

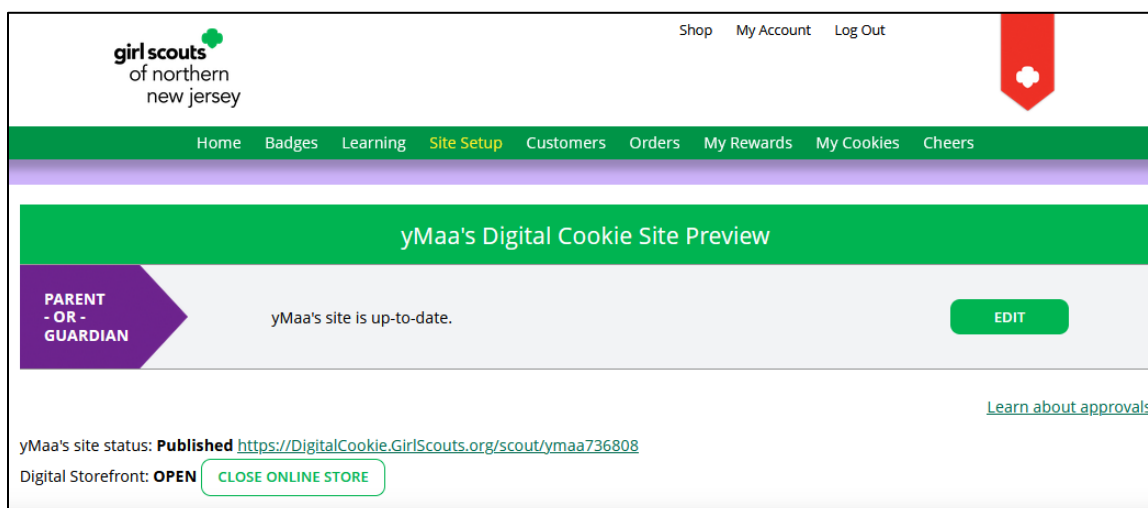
Digital Cookie®

Closing Your Site Early (In Season)

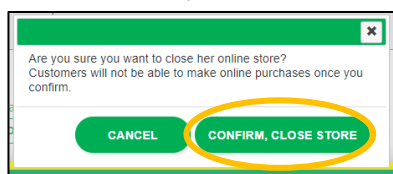
If you aren't actively promoting your site, chances are that you won't get sales, but, if you need to be sure that no one can access your store and purchase more cookies, you do have the ability to turn the site off to customers.

Step 1: Navigate to the Site Setup page

Then click on the "Close Online Store"

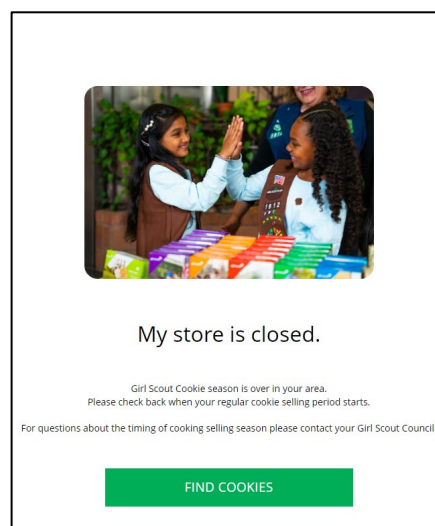


Confirm that you want to close the Girl Scout's Digital Cookie Store.



Step 2: Display of Site Closed

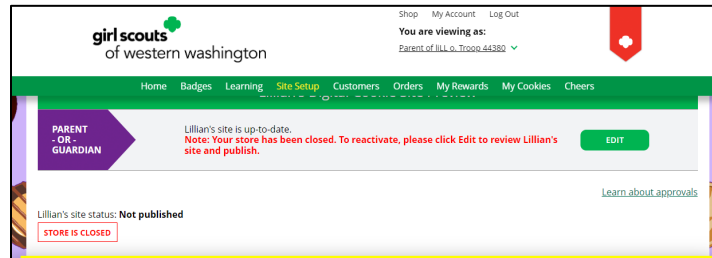
The site will show to the Girl Scout as closed on both the Site Setup page and the dashboard on the Home page. If a customer were to arrive on the Girl Scout's website when it is closed, they will see a message that the Girl Scout's store is closed..



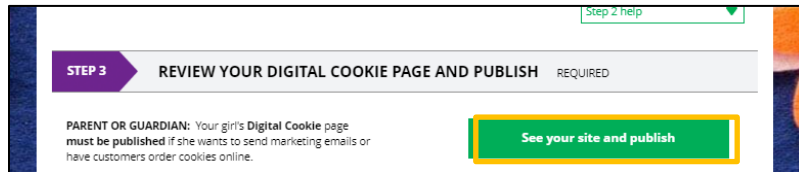
Digital Cookie®

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.



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 [My Cookies Delivery Settings](#) tip sheet to turn off Girl Scout delivery (if your council has activated this feature).