



The Mountain GAZETTE

© 2023, Train Mountain

An Official Publication of the Train Mountain Institute and TM Railroad—Issue Vol. #5 Issue #10 **May 2023**

May

With May come the joyous sounds of tracks opening for the season. Many of your tracks opened up in May and some of you even sent pictures. So we have a lot of cool photos of trains this month. One of our farther-flung members from NZ reached out and got in touch, so we have an entire article on their very cool and distant track. Maybe someday some of you will be able to visit them.

We also had the Spring Awakening work week. Many thanks to all the volunteers who came down and pitched in!

More visitors are starting to come through as the weather improves. It's neat to see the place getting a little livelier.

We have articles this month on the Hope Shelter project, the solar project, Ops meet, Joyce being her usual inimitable self, Danny on the website, and an opportunity for you to volunteer AND drive trains! What more could you ask for? Dive in and read the whole thing. It's better for you than a glass of milk.

Cheers,

Lucinda Gilman and Xander Geraghty

Lucindagilman@gmail.com

A rainbow over the steamer bay at Shady Dell, our home track



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

International Club Feature

Canterbury Society of Model and Experimental Engineers

Canterbury, NZ
By Lucinda Gilman

Based on information from Ben Sewell and John Pattinson

The CSMEE was founded in 1933 by a group of engineers and tinkers. In its early days, its members built steam engines, 2 ½" model steam trains, and even small cars.

In 1948, they gained access to some land in Andrews Crescent, in Addington, at a former gravel pit. The first track was a simple loop. It had no transition curves leading into its 35 meter radius bends, so driving the larger locomotives could be an alarming experience. In 1955 the railway track needed an upgrade, so was completely rebuilt.

The Christchurch Model Boat Club joined CSMEE in 1961. A pond was dug on the property in 1964. In 1979, CSMEE made more major upgrades to the track with a reverse bend and a figure eight loop with an overhead bridge.

Through this time, model railroad societies were popping up all over New Zealand, with clubs in New Plymouth, Wanganui, Dunedin, Timaru, Southland, Nelson, Waikato, Blenheim and Picton among others. The CSMEE exhibited its models regularly at various events around the country and welcomed the public to ride at its track.

In 2000, several members attended the Brotherhood of Live Steamers' Annual Rally. They came back excited about the possibilities of 7 ¼" gauge layouts. Unfortunately, the Andrews Crescent location could not accommodate the larger gauge. After some soul- and location-searching, and seeing the worldwide movement to ground-level track, the club decided to move to their current location in Halswell Domain in 2002.



The first peg was put in on July 3, 2003, and approximately 12 months later the "gold spike", marking the completion of the 1 km ground-level track, was hammered home. The Halswell complex was officially opened on 3



May 2004. However, that wasn't an end to the construction work – they kept working on two more rail tracks, an engine shed and the pond. They scheduled a Canmod rally at their track in 2006 and, racing against the clock, were still laying rails the night before opening.

The track made it through the 2011 earthquake with relatively little damage, and being open to the public afterward when many other entertainment venues were closed, picked up significant ridership in that period. They built a clubhouse, two tunnels and a decorative mountain on top.

The inclusion of a boating club is an unusual feature in a railroading club. The boaters have a 60-foot-wide pond and run everything from speedboats to yachts, destroyers and container boats, much as we run everything from speeders to GP-9s. They have sailboats, steamboats, and gas and electric motors.

Today, the club's focus is on extending their ground level track.

Ground Level Track: 980m long, 5" and 7 1/4" gauge. 720m extension is a current work in progress, and the first stage will be open by the end of the year.

Raised track: 270m long, 2 1/2", 3 1/2" and 5" gauge.

Membership: 138 paid members.



Greetings from Joyce at the front office:

Mother Nature is loosening up on her Spring season roller-coaster. The week before last it was clear and in the 70's and 80's during the day. A couple of weeks-ago-Monday it snowed in the morning. Then we got overcast and rainy days in the 30's and 40's, This week we are back with clear blue skies and temperatures in the 70's and 80's.

The daffodils are in bloom, the hummingbirds are back and the swallows are nesting.

As usual we had a lot of very productive volunteers here for the Spring Awakening meet and much got accomplished. A new kitchen range was installed in the kitchen, more work got done on the up-stairs Loft renovation. Instead of a banquet, a potluck was held with Rose Dobbs providing the main dish, salad and bread and the rest of us bringing side dishes and desserts. There was plenty of good food and lots of happy tummies. The after-dinner announcements were very informative and entertaining. Our solar project is very near completion. It was just awaiting approval from a building inspector and another inspection as of the evening of the banquet.

A number of members arrived after the meet to stay in the rooms, volunteer and have some between meets fun.

For 2023, we are currently at 289 memberships with 507 members including all primary and family members. This number, of course, continues to grow.

Warmer weather is bringing more visitors to the mountain. There is nothing more rewarding than seeing all of their happy faces as they tour the full-scale equipment and come back from a rail tour. And, of course, more visitors mean more support for Train Mountain.

Harvest Host traffic, year-round, is also picking up with the warmer weather and nicer roads.

Charlie Bill Schubert, a long-time member, recently passed away. He spent many hours almost daily at Train Mountain working on various projects and in most recent years helping build track in the Track Shop. Our condolences go out to his wife and to his many friends and family.

Upcoming is the Narrow Gauge work week and meet. Several people are already registered! And, as always, we are expecting more sign-ups.

The Hope Circle Picnic Shelter crew will be dedicating the shelter on Saturday, June 3, 2023 at the Hope Circle Picnic Shelter at the north end of the track. Festivities start at 4:30 PM. Instead of the normal banquet at the Hall of Flags, the banquet will be held at Hope Circle Picnic Shelter. Banquet tickets will be available in the Business Office. Tickets are \$20 per person. The dinner will be BBQ

ribs, hamburgers, hot dogs, fixin's and dessert.

We are looking forward to seeing you here!



Here comes the sun!!

Dale Furseth

Just as if this were carefully planned out (which it was not), two big things have happened at the same time. First, it looks like the perpetual winter has finally exited stage left, and the sun has arrived, which just happens to coincide with the completion of the solar panel installation.

By the time this goes to press, the last of the inspections should be complete, and we should be converting sunlight to electricity in a really big way. This has been a massive project for Train Mountain and will save a huge amount of money. Be sure to look at the roof of the back shop next time you are around. It is pretty cool.

I am not going to bore you this month with facts and solar figures, nor am I going to ask for solar donations. I am just going to bask in the reflected sunlight that is busy making power and hum Beatles songs about the coming of the sun.

Next month I will start to look into how to put the solar production charts on the web site so we can all follow along at home.

Thanks for following along on this journey.



All Aboard for TMRR Operations Meet 2023

John Lovely, Passenger Agent – JMLProd@aol.com

Richard Croll, Train Master – railroc66@yahoo.com

Just a few days away – June 28 through July 2, the best week of the year at Train Mountain. Oh, I know, some like to just run trains for no reason other than to burn fuel, but at Operations we run with a purpose. Almost like real railroads except not-for-profit.

The schedule has changed a little this year – no long boring meeting on Wednesday evening. Instead, you will have your choice of social gatherings (they are a surprise). Thursday – Saturday it is time to be out on the road moving freight or serving passengers. The fun really begins on Monday, (or is it Sunday?) when we begin prepping the cars and spotting them at some of the 80 industries around our 35 miles of track. And there are about 90 paper passengers eagerly waiting for a ride into town or to visit friends and relatives they haven't seen in a year on our passenger trains.

If this is your first time participating in TMRR OPS – you are in for a real adventure. You will receive a Timetable as you check in at the event office that contains almost all the information you need to know. There will be real people at the Wednesday evening gatherings and at the 08:00 daily job briefings to answer your questions. Those are the times to sign up for a train number and/or sign up for certain passenger runs. Be sure you check with the Business Office before you come to learn the gate code and tell them you are coming, even if you have an All-Meet pass, so we can be sure you have a name badge.

Member Track Openings!

Several clubs had opening weekends in April and May. That's the best time of the year, aside from the times we can get to Train Mountain.

Tom Sweeny reports that Southern Oregon Live Steamers in Medford, OR opened April 9. They will be running trains for the public every 2nd and 4th Sunday through October.

Mike Duncan reports that Big Creek and Southern Railroad in KCMO will have its opening June 5th thru 11th, Operation Meet and then Long Train Meet.

Chuck Laws mentioned that the Burnaby Central Railroad in Vancouver BC opened on Good Friday last month. Open weekends and Stat holidays until October 9th. They're celebrating their 30th anniversary this month, congratulations!

John Bartlow let us know that Great Northern and Cascade Railway in Skykomish had their opening run day on May 6 and will be running weekends Sat & Sun through the summer. Also, Kitsap Live Steamers had their opening run day on April 8.

Shady Dell Train Park in Portland, OR opened May 7th.



*Shady Dell, Portland OR
Photo from Lucinda Gilman*

*Southern Oregon Live Steamers
Photo from Tom Sweeny*



Spring Awakening Joe Lagerstrom

Spring Awakening Work Week is a wrap! THANK YOU to all the volunteers that showed up, worked hard and kept Train Mountain rolling! A few of the things that we got done: swept pine needles off many miles of track; added ballast to Panama (video coming soon to YouTube); did trench work for the Solar Project including replacement of all the track that had to be pulled up; treated our new picnic tables; repaired a switch-throw; got water flowing at Crane...and more!



Train Mountain Visitors Need You!

by Russ Wood

We have been running a Visitor Center for some time now and it's really helping raise much needed funds for Train Mountain. We have some trained volunteer members that handle the Tour trains five days a week, BUT Train Mountain gets many GROUP requests throughout the summer. These include company picnics, schools, car clubs, etc. This is where we need YOUR help.

Here is the idea we are kicking around but it all depends on you. We would like to have a phone tree of members, that given a two week minimum notice, would be available to run a train to haul our guests. These would be more in the line of a train ride and not necessarily a Tour. When these were done in the past, they were about 1 hour for an adult group, and a 30 minutes for kids.

If you are interested contact either Joyce in the Front Office or me in the Visitor Center and sign up. I would like to have about four or five members sign up so we have a good pool to call upon. Remember this is running trains, no raking, mowing, or pruning required!



What's spinning on the turntable?

[The Midnight Special](#), as sung by Billy Bragg and Joe Henry

In 2016, Billy Bragg and Joe Henry, stalwarts of the folk/Americana scene, took a trip on the Amtrak from Chicago to LA and recorded a bunch of songs at stations along the way. The entire album is amazing and this is one of our favorite cuts.



Hope Shelter Project

Valerie Bedore

Greetings,

The Hope Shelter Dedication Ceremony and Barbecue is quickly approaching. The event will take place Saturday, June 3, 2023, during the Narrow Gauge Meet at the Hope Circle Shelter. It will begin at 4:30 PM, with the Dedication Ceremony at 6:00 PM. All members are welcome. Cost for the Barbecue (hot dogs, hamburgers, ribs & fixins, as well as bottled water) is \$20.00 per person. Tickets must be purchased at the Train Mountain Main Office no later than Thursday, June 1 by 3:00 PM.

There will be two vans at Train Mountain to shuttle people to the event & back. Two tour trains will be available to make one trip up and back to Central Station. Personal trains going up to Hope Circle are also an option, however only the engine, engineer car, tool/supply car, conductor car and passenger cars with passengers may go to Hope Circle. There is extremely limited parking for personal vehicles & personal trains at Hope Circle. We want to strongly encourage folks to utilize the shuttle vans & the tour train for getting up and back.

There are six picnic tables there but bring a camp type chair just in case. You may also want to bring some insect repellent, sunscreen, a hat, BYOB, etc. There will be very little shade and it may be quite dusty. But, there will be a full moon!!!

If you wish to attend, please RSVP to Valerie Bedore: 909-556-4557 (text) or val.bedore@gmail.com (be sure and put the Hope Circle Dedication in the subject line).

This event will replace the usual event banquet.

The graded gravel base under the structure was completed on May 11 and 12.

Interested in donating to the Hope Shelter Project? Please mail a check (made out to Train Mountain Institute) at: P.O. Box 438, Chiloquin, OR 97624. Please make sure you note on the check the donation is for the "Hope Shelter Project."

Thank you to those who have donated, and to our volunteers who contributed their time and talents as well!

Thank you,

Hope Shelter Committee



Navigating Train Mountain Webpages

Danny Chamrad

We've been discussing the various links and information that we find on the TMRR Home Page. I started with this page because this page, and the Live TM Cameras page, is where I get most of my information about TMRR activities. I was getting ready to start the review of the TMRR Home Page "left-column, green-background links," when I saw that the first link is the TMRR Home webpage link which is just a link to the webpage that is currently being viewed. The second link is a link to the TM Landing Page. When I clicked on this link, I had one of those ah-ha moments. If you search the internet for TM Railroad Museum, one of the links that you will see is the TM Landing Page link, <https://trainmtn.org/>. I guess that I should've begun our discussions with this page, because from this page, we can literally drill down to all of the other webpages that we have reviewed and will be reviewing. However, our ship has already sailed, so let's go forward with our journey. Remember that I said that you might find it helpful to open the pages that we are discussing in a separate browser tab while we are discussing them to view what I'm talking about.

The TM Landing Page has the heading, "Train Mountain Railroad Museum Chiloquin ~ Oregon." Below the heading are some statistics on the size and world record status of TMRR. Next, there is a "bookmarks ribbon" with links to TM Museum, Museum Walking Tour, Visitor Information, TMRR, Camera Page, TMIInst, About Us, Friends, and K&W RR webpages.

Below the bookmarks ribbon is an automated picture montage of people/events which have come to TMRR. Below the rolling picture show are five message blocks with links to other webpages. The message blocks have links to Train Mountain Museum, Train Mountain Railroad, Train Mountain Institute, Friends of Train Mountain, and Klamath & Western Railroad webpages. The message block links have matching links in the bookmarks ribbon. The message blocks link for Train Mountain Museum is the same link as the TM Museum bookmarks link. The message blocks link for Train Mountain Railroad is the same link as the TMRR bookmarks link. The message blocks link for Train Mountain Institute is the same link as the TMIInst bookmarks link. The message blocks link for Friends of Train Mountain is the same link as the Friends bookmarks link. The message blocks link for Klamath & Western Railroad is the same link as the K&W RR bookmarks link. The only links that are in the bookmarks ribbon and *not* mentioned in the message blocks are Museum Walking Tour, Visitor Information, Camera Page (which can be accessed from the TMRR page), and About Us.

Let's follow the Museum Walking Tour link. The Museum Walking Tour page has the heading, "Train Mountain Railroad Museum Walking Tour." The bookmarks ribbon has links to TMIInst Home, Train Mtn RR Museum, Walking Tour, Location, About/Contact Us, tmrr.org, FTM, and Videos. Below the bookmarks ribbon are several message boxes with information about the walking tour, as well as some links showing pictures of the equipment which is seen on the walking tour. Click on the Walking Tour link, and you will still be looking at the same page. The only two links on this bookmark ribbon that aren't on the TM Landing Page are the Location and Video links. Let's discuss these two links now and cover the other links when we go back to the TM Landing Page.

When you click on the Location link, you are taken to a page with the heading "Train Mountain Railroad Museum." If you notice, the bookmarks ribbon links are the same as the bookmarks ribbon on the Museum Walking Tour page. For those of you have been involved in building websites/webpages, you understand how this happens when you build a new page linked from a previous page. On this Location page, there is a Google map which shows Chiloquin, Hwy. 97, Train Mountain Railroad Museum, the local rivers, and other landmarks. As you scroll down the map, there are some directions to TM along with some other information.

Now, let's go back to the TMR Museum Walking Tour page and click on the Videos link. You will be taken to another page with the heading, "Train Mountain Institute," and again, the same book-marks toolbar. On this page, there are a couple of videos of trains running the rails at TMRR, and the same "page footer" data as we have seen before on other pages.

Returning to the TMR Museum Walking Tour page, we will next discuss the message boxes and links on this page. The first message boxes lists the hours of operation of the walking tours and a reminder to check in at the Business Office before starting the walking tour. As a reminder to all TM Members, if you bring someone with you to TM who is not a TM Member, always take them by the Business Office to fill out some paperwork which is required for them to be on the TM grounds.

The second message box discusses some of the railroad equipment on display at TM Museum.

The third message box has two links, with an orange-shaded background, labeled "Self Guided Walking Tour Map" and "Self Guided Walking Tour Guide." If you hold your cursor over the Self-Guided Walking Tour Map, the map will open. If you move your cursor to look at the map, the map will close. However, while your cursor is hovering over the link and the map is showing, if you scroll down, the map will scroll up over your cursor. You can then right-click on the map, select "open image in new tab", and the map will open in a separate tab. At that point, you can move the map around as you like without the map disappearing. The same thing can be done with the tour guide link. These links, of course, will be helpful to view these "walking tour" aids before you get to TM, unless of course, you have an electronic device with you where you can view them while walking around TM. I think that there are some walking tour aids given out in the Visitor Center which are similar to these aids.

The fourth message box reminds visitors not to climb onto the equipment unless there are stairs provided.

The last group of message boxes have listings of equipment which are numbered so as to provide a guide to the walking tour. If you hover your cursor over the equipment description, a picture of that equipment will show on your monitor. It is a nice way view the equipment online.

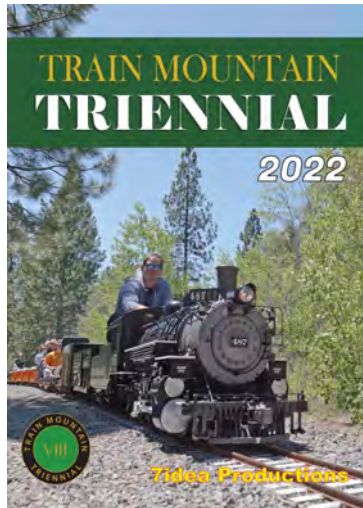
This covers our journey through the Walking Tour link. Next time, we will discuss the Visitor Information link on the TM Landing Page.

Enjoy browsing the webpages. Danny

CLASSIFIEDS

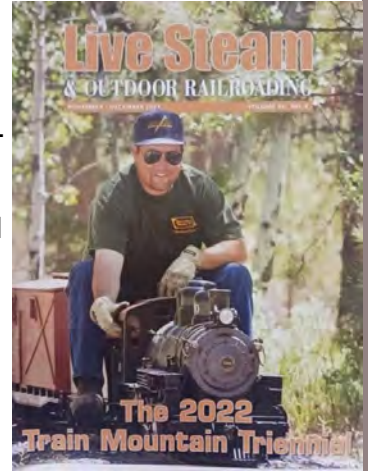
2022 Triennial Video Now Available

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 / May 2023 issue of Live Steam and Outdoor Railroading? 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

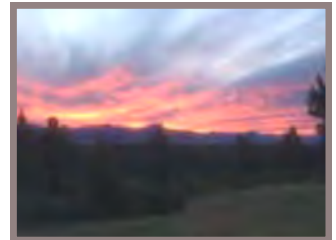
This ranch house is located on Hwy 62, and attaches to the west side of Train Mountain.

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

CLASSIFIEDS

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

Published by Train Mountain Railroad
P.O. Box 438
Chiloquin, OR 97624
Email: info.at.tmrr@gmail.com Phone: 541-783-3030

Contributors: TMRR BOD, Friends, TMI
Photos: Tom Watson



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: _____

Date	Project(s) Worked On	Number of Hours
Total Hours		

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.