



Closing Administrators Guide

Web automated closing/delay system

Are you registered? If not, please visit:

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

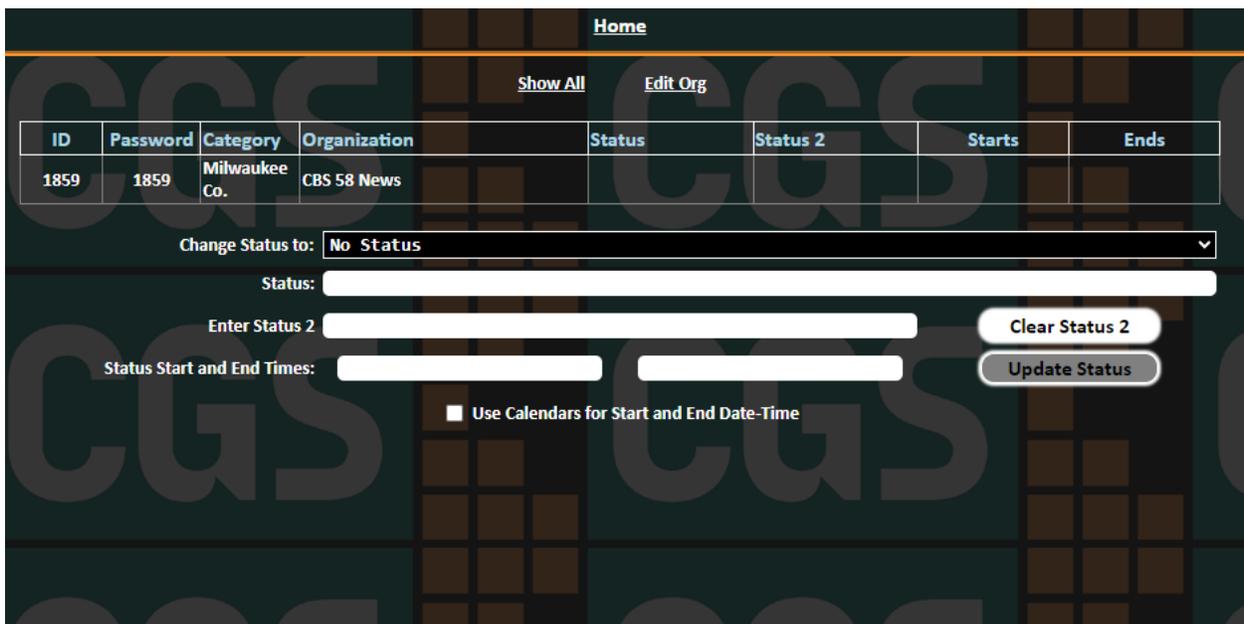
Note: If you are registering for the first time and would like your closing listed, please include your closing in the comment section of the registration form.

Closings website: <https://closings.cbs58.com>

1. Enter your organization's ID and password



2. Adjust your organization's status
 - a. Click on the dropdown 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 not currently active).

Home

Show All Edit Org

ID	Password	Category	Organization	Status	Status 2	Starts	Ends
1859	1859	Milwaukee Co.	CBS 58 News				

Change Status to: No Status

Status: No Status

Enter Status 2

Status Start and End Times:

1 Hour Delay	Ends: 2/2/2024 10:00 AM
1 Hour Delay, No AM Kindergarten	Ends: 2/2/2024 10:00 AM
2 Hour Delay	Ends: 2/2/2024 10:00 AM
2 Hour Delay, No AM Kindergarten	Ends: 2/2/2024 10:00 AM
After School Activities Canceled	Ends: 2/1/2024 6:00 PM
AM Activities Canceled	Ends: 2/1/2024 12:00 PM
Business Closed	Ends: 2/1/2024 10:00 PM
Closed	Ends: 2/2/2024 9:00 AM
Closed Friday	Ends: 2/2/2024 11:00 PM
Closed Monday	Ends: 2/5/2024 11:00 PM
Closed Saturday	Ends: 2/3/2024 11:00 PM
Closed Sunday	Ends: 2/4/2024 11:00 PM
Closed Thursday	Ends: 2/1/2024 11:00 PM
Closed Tuesday	Ends: 2/6/2024 11:00 PM
Closed UFN	Ends: 2/2/2024 9:00 AM
Closed Wednesday	Ends: 2/7/2024 11:00 PM
Closing Early	Ends: 2/1/2024 7:00 PM
Day and Evening Classes Canceled	Ends: 2/1/2024 7:00 PM
Day and Evening Services Canceled	Ends: 2/1/2024 5:00 PM

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

Home

Show All Edit Org

ID	Password	Category	Organization	Status	Status 2	Starts	Ends
1859	1859	Milwaukee Co.	CBS 58 News				

Change Status to: Closed Friday

Status: Closed Friday

Enter Status 2

Status Start and End Times: Ends: 2/2/2024 11:00 PM

Use Calendars for Start and End DateTime

Clear Status 2

Update Status