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

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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.

The screenshot shows the 'Global Settings' window. On the left, the 'Settings for this Website' tree has 'Miscellaneous' selected (1). The main area shows various settings. The 'Don't allow buying' checkbox is checked and highlighted (2). At the bottom, the 'OK' button is highlighted (3). Other visible settings include 'Search On', 'Mail to a friend', 'Favorites', 'Show Home link', 'Add to Basket dialog', 'Allow buying related products', 'Show Weight', 'Show Catalog Number', 'Show Discount', 'Show Breadcrumbs', 'Customer must tick Terms', 'Automatic customer language detection', 'Customer location detection', 'Show product details in Checkout', 'Customers who bought this item also bought', 'Apply product discounts to Options', 'Product discounts: Free products are only granted once', 'Remember customer shopping basket for (days): 7', 'Round currencies to the nearest:', 'Autosplit page if it contains more products/paragraphs than: 40', 'Specify weight in: kg', 'Delivery time: 5-7 Days'.

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:

SF 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 Merry Christmas. From all of us at ShopFactory.

☒ Shopwide discount

☒ 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

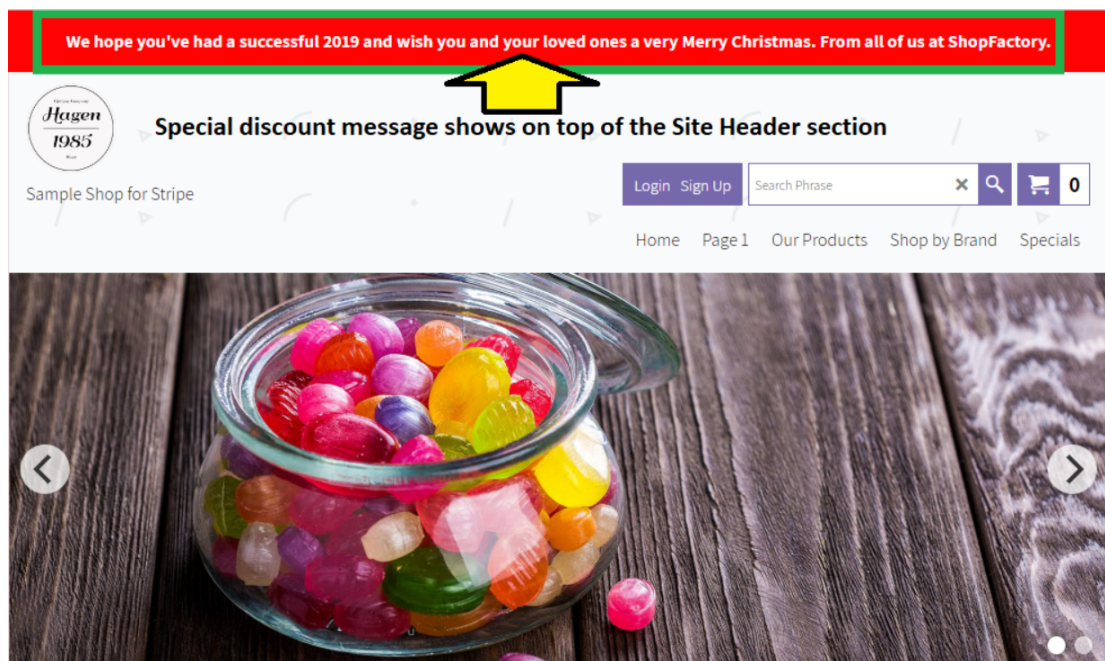
☐ Use time limit

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-shopfactory>

The screenshot displays the ShopFactory integrated block editor. The top menu bar includes options like File, Edit, View, Services, Settings, Languages, ShopFactory Cloud, and Help. Below the menu, there are tabs for Page content, Introduction, Custom Contents, and Custom Website contents. The main editing area shows a Christmas-themed notice with the text: "MAY YOU ENJOY A PEACEFUL, SAFE, AND HAPPY CHRISTMAS THIS YEAR." and "HOLIDAY NOTICE". A red arrow points to the "Drag a block to the content area" instruction. The bottom section of the editor shows a placeholder for product listings: "Here we list products when you are not editing".