

Faith Baptist Church of Sterlington – Website Server Setup

Oct 13, 2026 · @Chance

Kevin, this walks you through renting a small server (DigitalOcean calls it a "droplet") for the Faith Baptist website and giving Chance's build system a key to it. It takes about 20 minutes and nothing here needs technical knowledge beyond copy and paste. When you finish, send Chance the server's IP address (Step 4) and he takes it from there.

Before you start

Cost is about \$7 a month. The server plan is \$6 per month and weekly backups add \$1.20. Billing is hourly, so if something goes wrong you can delete the server and start over for pennies.

Have these ready:

- An email address for the church account. Use a church address (not a personal one) so the account stays with the church if people change.
- A credit or debit card, or a PayPal account, for billing.
- A phone that can receive a text message. DigitalOcean may ask for one to verify the account.
- This document open in a browser so you can copy the key in Step 2.

Write down the account email and password somewhere safe. The church owns this account, and whoever runs the website later will need it.

Step 1: Create the DigitalOcean account

1. Go to <https://cloud.digitalocean.com/registrations/new>.
2. Choose **Sign up with email**. Enter the church email address and make up a strong password. (You can use the Google or GitHub buttons instead, but email keeps it simplest to hand off later.)
3. Open the church inbox and click the **confirmation link** DigitalOcean emails you.
4. Add a payment method when it asks: card or PayPal. New accounts sometimes get a promotional credit; take it if offered, it just delays the first charge.

5. If it asks you to verify your identity (a text code, or occasionally a photo of an ID), do it. This is normal for new accounts and usually clears in minutes. If it says the account is "under review," wait for the email saying it is approved before going on.
6. You may land on a "What are you building?" questionnaire. Pick anything or skip it.
7. Once you are in the control panel, click your profile picture (top right) → **My Account** → **Security**, and turn on **two-factor authentication** using your phone. This protects the church's card and server.

You are done with Step 1 when you can see the DigitalOcean control panel with a green **Create** button at the top.

Step 2: Add Chance's access key to the account

This is the part that lets Chance's system log in to the server without a password. The key below is a **public** key. It is safe to paste, email, or text; it only lets the matching private key (which lives on Chance's server) connect.

1. In the DigitalOcean control panel, click your profile picture (top right) → **Settings**.
2. Click the **Security** tab.
3. Under **SSH keys**, click **Add SSH Key**.
4. In the big **SSH key content** box, paste this whole line exactly as it is. It is one single line with no breaks:

```
ssh-ed25519
AAAAC3NzaC1lZDI1NTE5AAAAIDGro0DuUQwhniXtfztEP0YUntjx2bqeHxDcPeJ4WRsa claude-
hq@clworks
```

5. In the **Name** box type: `Claude-HQ`
6. Click **Add SSH Key**.

If DigitalOcean says the key is invalid, the paste got cut off. Select the whole line again, starting at `ssh-ed25519` and ending at `claude-hq@clworks`, and paste it fresh. Don't add any spaces or line breaks.

You are done with Step 2 when **Claude-HQ** shows up in the SSH keys list.

Step 3: Create the droplet (the server)

Click the green **Create** button at the top of the control panel and choose **Droplets**. You get one long page of choices. Set each one like this and leave everything else at its default.

Setting on the page	What to pick
Choose Region	Atlanta (closest to Sterlington). If Atlanta isn't offered, pick New York .
Datacenter	Leave whatever it picks (e.g. ATL1).
Choose an image → OS tab	Ubuntu , version 24.04 (LTS) x64
Choose Size → Droplet Type	Basic
CPU options	Regular (Disk type: SSD)
Plan	\$6/mo — 1 GB memory / 1 CPU / 25 GB disk / 1,000 GB transfer
Additional Storage	Skip (don't add a volume)
Choose Authentication Method	SSH Key , then tick the box next to Claude-HQ
Backups	Enable backups → Weekly (about \$1.20/mo)
We recommend these options	Tick Monitoring (free). Leave IPv6 and the others off.
Quantity	1 Droplet
Hostname	Replace the random name with: <code>faithbaptist-web</code>
Tags / Project	Leave as is

Double-check the two that matter most: **Ubuntu 24.04** and the **Claude-HQ** key box is ticked. If you forget the key, Chance can't get in and you will have to delete the droplet and make it again (no real cost, just time).

Click **Create Droplet** at the bottom. A progress bar runs for about a minute. When it finishes, the droplet appears in your list with an **IPv4 address** next to it that looks like `164.90.xxx.xxx`. Hover over the address and click **Copy**.

You are done with Step 3 when the droplet shows a green dot and an IP address.

Step 4: Send Chance the details

Text or email Chance these three things:

1. The droplet's **IPv4 address** you copied (e.g. `164.90.xxx.xxx`).
2. The **email address** you used for the DigitalOcean account (not the password).
3. The church's **website address** if you already own one (e.g. `faithbaptiststerlington.org`), and where it is registered if you know (GoDaddy, Google Domains, Namecheap, etc.).

Chance will log in within a few minutes using the key from Step 2, lock the server down, and start building. You never need to log in to the server yourself.

Optional, if you want Chance to see the DigitalOcean account too (for example to turn backups on or resize the server later): in the control panel click your profile picture → **Settings** → **Team** → **Invite Members**, and invite `chance@nevillschapel.org` as a **Member**. You stay the owner and the card stays yours.

Later: the church's domain name

Nothing to do now. Once the site is built, it needs to be reachable at the church's web address instead of a bare IP number.

- **If the church already owns a domain**, Chance will need to log in to the registrar (GoDaddy, Namecheap, etc.) or have you add one DNS record he gives you. Plan on a 5-minute call for that.
- **If the church doesn't have a domain yet**, Chance can register one (about \$12 a year) in the church's name, or walk you through buying it. Think about which name you want, for example `faithbaptiststerlington.org` or `fbcsterlington.org`.
- Until then the site will be viewable at a temporary address Chance sends you, so you can review it as it comes together.

If something goes wrong

Problem	What to do
Account stuck "under review" or asking for ID	Normal for new accounts. Complete the request and wait for the approval email, then continue.

Problem	What to do
"Invalid SSH key" when adding the key	The paste was cut off. Copy the whole single line from Step 2 again, from <code>ssh-ed25519</code> through <code>claude-hq@clworks</code> , with no extra spaces or line breaks.
Forgot to tick Claude-HQ when creating the droplet	Open the droplet → Destroy → Destroy this Droplet , then redo Step 3. You are only billed for the minutes it existed.
Chance says he can't connect	Check the droplet list shows a green dot, and that the key named Claude-HQ is listed under Settings → Security. If both are right, send him a screenshot of the droplet page.
Want to stop paying	Open the droplet → Destroy . Turning it off does not stop billing; only destroying does. Tell Chance first so he can save a copy of the site.

Questions at any point: call or text Chance. Don't change anything inside the droplet's **Access**, **Networking**, or **Recovery** tabs unless he asks; those can lock him out.