



The Mountain GAZETTE

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An Official Publication of the Train Mountain Institute and TM Railroad—Issue Vol. #5 Issue #13 **August 2023**

August

Hello everyone,

It's hard to believe that the summer is winding down. It seems like just a couple issues ago we were celebrating tracks opening for the spring. We hope you all got a lot of run time in and will continue to do so in the fall. It ain't time to shut it down yet, unless you live in Alaska.

This month features a great writeup on the August Meet and an excellent article from Danny Chamrad about mud. Well, he's talented enough to make mud interesting. We also have Joyce holding forth in her usual fine form; fire awareness; brush awareness; and some cool new signals at Six Acre. If you have ever wondered what it's like to work on the full-sized railroad, there's an interview with Jordan Dobson, a third-generation railroader. Plus news on several events at TM and Klamath Falls. Kick back, open up a cold drink, and enjoy the month.

Lucinda Gilman and Xander Geraghty

Lucindagilman@gmail.com



2023 Train Mountain Train Meet Schedule

	Polar Bear	Spring Awakening	Narrow Gauge	Ops Meet	August Meet	Big Build	Fall Colors
Work week		4/29-5/4	5/27-6/1	6/24-6/28	7/29-8/3	9/2-9/7	
Meet	1/14-1/16	5/5-5/7	6/2-6/4	6/29-7/2	8/4-8/6	9/8-9/10	10/6-10/9

Join Train Mountain Now!

Register or Join - https://trainmtn.org/tmrrmembers/Member_Portal.aspx
The Mountain Gazette

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August 2023

August work week and Meet 2023

Lindsay Eddy

Both the work week and the meet were a big hit this year! As always, we appreciate the heck out of all our volunteers, and I hope you all had as much fun as I did.

Work week tasks completed:

- Dale Furseth replaced some of the track at Benjie with a little help from Kirk Devine who also helped make new track in the track shop.
- Debra Howard worked for a couple of days sweeping and cleaning up the back shop with the help of new member Ryan Seth who also hung a Train Mountain banner and a Canadian Flag.
- Clay Smith and his cousin Pat fixed all the broken bulbs, installed new bulbs and and raised the back shop lights.
- Jim and Sue Moore worked countless hours clearing brush from multiple locations including behind the vendor barn and motor pool.
- Donated lumber from Rose Dobbs was picked up and moved to Train Mountain by Richard Cox and Jeff Shelby. The next morning several members helped unload the lumber into the wood shop and motor pool.
- The G-ville building was patched up and a fresh coat of paint was applied by Marianna Sauser, Debra Howard, Ryan Seth and Lindsay Eddy. A big thank you goes out to Bill Kludt for cutting out over 20 wood patches of all different sizes and shapes and to Joyce Kludt for prepping and priming the three smaller side buildings.

Jeff Mills did a great demonstration on how to use all the tools in the Train Mountain fire safety gondolas. Jeff gave us a little history on some of the tools and how they got their names. He explained what each tool was and demonstrated the correct way to use it. There is a [video of his demonstration on the Train Mountain YouTube Channel](#).

Friday night was our first annual Hot August Nights Train Ride to Hope Circle. With a rather large thunder storm just an hour or so before we were supposed to leave, our ride was in question. A group text was sent out to see what the consensus was, go or no go. As Gil Dominguez said “no wimps in this group” because all replies were “it’s a go”. Everyone had a blast with seven trains and 20+ people leaving Containerville just before 7:30pm. Theresa and Jeff Shelby led the parade of trains to Hope while Steve and Lindsay Eddy were tail end Charlie. We had our radios tuned to channel 4, and our glowstick necklaces, headbands and engine décor on which made for a fun evening ride. The weather could not have been more perfect. The smell of fresh rain was everywhere and cooled down the hot August temperatures for a cool and comfortable ride. The sunset was amazing and sharing it all with a great group of people made the night very special.

The Saturday night banquet was fun for all, feasting on hot dogs and hamburgers along with all the fixings, salads, beans and a yummy dessert. One lucky diner, Steve Eddy, won a free dinner. After the banquet we watched [“Riding the WORLD’S LONGEST Model Train Track”](#) from Michael at DownieLive which features our own Ron Williams. (Editor’s note: We interviewed DownieLive about this video and others [last month](#); check out that article if you haven’t read it.)



Train Mountain Hail Storm

June 5, 2023

Danny Chamrad

In last month's article, I described some of my Trials and Tribulations during my extended stay at TM from May 26th to July 4th. One event that I didn't mention was the Hail Storm on June 5th. To tell this story, I must introduce y'all to Calgary Nick. Calgary Nick is Nick Janzen, a special young man (well, he's young compared to me), but he is a mature man with a good heart, a joyful personality, and willing to help with anything at the drop of a hat.

I first caught sight of Calgary Nick when I saw him riding his Engine/Engineer Car. Nick built his Engine/Engineer Car in a unique way. He built his Engine using a small portable generator, an SCR (Silicon Controlled Rectifier), and an electric motor. After completing the Engine part of his project, Nick put a seat on top of the Engine, and he sits on this seat. A couple of times during my two-day Crane Water Siding Switch Project, I saw Nick riding his engine to Hope Circle. Nick told me at one point that he estimates that he rode more than 50-60 miles during his extended stay at TM, but I digress. Let's get back to the Hail Storm.

For a few days prior to the June 5th Hail Storm, there had been several afternoon thunderstorms (for us Texans, thunderstorm means dark clouds, cooler temps, high winds, and driving rain) in the area around TM, but the storms never made it to TM. On the afternoon of June 5th, that all changed. I was in the Backshop when the temps cooled, the wind picked up, and the "stuff" started falling out of the sky. At first, I didn't know what it was, but soon it became obvious. It was hail about half the size of a marble. What a surprise?! Russ always says that the weird weather doesn't come to TM until I arrive on the scene. Surprise! Surprise!

At some point after that, the rain came, and I do mean Impressive Rain. The pictures showing the small hail balls, the rain coming down, and the water flowing are impressive. On the morning of June 6th, I got a better understanding of the damage that these sudden water flows can do to a soil made of "pummey dust" (the soil created from the volcanic pumice falling to the ground).

(Notice on the picture below, where the water is overflowing over the bulkhead, the pile of rock/debris that the water is piling up below it.)



At Central Station the next morning, the TM Museum Tour Train group was trying to decide what to do about museum tours for the day. Pictures of the crossings on the maintenance road from the Vendor Barn to South Meadow show the cause of their concern. The maintenance road going through these crossings had massive ruts in it created by the flowing water. The crossings were unpassable.

This is where Calgary Nick first impressed me. Nick was willing to clean off the road crossings if someone would help him find a shovel. (On that note, can someone tell me where these Shovel/Rake Black Holes are located? We typically buy many shovels/rakes for the Spring Awakening meet, and the next year, they have all disappeared. When I first came to TM, shovels, rakes, etc. were located behind the trash bin next to the Carpentry Shop. Now, they all fall into the Shovel/Rake Black Holes.) Nick and I went to the center bay of the Train Storage Barn (I think that I remember Richard calling it

Train Storage Barn one time) to get a shovel, rake, etc. off of the track maintenance cars.

After marshalling our tools, Nick and I headed off to the four track crossings and started to work. Nick would clean the mud and debris off of the crossing, and I would come behind him and get the mud/debris out of the space in the crossing next to the rails. After cleaning up the crossings and the tracks adjacent to the crossing, Nick and I went back up to Central Station and told the TM Museum Tour Train folks what they wanted to hear: All Aboard!

After seeing the effects of this storm, I have a better understanding of the devastation done to the North Side by the rain storms and flooding which came after the fire had destroyed that area.

P.S. We did put all of the tools back where they belonged! Just Sayin'!!!



Until next month, enjoy browsing the webpages. Danny

What's spinning on the turntable?

Dolly Parton and Porter Wagoner, [Here Comes the Freedom Train](#)

This song was written for this duo, although subsequently also recorded by others. It was released in 1973 by the American Freedom Train Foundation. The 45 single of the recording was sold as a fund-raising item for the bicentennial trip the SP4449 Freedom Train took across the United States.



Six Acre Signals The Signals Team

This summer, the signals team has added two more signals to the Six Acre Loop. They are scale models of Pennsylvania Railroad position light signals and are intended to complement the full-sized signals that were restored and placed in service last summer. With the addition of these two, engineers can experience four PRR signals in direct succession.

One signal was mounted on the Cox bridge at the west end of the Main Yard protecting the switches in that area. Sensors were added to the remote switch stands to detect the position of the switches that control entrance to the yard tracks. This signal will display "restricting" if either turnout is routed into the yard. The signal will display track occupancy as usual when the track is aligned for main track.



The second signal is placed about 350 feet to the rear of this one on the north side of the Six Acre Loop. It serves as a distant signal and displays track occupancy just like other intermediate signals.

The components of these signals are 3d-printed in ABS plastic. The style and structure of the models accurately reflect the full-sized originals. The lenses are the same as are used on almost all of TM's other color light signals. The scale of the signal as a whole was based on these lenses and came out to about 1/5 scale.



Greetings from Joyce at the front office:

The days are continuing to be hot, but it is still cooling off at night. Be sure to bring a hat, sunblock, insect repellent and plenty of water when you visit.

The August work week and meet were small but mighty. Approximately 45 people attended the meet and 36 people attended the banquet. John Cooper entertained the crowd with news, updates and after dinner thank-yous to volunteers.

I am hoping that a good number of you completed the survey on Triennial meets. I know that your input will be of great help to the TMRR Board.

I took a walk to Klamath & Western Railroad about a week ago. Charlie cat came from out of who knows where and walked with me down the gravel path from the fuel yard to K&WRR and back. It was so nice to take a walk with him after not seeing him for weeks. He is still spending most of his time with Clayton up at Six Acre camping area.

Maggie cat is doing well and is still spending most of her time in the Hall.

Saturday security at the gate is continuing. Please be courteous to those running security/sign-in, stop at their STOP sign and introduce yourself. We realize that you may be a member or a long-time member, but even if "everyone" (else) knows you, the security crew might not. It is often difficult to see who is in a vehicle through the window tint. The 30 seconds it takes you to stop for them is greatly appreciated.

The Big Build work week is September 2nd through the 6th. The meet is September 7th through the 9th.

We are looking forward to seeing you at Train Mountain!



Photo above taken by a TM Camera

Photo at right taken by Bonnye Spray during the Chiloquin Fire & Rescue Annual Picnic



What Is IFPL?

By Jeff Mills
Reprint from 2019

With Fire Season at its Peak this is a good time to review procedures. A video was made at the August meet on the use of the Fire Tools. This can be [accessed here](#); we recommend that all our members watch it.

IFPL is the acronym for Industrial Fire Precaution Levels. These levels are applicable to industrial work performed in forested areas and pertain primarily to the use of power equipment or activities that might produce sparks or fire. IFPL limits the hours of operation for industrial type work and provides limits to what kind of work can be performed. They can require FIRE WATCHES after approved work is completed.

How do these levels apply to TM? The primary application is to the employees of Friends of Train Mountain, as they are the primary operators of powered equipment. When IFPL level 1 and higher are in effect, regulations require members to carry firefighting tools on their trains.

These levels are generally posted in Roman Numerals and are on the same sign with the "Fire Danger Level." They may seem counterintuitive so please read carefully. There are three "Fire Danger Level" signs on the Train Mountain property; please be aware of these signs. They are a reminder of the potential danger of fire and the precautions we need to take.

Level I

Closed season; meaning Fire season has been declared and all Fire Season related rules are in effect.

Level II

Partial Hoot Owl; All Industrial activities must take place between 8:00 PM and 1:00 PM followed by a fire watch after work is halted.

Level III

Partial Shut Down; Prohibited activities include Power saws, Cable Yarding. Permitted activities between 8:00 PM and 1:00 PM * (see further explanation below) include tractor skidder operations



when the equipment being used has a blade capable of cutting a fire line. Mechanized loading or hauling of any product or material; blasting, welding or cutting of any metal, or any other activity which may cause sparks. These permitted activities must be followed with a fire watch at completion of work.

Continued from previous page

Level IV

General Shut Down; All operations are prohibited.

*The hours of permitted activities under Level III start in late evening through the night and into the following morning halting at 1:00 PM. These are the hours of the day when the risk of starting of a fire is lowest. Generally after noon the temperature rises rapidly along with a drop in humidity followed with an increase in wind velocity.

More information can be found on the TMRR website. Click the tab "Safety at TM", then click "Fire Equipment Self Inspection Form". This document explains the fire watch and required equipment for all Industrial Operations covered by the IFPL.

As fire danger levels increase, our vigilance and awareness must also gear up. Everyone must be on constant FIRE WATCH while at Train Mountain.

Right-Of-Way Maintenance: OK, Please, THINK About It For A Minute! Russ Wood

The last couple of weeks I have had members come up and say "we need to do something about the brush (weeds) along the track, it looks really bad!" I agree.

But, think about it for a minute! Our first couple of work weeks are devoted to the cleanup of the mainline and associated tracks. There is nothing GROWING during this period. Once we get the place looking good and start running, the pesky old sun comes out, and EVERYTHING starts growing. In short order that nice looking right of way starts to look pretty shabby.

Now I know some of you know about the Oregon Dept. of Forestry request to cleanup our right of way. We MUST do this if we want them to OK our running in the summertime during the EXTREME status that we are under as this is being written.

So here is an action item to think about: IF we widen the clear area adjacent to our right of way, the amount of annual cleanup may be less. Once cleared, the maintenance of that area will be somewhat easier.

The look of the right of way is not a LOW priority; it is absolutely a MAJOR priority. On your next visit bring some clippers and do some trimming; we can certainly use the help!

Hot August Nights Ride

We will be doing one more Hot August Nights ride.

It's a Blue Moon Ride out to Hope Circle on Wednesday, August 30th. We will be leaving Containerville at 6:00 p.m. for a 7:50 p.m. Sunset and the Blue Moon Rise at 8:15 pm.

If anyone is interested they can text Lindsay Eddy for more information: 775-781-2660.



Third Thursday in K-Falls

Marianna Sauser

A group of us went to the Third Thursday Street Faire in Klamath Falls last night with an engine (Santa Fe Warbonnet), brochures and TM videos to spread the word about what we have to offer train enthusiasts around the area. It was a huge success with many people excited about visiting and re-visiting our park. Thank you to our helpers - Steve and Lindsay Eddy, Jeff and Teresa Shelby, Tim and Debbie Willard, Roger Rude, Leonard and Jarry Houpt - that made for quick set up (once the downpour subsided) and speedy load up. This event is held June, July and August on the 3rd Thursday in downtown Klamath Falls from 5-9 ish and we plan to attend all three next year!!



Workin' on the Railroad

Xander Geraghty and Lucinda Gilman

What's it like working on the railroad? The full-size railroad, that is. We spoke with Jordan Dobson, a third-generation railroader in Portland who works for BNSF. His grandfather was in engineering for Northern Pacific; his father was a gandy and conductor. Jordan started as a signal maintainer, and has worked as a switchman, engineer, and yardmaster. He often works in dispatch and freight office at Train Mountain meets and has more engines than he can drive at once.

Q: What work do you do with the railroad, and what do you like about it?

A: Today I work as a switchman. I was an engineer for eight years. But with my seniority the only shift I could get was graveyard shift with days off midweek. My seniority gets me a lot further as a switchman and I can basically work any shift I want. Also I'm at home evenings. The way railroads work is you bid seniority – and it's based on when you first held a position, so for example my switchman seniority goes back to 2006 versus 2011 for engineer. And there are maybe 60% more switchman positions than engineer positions.

My favorite parts about being an engineer are being in control of the engine – it takes a certain amount of skill, especially when we're in the yard. It's not just go forward, go back. Being the conductor is very boring – you're just sitting in the passenger seat trying not to fall asleep. My least favorite thing is in the yard, you're just following someone else's commands. You don't get to figure out the puzzle of what we're doing and how to build the train. As a switchman, I enjoy doing that.

We build the vehicle train that leaves Portland every day. We get auto racks from four different places. Ramsey Yard, Hyundai, Honda, and there might be some already in the yard. The train is 72 cars. Our longest track in the yard is 64 cars long. Then the train is divided into six blocks based on final destination – Chicago, the CSX interchange, Kansas City, et cetera. So you have to plan how to sort your cars out so they all end up in the right block, working with limited lengths of track to shuffle things around on. Of course the customers don't organize their cars in the right order – usually they do it in the most wrong order possible. And you're working around everyone else in the yard who is also building trains.

If you're the engineer, you don't get to work through any of that – you're just going back and forth, back and forth. Which takes skill – but it's kind of boring.



Q: What do you like less about working on the railroad?

A: One of the disadvantages of working for the railroad – they're still back 100, 150 years in how they run the business, in their management style. There are a lot of ex-military in management; it's a relatively rough environment. You have to have a thick skin. There are a lot of things that are out of your control.

Being on call is stressful – basically, you're on a board, and when your name is up you go – and you don't control when your name comes up. You work erratically at different times, which is hard on your body and your family.

This hasn't impacted my love of trains a lot, but it does reduce the passion a bit.

Q: Can you tell us about the people you work with?

A: One of my favorite coworkers was Big Juan. He was always good to get as a conductor because he loved to cook on the train and he would set up his coffee maker in the cab, his George Foreman grill, and whip up some coffee and burgers. He wasn't the best conductor otherwise, but the food more than made up for it. Kind of unaware of what's going on. Once in 2015, when we were running up the Seattle sub, we had some kids at a crossing playing chicken with our train. I put the train in emergency, stopped just passed the crossing, and the chowderheads got out of the way just in time, as they always do. Big Juan was just all business as usual, but as he put it, "When you stopped, I thought you were going to get off the engine and going to kick those kids' butt. The back of your neck got all red, veins popped out on your forehead." I was just thinking, what if it was my daughter and she got hurt?

Q: What does it take to be a good engineer or switchman?

A: In order to be a good engineer, you have to have a good feel for the train, good spatial awareness, a good feel for what the train's doing. On the road, knowing the rules is really important, and how they overlap. Most of the time on the railroad, when you mess up a rule, either something gets broken, someone gets killed or you get fired.

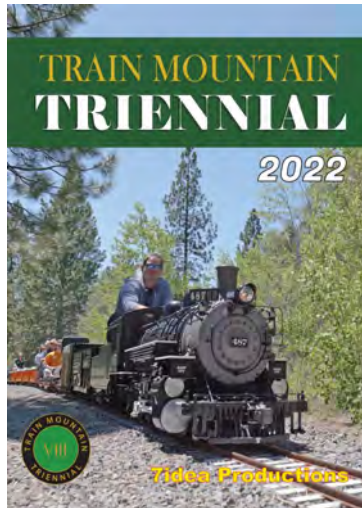
Switchmen don't have as many rules to follow, and most of those are common-sense and safety related. You do need a similar spatial ability and the ability to solve puzzles.



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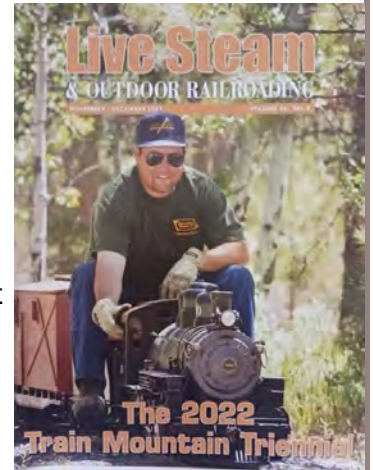
2022 Triennial Video Now Available

The 2022 Train Mountain Triennial video from Aaron Benson at 7Idea Productions is now available. You can [order online](#) or call the office at 541-783-3030 to get your copy. This is a most enjoyable video created by a true video artist and of course it just happens to be about our most favorite subject! The cost of the video is just \$29.95, quite a bargain! Videos of past Triennials are also available.



Our good friend Jim over at Discover Live Steam has placed ads for us on his terrific website, thanks Jim. discoverlivesteam.com

Did you see the great article and front cover story from the November / December 2023 issue of Live Steam and Outdoor Railroad-ing? It is a great article covering the 2022 Triennial, and about the great gang of folks that volunteer at Train Mountain and put on terrific live steam train meets. Pretty cool!



Crater Lake/ Train Mountain Vacation Rentals

Crater Lake Chalet

Located on Hwy 422, only 1 mile off Hwy 62 and 2 miles from Hwy 97 in the Chiloquin area. This house is at north end of Train Mountain and contiguous to Train Mountain.



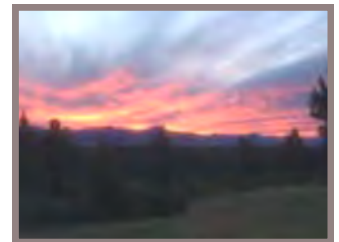
This comfortable house sits on 35 beautiful acres. 2 bedrooms and 2 bathrooms. Can sleep up to 6 people.

Panoramic View Ranch House / Crater Lake

This ranch house is located on Hwy 62, and attaches to the west side of Train Mountain. The 56 acres, panoramic views of Agency Lake and



the Cascades. Enjoy a peaceful and private experience. 4 bedrooms and 2 bathrooms. Can sleep up to 8 people.



For more information please call: **Julie 415-756-3943** or **Mike 415-420-9026**
10% off for train mountain members

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The Potbelly cafe



Located only 1.5 miles off Hwy 97 in Downtown Chiloquin in the same building as the Post Office 212 1st Ave-



Good Service
Good Food
Friendly Folks



Crater Lake Junction Travel Center

34005 Hwy 97 N, Chiloquin, OR 97624, 541-783-9800

The Crater Lake Junction Travel Center opened for business in 2010, and is owned by the Klamath, Modoc and Yahooskin Tribes. Open 24 hours a day and located just next door to Kla-Mo-Ya Casino as you enter, this travel center offers competitive fuel prices and many convenience items.

Travelers can fuel up with gas, diesel, or propane. Stop in for a snack or soda, or grab a quick meal featuring food to go or you can eat it there, Free Wi-Fi, a comfortable lounge with large screen TVs, laundry and shower facilities, and ATMs are all available.

WE ARE ALL VOLUNTEERS
DON'T YELL AT ME, I AM A VOLUNTEER!

HAVE SOMETHING YOU WANT TO SELL?

Place an ad in the Gazette!

1/8 Page: \$25/month or \$250/year

1/4 Page: \$40/month or \$400/year

1/2 Page: \$70/month or \$700/year

Full Page: \$125/month or \$1250/year

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Please submit your volunteer hours. If you work off site or at home on Train Mountain projects - these hours count.



REMEMBER: No job is complete without the paperwork!



NOTICES

Gazette PUBLICATION DEADLINE:

Submissions to the Gazette must be received by the 15th of the month of publication. The fifteenth of the month is to be the last day to submit material. Material received after the 15th of the month may be held until the following month or rejected.

SUBMISSION CRITERIA

Articles and ads may be submitted via a pdf file, MS WORD, Open Office, notepad, or similar text file attached to an email. **The email SUBJECT line must include your article title and a date.**

Please give each article a distinct file name with your name and a date. If everyone submits an article named "article for gazette" or something similar it will often get overwritten by another article with the same name when downloading. **Articles sent as text in a email text will no longer be accepted.**

Please use ARIAL 12pt font—it can be displayed in all Browsers, and is easy to read. Please do NOT use the Calibri or Times New Roman font, as we must take the time to convert it to Arial.

If your document has an embedded image, you must also include the image separately as a jpg, png, or similar image file.

Please send all articles to lucindagilman@gmail.com.

Visitors to Train Mountain and YOU:

Train Mountain is very popular and is continually attracting visitors from throughout the world. We announce that our hours are from 9:00 AM until 3:00 PM Monday through Friday during the summer, and 10:00 AM to 2:00 PM during the winter. The office is closed on weekends except during meets, and then only when volunteers are available to open the office.

Our insurance advisors request that all people (members and visitors) complete and sign a liability release. If **YOU** as a member encounter visitors on the property without a visitors pass please direct them to the office so that we can insure that a release has been completed and a visitors pass has been issued.

If **YOU**, as a member, open the gate and allow visitors to pass through - **YOU** are responsible to see that the release has been completed, and **YOU** are liable for them until they sign a release. Releases are available in the mailboxes near the office for those times when the office is closed. There are also releases available in the kitchen and in the Back Shop.

If you do not want to, or do not have the time to, ensure that the releases are completed - then please graciously explain that the train park is closed to visitors and that the open hours are normally (Winter - 10:00 AM until 2:00 PM) (Summer - 9:00 AM until 3:00 PM) Monday through

Train Mountain is a NO SMOKING Facility

During recent events, many Members and their Guests have been ignoring this policy. There are only three designated smoking areas at Train Mountain:

- (1) Outside the front of the Backshop
- (2) Outside the east door of the Hall of Flags
- (3) Outside the Motor Pool (Maintenance Building)

Due to the high fire danger at Train Mountain during the summer, we have zero tolerance for anyone smoking outside one of the designated areas.

There is NO SMOKING anywhere out on the track!

Members, Guests, and Visitors that continue to violate the Train Mountain Smoking Policy may be asked to leave.

I've heard of that social media thing...

If you want to get Train Mountain information and pictures while you're waiting for the next gazette, follow and like us on these social media platforms:



Facebook: [/trainmountainrailroad](https://www.facebook.com/trainmountainrailroad)

Instagram: [trainmountainrailroad](https://www.instagram.com/trainmountainrailroad)

Youtube: [trainmountainrailroad](https://www.youtube.com/trainmountainrailroad)

New Gate Code

Due to security concerns, the Gate Code for the Train Mountain Main Gate may be changed at any time without notice. Any Member planning to arrive at Train Mountain when the Office is closed will need to contact the Office prior to arrival to ensure they have the current Gate Code.

Get New Gate Code—Call Office 541-783-3030

Train Mountain Volunteer Hours

Name: _____

Month & Year: _____

[illegible]

Volunteer Hours Reporting

Dale Furseth has worked his techie magic on the member's part of our website again. You can now report your monthly volunteer hours online. From the Train Mountain Railroad home page, click on "Online Member Resources: Join Train Mountain: "Register for Meets", then on "Enter Volunteer Hours" or go there directly with this link:

https://trainmtn.org/tmrrmembers/Member_VolunteerHours.aspx

Choose your name from the drop down menu, enter your total hours in the box that matches the month you are reporting your hours for and click on "Update Information" to submit them. So-o-o simple! We hope you enjoy using this feature. (If you prefer, you may print the above form and submit it to the office with your hours listed on it.)