

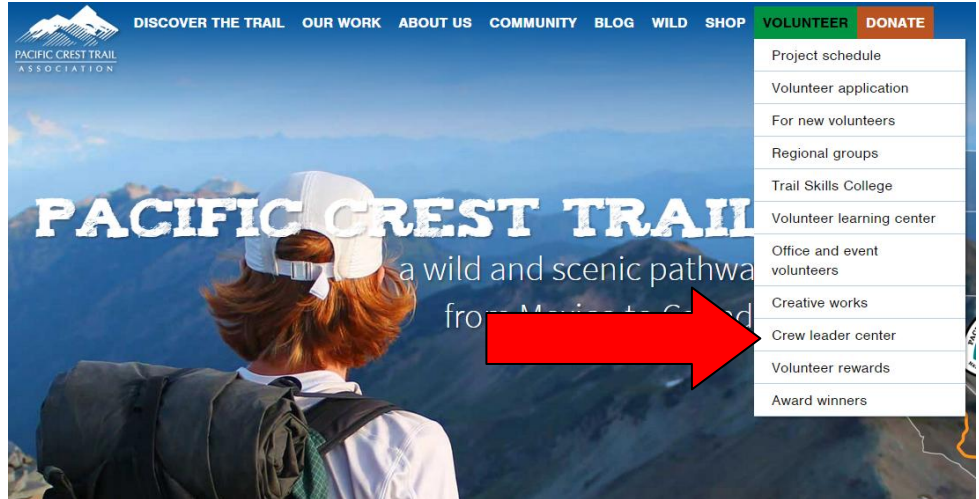
Accessing and Navigating the PCTA Volunteer Database

STEP 1

Go to www.pcta.org. Go to the **Crew Leader Center**. You can access the Crew Leader Center two ways:

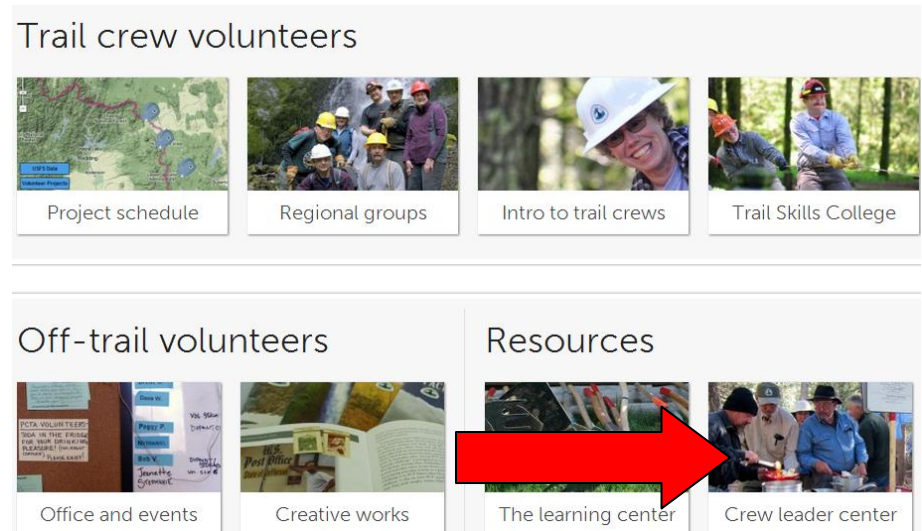
OPTION 1:

Put your cursor over the green **Volunteer** button and click on the **Crew Leader Center** in the pull down menu.



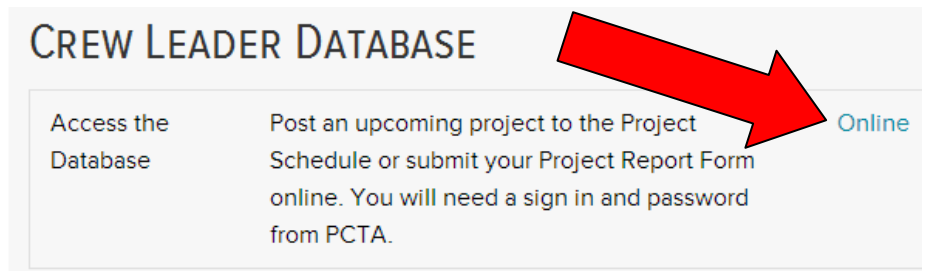
OPTION 2:

Click on the green **Volunteer** button to be directed to the Volunteer Programs landing page. Scroll down and click on the **Crew Leader Center** button.



STEP 2

On the **Crew Leader Center** page, scroll down to the **Crew Leader Database**. Click on the **“Online”** link.

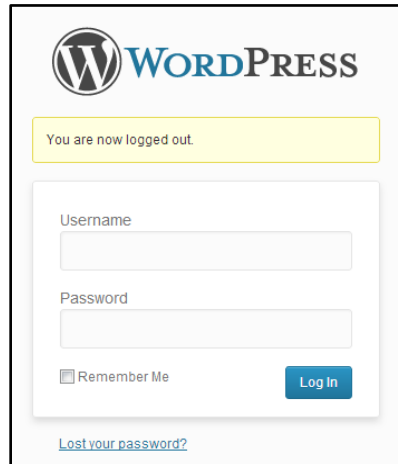


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STEP 3

Login to WordPress using the username and password provided to you by PCTA.

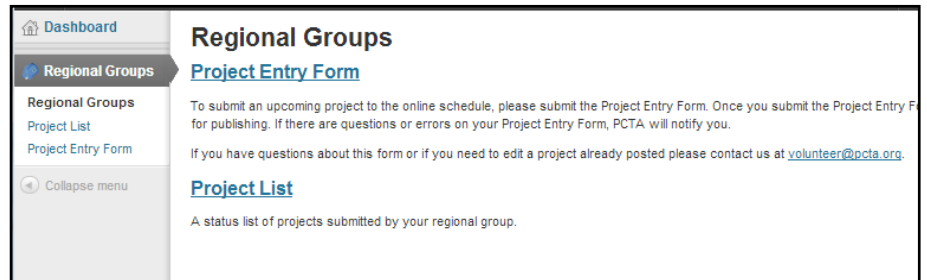
If you lost your password or would like to create a new one, you can click on the “Lost your password” link at the bottom.



STEP 4

This is your landing page where you can access the:

1. **Project Entry Form:** use this online form to post an upcoming project on to the online PCTA Project Schedule. *See separate instructions for how to use the Project Entry Form.*

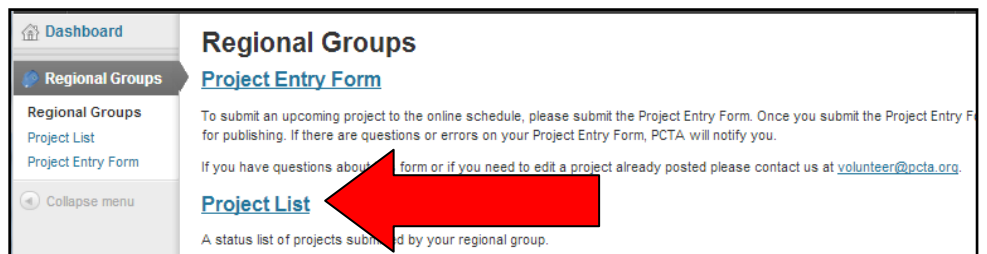


2. **Project List:** The Project List is a new tool for crews. With the Project List you can:

- View all of the projects your group has posted onto the Project Schedule
- Submit a Project Report Form for a project that has been posted on the Project Schedule
- Duplicate a Project Entry Form (if you have multiple projects occurring in the same location, you can duplicate a preexisting Project Entry Form and update the necessary changes, like the dates)
- See the status of the Project Entry Form and Project Report Form

STEP 5

Click on **Project List**.



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Project List: This is a list of projects that have or will be posted on the online Project Schedule. A Project Entry Form has been submitted for these projects. A crew leader can still submit an online Project Report Form if the project was not advertised on the PCTA Project Schedule. These are called “Standalone Project Report Forms.”

Use the links in this column to navigate between the Regional Groups Table of Contents, Project List, and Project Entry Form.

NAME, DATES, and CREW LEADER
To help you locate a project you can sort by a project's name, the start date or end date of the project, and crew leader.

PEF STATUS
Project Entry Form (PEF): The status of the online form used to submit an upcoming project onto the Project Schedule.
Private = No longer posted on the Project Schedule
Pending Review = Project is waiting PCTA approval
Published = Project has been approved by PCTA and has been posted on to the Project Schedule

PRF STATUS
Project Report Form (PRF): The status of the Project Report Form will be listed as:
Not Submitted: A Project Report Form has not been submitted for this project.
Pending Review: A Project Report Form has been submitted to PCTA (and other partners if designated); it is awaiting PCTA review
Approved: The Project Report Form has been received and approved by PCTA

Dashboard

Regional Groups

Regional Groups

Project List

Project Entry Form

Collapse menu

Projects list

This is a list of all projects submitted using the Project Entry Form. To be posted on the Project Schedule.

Submit a New Project

Submit Standalone PRF

View Standalone Report List

PEF = Project entry form | PRF = Project report form | Copy = Create a new project based on past project information.

| Name | Date from | Date to | Crew leader | PEF Status | PRF Status | Action |
|---------------------------|-----------|-----------|-------------|------------|---------------|--|
| Trail Gorilla Tool School | 2/8/2013 | 2/10/2013 | Pete Fish | Private | Not Submitted | <div data-bbox="1753 950 1858 990" style="border: 1px solid gray; padding: 2px 5px; display: inline-block;">Enter PRF</div> <div data-bbox="1879 950 1984 990" style="border: 1px solid gray; padding: 2px 5px; display: inline-block; margin-left: 5px;">Copy PEF</div> |
| Section B: Anza | 2/14/2013 | 2/18/2013 | Don Line | Private | Not Submitted | <div data-bbox="1753 1047 1858 1088" style="border: 1px solid gray; padding: 2px 5px; display: inline-block;">Enter PRF</div> <div data-bbox="1879 1047 1984 1088" style="border: 1px solid gray; padding: 2px 5px; display: inline-block; margin-left: 5px;">Copy PEF</div> |
| Section B: Snow Creek | 2/23/2013 | 2/23/2013 | Don Line | Private | Not Submitted | <div data-bbox="1753 1136 1858 1177" style="border: 1px solid gray; padding: 2px 5px; display: inline-block;">Enter PRF</div> <div data-bbox="1879 1136 1984 1177" style="border: 1px solid gray; padding: 2px 5px; display: inline-block; margin-left: 5px;">Copy PEF</div> |

SUBMIT A NEW PROJECT

Click this button to be directed to the Project Entry Form where you can post an upcoming project on the PCTA Project Schedule.

VIEW STANDALONE REPORT LIST

View a list of the Standalone Project Reports that have been submitted.

“ENTER PRF” BUTTON

Submit an online Project Report Form (PRF) for the project

SUBMIT STANDALONE PRF

If you did not submit a Project Entry Form to advertise your project on the online Project Schedule, then you can submit a Project Report Form here.

“COPY PEF” BUTTON

For crew leaders who have multiple projects occurring in the same location; click this button to make a copy of the Project Entry Form. Change the necessary information and submit.