

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	Emily's site is up-to-date.	EDIT
Emily's site status: Publishe Digital Storefront: OPEN	d https://Digital cose onLine store? Customers will not be able to make online purch	Learn about approval
girl scouts of colorado	CANCEL CONFIRM, CLO	OSE 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.	
Facilitie size status, Mataurik	To band	Learn about approvals
TORE IS CLOSED	Isneu	

And the Dashboard will also indicate her store is closed.

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My Sales Goal Packages Sold Packages to 500 packages 62 438 UPDATE UPDATE SEE DAT	188 packages credited by troop volunteer () Sel Sen loss updated 11/02/23/29 PM C07 My Troop Our goal: coming soon ()) Orders to Deliver to Berson
Emily's store has been closed. To reactivate, please click Si Setup to review Emily's site and publish.	e Approve for delivery: 0 Order(s) Orders to deliver: 2 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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