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 <u>the same</u>. The password is <u>the same</u> (has not changed)

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.

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.

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).

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.