

Digital Cookie®

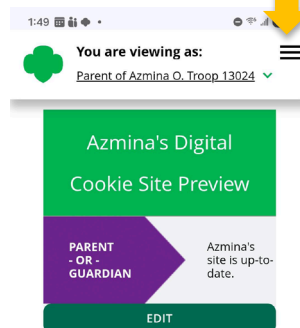
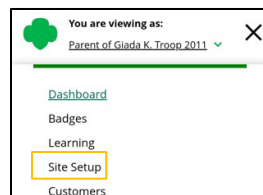
Closing Your Site Early (In Season)

If you're not actively promoting your site, you may not receive sales. However, if you want to ensure customers cannot place additional orders, you can temporarily close your Digital Cookie store.

Menu

Step 1: Navigate to the Site Setup

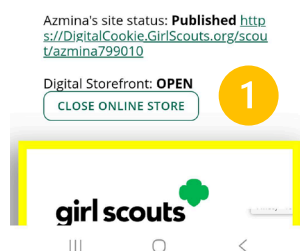
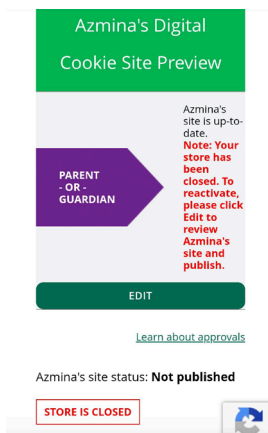
- Log in to **Digital Cookie** and go to the **Site Setup** page from the **Menu**.
- Click **Close Online Store**.
- Confirm that you want to close your Girl Scout's Digital Cookie site.



Step 2: Site Closed Display

When closed:

- The **Site Setup** page and **Home Dashboard** will show the site as closed.
- Customers visiting the site will see a message stating the store is closed.



Step 4: Reactivate the Site

To reopen:

- Go to **Site Setup** and click **Edit**.
- Scroll to the bottom and click the green **See Your Site and Publish** button.
- Review and publish—the site will be active again within minutes.

STEP 3: REVIEW YOUR DIGITAL COOKIE 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

Tip: Don't Want to Close the Entire Site?

- If you still want customers to order **shipped or donated cookies** but stop **in-person delivery**, use the steps in the **My Cookies Delivery Settings** tip sheet (if your council has enabled this feature).