How to Post an Upcoming Project onto the PCTA Project Schedule

Following are instructions on how to submit your upcoming project to the online PCTA Project Schedule. http://www.pcta.org/volunteer/project-schedule/
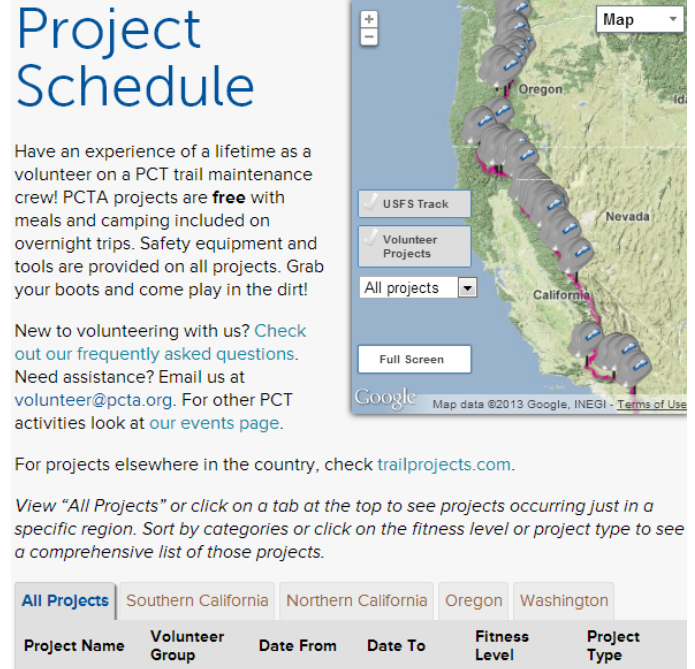
Before you get started:

- 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
Phone: (916) 285-1838

Project Schedule

Have an experience of a lifetime as a volunteer on a PCT trail maintenance crew! PCTA projects are **free** with meals and camping included on overnight trips. Safety equipment and tools are provided on all projects. Grab your boots and come play in the dirt!

New to volunteering with us? Check out our frequently asked questions. Need assistance? Email us at volunteer@pcta.org. For other PCT activities look at our events page.

For projects elsewhere in the country, check trailprojects.com.

View "All Projects" or click on a tab at the top to see projects occurring just in a specific region. Sort by categories or click on the fitness level or project type to see a comprehensive list of those projects.
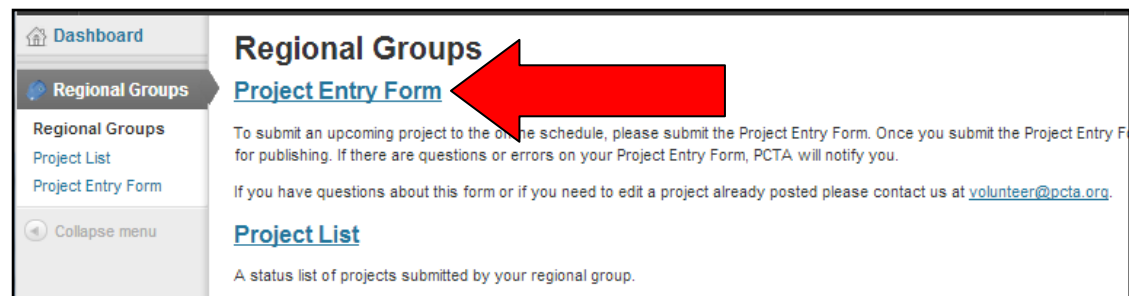
All Projects | Southern California | Northern California | Oregon | Washington

Project Name	Volunteer Group	Date From	Date To	Fitness Level	Project Type

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**.**

Regional Groups
Project Entry Form

To submit an upcoming project to the online schedule, please submit the Project Entry Form. Once you submit the Project Entry Form for publishing. If there are questions or errors on your Project Entry Form, PCTA will notify you.

If you have questions about this form or if you need to edit a project already posted please contact us at volunteer@pcta.org.

Project List

A status list of projects submitted by your regional group.

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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.
   a. Please enter the USFS Ranger District or BLM Office where the project will occur.
   b. If the project will occur under two or more agencies, choose the agency where most of the work will occur.
   c. If you do not know the agency, please contact your local Regional Representative or the PCTA office.

Volunteer project entry form

To submit an upcoming project to the PCTA Project Schedule, please submit the following form. Fields marked with a * are required. If you have questions about this form or if you need to edit a project already posted please contact us volunteer@pcta.org.

Start date *

End date *

Crew Leader *

Region *

Project name *

Agency * - include Forest Name and Ranger District, BLM or Park where the project is occurring.

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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:

   a. **Coordinates**: Enter the coordinates in to the white search box and press the "Search for Location" button.

   b. **Clicking on the Map:** Left-click on the map to mark the location.

   c. **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.

8. **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?

Coordinates * - Left click on the map to generate coordinates for your project site. Please do not include coordinates of the meeting location (unless you are meeting and working in the same area). Zoom in as far as possible for the best accuracy. You can also search for a location.

Latitude, Longitude:

37.6199364,-119.07541140000001

Reds Meadow, CA　　　　Search for location

Project description * - Maximum of 1000 characters. Characters: 0

9. **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.*

10. **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.

11. **Notes About Fitness Level Required:** If needed, include additional information about the fitness level needed.

12. **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:

    a. Less than 5 miles
    b. Between 2-4 miles
    c. None

13. **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.

Is prior trail maintenance experience required? *

○ No
○ Yes

Fitness level * - Level Descriptions

[▼]

Notes about fitness level required - Optional

[   ]

Total hiking miles per day. *

Okay to enter:
0 or none
exact mileage
less than # miles
greater than # miles
between # and # miles

[0]

Total backpacking miles to basecamp * - if backcountry

[0]

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14. **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).

15. **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.
    a. Day trips: 1 day events
    b. Short trips: 2-3 day events
    c. Extended trips: 4 or more days
    d. Trainings: Any training events such as the Trail Skills Colleges, Tool School, Saw Certifications

16. **Type of Camping**: If this is an overnight event, include the type of camping.

17. **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.

18. **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.

19. **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.

20. **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 or call 916-285-1838.**

Maximum number of volunteers

0

Project type * - Short trips are 2-3 days long. Extended trips are 4 or more days long. Please select at least one.

☐ Day Project
☐ Extended Trip
☐ Short Trip
☐ Training

Type of camping

Camping notes

Other notes/information about the project

How to register *

Submit Form

Example of a PCT Project Description

Project dates:	03/15/2013 - 03/22/2013
Region:	Big Bend
Project type:	Day Project, Extended Trip
Volunteer group:	PCTA
Agency:	Pacific Crest Trail Association
Crew leader	Merrit Hoeh
Project description:	This is the project description where you include the type of work that volunteers will be doing. Be creative! This is what volunteers will read on the website to decide if they want to participate in this project.
Previous trail maintenance experience required:	No
Fitness level:	Easy-Moderate: This project is suitable for a wide range of physical abilities. It's great for individuals new to trail work. These project sites are usually close to a trailhead, trail work is moderately demanding, and the total hiking distance each day is typically less than 3 miles over flat or gently rolling terrain.
Notes about fitness level required:	Are there factors that should be considered when a volunteer is considering the fitness level? For example, will the hike in be strenuous, will they be located at high elevations, or will the work be physically demanding?
Total hiking miles per day:	Between 3-5 miles
Maximum number of volunteers:	10
Camping type:	Car/tent
Camping notes:	Will the campground have amenities that a volunteer may want to know about? Is this a developed campground? Are their showers? Will volunteers need to be ported in to the campsite?
Other notes about project:	Is there anything else a volunteer would want to know about this project?
Contact/how to register:	Name and email address of who a volunteer should contact to register. Please remember that if you include a phone number, it will be displayed on the internet.