

INSTRUCTIONS, ID NUMBER & PASSWORD FOR WSBT AUTOMATED CLOSING SYSTEM

«SchName»

«Contact_FName» «Contact_LName» «ContactHmtel»

Procedure for Reporting Closing Information – BY PHONE

To report your operating status or closing information using the WSBT automated telephone answering system, follow this simple, easy-to-execute procedure.

Dial 574-239-4274. (This number is reserved exclusively for the reporting of closing information.)

When prompted, enter your ID number followed by the pound (#) sign. **Your ID number is «SchId».**

Enter **your password «SchPWN»** followed by the pound (#) sign. (You must enter all 4 digits for both ID and password). If you entered your ID correctly, you will hear an automated voice state your establishment name.

Next the automated voice will state various closing conditions:

Press 1 – To report a change in hours of operation – then follow the prompts to select one of the following

- 1 Delayed Opening
- 2 Early Closing
- 3 Closed All Day
- 4 Clear all closing information

Press 2 – To enter a special status code – Listed below

- 11 No AM Kindergarten
- 12 No PM Kindergarten
- 13 Alternate Kindergarten
- 14 Teachers report on time
- 15 No Evening Activities

Press 3 – To RESET all status information

Press 4 – To enter another ID

Press 9 – To end the call

****Please Note:** If you delay your school/organization, and then decide to close. **RESET** your school/organization **before you CLOSE**. This will clear all the Special Status information you have previously entered.

Procedure for Reporting Closing Information – ON LINE

On the internet, go to www.wsbt.com and enter the Closings site by clicking “Closings” in the navigation bar. Then click “Closing Status Internet Login”.

- Enter your establishment’s ID number and password.
- Follow the instructions to change the status of your establishment to be Closed, Opening Late by #Mins, Closing Early at Time, Open After Closing, Other.
- Select the Special Status Codes dropdown to add additional special information – on Line 2
- If the information you need to add isn’t in the available codes, select **“other”** and type in your information on line 2.(total of 34 characters may be used).

If any changes need to be made to your profile, please email sblackburn@wsbt.com