



How to add a Sub-Domain to your Domain Name

This may be attractive for numerous reasons. Some of which may include the following.

- ✓ Hiding the ThomasNet.com or ThomasNet-Navigator.com address.
- ✓ Matters dealing with Search Engine Optimization. (SEO) Utilizing a sub-domain is recommended as this could help build domain strength and using a 'keyword' as the sub-domain could be beneficial, from an SEO point of view.
- ✓ Adwords ads may not be approved if the domain name is not owned by the client (e.g., thomasnet-navigator.com).

To complete this process, please follow the steps below.

Determine who the **true** host of the Domain. This can be done by going to <http://betterwhois.com/>.

- a. Enter **your** domain name in the search box, then click 'Search'.
- b. Look for the line that references **name servers** or **nserver** or something similar.
- c. Examples you may see include; ns51.1and1.com, ns52.1and1.com, NS1.HA-HOSTING.COM, etc.
- d. The Name Servers **ThomasNet** uses are **NS1.THOMASWEBS.NET** & **NS2.THOMASWEBS.NET**.
2. A new **CName** record must be created in the zone file of the true host. If ThomasNet is the True Host, you will see **NS1.THOMASWEBS.NET** & **NS2.THOMASWEBS.NET** listed as the Name Servers. In this case contact the WebSolutions Support Desk at **800.451.4231**. We can take it from here.
3. If **NS1.THOMASWEBS.NET** & **NS2.THOMASWEBS.NET** are **not** listed as the name servers then a new CNAME entry must be created within the true host's zone files.
4. The record should end up looking very similar to this.

| HOST (may be labeled differently depending on your host) | RECORD TYPE | VALUE (may be labeled differently depending on your host) |
|---|-------------|--|
| catalog.yourdomain.com | CNAME | companyname.thomasnet-navigator.com |

Where 'catalog' is the chosen sub-domain and the Value points to the catalog start page.

companyname = the company name you use to log in to the **Navigator Platform** editing tool.

(If you need help in determining what your catalog start page is, please contact WebSolutions Support)

5. Once this NEW CName Record is created and saved to the zone files it is safest to wait 24 hours before continuing on to the next step.
6. Contact the WebSolutions **Support Desk at 800.451.4231**. They will check your entry and take the final steps which only they can do.
7. If this is too technical, please contact your host directly. Often times they can assist. If you still need help, please contact the **WebSolutions Support Desk at 800.451.4231**. You may be asked to provide the following.
 - Your Host's Name and web address (URL)
 - The Username for your account.
 - The password for your account.

Thank You

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