

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

- 60. Services moved online
- 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