RHODE ISLAND BROADCASTERS ASSOCIATION

PROCEDURE INSTUCTIONS

SCHOOL/BUSINESS/CITY/STATE/GOVERNMENT CLOSING INFORMATION

Your school/business has been issued an ID number and Password to access the closing system to make notice of a cancellation, delay or announcement due to inclement weather. Please keep this ID & Password in a safe – confidential place. Do not share these codes with anyone other than the authorized users to the system.

WEBSITE CANCELLATION PROCESS:

This is the preferred process to use when making cancellations

STEP 1:

Log on to the website: www.ribroadcasters.com

STEP 2:

In the upper right corner of the webpage – click the link to: BUSINESS/SCHOOL LOGIN
You will be brought to the RIBA CLOSING PAGE. This page will ask you to enter your CONFIDENTIAL ID CODE and PASSWORD. (These codes are indicated on the main letter in the packet).

STEP 3:

Once you click on LOGIN, (due to security – you will have to re-enter your ID & PASSWORD after any short delay in activity) you will be on the CLOSING PAGE. Each "Status" section offers a pull down screen offering selections that fit your need. Some categories will need a time indication. (Example: Parking ban/Early dismissal)

A Secondary status may be added along with the Primary status. (Example: School Delayed/Staff must report

If none of the options match your condition, you may customize your own message in the ALT/OTHER field. NOTE: Once any information is typed into the ALT/OTHER field, it will cancel any selections from the PRIMARY and SECONDARY status windows.
BE RESPONSIBLE when entering in information in the ALT/OTHER FIELD. THIS INFORMATION WILL BE SENT DIRECTLY TO BROADCAST AIR OF MEMBER TELEVISION STATIONS. THERE WILL BE NO LIVE PERSON REVIEWING YOUR MESSAGES.

STEP 4:

Once you have reviewed your entry – HIT SAVE – your information will be sent to radio and television stations once you hit save.

You may also select CANCEL AND LOGOUT to cancel your entry.

STEP 5:
By default, your status will be cleared at midnight, every night. If you wish to return your school/business/City/State/Government/ organization back to a regular schedule, you may select the REMOVE LISTING tab. This will take your CLOSED/DELAYED information off the websites and air of member stations.

PLEASE NOTE:

Your information will be sent to each participating radio and television station immediately after you hit SAVE. It is up to the individual television stations to select which categories to air within their broadcasts. ALL INFORMATION will be sent to the websites of each radio and television station.

PLEASE BE PATIENT AND AVOID CALLS TO INDIVIDUAL STATIONS WITH REQUESTS FOR YOUR SCHOOL/BUSINESS/GOVERNMENT/STATE/CITY TO APPEAR WITHIN THE ON AIR LISTINGS OR OVER-THE AIR ANNOUNCMENTS ON RADIO.

We encourage all school/business administrators to log-on to the system during the testing dates to become acclimated with the system you will use to make cancellations/delays/announcements. The testing will be available until the date of November 29, 2006. The page will indicate that you are in TESTING MODE. Feel free to make mocked cancellations as if there were an actual event in progress.

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AUTOMATED PHONE CANCELLATION PROCESS:

The web cancellation process is the preferred process when making cancellations
A status code sheet is included within this packet – if automated phone cancellation is the choice of use – you will need to retain the ***STATUS CODE SHEET*** *for use in keying in selection code and to confirm that the system has your status correct.*

To report a cancellation/delay or announcement during an inclement weather situation using the automated telephone answering system, follow the below procedure:

STEP 1:

Using a touch-tone or cellular telephone, dial (401) **401-228-1809**. (*This number is reserved exclusively for the reporting of school/business closing information*)

When prompted, enter your school/business user ID and password.
Your school/business has been issued an ID number and Password to access the closing system to make notice of a cancellation, delay or announcement due to inclement weather. Please keep this ID & Password in a safe – confidential place. Do not share these codes with anyone other than the authorized users to the system.

STEP 2:

You will be instructed to enter a status code number to indicate your selection for cancellation/delay information.

NOTE:

If you have already entered cancellation/delay information at an earlier time – your current status will be repeated once you have entered your ID & PASSWORD. At that time you may hit the number 0 (zero) to delete.

STEP 3:

You will be prompted to confirm your selection – and the correlating status will be announced once a status code number has been keyed in.

You may hang up when your selection has been completed and confirmed.