

## Using Web Entry for School Foggy Day

To report your operating status information using the \_\_\_Valley PBS automated Web Entry system, follow this procedure.

1. Access the system go to:  
<https://www.schoolclosings.org/closings/kvpt.aspx>
2. Enter your User ID and Password. The ID number assigned to school is the same. The password is the same (has not changed)

The screenshot shows the 'SCHOOL CLOSINGS WEB ENTRY' login interface. It features a dark blue background with a green chalkboard-style header. Below the header, there are two white input fields: 'School ID:' and 'Password:'. At the bottom, there are two buttons: 'Submit School Closing' and 'Edit School Information'.


Once you've entered your credentials, you have the choice of either submitting a school Foggy Day Delay ( Plan A,B,C ).

3. Select Submit School Closing to change the status of your school.

The screenshot shows the 'SCHOOL CLOSINGS WEB ENTRY' status selection interface. It features a dark blue background with a green chalkboard-style header. Below the header, there is a 'Test Public School' label. On the left, there are two dropdown menus: 'Select Status:' and 'Special Statutes:'. Below these, there are three text input fields labeled 'Line 1:', 'Line 2:', and 'Expiration Time:'. On the right, there is a calendar for July 2022. At the bottom, there are two buttons: 'Save' and 'Cancel'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Based upon the way the station has chosen to use the system, you'll be able to use the drop down to select the primary status. See example below.

A screenshot of a web form with a dark blue background. At the top, there is a label "Primary Special Status:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "✓ -- Select --", "Schedule A", "Schedule B", "Schedule C", and "Closed". Below the dropdown menu, there are three text input fields labeled "Line 1:", "Line 2:", and "Expiration Time:". At the bottom right of the form, there are two buttons: "Save" and "Cancel".

You then have the option to select a Secondary Status from the options available by using the dropdown box for Special Statuses. These have been previously approved and entered for your use. Sample below ( the selections will be; No Transportation ; ½ Hour Delay ; 1-Hour Delay ).

A screenshot of a web form with a dark blue background. At the top, there is a label "Primary Special Status:" followed by a dropdown menu that is currently closed and shows "✓ -- Select --". Below this, there is a label "Secondary Special Status:" followed by a dropdown menu that is open, showing a list of options: "✓ -- Select --", "No transportation", "1/2 hour delay", "1 hour delay", and "No After School Activities". Below the dropdown menu, there are two text input fields labeled "Line 1:" and "Expiration Time:". At the bottom right of the form, there are two buttons: "Save" and "Cancel".

You will then see Line 1 and Line 2 which show the text as it will go to air. Some stations choose to allow users to edit that text within the Line 1/Line 2 boxes.

Once you have this the way you want it, click on Save and the information will be submitted to the station.