On a web browser, please enter Closing.ValleyPBS.org into the web address bar.

You will enter your organization ID and password that you were assigned.

It will now display your school name, your organization ID, your current status start and end times. To change ‘Status’, click the dropdown menu from the ‘Change Status To:” You can select any of the status that you would like.
The status will end at 11:00 AM by default. If your end time is after 11:00 AM, then you will need to select the ‘Use Calendar for Start and End’ checkbox. This will allow you to select the time you want the ‘Status’ to end. The last step is to click the ‘Update Status’ button to post the information.

At 11:00 AM, the system will clear the status and reset for the next day. Please make sure to select a time after 11:00 AM to continue to display the ‘Status’ on digital platforms after 11:00 AM.

NOTE: ‘Status 2’ is not currently in use. If you have used it in the past, contact Valley PBS about it.
Your Organization should have a status listed under “Status 1.”

When you have updated your status, you may log out of the system by pressing the ‘Home’ button.