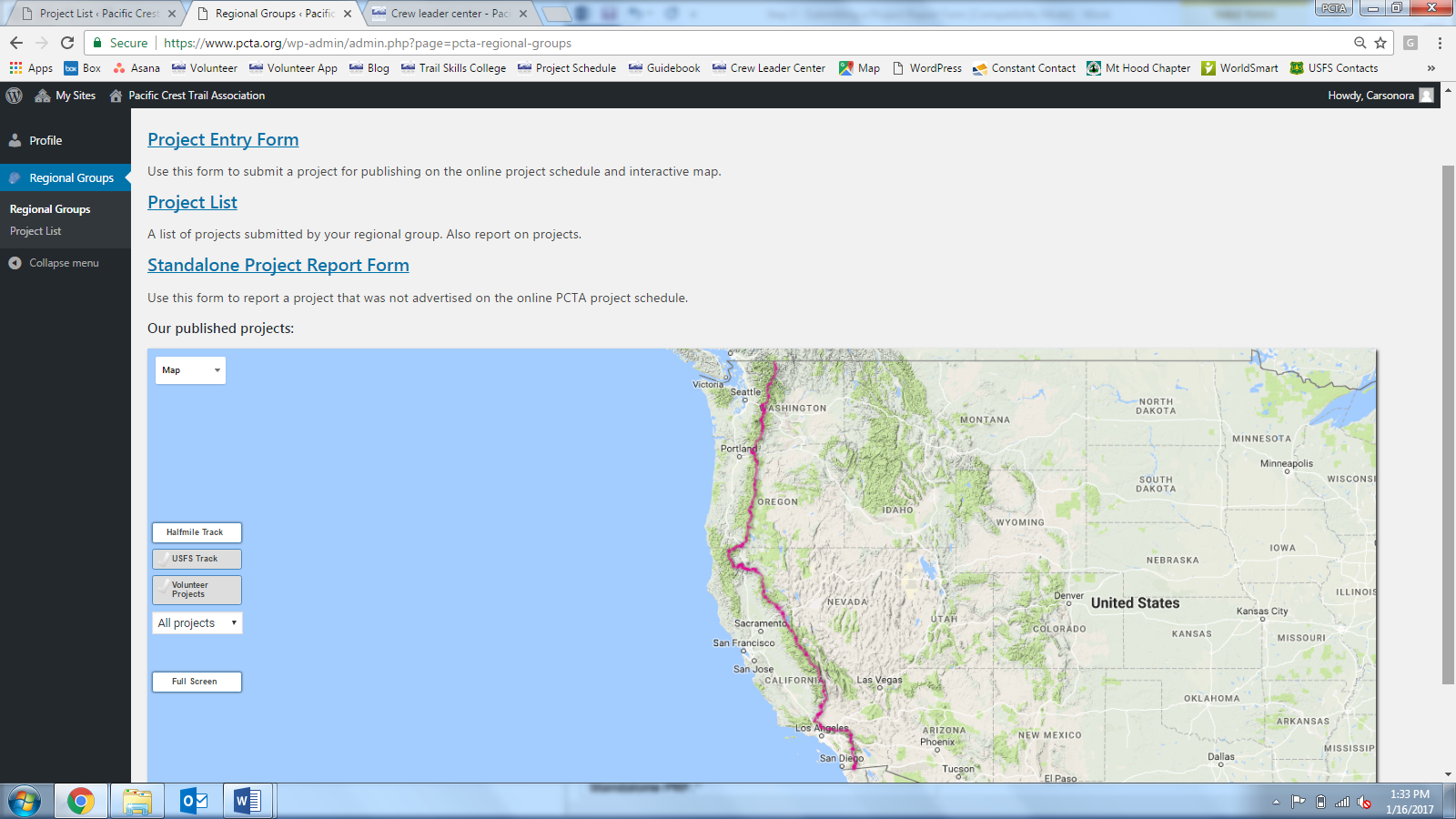
**How to Submit a PCTA Project Report Form**

**STEP 1**

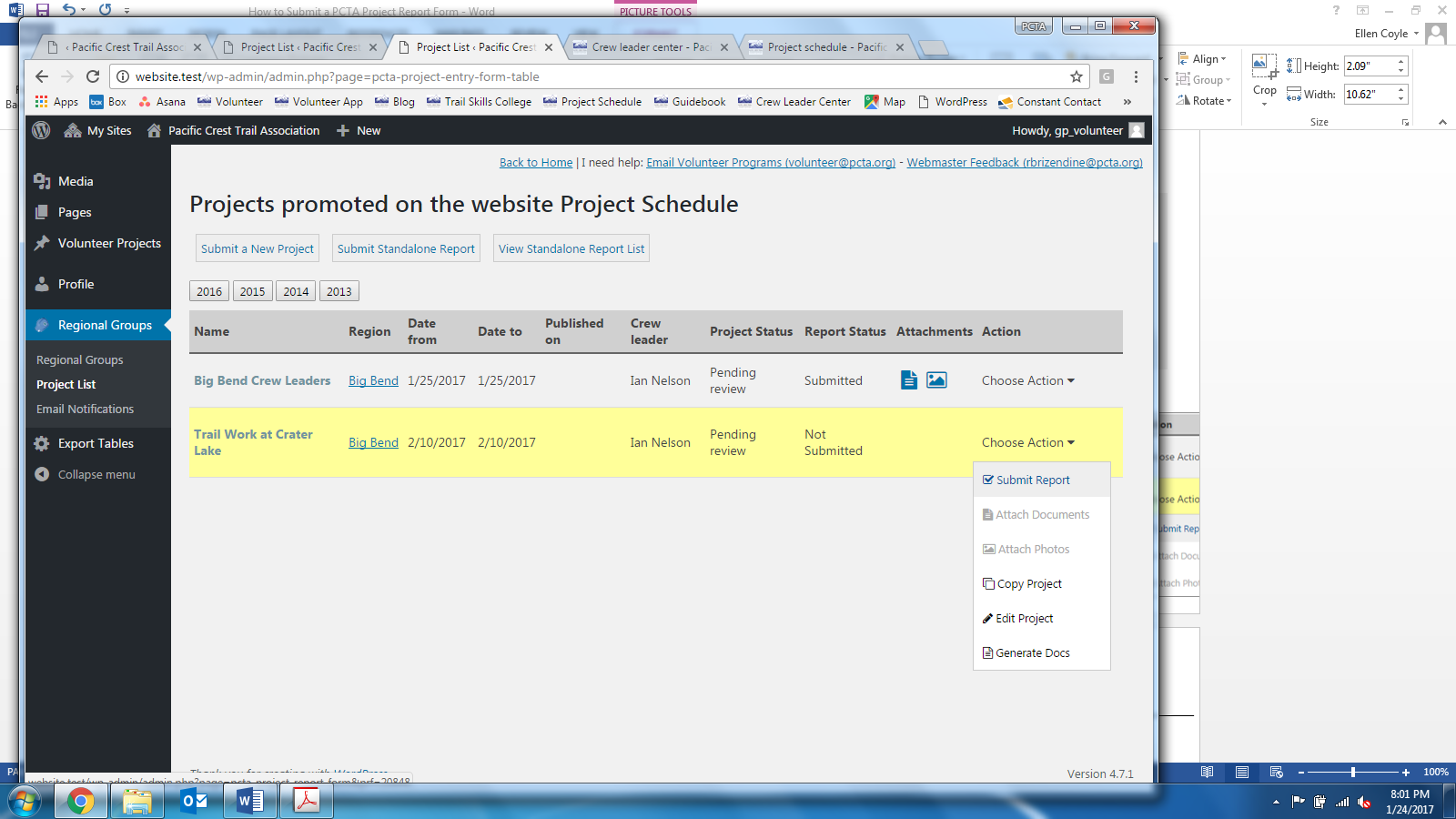
Log in to the PCTA Volunteer Database on PCTA’s online crew leader center: <http://www.pcta.org/volunteer/crew-leader-center/>   
  
Was your project advertised on the online [PCTA Project Schedule](http://www.pcta.org/volunteer/project-schedule/)?

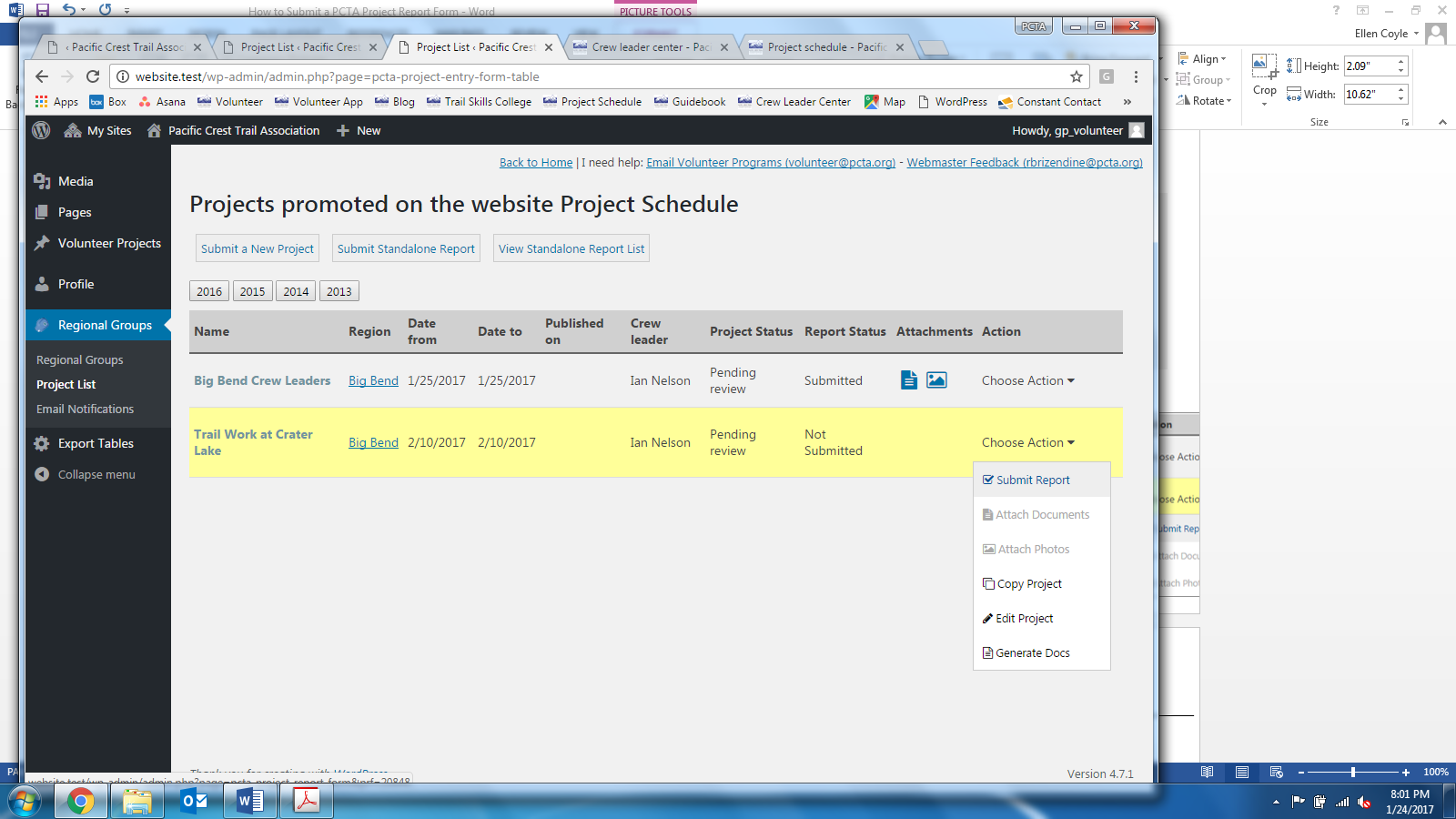
**STEP 2**

**No.** If you did not add your project to the online Project Schedule, click **Standalone Project Report Form** and fill in the report.



**Yes!** If your trip was on the online schedule, click **Project List.** Navigate to your project, click **Choose Action** and **Submit Report**.





**STEP 3**

Fill in the online report form.

1. **Project Name**
2. **Crew Leader**
3. **Agency Unit and District**
4. **Region**
5. **# of Stock Used**
6. **Youth Project**

Was this project specifically for youth volunteers? (for example, a group of Boy Scouts?) If so, check the box.

1. **Date From/Date To**

The start and end dates of the project.

1. **Project From/Project To**

You can use GPS points, trail miles, or other identifying features.

1. **How many miles of trail did you do maintenance on – excluding logout.**

This includes annual maintenance tasks such as brushing, drainage maintenance, and minor tread repair. Logout miles should be recorded in the logout section. *Round to tenths of a mile.*

1. **How many feet of rehabilitation and/or reconstruction did you complete?**

This includes work done to bring the trail up to standard, such as redigging sloughed tread, installing or reconstructing drainages, rebuilding or realigning the tread, and/or removing major obstructions.

1. **Was this a log out project?**

These are miles of trail that only received logout work. *Round to tenths of a mile.*

1. **Overview of the work accomplished during project.**
2. **Total number of volunteers on this project**

After you enter the number of volunteers, additional rows will fill in below. *If you change the number of volunteers, rows may be deleted.*

1. **Listing each volunteer and their hours**

* Specialized hours are spent doing certified saw work, packing, rigging, drilling, and leading crews.
* *Corps Crew* refers to volunteers on partner corps crews, like American Conservation Experience (ACE). If your volunteer is a corps crew member or leader, please indicate this in the drop down menu. Volunteers not affiliated with corps crews can remain N/A.

1. **Did you complete any of the following major structures?**
2. **Summary will be emailed to the following**

* PCTA Regional Rep: This is filled in based on the Region you selected at the top of the report.
* PCTA Volunteer Coordinator: all report forms are sent to [volunteer@pcta.org](mailto:volunteer@pcta.org).
* My email: please enter your email address.
* Agency partner email(s): This is filled in based on the Agency you selected at the top of the report.
* Additional field: Please enter email addresses for anyone else who should receive a copy of your report.

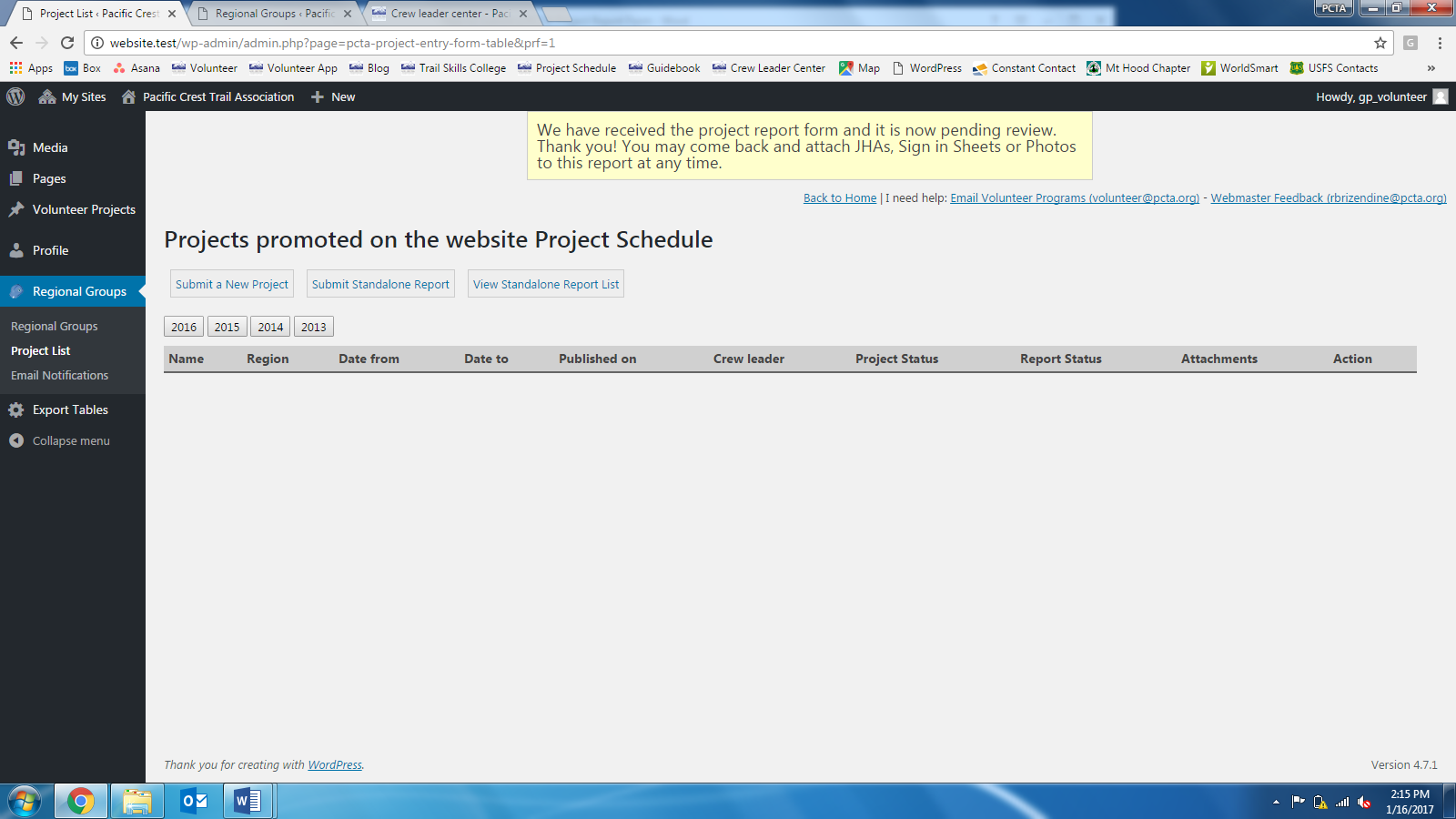
**STEP 4**

Click **Send Report**.

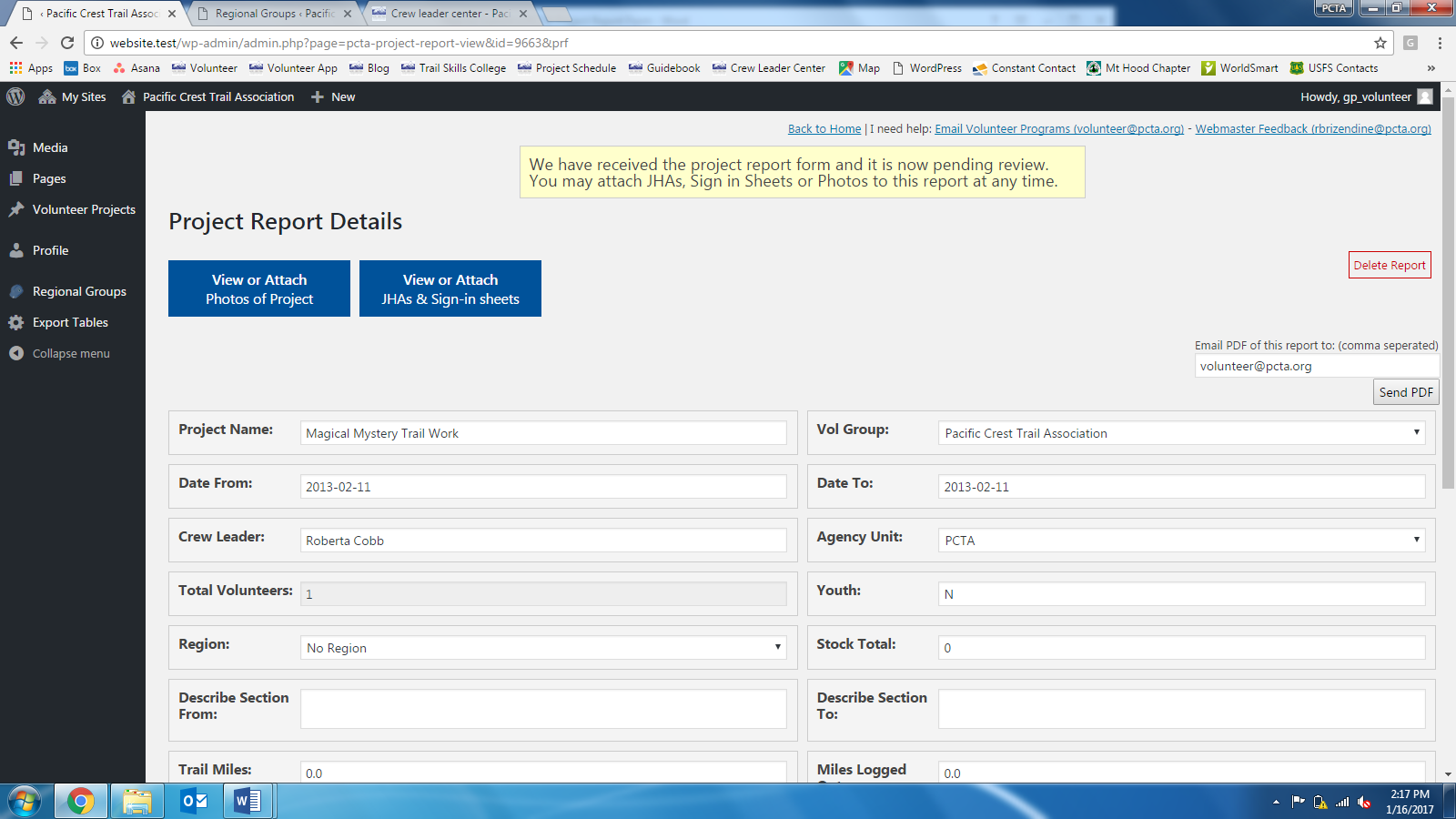
**STEP 5**

Would you like to upload photos, JHAs, or sign in sheets?

**No.** You will see a confirmation that your report was submitted. You can come back at any time to upload photos and documents.



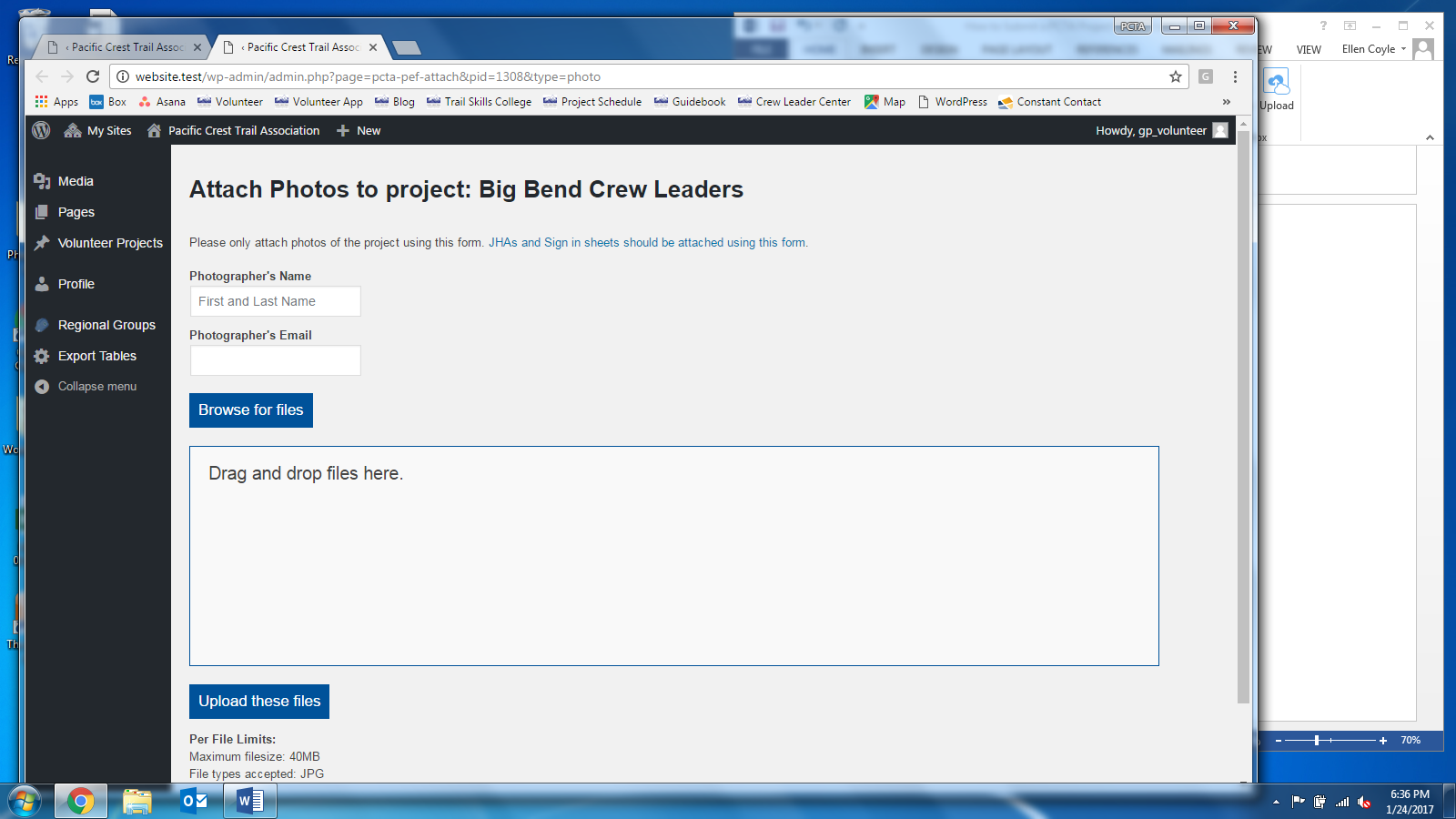
**Yes!** You will see a confirmation that the report was submitted.   
Click the button for the type of file you’d like to attach.

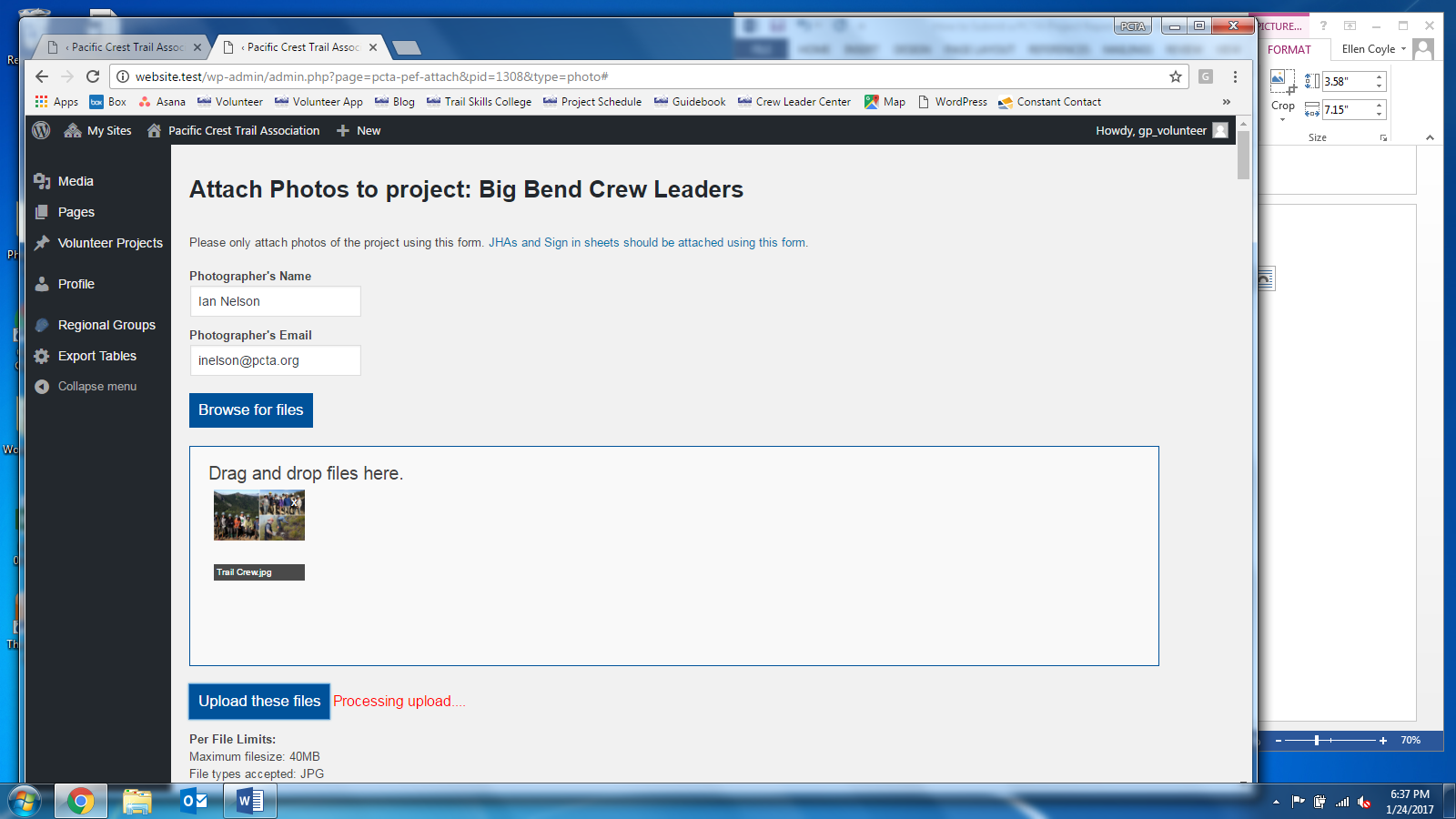
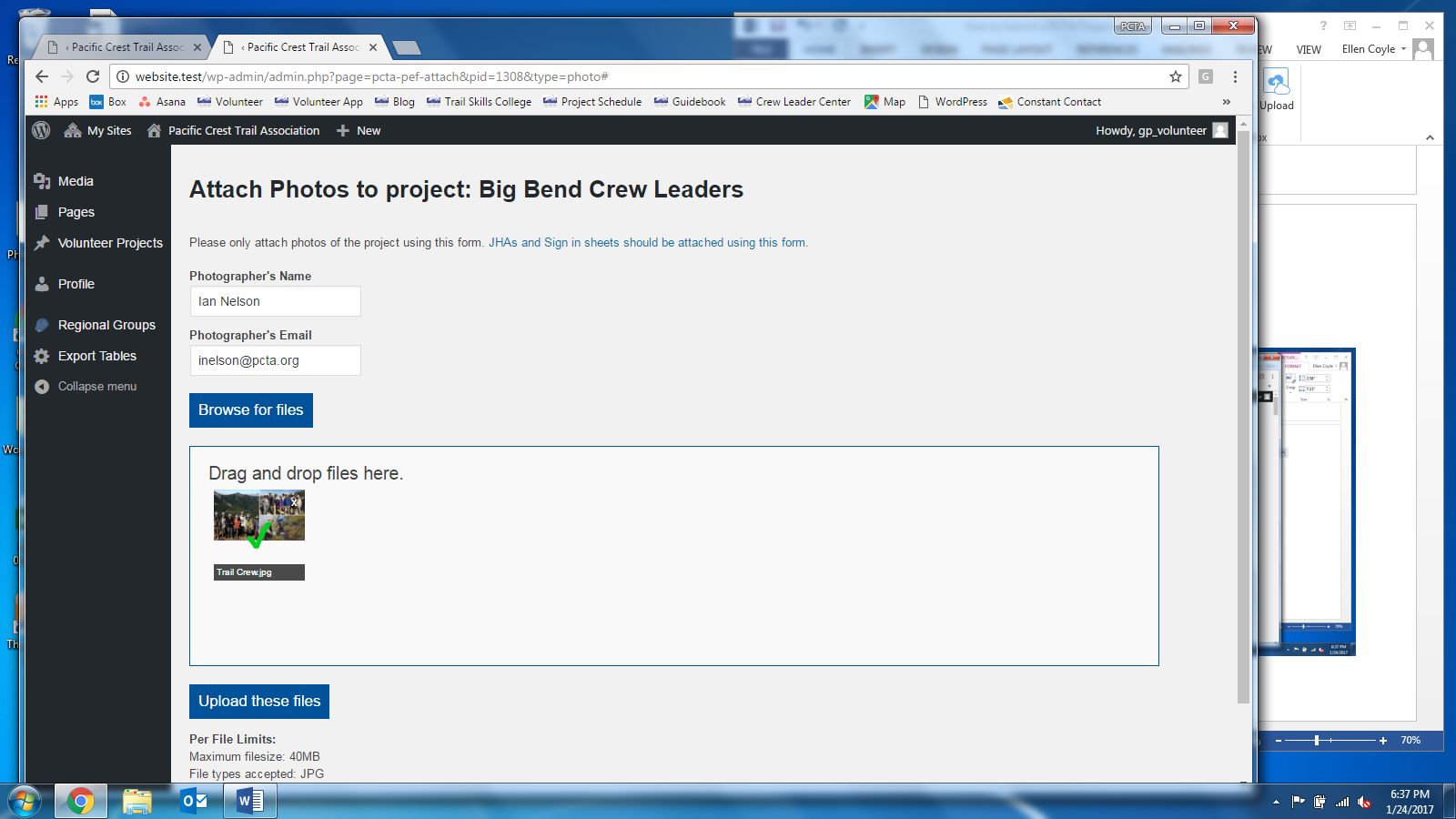


There are *separate upload pages for photos and documents*, but they function the same.

Browse for the files you’d like to upload, or drag and drop your files into the box.

For photos, please provide the photographer’s name and email.



  
Once you find your documents, click “Upload these files.”

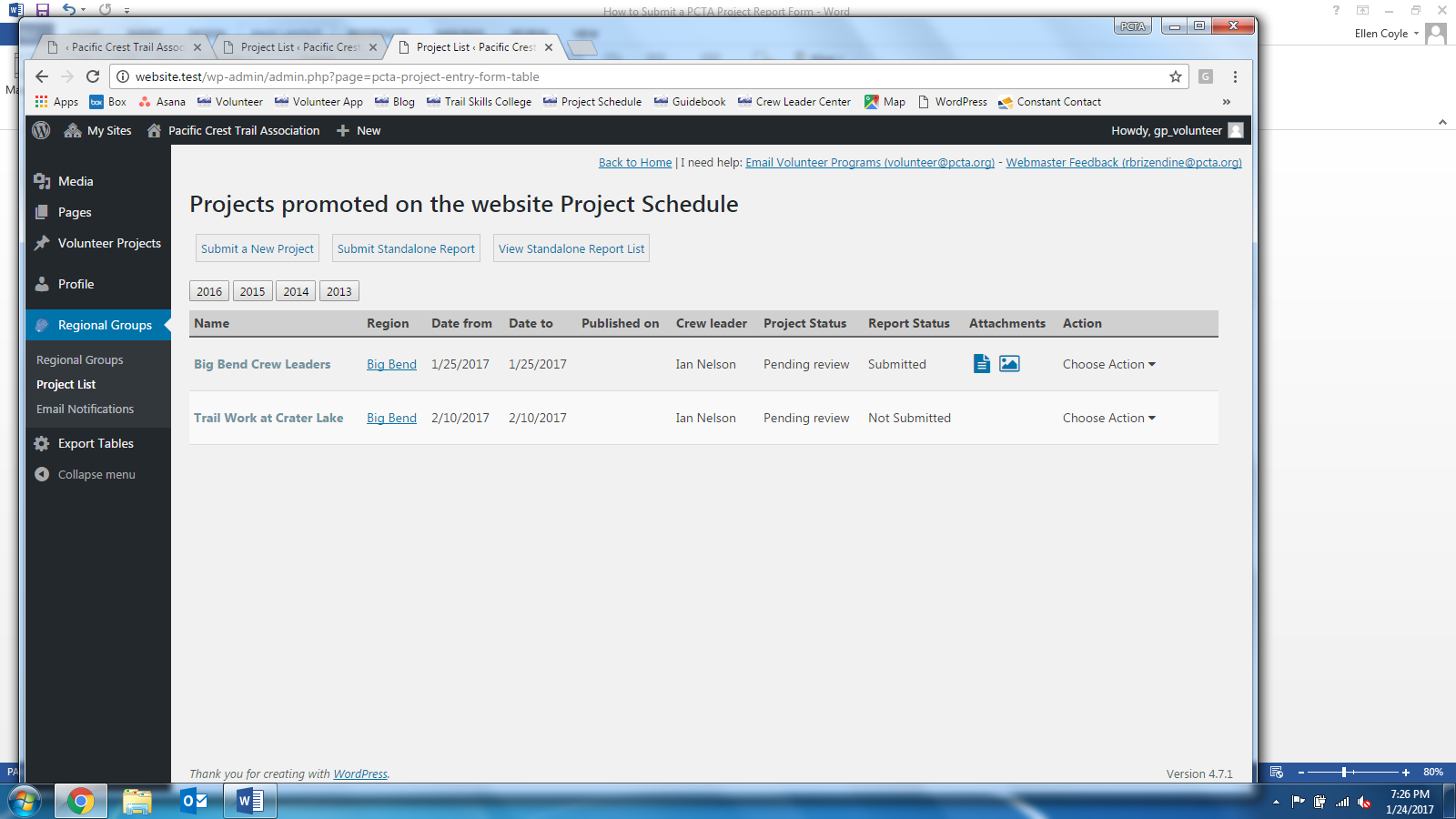
You will see notifications as the upload processes,

and a green check mark when it is finished.

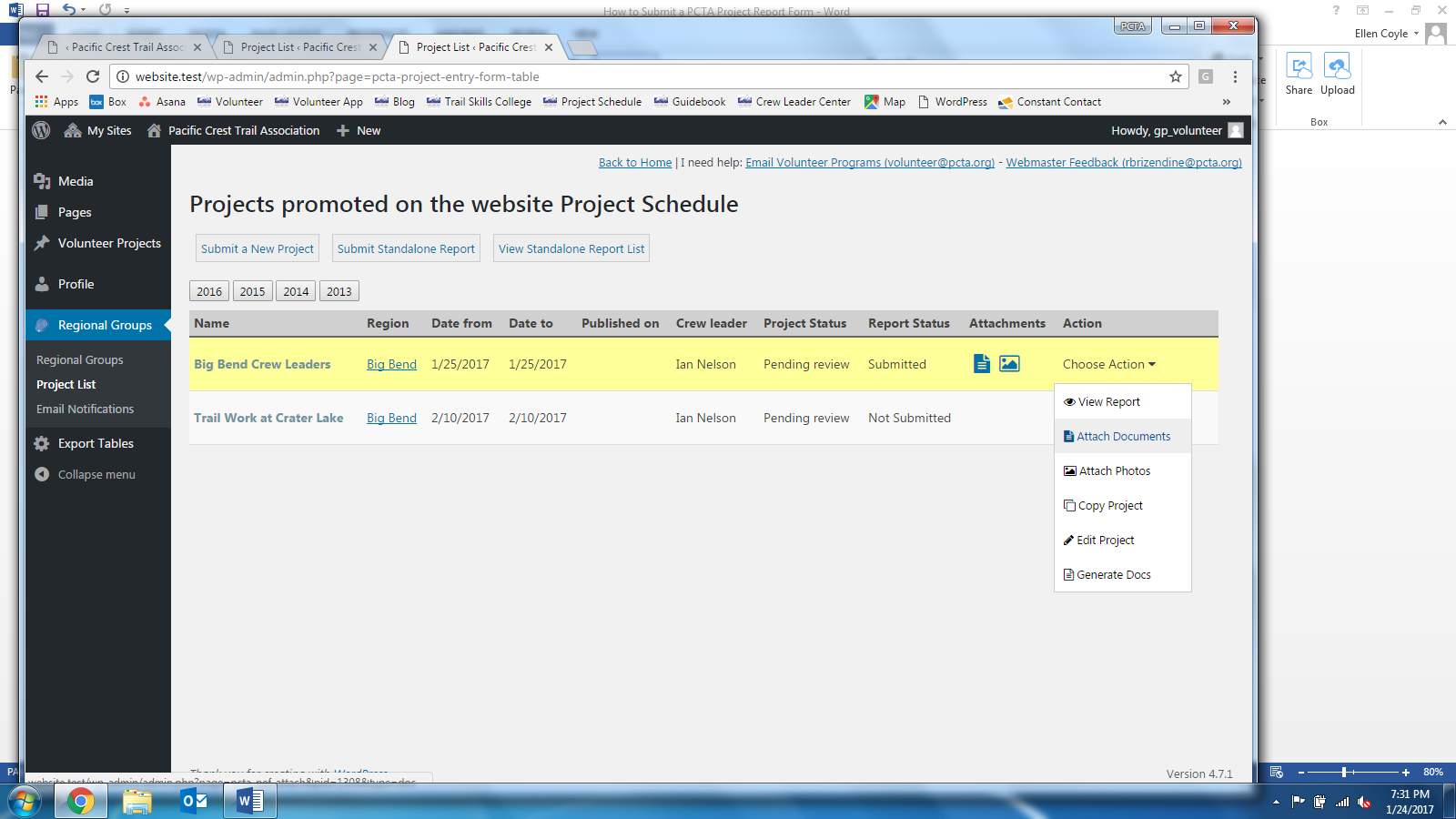
**STEP 6**

**STEP 5**

Once your files are uploaded, you’ll see them on the Project List (or Standalone Report List). You can click the icons to view the files.



To upload more photos or documents, click **Choose Action** and **Attach Documents** or **Attach Photos**.



**THE END!**