



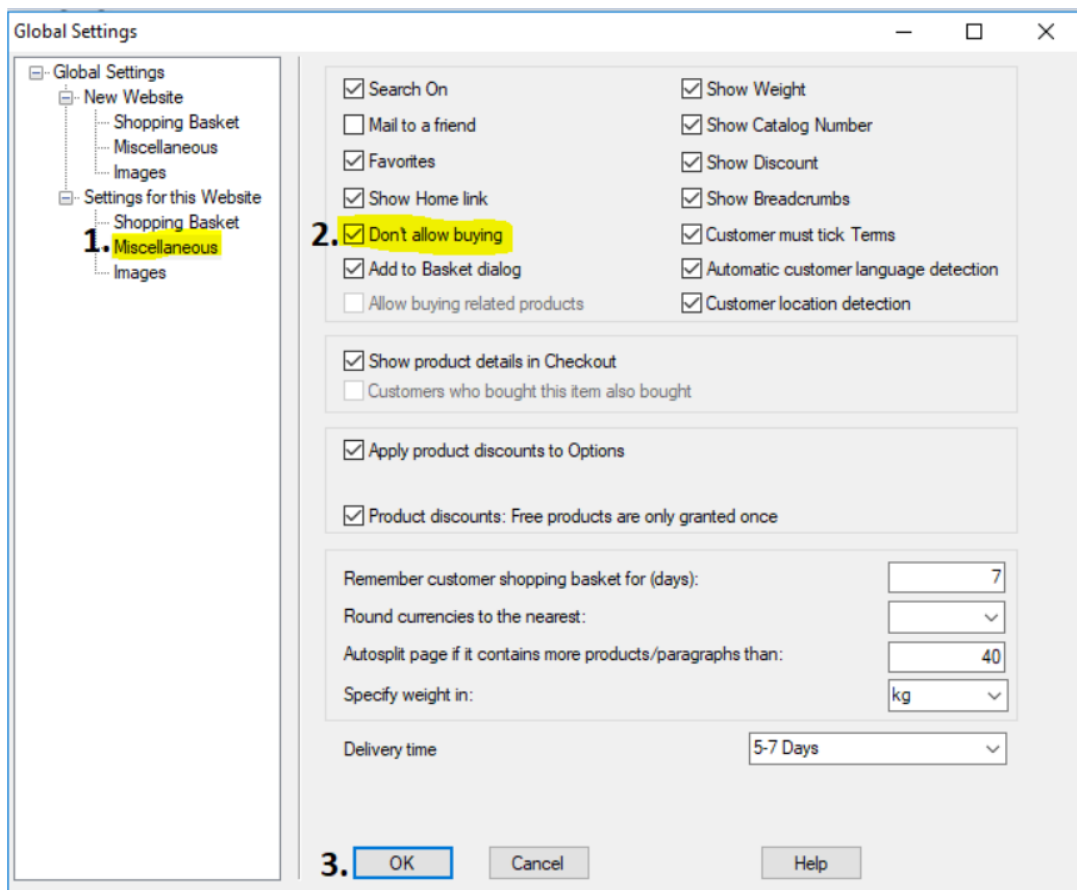
## How to add a holiday notice i.e. Christmas closure on your website

Elenor A. - 2021-12-08 - Pages and Products

### Closing for the holidays?

There are several areas in your website where you can show your buyers a holiday bulletin notice.

You can even turn off buying in your shop if you don't wish to accept orders during the holidays. To temporarily close your store to the general public, simply go to *Settings* menu -> *Global Settings* -> *Settings for this website* -> *Miscellaneous* -> then tick "**Don't allow buying**" -> Ok -> Save and publish your shop.



There are 3 ways to allow your customers to access your website and simply show a holiday bulletin notice:

### 1. Add a notice via Shop-wide discount message section

- Open your shop in ShopFactory
- Click *Central* dropdown button -> select "*Shop-wide discounts*"

- Enter your holiday notice or promotions in the message box:

**Shop wide discounts**

Shop wide discounts are discounts applying to all products in your shop or to the entire order placed by a customer.

To select a discount method click on its name.

Of course you can also schedule special discount times automatically.

Special discount message  
**We hope you've had a successful 2019 and wish you and your loved ones a very Me**

Shopwide discount 0.000%

Options included

Purchase price discounts

Spend more, get this product

Quantity discount - By percentage

From	To	Discount %

Limit discount by

Brand

Brand 123  
Brand XYZ  
Brand Y  
Brand Z

Use time limit

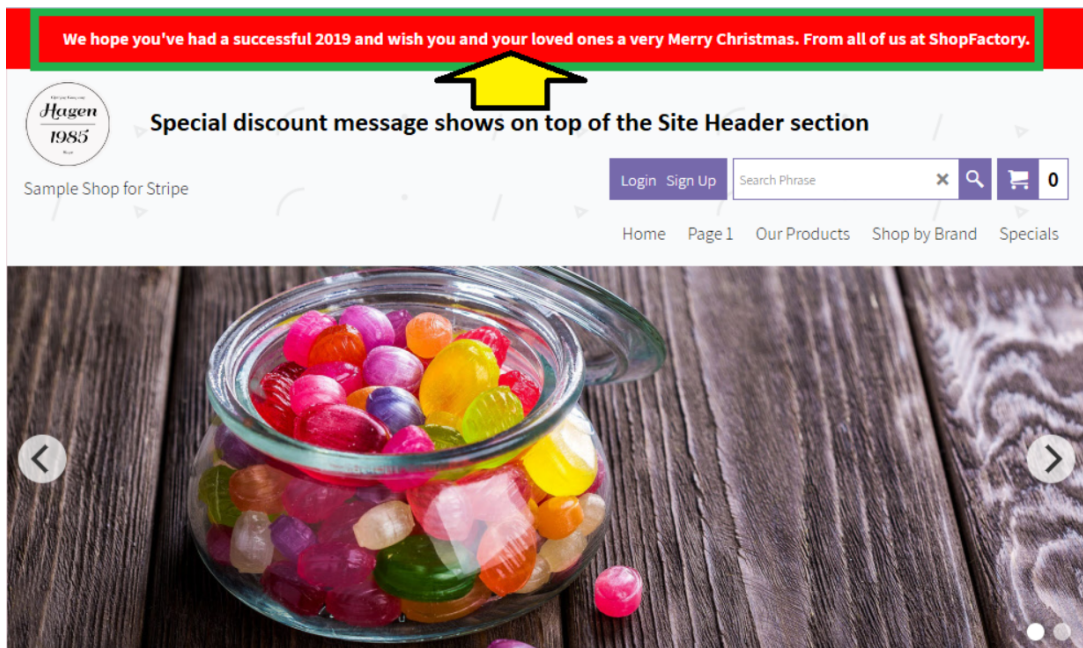
14:43, Friday, December 13, 2019  
To  
14:43, Saturday, December 14, 2019

Set time limit

OK Cancel Help

- Click OK

- Save and preview your shop in external browser to see the special discount text



2. Add a notice to the Thank you page which will appear in the Order Confirmation email that customers receive

Please refer to our KB article: *How do I add a notice to the Order confirmation email sent to my customer?*

<https://shopfactory.deskpro.com/en-GB/kb/articles/how-do-i-add-a-notice-to-the-order-confirmation-email-sent-to-my-customer>

### 3. On your homepage, use a block content in the description section

Refer to our KB article: *Using the integrated block editor in ShopFactory*

<https://shopfactory.deskpro.com/en-GB/kb/articles/en-using-the-new-integrated-block-editor-in-shop-factory>

The screenshot displays the ShopFactory block editor interface. The top menu includes 'File', 'Edit', 'View', 'Services', 'Settings', 'Languages', 'ShopFactory Cloud', and 'Help'. Below the menu are icons for 'New', 'Open', 'Save', 'Find', 'Central', 'Designer', 'Publish', and 'Preview'. The main workspace is divided into a left sidebar with a 'Default' dropdown and a main content area. The sidebar contains several block thumbnails, including one with a red arrow pointing to it and the text 'Drag a block to the content area'. The main content area shows a page with a header 'MAY YOU ENJOY A PEACEFUL, SAFE, AND HAPPY CHRISTMAS THIS YEAR.' and a 'HOLIDAY NOTICE' block. The notice text reads: 'ShopFactory Test Shop will be closing for the Christmas and New Year Holidays between 25 December 2019 to 6 January 2020. Orders will still be accepted and processed via our website, but orders placed after 25 December will only be shipped by 8 January 2020. HAPPY HOLIDAYS!'. To the right of the text is a photograph of a Christmas tree branch with red ornaments and a white snowflake ornament. At the bottom of the editor, a blue bar contains the text 'Here we list products when you are not editing'.