



CLOSINGS ADMINISTRATORS GUIDE

Web Automated Closing/Delay System

ARE YOU REGISTERED? IF NOT, PLEASE VISIT:

<http://www.cbs58.com/register-closings>

Note: If you are registering for the first time and would like your closing listed, please include your closing in the comment section of the registration form.

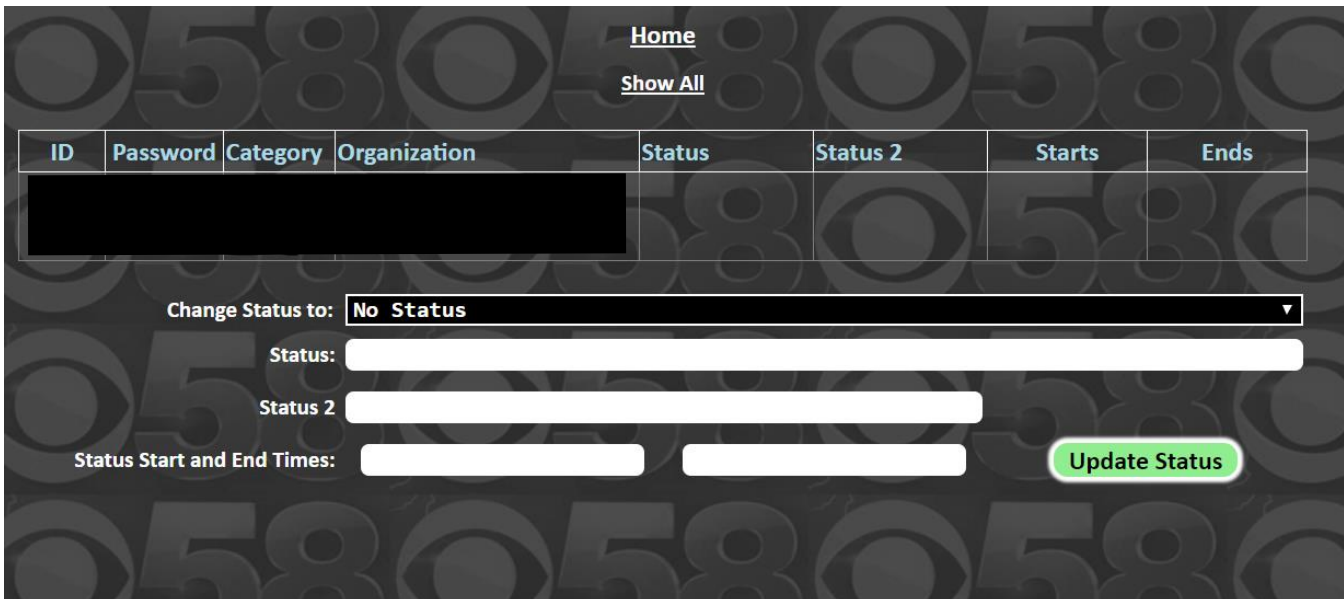
CLOSINGS WEBSITE: <https://closings.cbs58.com>

1. Enter your organization's ID and password



2. Adjust your organization's status

a. Click on the drop down menu next to "Change Status to:"



- b. Choose the appropriate status for your organization. Please pay attention to the status end time. The end time is when the closing will be removed from the list. If you need a special status that is not listed, please email closings@cbs58.com. Status 2 is currently not active.

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ID	Password	Category	Organization	Status	Status 2	Starts	Ends

Change Status to: **Closed** Ends: 2/12/2019 9:00 AM

Status: No Status Ends: 2/12/2019 10:00 AM

Status 2: 1 Hour Delay, No AM Kindergarten Ends: 2/12/2019 10:00 AM

2 Hour Delay Ends: 2/12/2019 11:00 AM

Status Start and End Times: 2 Hour Delay, No AM Kindergarten Ends: 2/12/2019 11:00 AM

After School Activities Canceled Ends: 2/11/2019 5:00 PM

AM Activities Canceled Ends: 2/12/2019 10:00 AM

Business Closed Ends: 2/11/2019 5:00 PM

Closed Ends: 2/12/2019 9:00 AM

Closed Friday Ends: 2/15/2019 11:00 AM

Closed Monday Ends: 2/18/2019 11:00 AM

Closed Saturday Ends: 2/16/2019 11:00 AM

Closed Sunday Ends: 2/17/2019 11:00 AM

Closed Thursday Ends: 2/14/2019 11:00 AM

Closed Tuesday Ends: 2/12/2019 11:00 AM

Closed Wednesday Ends: 2/13/2019 11:00 AM

Closing Early Ends: 2/11/2019 5:00 PM

Day and Evening Classes Canceled Ends: 2/11/2019 7:00 PM

Day and Evening Services Canceled Ends: 2/11/2019 5:00 PM

Day and Evening Sessions Canceled Ends: 2/11/2019 7:00 PM

3. Save your changes by selecting the green “Update Status” button.

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ID	Password	Category	Organization	Status	Status 2	Starts	Ends

Change Status to: **Closed**

Status:

Status 2:

Status Start and End Times: Update Status