

TECH LIMINAL **Your Website Worksheet**

1. Website Administration Information

These are all the usernames, passwords and URL's you'll need to get into your website. Keep this in a safe place, and share it with others (such as web developers) only as needed.

Your Site URL			
Main Contact		<i>What is this?</i>	This is the person who can make decisions about your site.
Contact Phone Number:			
Contact Email:			
Domain Name Registrar		<i>What is this?</i>	This is the organization where you purchased and registered your domain. Examples are GoDaddy, Yahoo, etc.
Registrar Username/Password			
Hosting Provider		<i>What is this?</i>	This is the place where your web server is located. Your hosting provider should support WordPress. Examples are: GoDaddy, BlueHost, DreamHost, MediaTemple, Page.ly, etc. A list can be found here: http://wordpress.org/hosting/
Hosting Username/Password			
FTP Username / Password		<i>What is this?</i>	Some hosts provide you a separate FTP account for uploading files to your web directory. This is different from the Hosting Username and password.
Word Press Admin URL		<i>What is this?</i>	The admin URL and login for your self-hosted website
Admin Username / Password			
WordPress.com Username		<i>What is this?</i>	You'll need one of these if you set up Jetpack or use WordPress.com for your hosting
Akismet Key		<i>What is this?</i>	Akismet protects your blog from spam comments.

2. Supporting Services Administration Information

These are all the usernames, passwords and URL's you'll need to get into services that support your sites. Please feel free to add more at the bottom - there are a lot of other tools that people use which are not covered in this spreadsheet.

Google Analytics & Webmaster Tools Account		<i>What is this?</i>	The gmail account that you use to log in to Google Analytics.
Google Password			
Email Newsletter Tool URL		<i>What is this?</i>	MailChimp, Aweber, Constant Contact, etc - they send out your email newsletters and autoresponders
Username/Password			
Twitter Username/Password			
Facebook Page URL			
PayPal Email		<i>What is this?</i>	This is needed if you want a shopping cart w/ Paypal.
WordPress Theme Support URL		<i>What is this?</i>	If you purchased a premium theme, you will have a username and password that you can use to log in to the Theme's support site
Username/Password			
Shopify URL		<i>What is this?</i>	This is where you run your storefront.
Shopify Username/password			

