

# Digital Cookie®

### **Closing Your Site Early (In Season)**

If you aren't actively promoting your site, chances are that you won't get sales, but, if you need to be sure that no one can access your store and purchase more cookies, you do have the ability to turn the site off to customers.

### Step 1: Navigate to the Site Setup page

Then click on the "Close Online Store"

<b>girl scouts</b> of northern new jersey					Sł	nop My Accour	nt Log Out	·
Home	Badges	Learning	Site Setup	Customers	Orders	My Rewards	My Cookies	Cheers
		y	Maa's Dig	gital Cook	ie Site I	Preview		
PARENT - OR - GUARDIAN	yMaa's s	site is up-to-	date.					EDIT
yMaa's site status: <b>Published</b> <u>ht</u> Digital Storefront: <b>OPEN</b> CLOS	<u>ttps://Digita</u> Se online s	alCookie.Girl	Scouts.org/so	cout/ymaa7368	<u>308</u>			<u>Learn about approvals</u>

Confirm that you want to close the Girl Scout's Digital Cookie Store.



### Step 2: Display of Site Closed

The site will show to the Girl Scout as closed on both the Site Setup page and the dashboard on the Home page. If a customer were to arrive on the Girl Scout's website when it is closed, they will see a message that the Girl Scout's store is closed..





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#### **Step 4: Reactivating the Site**

If you need to reactivate the Girl Scout's Site, simply navigate back to the Site Setup tab, and click "Edit"



Then scroll down to the bottom of the Girl Scout's Site Setup page to click the green "See your site and publish" button to review her site and publish it. It will be active for customers again in minutes.

		Step 2 help 🔍 🔻
STEP 3	REVIEW YOUR DIGITAL COOKIE PAGE AI	ND PUBLISH REQUIRED
PARENT OR must be pu have custon	. GUARDIAN: Your girl's Digital Cookle page bilished if she wants to send marketing emails or ners order cookles online.	See your site and publish

Don't want to close your entire site down? Still want to give customers the opportunity to purchase cookies to be shipped or donated? Use the steps in the <u>My</u> <u>Cookies Delivery Settings</u> tip sheet to turn off Girl Scout delivery (if your council has activated this feature).