CHECKLIST · TECHNOLOGY

Website care: what to check every month and every year

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- [ ] **Find out what your site runs on.** Ask your developer or check your hosting bill: Wix, Squarespace, WordPress or something else.
- [ ] **Turn on plugin auto-updates in WordPress.** In Plugins, click Enable auto-updates in the Automatic updates column for each plugin you still use.
- [ ] **Turn on theme auto-updates in WordPress.** In Appearance > Themes, open the theme and choose Enable auto-updates.
- [ ] **Back up the database and the files.** Weekly for a small site, and always before an update, with at least three copies, not all on the web server.
- [ ] **Open Search Console once a month.** Check the Page indexing, Security issues and Manual actions reports.
- [ ] **Check Search Console emails reach someone.** Make sure an owner who reads their email has Enable email notifications ticked in User settings > Email preferences.
- [ ] **Ask your host which PHP version you're on.** WordPress recommends 8.3 or later; back up before any upgrade.
- [ ] **Confirm your certificate renews automatically.** Ask your host, especially if a certificate was ever bought and installed by hand.
- [ ] **Check your .au domain's expiry date and contact email.** Renew before it lapses, because the site and email stop during the 30-day grace period.

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