How To Fix Your WordPress Website Checklist

If your WordPress Website has been playing up, this checklist will have the problem sorted in no time.

Before starting any work on your website…

1. Ensure you have:
    - WordPress admin access
    - Hosting access
    - Domain access

2. Ensure your website is backed up (Updraft is great for this)

3. Ensure you know how to restore your website from a backup, if you need to.

Your website designer or manager can help you with these steps.

Otherwise, email sam@samhollis.co.uk for help

WordPress Website Fix Checklist

1. Is WordPress up to date?	Click Tools > Site Health

Done ☐

2. Is my theme up to date?	Click Appearance > Themes
If your theme isn't up to date, you will get a message in the Themes area.	

Done ☐

3. Are my plugins up to date?	Click Plugins
Numbers in red circles indicate updates or other important actions needed.	

Done ☐

4. Is my software still being updated?	Creator's website
If you've not been asked to update a plugin or theme for a while, check the creator's site to find out the last time it was updated. If it was more than a couple of months ago, there is a problem and you may need to replace it.	

Done ☐

5. Does the plugin / theme work with the current WordPress version?	Check wordpress.org/plugins
Most plugins are listed here along with whether they work with the latest version of WordPress	

Done ☐

6. Is my software subscription still valid and activated?	Check payment and license
If you have a premium plugin or theme, have you kept payments up and is the license working?	

Done ☐

7. Do I need all these plugins?	Click Plugins
Too many plugins cause lots of problems. Remove any plugins you do not use or need.	

Done ☐

8. Do I have enough hosting space?	Check your hosting or ask your developer.
Always leave an extra 20% space for emails. If you run out, strange things can happen.	

Done ☐

9. Check for notifications from plugins	Check your notifications or Plugins
Some plugins ask you to do certain things, check your notifications for important messages from them.	

Done ☐

10. Check Site health	Click Tools > Site Health
Notifications will tell you of any problems and you can solve them from here.	

Done ☐