

## Digital Cookie®

## **Closing Your Site (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 tab



Then click on the "Close Online Store"

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

PARENT - OR - GUARDIAN	mily's site is up-to-date.	EDIT
Emily's site status: <b>Published</b> https:// Digital Storefront: <b>OPEN CLOSE ONI</b>		Learn about approvals
<b>girtscouts</b> ♥ of colorado	CANCEL CONFIRM, CLOSE STORE	

Step 2: The site will show as closed on both the Site Setup page

Emily's Digital Cookie Site Preview		
PARENT - OR -	Emily's site is up-to-date.	EDIT
GUARDIAN	Note: Your store has been closed. To reactivate, please click Edit to review Emily's site and publish.	
		Learn about approvals
Emily's site status: Not publi	shed	

And the Dashboard will also indicate her store is closed.

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Emily's store has been closed. To reactivate, please click Site Setup to review Emily's site and publish.         Approve for delivery: 0 Order(s) Orders to deliver: 2 Order(s)           Site Setup Quick Tip Sheet         Cookie variety turned "Off" for delivery details	My Sales Goal Packages Sold Packages to Sel 500 packages 62 438 UPDATE UPDATE SEE DATA	188 packages credited by troop volunteer ③ Seles two updated 11/402 738 PM C07  My Troop  Our goal: coming soon  ⑦ Orders to Deliver in Person
	Emily's store has been closed. To reactivate, please click Site	Approve for delivery: 0 Order(s)
	Site Setup Quick Tip Sheet	Cookie variety turned "Off" for delivery details

**Step 3**: 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 is not currently taking orders.



**Step 4:** If you need to reactivate the Girl Scout's Site, simply navigate back to the Site Setup tab and click "Edit"



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



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