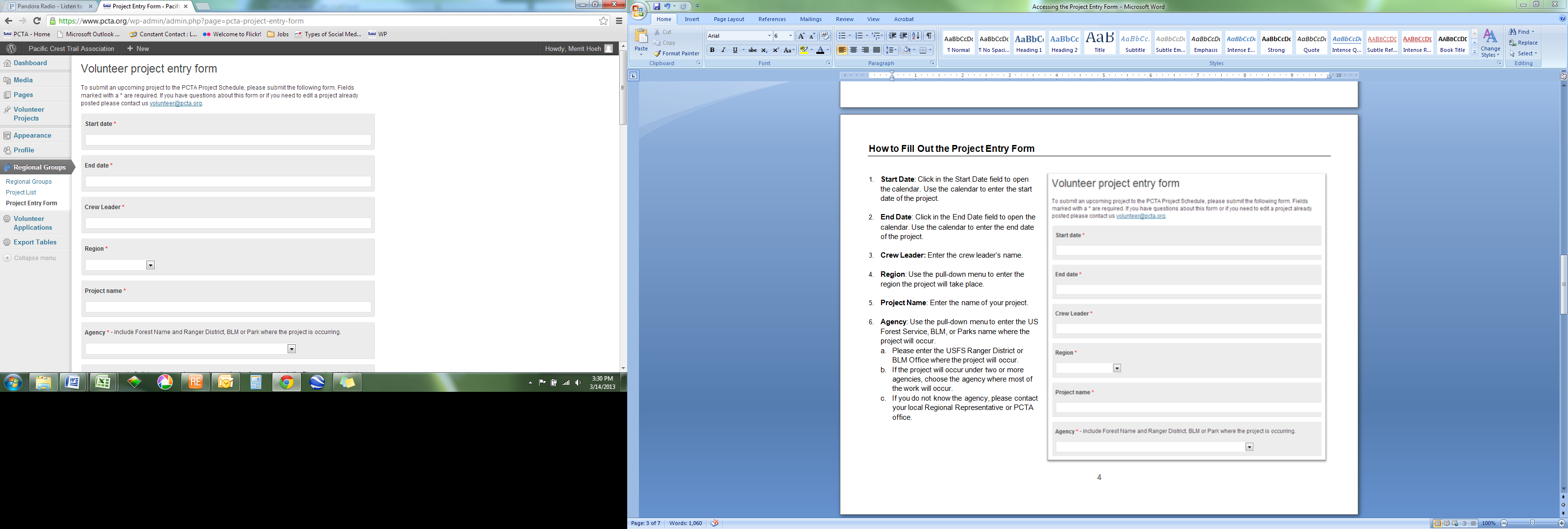
|  |  |
| --- | --- |
| Following are instructions on how to submit your upcoming project to the online PCTA Project Schedule. <http://www.pcta.org/volunteer/project-schedule/>  Before you get started:   * When you submit the online Project Entry Form, it will not be immediately visible on the Project Schedule. It will go to PCTA Volunteer Programs for review and final posting. * PCTA Volunteer Programs will periodically remove projects from the Project Schedule as they occur. * Please contact PCTA Volunteer Programs, if you need to: * Make edits to a project that has been posted. * Cancel a project that has been posted.   **PCTA Volunteer Programs Contact Information**  Email: [volunteer@pcta.org](mailto:volunteer@pcta.org)  Phone: (916) 285-1838 |  |

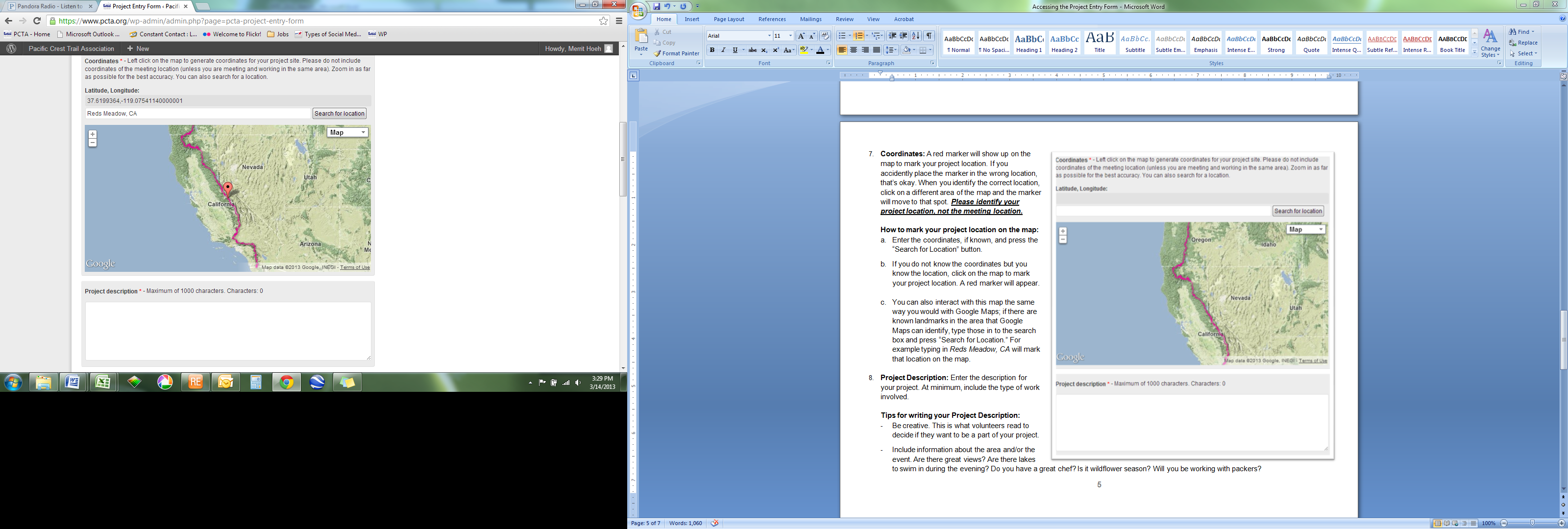
**STEP 1**

|  |  |
| --- | --- |
| Access the PCTA Volunteer Database: See the instructional handout titled, **“Step 1: How to Access and Navigate the PCTA Volunteer Database.”** | |
| |  | | --- | | Upon signing in to WordPress, click on the **Project Entry Form** link**.** | |  |

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**STEP 2**

**Filling Out the PCTA Online Project Entry Form**

1. **Start Date**: Click in the Start Date field to open the calendar. Use the calendar to enter the start date of the project.
2. **End Date**: Click in the End Date field to open the calendar. Use the calendar to enter the end date of the project.
3. **Crew Leader:** Enter the crew leader’s name.
4. **Region**: Use the pull-down menu to enter the PCTA-designated region where the project will take place.
5. **Project Name**: Enter the name of your project. If you will have multiple projects in the same area, please assign each a project a unique name (i.e. Jackson Meadow Part 1, Jackson Meadow Part 2). *See the instructions on the last page of this packet to learn how to duplicate a Project Entry Form*.
6. **Agency**: Use the pull-down menu to enter the US Forest Service, BLM, or Parks where the project will occur.
   1. Please enter the USFS Ranger District or BLM Office where the project will occur.
   2. If the project will occur under two or more agencies, choose the agency where most of the work will occur.
   3. If you do not know the agency, please contact your local Regional Representative or the PCTA office.
7. **Coordinates:** There are several ways to mark your project location on the map. *Please mark your project location, not your meeting location (unless you are working and meeting in the same spot)*. A red marker will appear once the location is identified. If the marker is in the wrong spot, left-click anywhere on the map to move it. Once you place the marker, the latitude and longitude will automatically fill in with the location.

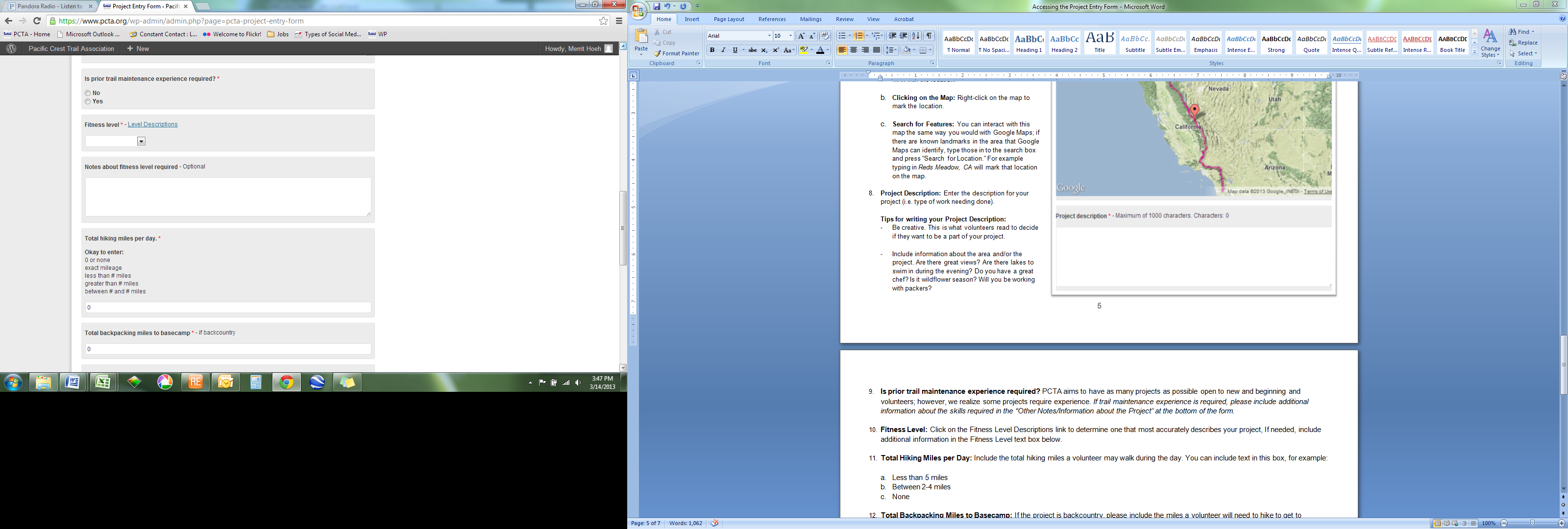
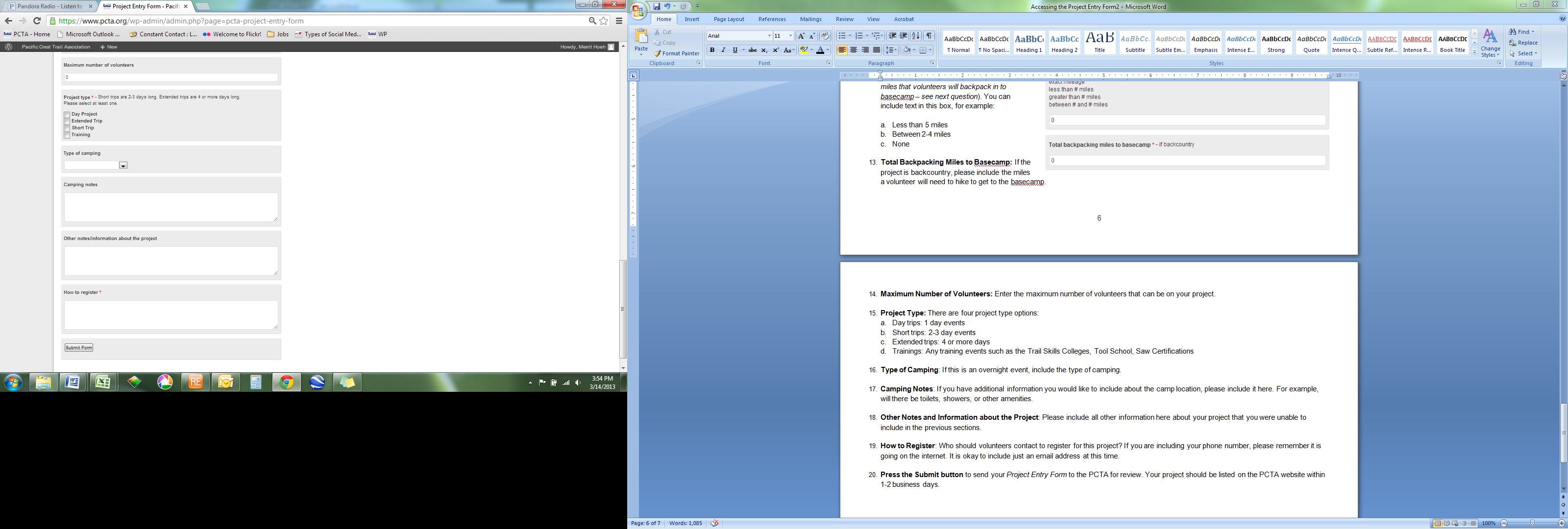
**There are three ways to mark your project location on the map:**

* 1. **Coordinates**: Enter the coordinates in to the white search box and press the “Search for Location” button.
  2. **Clicking on the Map:** Left-click on the map to mark the location.
  3. **Search for Features:** You can interact with this map the same way you would with Google Maps; if there are known landmarks in the area that Google Maps can identify, type those in to the search box and press “Search for Location.” For example typing in *Reds Meadow, CA* will mark that location on the map.

1. **Project Description:** Enter the description for your project (i.e. type of work needing done).

**Tips for writing your Project Description:**

* Be creative. This is what volunteers read to decide if they want to be a part of your project.
* Include information about the area and/or the project. Are there great views? Are there lakes to swim in during the evening?Do you have a great chef? Is it wildflower season? Will you be working with packers?

1. **Is prior trail maintenance experience required?** PCTA aims to have as many projects as possible open to new and beginning volunteers; however, we realize some projects require experience. *If trail maintenance experience is required, please include additional information about the skills required in the “Other Notes/Information about the Project” at the* *bottom of the form.*
2. **Fitness Level:** Click on the Fitness Level Descriptions link to determine one that most accurately describes your project. The fitness description will automatically populate in to your project description.
3. **Notes About Fitness Level Required:** If needed, include additional information about the fitness level needed.
4. **Total Hiking Miles per Day:** Include the total hiking miles a volunteer may walk during the day (*if this is a backcountry project, exclude miles that volunteers will backpack in to base camp – see next question*). You can include text in this box, for example:
   1. Less than 5 miles
   2. Between 2-4 miles
   3. None
5. **Total Backpacking Miles to Base Camp:** If the project is backcountry, please include the miles a volunteer will need to hike to get to the base camp.
6. **Maximum Number of Volunteers:** Enter the maximum number of volunteers that can register for your project (do not include staff, crew leaders or assistants in this number).
7. **Project Type:** There are four Project Type options. You can enter more than one option. For example, if you have an extended project that volunteers can come out for just the day or the full duration.
   1. Day trips: 1 day events
   2. Short trips: 2-3 day events
   3. Extended trips: 4 or more days
   4. Trainings: Any training events such as the Trail Skills Colleges, Tool School, Saw Certifications
8. **Type of Camping**: If this is an overnight event, include the type of camping.
9. **Camping Notes**: If you have additional information you would like to include about camp amenities, please include it here. For example, if there will be toilets or showers. To prevent volunteers from arriving without registering for the project, please do not include the location of the camp.
10. **Other Notes and Information about the Project**: Please include all other information here about your project that you were unable to include in the previous sections.
11. **How to Register**: Who should volunteers contact to register for this project? If you are including your phone number, please remember it is going on the internet. It is okay to include just an email address at this time.
12. **Press the Submit Button** to send your *Project Entry Form* to the PCTA for review. **If you need to make edits or cancel the project, please notify PCTA Volunteer Programs at** [**volunteer@pcta.org**](mailto:volunteer@pcta.org) **or call 916-285-1838.**

