**STEP 1**

Go to [**www.pcta.org**](http://www.pcta.org)**.** Go to the **Crew Leader Center**. You can access the Crew Leader Center two ways:

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| --- | --- |
| **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**

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

**STEP 3**

|  |  |
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| 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**

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| 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.* |  |
| 1. **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**

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| |  | | --- | | Click on **Project List.** | |  |

**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.”

**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.

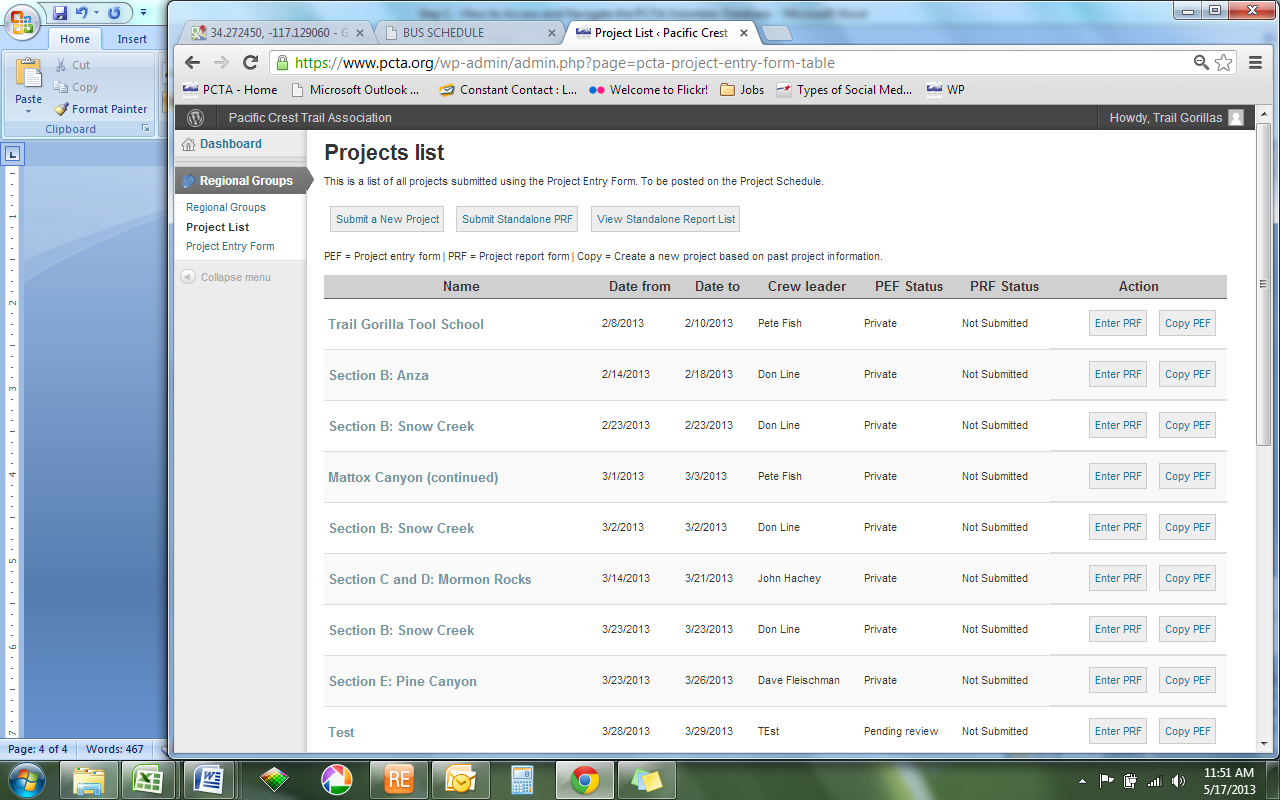
Pending Review: A Project Report Form has been submitted to PCTA (and other partners if designated); it is awaiting PCTA review

Approved: The Project Report Form has been received and approved by PCTA

**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.

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

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**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 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.

**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.