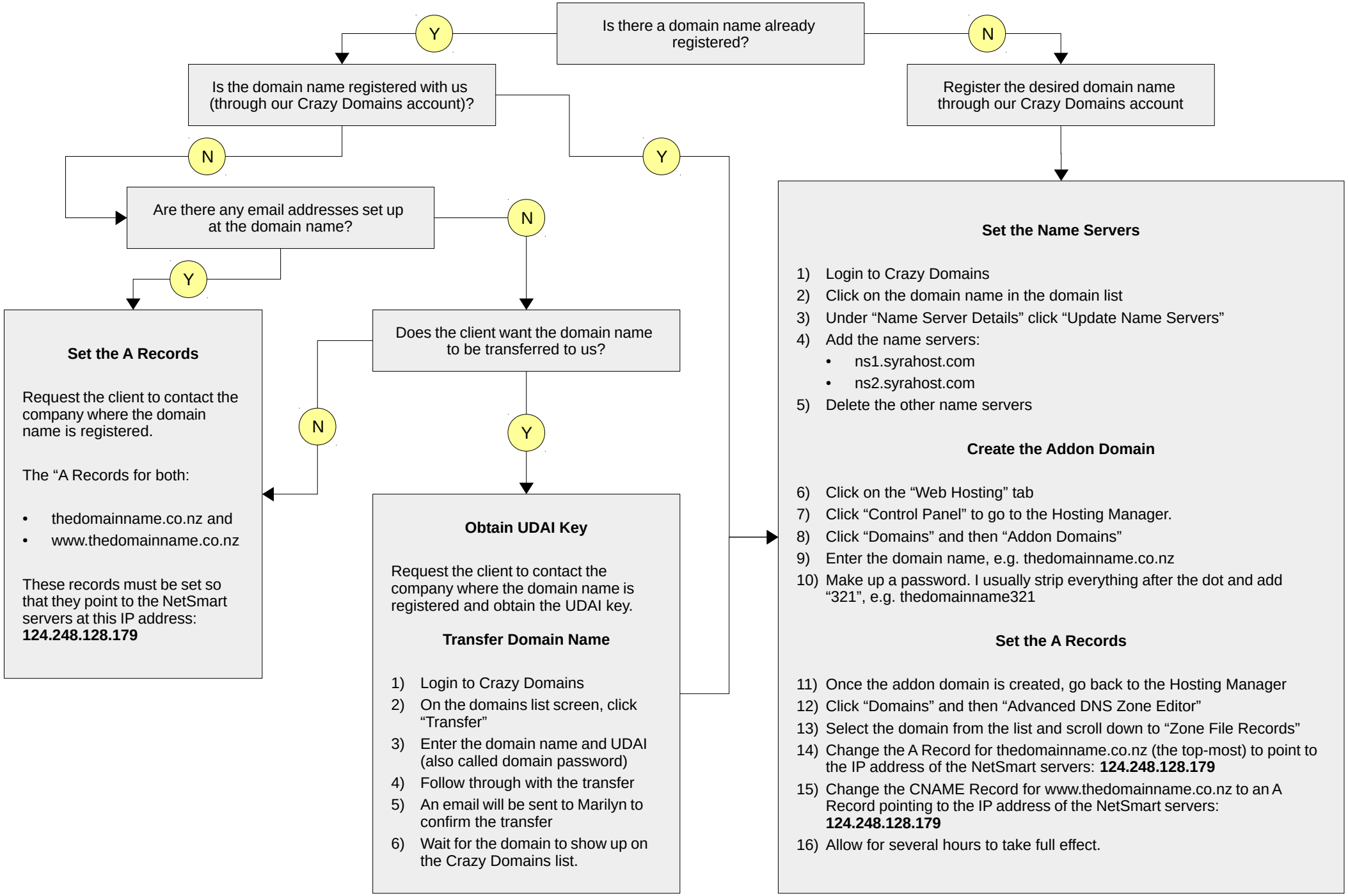

Is there a domain name already registered?
Y
N
Is the domain name registered with us (through our Crazy Domains account)?
Register the desired domain name through our Crazy Domains account
N
Y
Are there any email addresses set up at the domain name?
N
Y
Set the A Records
Request the client to contact the company where the domain name is registered.
The “A Records for both:
• thedomainname.co.nz and
• www.thedomainname.co.nz
These records must be set so that they point to the NetSmart servers at this IP address: 124.248.128.179
Does the client want the domain name to be transferred to us?
N
Y
Obtain UDAI Key
Request the client to contact the company where the domain name is registered and obtain the UDAI key.
Transfer Domain Name
1) Login to Crazy Domains
2) On the domains list screen, click “Transfer”
3) Enter the domain name and UDAI (also called domain password)
4) Follow through with the transfer
5) An email will be sent to Marilyn to confirm the transfer
6) Wait for the domain to show up on the Crazy Domains list.
Set the Name Servers
1) Login to Crazy Domains
2) Click on the domain name in the domain list
3) Under “Name Server Details” click “Update Name Servers”
4) Add the name servers:
• ns1.syrahost.com
• ns2.syrahost.com
5) Delete the other name servers
Create the Addon Domain
6) Click on the “Web Hosting” tab
7) Click “Control Panel” to go to the Hosting Manager.
8) Click “Domains” and then “Addon Domains”
9) Enter the domain name, e.g. thedomainname.co.nz
10) Make up a password. I usually strip everything after the dot and add “321”, e.g. thedomainname321
Set the A Records
11) Once the addon domain is created, go back to the Hosting Manager
12) Click “Domains” and then “Advanced DNS Zone Editor”
13) Select the domain from the list and scroll down to “Zone File Records”
14) Change the A Record for thedomainname.co.nz (the top-most) to point to the IP address of the NetSmart servers: 124.248.128.179
15) Change the CNAME Record for www.thedomainname.co.nz to an A Record pointing to the IP address of the NetSmart servers: 124.248.128.179
16) Allow for several hours to take full effect.