

Organization Name: _____

ID Number: _____

Password: _____

PHONE METHOD

Call **1-866-320-5793** 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 must use the **Online Method** below.

ONLINE METHOD

Go to <https://www.newscentermaine.com/closings/admin-2>

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.

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
138. Event moved online