



GENERAL CLOSING SYSTEM INSTRUCTIONS

ORGANIZATION NAME:

ID #

PW #

PHONE METHOD

Call **828-6612** or **800-746-3651** and follow the prompts. You will be asked to enter your organization's ID number, password number and the appropriate Primary Status code.

* If you need to post information that is different from the primary status codes listed – you may use the **Online Method** below.

ONLINE METHOD

Go to <https://www.newscentermaine.com/schoolclosings>

Enter your ID and Password numbers. Choose a Primary Status code from the drop down list or enter your custom text message in the Alternate Status box.

PRIMARY STATUS CODES

- | | |
|------------------------------|--|
| 100. Closed | 119. Practice canceled tonight |
| 101. Closed at Noon | 120. Performance canceled today |
| 102. Closed at 1PM | 121. Performance canceled tonight |
| 103. Closed at 2PM | 122. Morning classes canceled |
| 104. Closed at 3PM | 123. Afternoon classes canceled |
| 105. Closed at 4PM | 124. Evening Classes canceled |
| 106. Closed at 5PM | 125. All classes canceled |
| 107. Closed at 6PM | 126. Morning meeting canceled |
| 108. Open at 7AM | 127. Noon Meeting canceled |
| 109. Open at 8AM | 128. Afternoon Meeting canceled |
| 110. Open at 9AM | 129. Evening Meeting canceled |
| 111. Open at 10AM | 130. Support Group meeting canceled |
| 112. Open at 11AM | 131. All locations closed |
| 113. Open at Noon | 132. All programs and activities canceled |
| 114. Bingo canceled today | 133. No Meals on Wheels. Use storm packs. |
| 115. Bingo canceled tonight | 134. Dining Center closed |
| 116. League canceled today | 135. No Transportation |
| 117. League canceled tonight | 136. No Transportation except for Dialysis |
| 118. Practice canceled today | 137. No Trash Pickup today |

IMPORTANT NOTE: Closings will be purged from the system overnight so multiple day closings will need to be entered each day.