2015 AUTOMATED CLOSING SYSTEM DIRECTIONS

Valid for
WRAL/Fox 50/Mix 101.5/WRAL Newschannel/WRAL.com

Before you call, make sure you have the following information available:

**TELEPHONE ENTRY**
Step 1) Dial into the automated system using one of the following numbers:
   919-821-8737
   - OR-
   Go to our website at http://closings.wral.com
Step 2) You will be asked to enter your Closings ID Code (5-digits).
Step 3) You will then be able to enter your Closings Pass Code (4-digits).
Step 4) You will then be able to enter the Safety Code (exactly as it appears on the screen).
Step 5) At this point, you can enter the desired change to your closing status. You can listen to a full list of options when you dial into our closing system; here is a list for reference:

**ONLINE ENTRY**
Access the Closings page on the WRAL-TV website (http://www.wral.com/weather/closings/).
1. Select the "Report a Closing/Delay option, then the "I want to report a closing or a delay."
2. Enter your 5-digit Closings ID,
3. Enter your 4-digit Pass Code
4. Enter the Safety Code (exactly as it appears on the screen).
5. Select "Submit"
6. You are now on the Submit new closing/delay screen. Each row is required.
7. On the "New Closing/Delay" row, select the down arrow to reveal closing options. Place the cursor and select the option that applies.
8. On the "Date of Closing/Delay" row, the current calendar date will default in. Select the calendar date your closing/delay begins/affects. Your date options are bolded in the calendar.
9. On the "Expiration Date" row, the same calendar date selected above will default in. Select the calendar date your closing/delay expires/ends. Your date options are bolded in the calendar.
10. The "Expiration Time" must be entered. This is the time of day your closing/delay will no longer be broadcast or listed on our website. We may adjust this time to better fit our newscasts. Enter the hour, minutes and AM or PM your closing/delay is to end. Depress submit.
CLOSING CODE OPTIONS

1: Closed
2: Delayed 1 Hour
3: Delayed 2 Hours
4: Closed, Opt. Workday
6: Opening Later
7: Evening Classes Canceled
8: Services Canceled
9: 1st Shift Canceled
10: 2nd Shift Canceled
11: 3rd Shift Canceled
12: 1st & 2nd Shift Canceled
13: 2nd & 3rd Shift Canceled
14: All Classes Canceled
15: Closed, Teacher Workday
16: 11am Service Only
17: Morning Services Canceled
18: Evening Services Canceled
19: Sunday School Canceled
20: Services & Activities Canceled
21: Services Canceled Saturday
22: Services Canceled Sunday
23: Services Canceled Sat. & Sun.
24: Severe Weather Plan
25: 1st Shift - Severe Weather Plan
26: 2nd Shift - Severe Weather Plan
27: 3rd Shift - Severe Weather Plan
28: Shifts 1&2 - Severe Weather Plan
29: Shifts 2&3 - Severe Weather Plan
30: Delayed Until 7am
31: Delayed Until 8am
32: Delayed Until 9am
33: Delayed Until 10am
34: Delayed Until 11am
35: Delayed Until Noon
36: Delayed Until 1pm
40: Closing 1 Hour Early
41: Closing 1-1/2 Hours Early
42: Closing 2 Hours Early
43: Closing at 11am
44: Closing at 11:30am
45: Closing at Noon
46: Closing at 12:30pm
47: Closing at 1pm
48: Closing at 1:30pm
80: Closed Monday
81: Closed Tuesday
82: Closed Wednesday
83: Closed Thursday
84: Closed Friday
85: Closed Saturday
86: Closed Sunday
99: Area Clinics Closed

- After you enter the desired code, the system will read back what you have done, and you need to press the pound (#) key if it’s correct. That sends your information directly to our updated database, which will be aired on WRAL-TV and displayed on WRAL.com.

- Be aware that we will clear out our entire system database every day at 1pm, so you will need to re-enter your information after this time should you still need to let the public know the status of your school or business.