

Step 1: Go to <u>www.weareclosedtoday.com</u>, select Community Members and choose "Register Free Account"



Step 2: Enter your email address and home zip code, click Create Account.

Step 3: You will receive an email with a link you need to click to activate your account. Click the link to be taken to the screen shown in Step 4 below.

WE ARE CLOSEI your one stop for area related information	D TODAY a delays, closings /	AND OTHER
	HOME	ABOUT REGISTER ORGANIZATION COMMUNITY MEMBER
ACCOUNT LOGIN	COMMUNITY	MEMBER UPGRADE ACCOUNT
Username Password		
Account Login		
Forgot Password	Fields marked with (*) are	Required to Update your account
Forgot Password	Fields marked with (*) are Email Address	e <mark>Required</mark> to Update your account matternrj@gmail.com
Forgot Password	Fields marked with (*) are Email Address First Name (*)	e <mark>Required</mark> to Update your account matternrj@gmail.com
Forgot Password	Fields marked with (*) are Email Address First Name (*) Last Name (*)	e Required to Update your account matternrj@gmail.com
CHECK STATUS To check for any delays or	Fields marked with (*) are Email Address First Name (*) Last Name (*) Home Address	e Required to Update your account matternrj@gmail.com
CHECK STATUS      Check for any delays or cancellations, use this quick search tool.	Fields marked with (*) are Email Address First Name (*) Last Name (*) Home Address Home City	e Required to Update your account matternrj@gmail.com
CHECK STATUS         D CHECK STATUS         To check for any delays or cancellations, use this quick search tool.         Zip Code:         46545	Fields marked with (*) are Email Address First Name (*) Last Name (*) Home Address Home City Display Mile Radius	e Required to Update your account matternrj@gmail.com
Forgot Password  CHECK STATUS  To check for any delays or cancellations, use this quick search tool.  Zip Code: 46545 Distance: 5 Miles •	Fields marked with (*) are Email Address First Name (*) Last Name (*) Home Address Home City Display Mile Radius	e Required to Update your account matternrj@gmail.com

Step 4: Enter your information and click "Update Account". **Note:** Be sure to select the correct mile radius for your home address. You will need to make the radius wide enough so that Wa-Nee Community Schools shows up as an option in Step 6. After you click Update Account, you will get another email that will contain your temporary password.

WE ARE CLOSE YOUR ONE STOP FOR ARE RELATED INFORMATION	D TODAY A DELAYS, CLOSINGS AND OTHER HOME ABOUT REGISTER ORGANIZATION COMMUNITY MEMBERS
ACCOUNT LOGIN Usemame matternrj@gn Password	COMMUNITY MEMBERS PASSWORD SENT Within the next few minutes you will be receiving an email message which will let you know what the temporary password is to this website. Once you have received this email message, you will be able to login to your account and update the password to something which you would be able to remember easily, enter email addresses which you would like to receive notifications at and be able to select the organizations that you would like to receive these notifications for.
<ul> <li>CHECK STATUS</li> <li>To check for any delays or cancellations, use this quick search tool.</li> <li>Zip Code: 46545</li> <li>Distance: 5 Miles .</li> <li>Display Results</li> </ul>	If you do not receive this electronic mail message within the next few minutes, please check your SPAM Folder or any personal message filters which you might have configured within your installed mail client.

Step 5: Log into the website using your email address and your temporary password, which was sent in an email from Step 4.

WE ARE CLOSEI YOUR ONE STOP FOR AREA RELATED INFORMATION	D TODAY A DELAYS, CLOSINGS AND OTHER		
	HOME DISPLAY AREA INFORMATION	ACCOUNT INFO	
		Select Organizations	
ACCOUNT LOGIN	RECEIVE NOTIFICATIONS FROM	Notification Methods	
		Upgrade Account	
Name: Ryan Mattern Last Login:	School Districts Higher Education		
CHECK STATUS	Religious Organizations		
To check for any delays or cancellations, use this quick search tool.			
Zip Code: 46573			
Distance: 15 Miles  Display Results			

Step 6: Go to Account Info and select "Select Organizations". Click school districts, click on Wa-Nee and drag it to the Notification School Districts (see picture below). If Wa-Nee does not show up, you need to change the mile radius. Click Save to save your changes.

## Step 6 (continued):

ACCOUNT LOGIN	RECEIVE NOTIFICATIONS I	FROM		
Username: matternrj@gmail.com Name: Ryan Mattern Last Login:				
Logout	Select School District Notifications			
CHECK STATUS	Displaying all Active School Districts wi	ithin 15 miles of Postal Zip Code 46573		
To check for any delays or cancellations, use this quick search tool.	To change who you would like to be notified, si right box and click the Save Changes Button. T name from the right box to the left box and clic	imply drag the name from the left box to the o stop receiving notifications simply drag the ix the Save Changes button		
Zip Code: 46573	Available School Districts	Notification School Districts		
Distance: 15 Miles 💌	Baugo Community School ( 7.36)	WaNee Community Schools ( 7.34)		
Display Results	Bremen Public Schools ( 7.46)			
	Elkhart Christian Academy ( 9.23)			
	Northern Indiana ESC ( 9.58)			
HIGHLIGHTS	Concord Community Schools (10.53)			
	Union North United School Corporatio			
2009 - 2010 Statistics During this winter season this system served 37 school districts that made 165 notifications. This system also sent out	Goshen Community Schools (13.61)			
10,704 email notifications and 4,385 text messages. The notifications reached the news media within 5 minutes and the community members in 10 minutes of being submitted on this service.	Mile Radius 15 Change Radius	Save Delete All Close		

VE ARE CLOSE DUR ONE STOP FOR ARE ELATED INFORMATION	D TODAY a delays, closings and	OTHER		X		
		HOME	DISPLAY	AREA INFORMATIO	N	ACCOUNT INFO
		i.				Select Organizations
ACCOUNT LOGIN	SEND NOTIEICAT					Notification Methods
	SEND NOTIFICA					Upgrade Account
Username:						Manage Account
Logout	If entering a Cell Phone Number	er, Please enter jus rmattern@wan Who Provides thi	st the 10 E nee.org is to you [	ligitis of the Cell Pho	ne 💌	
	Email Address / Cell Phone	574-xxx-xxxx				
Fo check for any delays or cancellations, use this quick		Who Provides thi	is to you	Verizon Wireless	•	
search tool.	Email Address / Cell Phone					
Distance: 15 Miles		Who Provides thi	is to you	Select Value	•	
Display Results	Display Mile Radius (*)	15 Miles	-			
	Disable Notifications (*)	No	•			
D HIGHLIGHTS			1	Test Notifications	Subn	hit Cancel
2009 - 2010 Statistics During this winter season his system served 37						

Step 7: Go to Account Info and select Notification Methods. Enter your cell phone number and email address. Email address is optional. Be sure to select the correct provider for your cell phone from the drop-down menu. You can test your notifications by clicking the Test Notifications button. Click the Submit button when you are finished.

You will now receive text messages and emails (if you chose to enter your email address in Step 7) whenever there is a delay or closing for the district(s) you chose in Step 6.