



GENERAL CLOSING SYSTEM INSTRUCTIONS

Organization Name: _____

ID Number: _____

Password: _____

PHONE METHOD

Call **866-320-5793** 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/schoolclosingswlbz>

Enter your ID and Password numbers. Choose a Primary Status code from the drop down list.

If you need to post information that is different from the Primary Status codes listed you may enter your custom text message in the Alternate Status box.

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

PRIMARY STATUS CODES

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