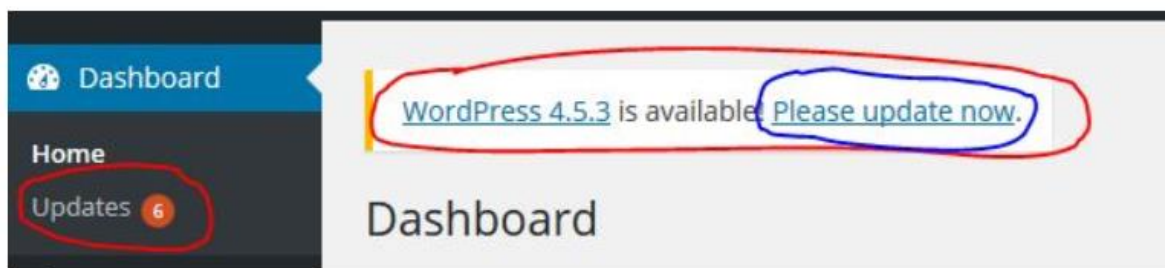
If you log on to your phpMyAdmin panel (<https://mysql.prositehosting.co.uk/>), with the information supplied for your database, you may simply export your your database to a SQL file.

You may use a programme such as [MySQL Workbench](#) to take back-ups. Full instructions on taking a back-up using Workbench will be available shortly

Content Management Systems

If you use WordPress as your content management system, it is recommended that you keep both the WordPress install and any Plugins up to date. In this image, you can see there are 6 plugins needing to be updated, and WordPress itself is calling for an upgrade to 4.5.3.

The dashboard will take you through the automated update process.



WordPress dashboard requesting 6 plugin updates and an update to WordPress 4.5.3

Back-ups

It is highly recommended that you initiate a regular website back-up schedule. It is particularly important to take a back-up before undertaking any development work on a website.

HTDOCS

All flat files for a website are located in the HTDOCS folder and sub-folders thereof. It is important to have a back-up of this folder on a local hard-drive or USB key.

You can choose to use a desktop application such as [FileZilla](#) or [Core FTP LE](#) to take back-ups or you may choose to use our online file manager – <https://files.prositehosting.co.uk> – to download the entire HTDOCS folder as a single Zip file.

To back up the HTDOCS folder you will need the FTP details supplied to you when your parish/diocese/organisation domain details were emailed initially.

MySQL Database

If you use a system such as WordPress or Joomla you will have a MySQL database which will need to be backed up.

(note, please ensure that WordPress, Joomla and any associated plugins are kept up-to-date for security reasons)

You may choose to use a desktop application such as [MySQL Workbench](#) to take regular back-ups of the database, or you may use our online phpMyAdmin panel – <https://mysql.prositehosting.co.uk> – to export the database as a sql dump file.

If your database is over 20Mb in size, you will need to use MySQL Workbench or similar programme, to take a back-up. Please [click here](#) to download detailed instructions on using MySQL Workbench.

To back up a database you will the connection details supplied to you by Church of Ireland Hosting services.

If your database is over 20Mb in size, you will need to use MySQL Workbench or similar programme, to take a back up. Please [click here](#) to download detailed instructions on using MySQL Workbench.

To back up a database you will the connection details supplied to you by Church of Ireland Hosting services.

Below are some detailed back-up instructions with screenshots.

To back up your HTDOCS folder using the online system.

1) Click on <https://files.prositehosting.co.uk> enter your FTP credentials and click “Login”.

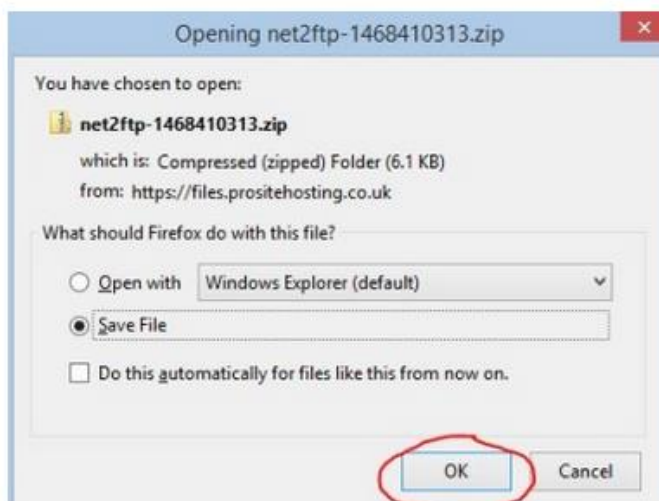
The screenshot shows the FTP login interface. On the left is a form with fields for FTP Username (test.ireland.anglican.org), FTP Password (masked with dots), Initial directory, Language (English), and FTP mode (Binary or Automatic). There is a 'Login' button and a 'Clear cookies' link. On the right is a sidebar titled 'Once you are logged in, you will be able to:' containing instructions for navigating the server, uploading files, and downloading files.

- 1) Login on to the online file manager with your FTP credentials
- 2) Put a check against the HTDOCS folder
- 3) Click the “Download” button (circled in red at the top left side).

The screenshot shows a file manager interface. At the top are buttons for 'New dir', 'New file', 'Upload', and 'Java Upload'. Below these are buttons for 'Transform selected entries': 'Copy', 'Move', 'Delete', 'Rename', 'Chmod', 'Download' (circled in red), 'Zip', 'Unzip', 'Size', and 'Search'. The main area is a table with columns: All, Name, Type, Size, Owner, Group, Perms, Mod Time, and Actions. The table lists several files and folders, including 'Up...', 'htdocs' (checked), 'logfiles', and various bash files. The 'htdocs' folder is highlighted.

Place a check mark in the HTDOCS folder, and click "Download"

4) You will be prompted to either or save the file, click ‘Save’ and then ‘OK’. Please note your operating system may have a different prompt structure. Please choose whichever option will allow you to save a file to your hard-drive or USB key.



Check "Save File", then "OK".

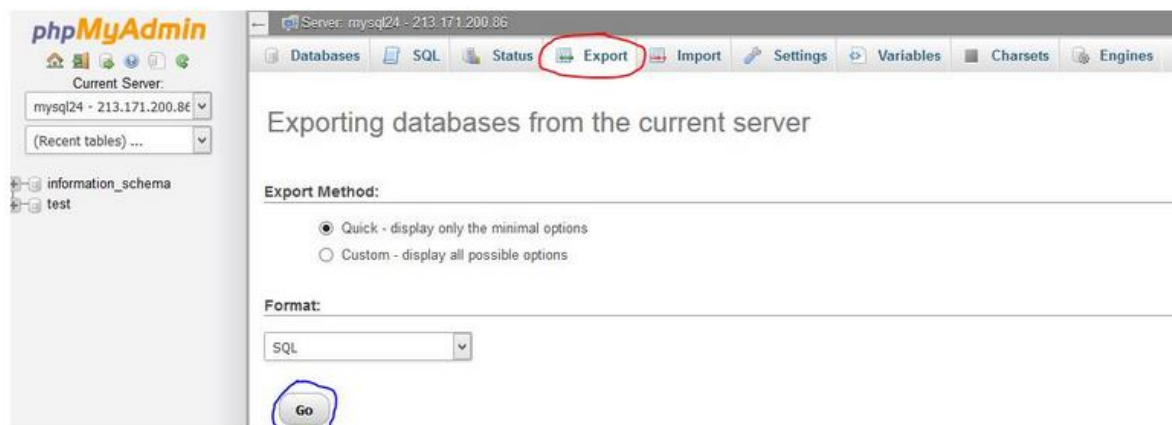
To back up your MySQL Database using the online system.

- 1) Click on <https://mysql.prositehosting.co.uk> and enter your MySQL Database details as supplied and click "Go".
- 2) Click on the "Export" tab (circled in red) then on the "Go" button.



The image shows the phpMyAdmin login interface. At the top, it says "Welcome to phpMyAdmin". Below this is a "Language" section with a dropdown menu set to "English". Underneath is a "Log in" section with fields for "Username:" (containing "MyDBUsername"), "Password:" (masked with dots), and "Server Choice:" (a dropdown menu showing "mysql05 - 213.171.200.66"). At the bottom right of the login section, there is a "Go" button circled in red.

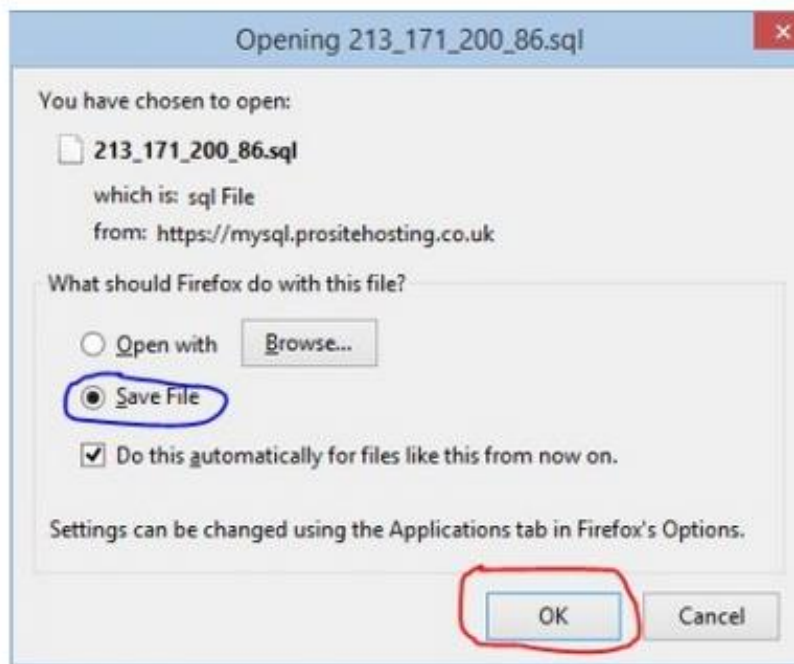
Enter Database details then click "Go"



The image shows the phpMyAdmin interface after logging in. The "Export" tab is circled in red in the top navigation bar. The main content area is titled "Exporting databases from the current server". It includes an "Export Method:" section with two radio buttons: "Quick - display only the minimal options" (selected) and "Custom - display all possible options". Below this is a "Format:" section with a dropdown menu set to "SQL". At the bottom left of the main content area, there is a "Go" button circled in blue.

Click on the "Export" tab (circled in red) then on the "Go" button.

3) Click “Save File” and “OK” to save the SQL dump to your hard–drive or USB key. Please note your operating system may have a different prompt structure. Please choose whichever option will allow you to save a file to your hard–drive or USB key.



Click "Save File" and "OK"

Email addresses

The normal convention for official clergy e–mail addresses using the centralised Anglican.org domain is <parish>@<diocese>.anglican.org, or <post>.<parish>@<diocese>.anglican.org.

This allows clergy to use a centralized e–mail naming convention that has become known to the wider church, and provides the facility to have a ‘public’ e–mail address.

It works by forwarding e–mails to your actual e–mail address, so you still only have to manage one e–mail account.

If you wish to have an official Church of Ireland e–mail address set up, please send a request webmaster@rcbcoi.org stating your name, parish, post and current e–mail address. An e–mail address will then be set up which will forward your official e–mails to your private email address.

These email addresses are forwarders only. If you wish to ‘Send As’, your email system may allow you to set up an alias. Please view your email system’s help files for more information. Note, this may appear to be an example of email spoofing, and recipients may reject your ‘send as’ as an example of spam.

Related pages in the Church of Ireland Document Library

The following guides will be helpful for parish website managers who make use of the [anglican.org](https://www.anglican.org) domain:

Uploading files using FTP

<https://www.churchofireland.org/resources/287/uploading-files-using-ftp>

Understanding the File System

<https://www.churchofireland.org/resources/288/understanding-the-file-system>

How to back up your HTDOCS folder

<https://www.churchofireland.org/resources/285/how-to-backup-your-htdocs>

Website Hosting Terms and Conditions

<https://www.churchofireland.org/resources/284/website-hosting-terms-and-conditions>