**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](mailto:volunteer@pcta.org)
* Phone: (916) 285-1838

**STEP 1**

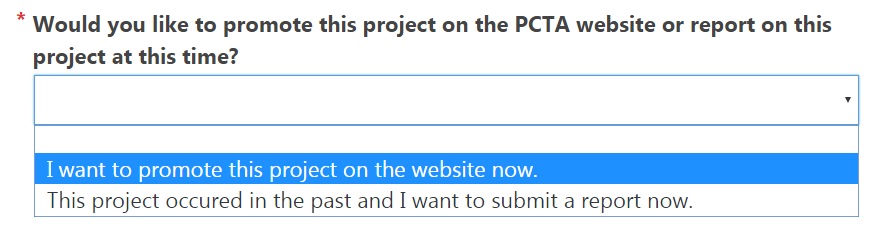
Access the online volunteer database. See “Step 1: **How to Access and Navigate the PCTA Volunteer Database.”**

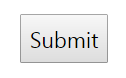
Once logged in, click  
**Create a new project**.

**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?**

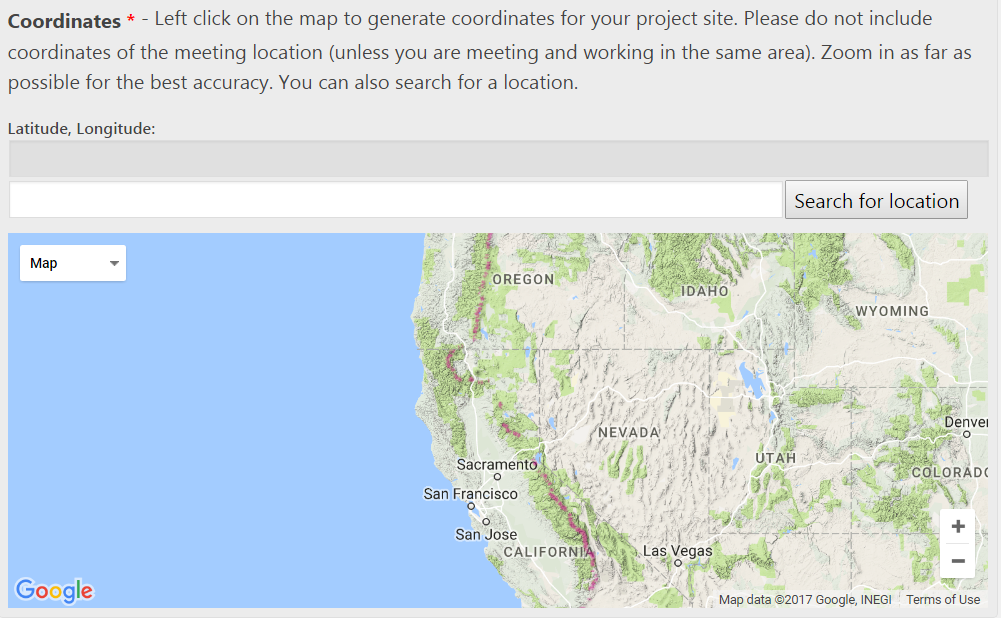
After answering this question  
you’ll jump to a new screen with  
additional questions.

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.

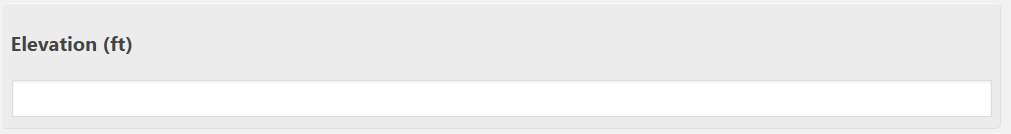
If the **Local Volunteer Group** is registering volunteers, the next page will contain fewer questions. You will only need to provide information visible on the PCTA project schedule.

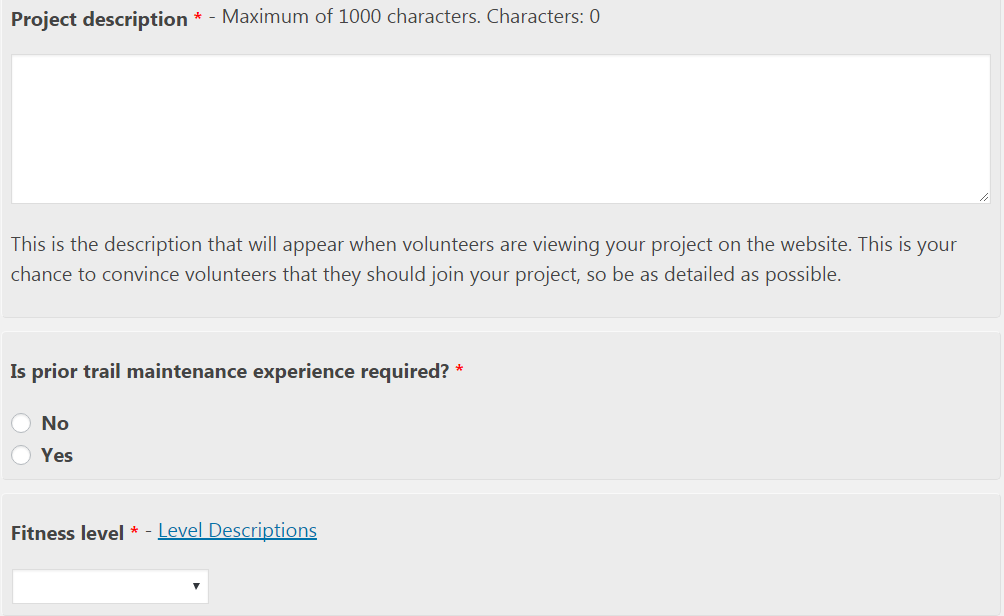
**STEP 4**

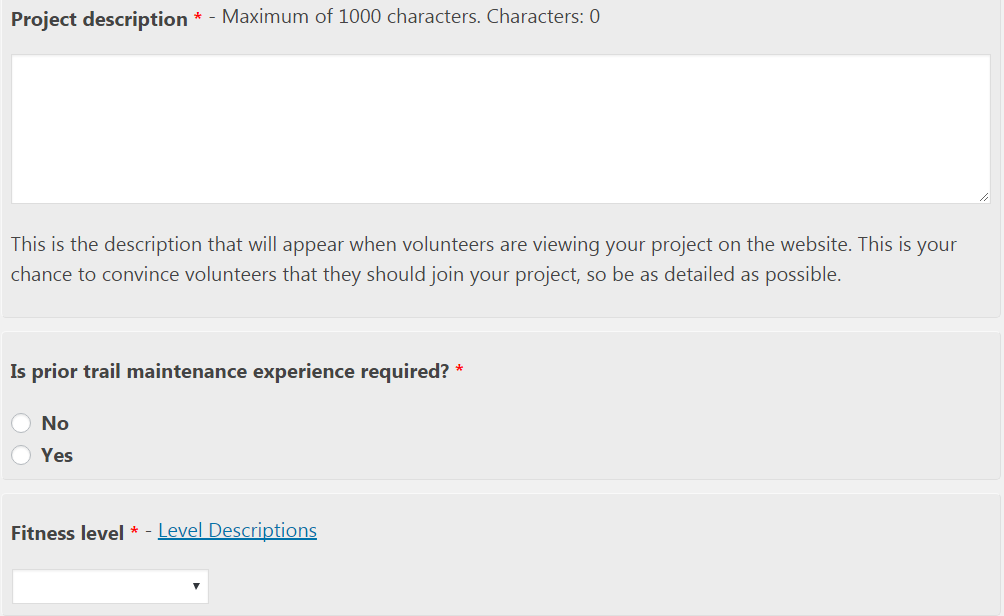
If the **Local Volunteer Group** is registering volunteers, please answer the following required questions:

****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.

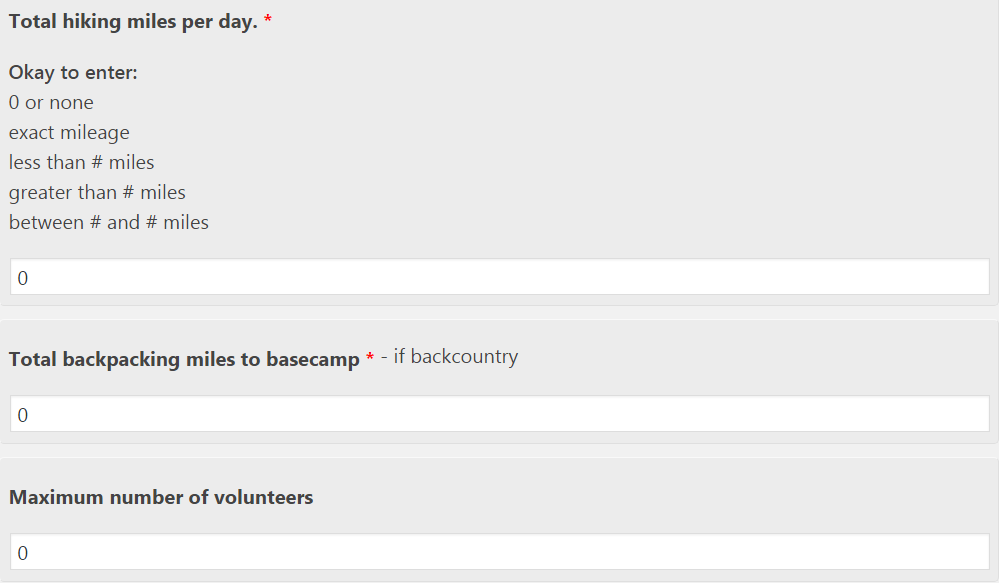
**Latitude  
Longitude**

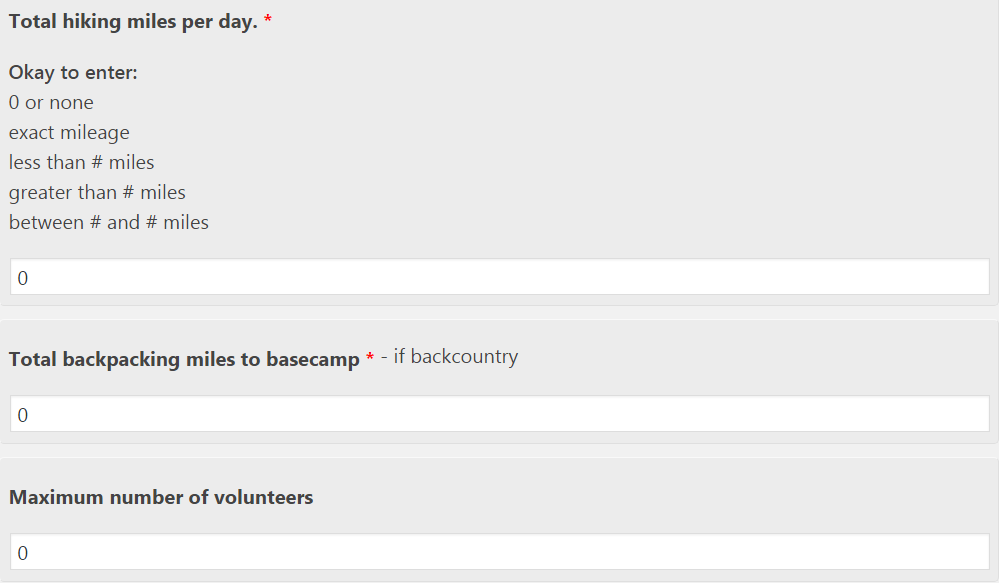
**Elevation**

**Project** **description**

**Experience required**

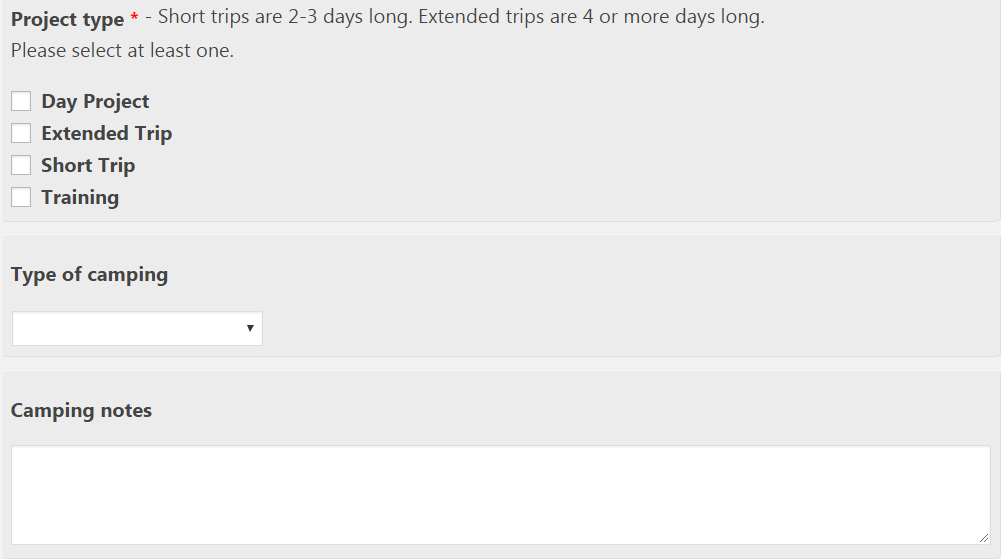
**Fitness  
level**



**Hiking**  
**miles**

**Backpack**  
**miles**

**Max # of  
vol’s**



**Project  
length**



**How to  
register**

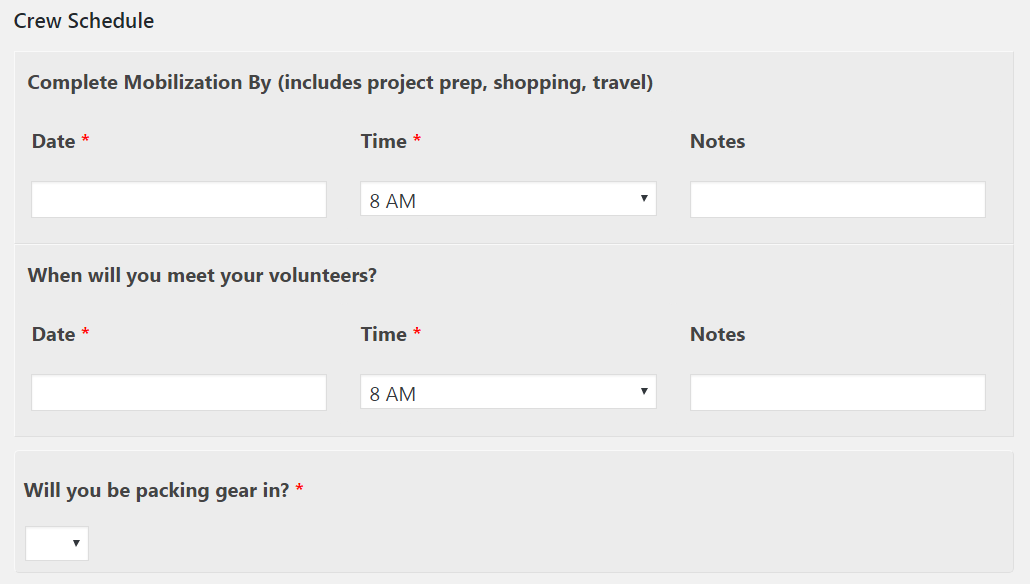
**Space  
available**

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

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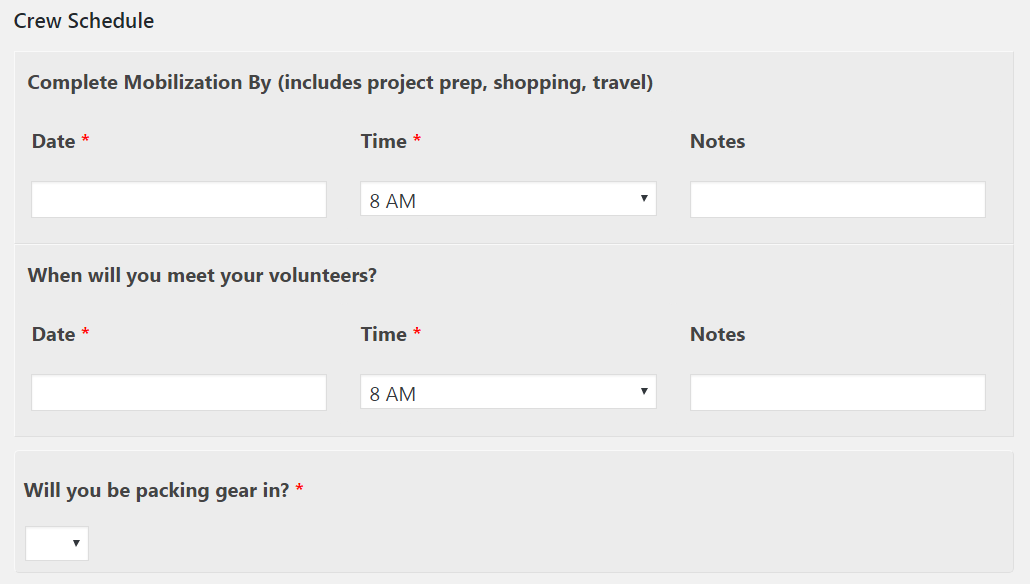
**STEP 5**

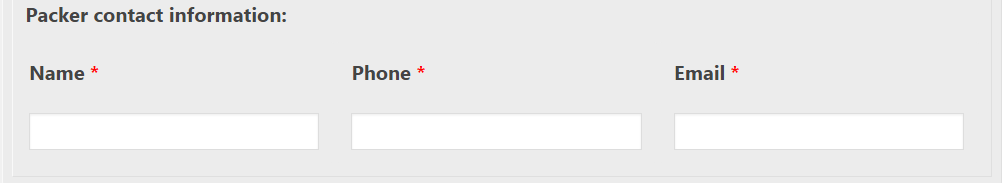
If **PCTA Programs Staff** is registering volunteers, answer these additional questions:



**Mobilize  
date/time**

**Date/time  
to meet  
vol’s**



**Pack-  
support**

**Packer  
contact**

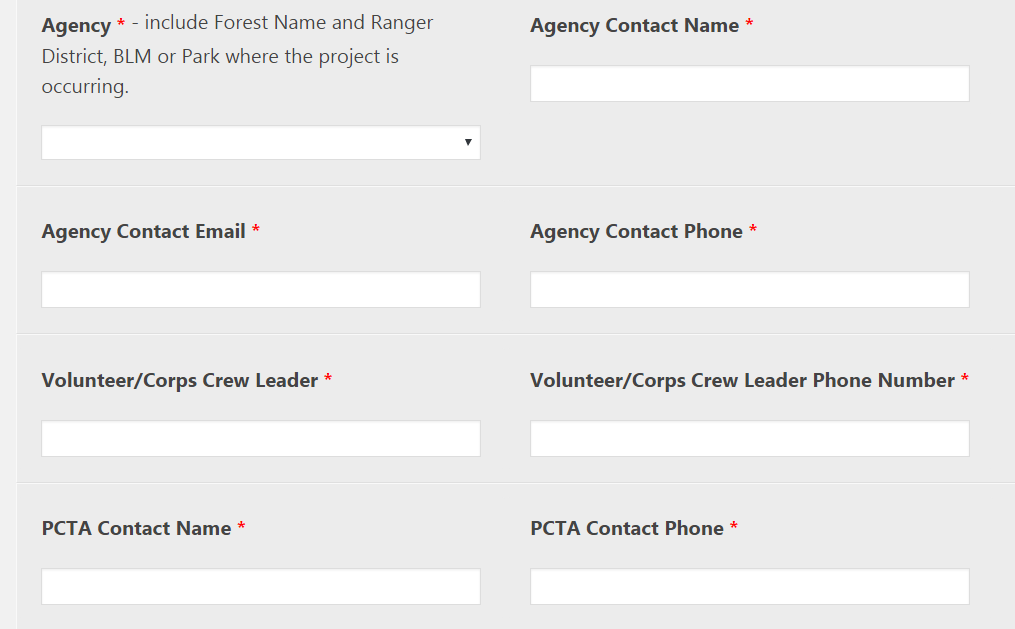
****

**Back-  
packing**

**Trail  
work  
starts**

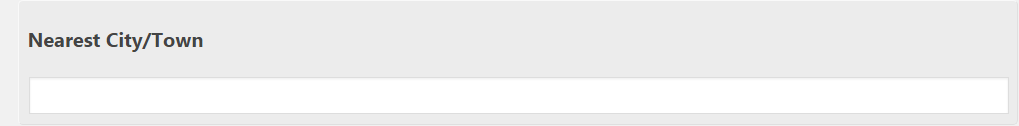
**Trail  
work   
ends**

**Pack-  
support**

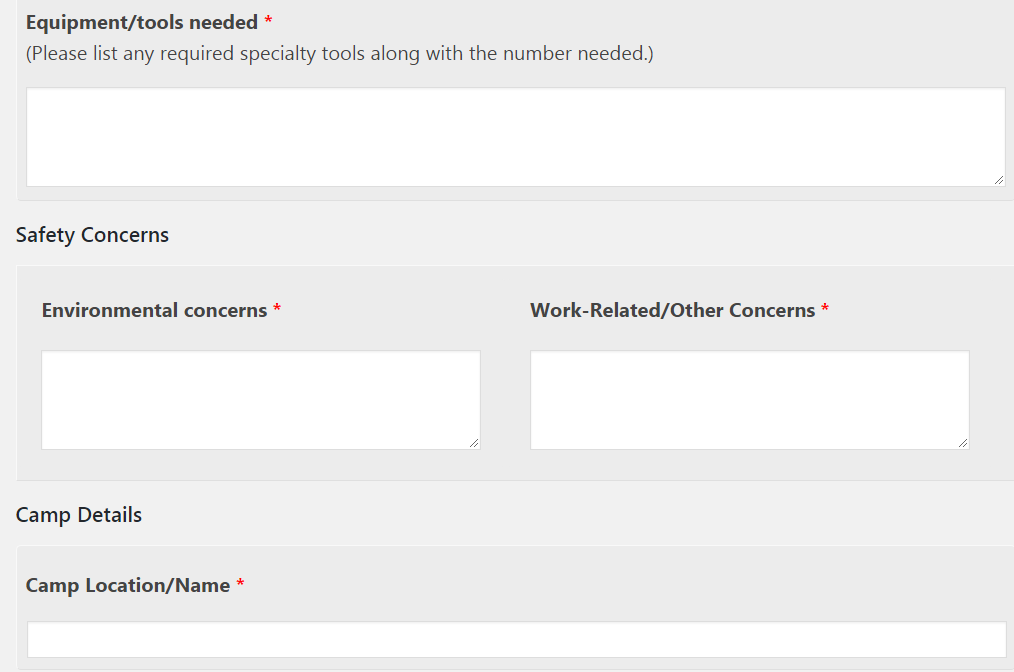
****

**Agency  
contact**

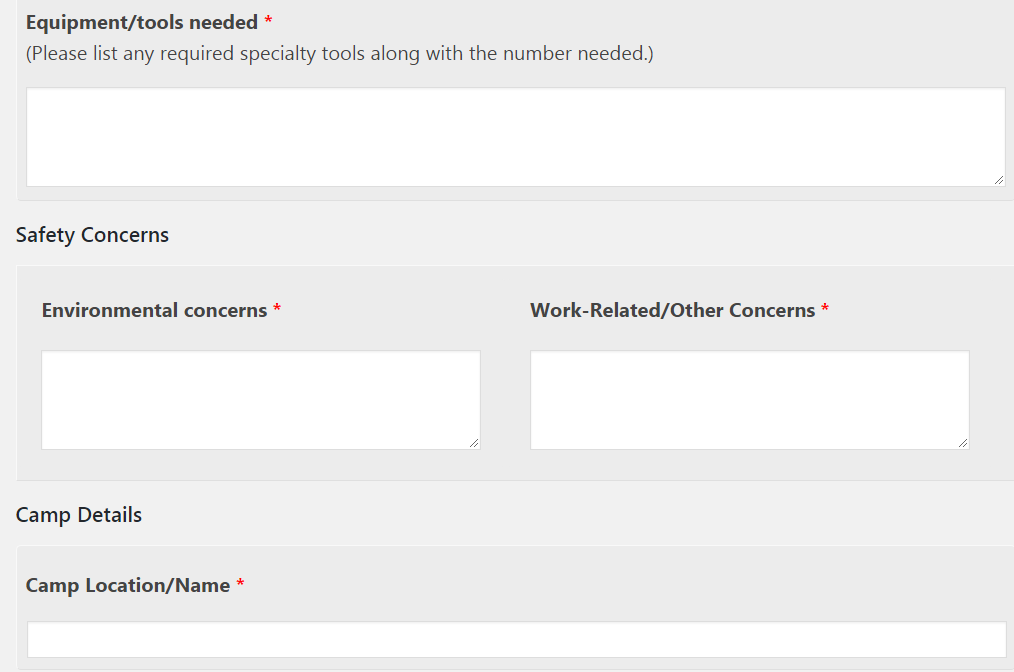
**Crew  
leader  
contact**

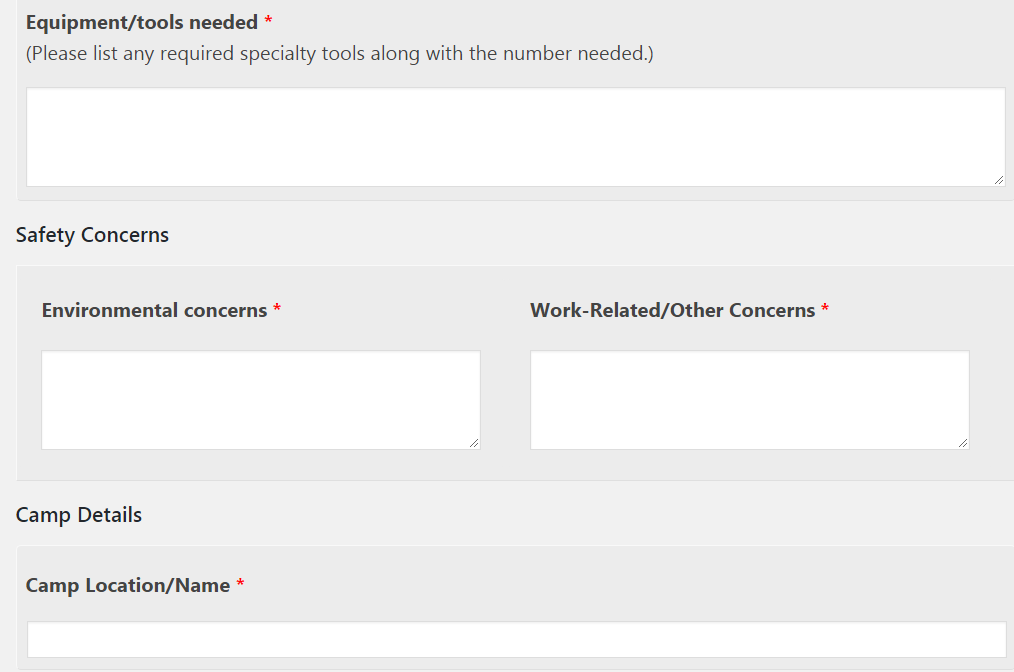
**PCTA  
contact**

**Location**

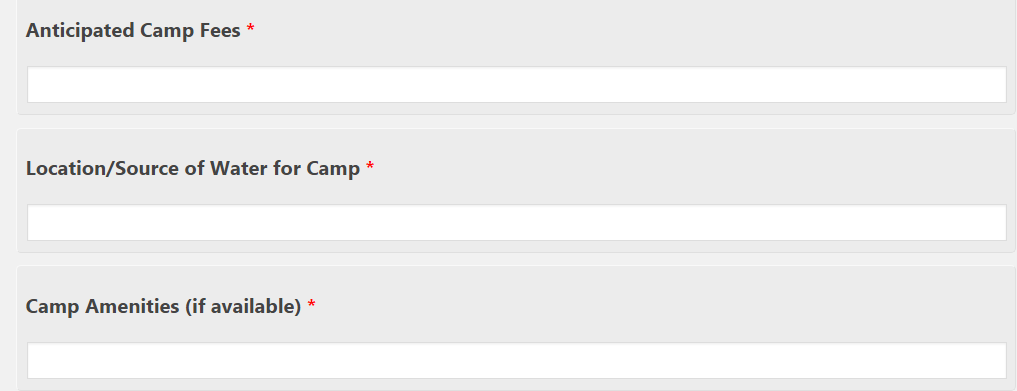
****

**Tools**

****

**Safety  
Concern**

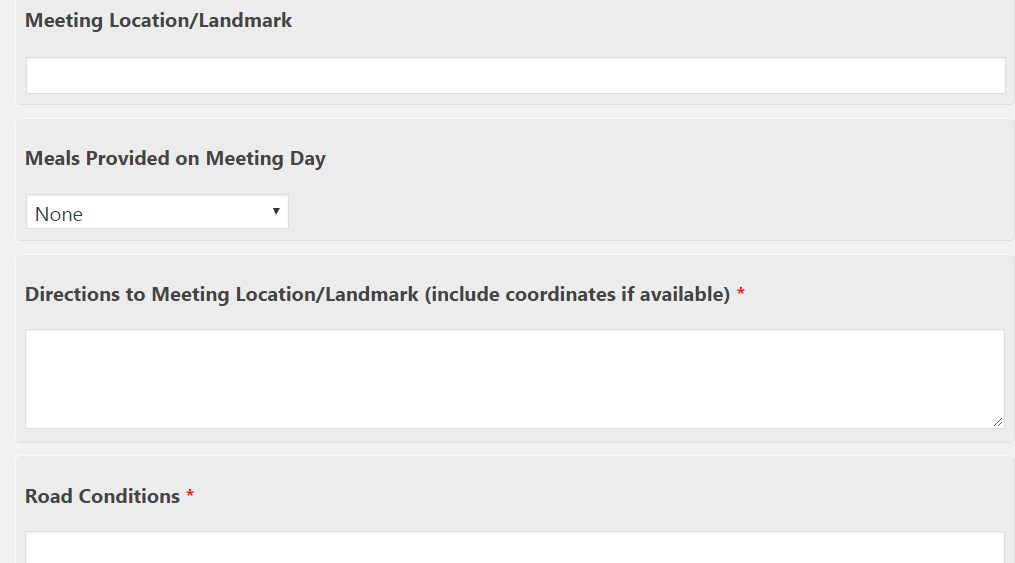
**Camp**

****

**Fees**

**Water**

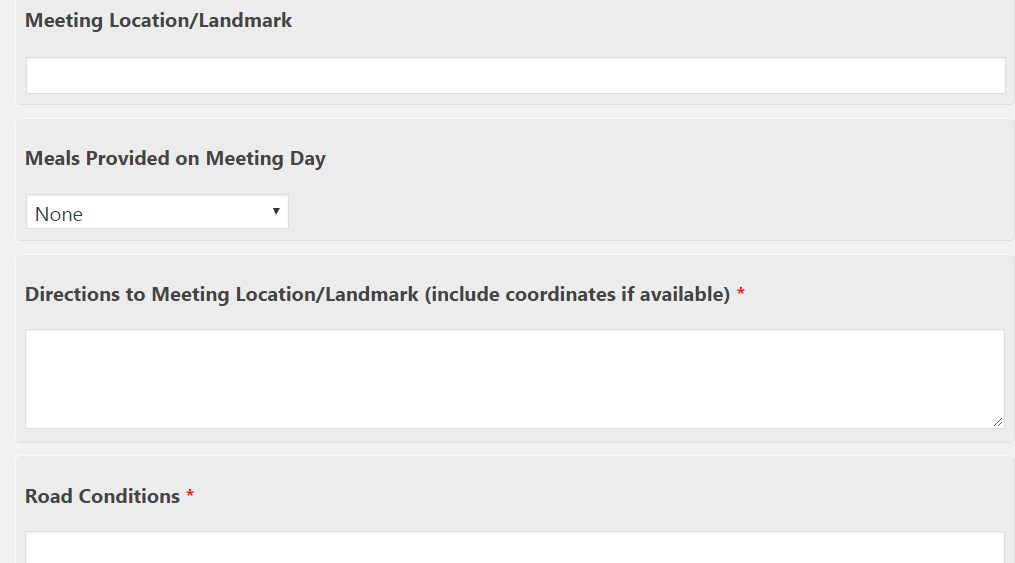
**Other**

****

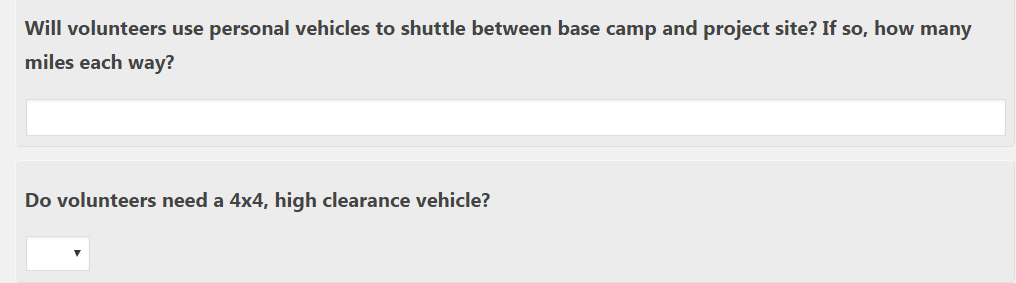
**Meeting  
location**

**Meals**

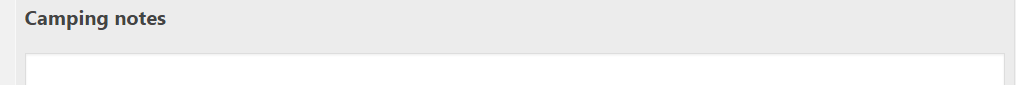
**Driving  
directions**

****

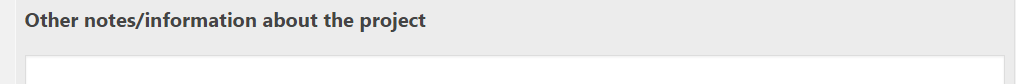
**Condition**

****

**Daily  
mileage**

**4x4**

**Other  
notes**

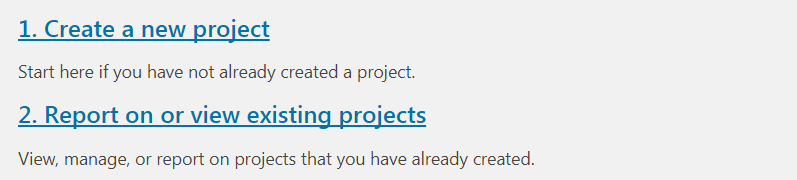
****

****

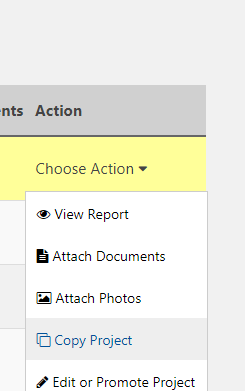
Click **Submit** **Form**.

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**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**.

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