



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 <http://www.newscentermaine.com/closings-admin>

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

- | | |
|---|--|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 138. No Buses or Volunteer Drivers 139. Northbound Bus canceled 140. Southbound Bus canceled |
|---|--|

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