

Website health checklist

Ten checks you can do yourself in about fifteen minutes. A "no" isn't an emergency. It just tells you what to fix first.

Website _____

Checked by _____

Date _____

Domain renews on _____

01 It works on a phone

Open it on your own phone. You shouldn't have to pinch, zoom, or scroll sideways.

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Yes No

02 The name, address, and map are right

Tap the map. The pin should land on the right building, not the next street.

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Yes No

03 The phone number and email work

Call the number and send a test email. Does someone actually answer?

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Yes No

04 The contact form reaches a real person

Send a test message. Write down who got it and how long it took.

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Yes No

05 It loads in a few seconds on mobile data

Turn off Wi-Fi and open the homepage. Big photos are the usual cause of a slow page.

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Yes No

06 The address bar shows a padlock

The address should start with https. Without it, browsers warn visitors away.

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Yes No

07 The domain is in your organization's name

Not in a former volunteer's or staff member's personal account.

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Yes No

08 At least two people can log in

That means the domain, the hosting, and the site editor. Keep the logins somewhere safe, not in one person's head.

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Yes No

09 Schedules, prices, and events are current

Remove last year's events. Old dates make people think the place has closed.

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Yes No

10 There is a backup

Ask your host whether backups are on and how to restore one. Write down the answer.

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Yes No

FIX FIRST (START WITH THE "NO" ANSWERS)
