

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 Emily's site is up-to-date. - OR - GUARDIAN		r is up-to-date.	EDIT	
Emily's site status: Publis Digital Storefront: OPEN		Are you sure you want to close her online store? Customers will not be able to make online purchases once you confirm.	Learn about approval:	
girl scouts 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.			
GUARDIAN	Note: Your store has been closed. To reactivate, please click Edit to review Emily's site and publish.			
milv's site status: Not pub	Learn about approval:			
STORE IS CLOSED				

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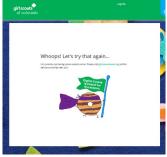


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And the Dashboard will also indicate her store is closed.

My Sales G 500 packag UPDATE		Packages to Sell 438 SEE DATA	REWARDS	My Troop Our goal: coming soon
My Cookle Site: Closed by user Emily's store has been closed. To reactivate, please click Site Secup to review Emily's site and publish.			Orders to Deliver In Person Approve for delivery: 0 Order(s) Orders to deliver: 2 Order(s)	
	Learning			From Your Council

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.

	Step 2 help 🔍
STEP 3 REVIEW YOUR DIGITAL COOKIE P	PAGE AND PUBLISH REQUIRED
PARENT OR GUARDIAN: Your girl's Digital Cookie page must be published if she wants to send marketing emails or have customers order cookies online.	See your site and publish

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