

Hello Bears,

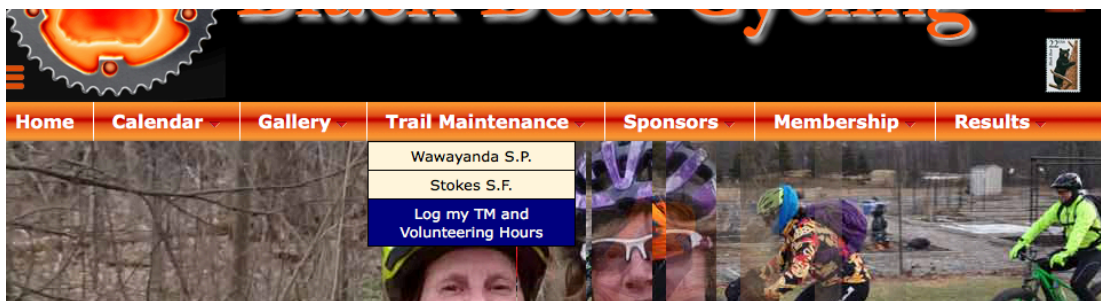
Well it is snowing as I write this but the spring is coming!

I am going to walk you through how to correctly report your trail maintenance and volunteer hours. ALL hours must be reported in this manner. If you e-mail someone else you most likely will not be credited with the time.

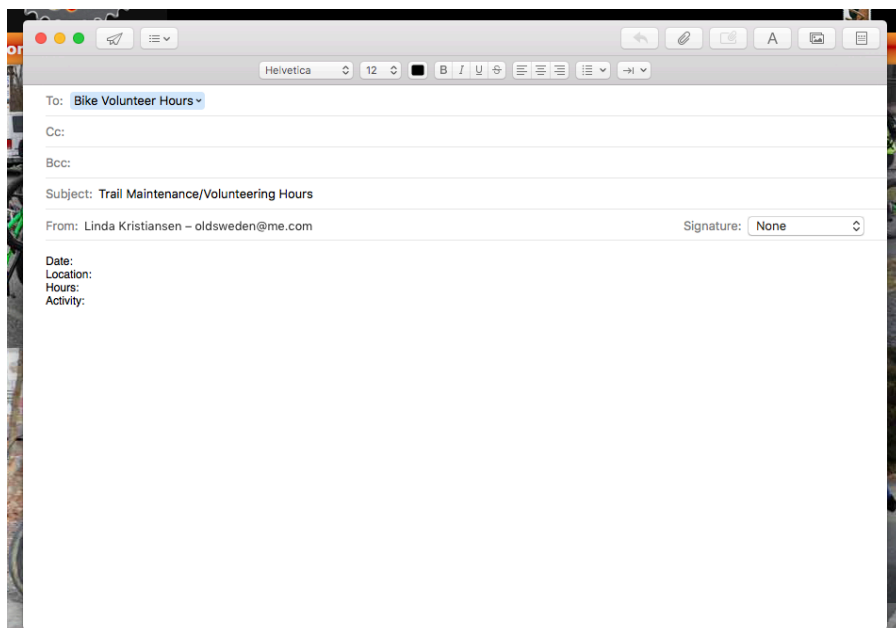
ALWAYS add your name to the e-mail body. Your e-mail may not be recognizable to me.

1) Go to the BLACKBEAR website at <http://blackbearcycling.com>

2) On the home page hover over the “trail maintenance” tab from the header bar as shown below. Click on “Log my TM and Volunteering Hours”



3: An e-mail box will pop up. Choose the e-mail you wish to send FROM. Then complete all information shown. ADD your NAME. Send the e-mail off and you are good to go.



Please know that I keep all e-mails that you send to me. If you have any questions, call me at 973-459-8387. Please save this e-mail for future use. Have a great season and be safe.  
Linda Kristiansen