Posting a Project on the **PCTA 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**.

1. Create a new project

Start here if you have not already created a project.

2. Report on or view existing projects

View, manage, or report on projects that you have already created.

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**.

* **Would you like to promote this project on the PCTA website or report on this project at this time?**

I want to promote this project on the website now.
This project occured in the past and I want to submit a report now.

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.

Who is registering volunteers for this project?

Local Volunteer Group	PCTA Programs Staff

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

Latitude, Longitude:

Search for location

Elevation

Elevation (ft)

Project description

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

Experience required

Is prior trail maintenance experience required? *

○ No
○ Yes

Fitness level

Fitness level * - Level Descriptions

[▼]

Hiking miles

Total hiking miles per day. *

0

Backpack miles

Total backpacking miles to basecamp * - if backcountry

0

Max # of vol's

Maximum number of volunteers

0

Project length

☐ Day Project
☐ Extended Trip
☐ Short Trip
☐ Training

How to register

How to register *

[ ]

Space available

Space available? *

○ Yes
○ No

Submit Form

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

Complete Mobilization By (includes project prep, shopping, travel)

Date *	Time *	Notes
	8 AM ▾	

Date/time to meet vol's

When will you meet your volunteers?

Date *	Time *	Notes
	8 AM ▾	

Pack-support

Will you be packing gear in? *

▾

Packer contact information:

Packer contact

Name *	Phone *	Email *

Back-packing

Will you be backpacking in? *

▾

Trail work starts

When will Trail Work begin?

Date *	Time *	Notes
	8 AM ▾	

Trail work ends

When will Trail Work end

Date *	Time *	Notes
	8 AM ▾	

Pack-support

Will you be packing gear out? *

▾

Agency contact

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

[▼]

Agency Contact Name *

[   ]

Agency Contact Email *

[   ]

Agency Contact Phone *

[   ]

Crew leader contact

Volunteer/Corps Crew Leader *

[   ]

Volunteer/Corps Crew Leader Phone Number *

[   ]

PCTA contact

PCTA Contact Name *

[   ]

PCTA Contact Phone *

[   ]

Location

Nearest City/Town

[   ]

Tools

Equipment/tools needed *
(Please list any required specialty tools along with the number needed.)

[   ]

Safety Concern

Environmental concerns *

[   ]

Work-Related/Other Concerns *

[   ]

Camp

Camp Location/Name *

[   ]

Type of camping

[▼]

Fees

Anticipated Camp Fees *

[   ]

Water

Location/Source of Water for Camp *

[   ]

Other

Camp Amenities (if available) *

[   ]

Meeting location

Meeting Location/Landmark

Meals

Meals Provided on Meeting Day

None ▼

Driving directions

Directions to Meeting Location/Landmark (include coordinates if available) *

Condition

Road Conditions *

Daily mileage

Will volunteers use personal vehicles to shuttle between base camp and project site? If so, how many miles each way?

4x4

Do volunteers need a 4x4, high clearance vehicle?

▼

Other notes

Camping notes

Other opportunities in the area (swimming, history, hiking, etc if available)

Other notes/information about the project

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**.

1. Create a new project

Start here if you have not already created a project.

2. Report on or view existing projects

View, manage, or report on projects that you have already created.

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

Choose Action ▾

- 👁 View Report
- 📄 Attach Documents
- 🖼 Attach Photos
- 🗐 Copy Project
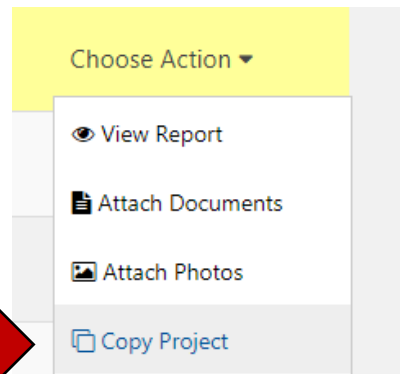
Assign a new name to the new project and edit details as needed.

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.