

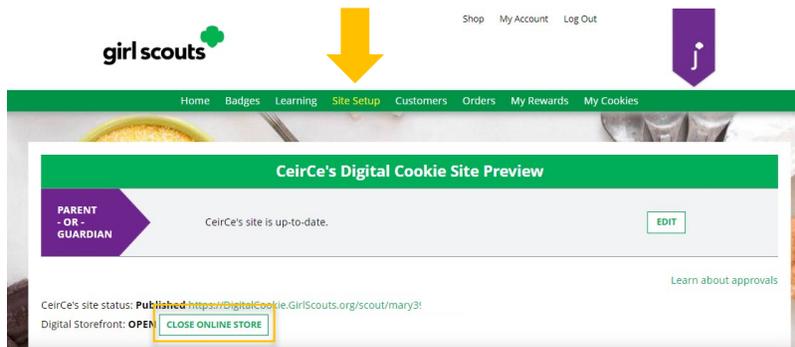
Digital Cookie®

Closing Your Site (In Season)

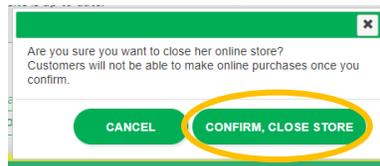
If you aren't actively promoting your site, chances are that you won't get sales. But, if you need to be sure that no one can access your store and purchase more cookies, you do have the ability to turn the site off to customers.

Step 1: Navigate to the Site Setup tab

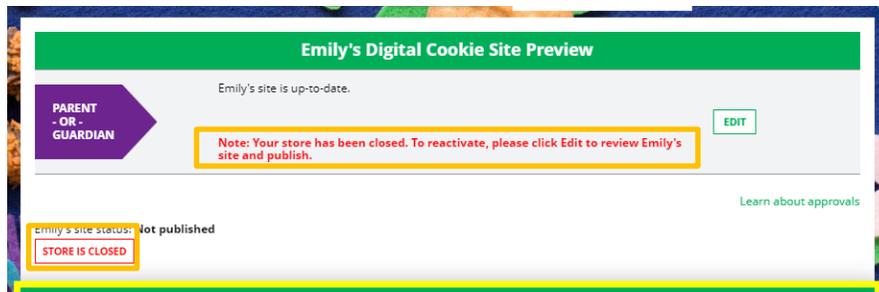
Then click on the "Close Online Store"



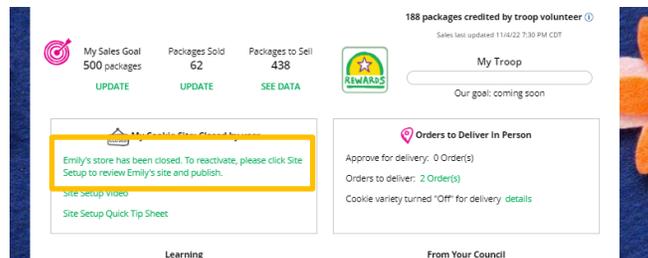
Confirm that you want to close the Girl Scout's Digital Cookie Store.



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



And the dashboard on the Home page will also indicate her store is closed.

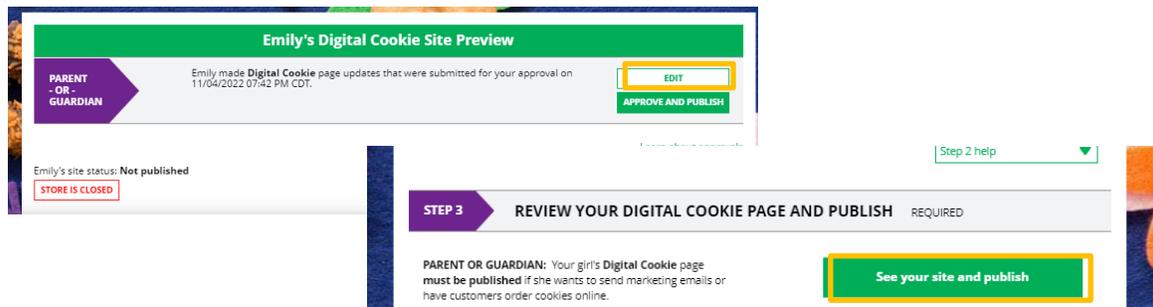


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Step 3: If a customer were to arrive on the Girl Scout’s website when it is closed, they will see a message that the Girl Scout is not currently taking orders.

Step 4: If you need to reactivate the Girl Scout’s Site, simply navigate back to the Site Setup tab, and click “Edit”

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.



Closing Your Site: Reward Selections

We know how important it is for you to receive your hard-earned cookie rewards. When wrapping up your sale, don’t forget to:

- Select your Girl Scouts Rewards in Digital Cookie by the posted deadline.
- Inform your Troop Leader after their rewards have been selected. The rewards aren’t officially submitted until your Troop Leader has added your reward selections into Smart Cookies.