

Layout Registration Form

Division 3, North Central Region, National Model Railroad Association

Revision: 11/05/2014; file SaveDate: 11/5/2014

Web page: <http://www.div3.ncr-nmra.org/layouts>

Instructions: To register your layout for the Division 3 website, please follow these steps:

1. Save this form to your local drive as a Word or PDF file with your initials appended to the file name.
2. Complete this form by filling in the fields and checking your entries. Use **TAB key** to move to next field.
3. Keep your saved file as a record of your registration. Optionally print it if you want a paper copy.
4. Use the Contact Us option on the Division 3 website to inform us of your registration request.
5. Our contact person will reply to your request and tell you how to send your form directly to us.
6. We will contact you via e-mail or telephone to work on the placement of your material onto the website.

I, the undersigned layout owner, wish to have my layout included in the North Central Region, Division 3 layout web page. I understand the web page is in the public domain and private information will not be displayed there. I am providing the following requested information.

--- (PRIVATE) LAYOUT OWNER INFORMATION ---

Name:	→	Click here to enter text.
Address:	→	Click here to enter text.
City, State, ZIP:	→	Click here to enter text.
Telephone:	→	Click here to enter text.
E-mail address:	→	Click here to enter text.
NMRA membership #:	→	Click here to enter text.
NMRA expiration date:	↓	Click here to enter a date.

Note: A benefit of NMRA membership is liability insurance for NMRA-sponsored tours and operation sessions.

--- (PUBLIC) LAYOUT GENERAL INFORMATION ---

Note: Phrases in [...] are suggested responses; use your own words to describe your railroad.

Layout / Railroad name:	→	Click here to enter text.
Handicap access: [wheelchair access, downstairs, duckunder, narrow aisle]	→	Click here to enter text.
Railroad Division or Location: [XYZ division of ABC railroad, freelance]	→	Click here to enter text.
Railroad Description: [mainline, switching, logging, freight, passenger, commuter]	→	Click here to enter text.
Railroad Era: [contemporary, 1950's]	→	Click here to enter text.
Scale: [G, O, S, HO, N, Z, standard/narrow gauge]	→	Click here to enter text.
Size of railroad / room: [4 x 8 feet, 6000 square feet, outdoors]	→	Click here to enter text.
Style of track plan: [table-top, peninsula, walk-in, around-the-walls]	→	Click here to enter text.
Number of cars on layout:	→	Click here to enter text.
Control system: [DC, DCC, infrared, radio, vendor]	→	Click here to enter text.

Percent completion:	→	Track:	Click here to enter text.
	→	Scenery:	Click here to enter text.
	→	Electrical:	Click here to enter text.

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--- (PUBLIC) LAYOUT OPERATION DETAILS ---

Note: Supply this information about your railroad if you are interested in hosting operation activities.

- Check if you wish to host Three Rivers OPSIG (3ROPS) operation sessions.
- Check if you wish to host / participate in monthly (or round-robin) operation sessions.

Length of operating session: *[3+ hours, with break]* →
Scale clock speed: *[1:1, 6:1, none]* →
Operating scheme: *[dispatcher, TT/TO (timetable / train order), car cards, waybills, wheel reports]* →
Are radios required? If yes please supply details. →

Number of crew / operating positions on your railroad --

Minimum: *How many to make session enjoyable? [1 or 2 are OK answers.]* →
Maximum: *How many before room is too crowded? [Please consider emergency exit plans.]* →

Listed jobs on your railroad --

Total number of jobs: →
Job titles: *[engineer, conductor, yardmaster, dispatcher, 2-person crews, mainline freight/passenger, local switching, etc]* →

Web site: Please supply the address if you have a website for your railroad and want it listed.

- Photos: Check if you will be supplying up to ten images (Internet quality JPG, PNG) of your layout. If you are interested in having visitors, please also include a street-view photo of your location to help visitors recognize it. (For privacy, this photo will be used only in our restricted Yahoo group.)
- Logo: Check if you will be supplying your railroad's logo and it is free of copyright restrictions.

--- (MODERATED/SCREENED) FREE-FORM DISCUSSION OF YOUR RAILROAD ---

(Your text will be paraphrased to fit into the web page format.)

(Use this space to 'sell' your railroad -- its features and interesting quirks.)

(Will you be serving snacks/meal during the operation session?)

(Are observers allowed?)

(Are you flexible to allow the session to go beyond its end time?)

--- (PRIVATE) Any other comments or suggestions to NCR Division 3 officers? ---

Please enter today's date: →