



RELIGIOUS CLOSINGS 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

- 61. Morning Services canceled
- 62. Morning Services and Religious Ed. canceled
- 63. Evening Services canceled
- 64. Evening Services and Youth Group canceled
- 65. Morning and Evening Services canceled
- 66. Morning and Evening services and Religious Ed. canceled
- 67. No Religious Education
- 68. No Sunday School
- 69. No Faith Formation
- 70. No Hebrew Education
- 71. Youth Group canceled
- 72. Breakfast canceled
- 73. Luncheon canceled
- 74. Supper canceled
- 75. Meeting canceled
- 76. All services and activities canceled
- 77. Bingo canceled
- 78. Choir Rehearsal canceled
- 79. Pageant Rehearsal canceled
- 80. Pageant Performance canceled
- 81. Food Pantry closed