**Posting a Project on the** [**PCTA Project Schedule**](http://www.pcta.org/volunteer/project-schedule/)

Before you get started:

* When you submit the online form, the project is not immediately visible on the Project Schedule. It will go to PCTA Volunteer Programs for review and final posting.
* Projects are removed as they occur.
* Please contact PCTA Volunteer Programs if you need to edit your project.
* Email: volunteer@pcta.org
* Phone: (916) 285-1838

**STEP 1**

Access the online volunteer database. See “Step 1: **How to Access and Navigate the PCTA Volunteer Database.”**

Once logged in, click
**Create a new project**.

**STEP 2**

Fill out the common information:

* **Project Name**: If you have multiple projects in the same area, please assign unique project names (i.e. Jackson Meadow Part 1, Jackson Meadow Part 2). *See* ***Step 6*** *to learn how to create a duplicate project.*
* **Crew Leader**
* **Volunteer Group**: Use the pull-down menu to select the PCTA or partner group organizing the project.
* **Agency Unit**: Use the pull-down menu to select the partner agency that manages the section of trail where your project takes place.
	+ If the project will occur on more than one agency, choose the agency where most of the work will occur.
	+ If you do not know the agency, please contact your PCTA Regional Representative.
* **Region**: After selecting the agency unit, the PCTA region will auto-fill. Correct if needed.
* **Date** **From/Date To**: Use the calendar to select the first and last date of your project.

This is common information because it will appear on the PCTA project schedule, and it will appear later on the project report.


Choose **I want to
promote this project
on the PCTA
website now.**

Then, **Submit**.

**STEP 3**


Answer the question **Who is
registering volunteers for
this project?**

After answering this question
you’ll jump to a new screen with
additional questions.

If **PCTA Programs Staff** is
registering volunteers for the
project, you need to provide
all the logistics for the project.
The next page will contain
detailed questions, like what
time you will meet volunteers, if you are backpacking, and what time trail work will start and end.

If the **Local Volunteer Group** is registering volunteers, the next page will contain fewer questions. You will only need to provide information visible on the PCTA project schedule.

**STEP 4**

If the **Local Volunteer Group** is registering volunteers, please answer the following required questions:

****Zoom in on the map or use the search function to find your project location. Click the location on the map. The **Latitude**, **Longitude**, and **Elevation** fields will fill in.

 **Latitude
Longitude**

**Elevation**

**Project** **description**

**Experience required**

**Fitness
level**



**Hiking**
**miles**

**Backpack**
**miles**

**Max # of
vol’s**



**Project
length**



**How to
register**

**Space
available**

Click **Submit** **Form**.

PCTA Volunteer Programs will be notified that you’ve created a project. It will be posted on the online Project Schedule soon. Contact volunteer@pcta.org or (916) 285-1838 to edit the project.

**STEP 5**

If **PCTA Programs Staff** is registering volunteers, answer these additional questions:



**Mobilize
date/time**

**Date/time
to meet
vol’s**



**Pack-
support**

**Packer
contact**

****

**Back-
packing**

**Trail
work
starts**

**Trail
work
ends**

**Pack-
support**

****

 **Agency
contact**

 **Crew
leader
contact**

**PCTA
contact**

**Location**

****

**Tools**

****

**Safety
Concern**

**Camp**

****

**Fees**

 **Water**

**Other**

****

**Meeting
location**

**Meals**

**Driving
directions**

****

**Condition**

****

**Daily
mileage**

**4x4**

**Other
notes**

****

****

Click **Submit** **Form**.

PCTA Volunteer Programs will be notified that you’ve created a project. It will be posted on the online Project Schedule soon. Contact volunteer@pcta.org or (916) 285-1838 to edit the project.

**STEP 6**

****

To create a **similar project**,click **Report on
or view existing projects**.

****

Find your project in the **Project List**,
click **Choose Action**,
then **Copy Project**.

Assign a new name to the new project and edit details as needed.

Click **Submit** **Form**.

PCTA Volunteer Programs will be notified that you’ve created a project. It will be posted on the online Project Schedule soon. Contact volunteer@pcta.org or (916) 285-1838 to edit the project.