**How to Submit a PCTA Project Report Form**

**STEP 1**

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

Did you already **Create the  
project**?

**No** – move to step 2

**Yes** – move to step 7

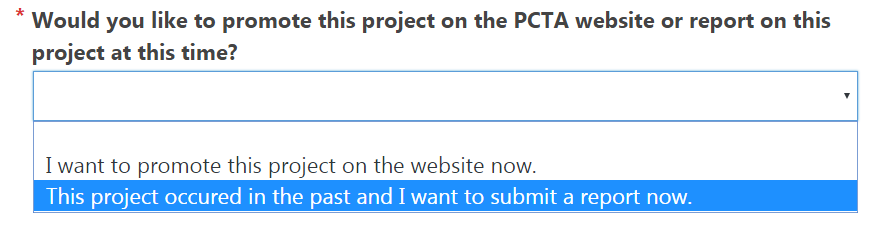
**STEP 2**

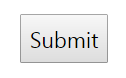


Click **Create a new project**.

Fill out the common information:

* **Project Name**
* **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 took place.
  + If the project is not affiliated with a particular agency unit, please select PCTA.
  + If the project occurred on more than one unit, please submit a separate report for each unit, and divide the volunteer hours and accomplishments accordingly.
  + If you do not know the appropriate agency unit, please contact your PCTA Regional Representative.
* **Region**: After selecting the agency unit, the region field will auto-fill. Correct if needed.
* **Date** **From/Date To**: Use the calendar to select the first and last date of your project.

  
Choose **This project   
occurred in the past   
and I want to submit   
a report now.**



Then, **Submit**.

**STEP 3**

Fill in the remainder of the report form.

1. **# of Stock Used**
2. **Youth Project**

Was this project specifically for youth volunteers? (for example, a group of Boy Scouts?) If so, check the box.

1. **Describe the section of trail on which the project took place**

You can use GPS points, trail miles, or other identifying features.

1. **How many miles of trail did you do maintenance on – excluding logout.**

This includes annual maintenance tasks such as brushing, drainage maintenance, and minor tread repair. Logout miles should be recorded in the logout section. *Round to tenths of a mile.*

1. **How many feet of rehabilitation and/or reconstruction did you complete?**

This includes work done to bring the trail up to standard, such as redigging sloughed tread, installing or reconstructing drainages, rebuilding or realigning the tread, and/or removing major obstructions.

1. **Was this a log out project?**

These are miles of trail that only received logout work. *Round to tenths of a mile.*

1. **Overview of the work accomplished during project.**
2. **Total number of volunteers on this project**

Enter the number of volunteers. Click **Update**. Rows will be added to the form. *If you change the number of volunteers and click* ***Update*** *again, rows will be added/deleted from the bottom of the list.*

1. **Listing each volunteer and their hours**

* Specialized hours are spent doing certified saw work, packing, rigging, drilling, and leading crews.
* *Corps Crew* refers to volunteers on partner corps crews, like American Conservation Experience (ACE). If your volunteer is a corps crew member or leader, please indicate this in the drop down menu. Volunteers not affiliated with corps crews can remain N/A.

1. **Did you complete any of the following major structures?**
2. **Summary will be emailed to the following**

* PCTA Regional Rep: this is pre-filled according to the Region at the top of the report.
* PCTA Volunteer Coordinator: all report forms are sent to [volunteer@pcta.org](mailto:volunteer@pcta.org).
* My email: please enter your email address.
* Agency Partner email(s): this is pre-filled according to the Agency at the top of the report.

Additional field: Please enter email addresses for anyone else you feel should receive a copy of your report.

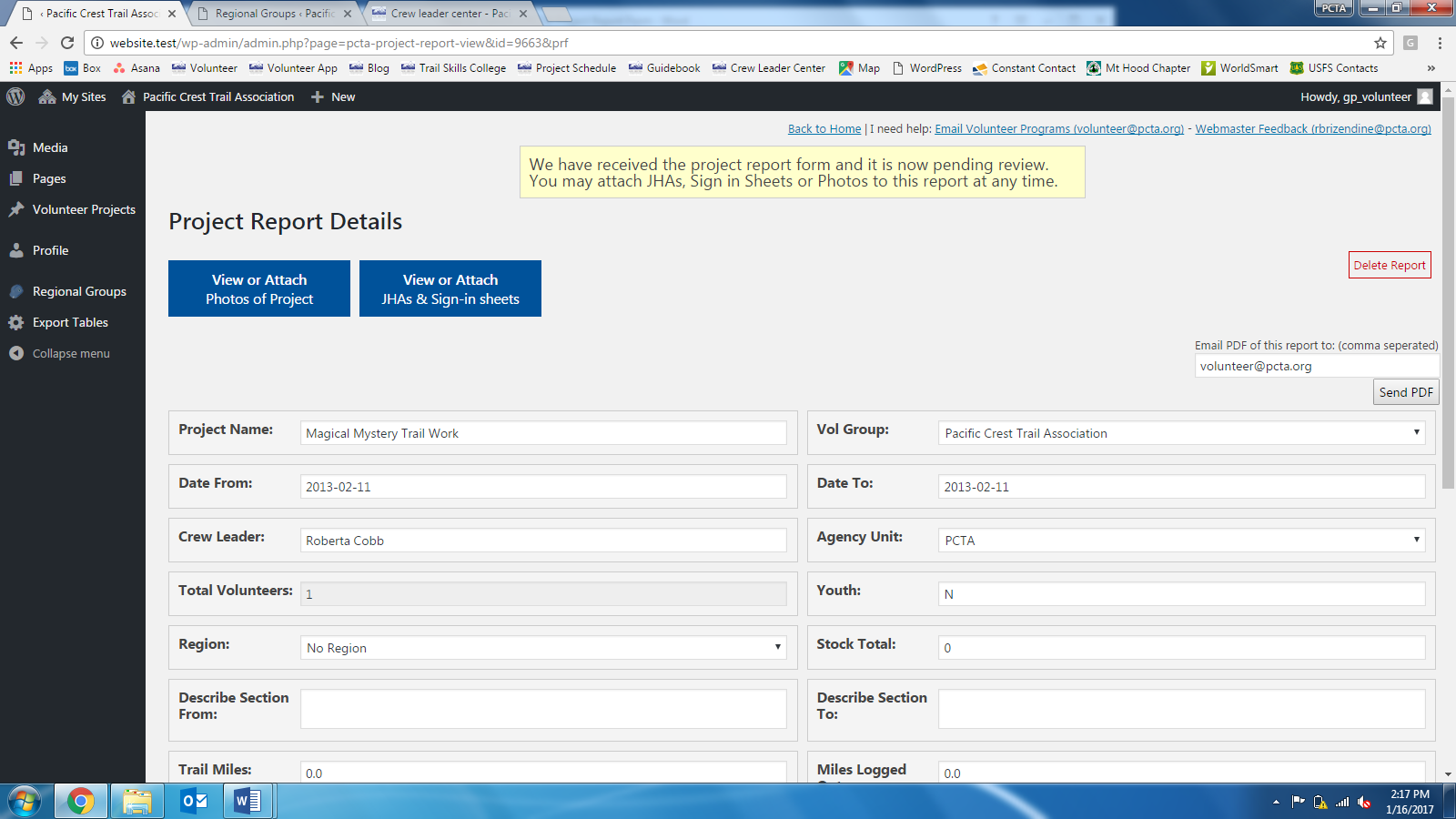
1. **Would you like to upload Photos, JHAs, or Sign in Sheets for this project?**

**STEP 4**

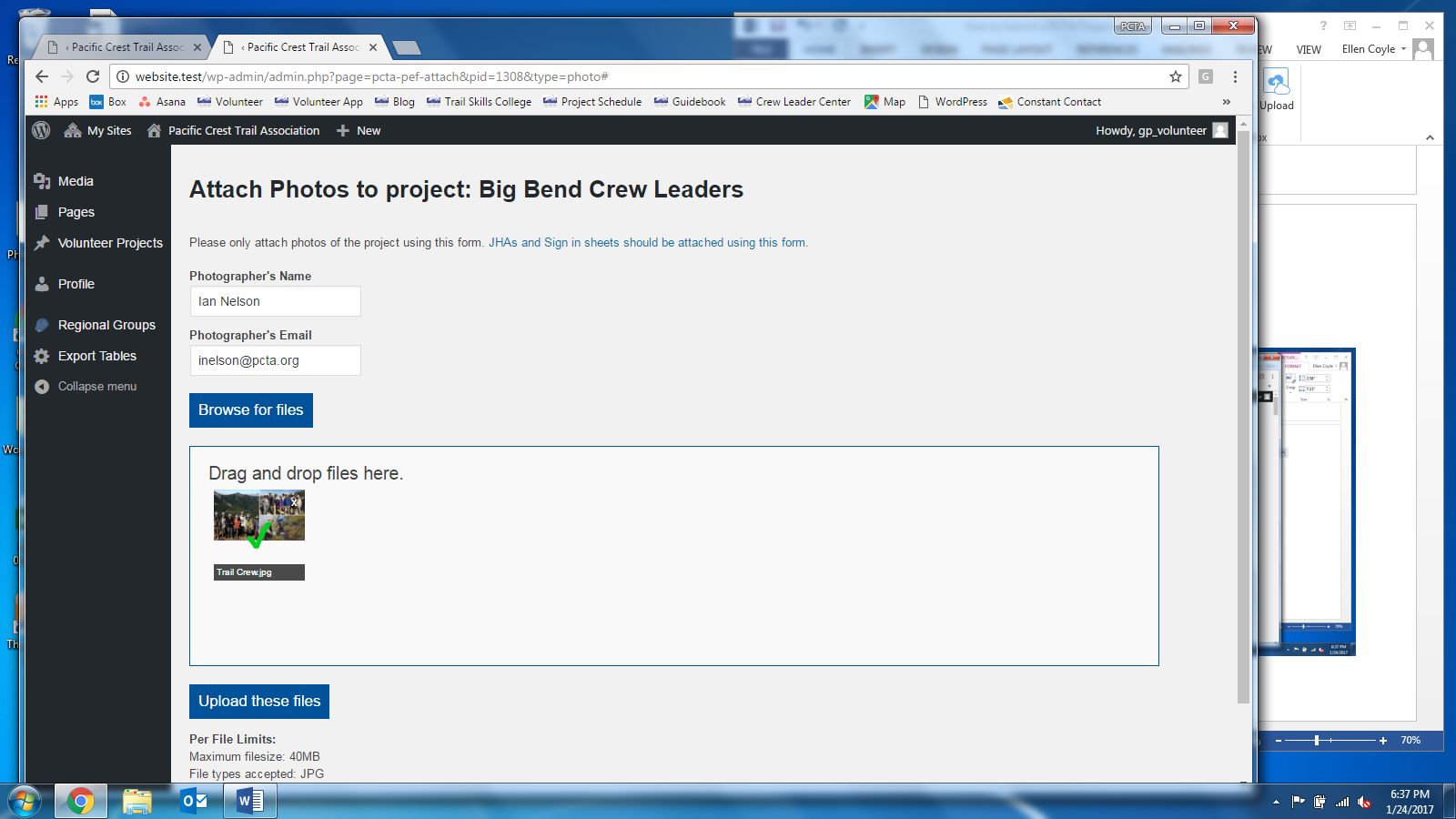
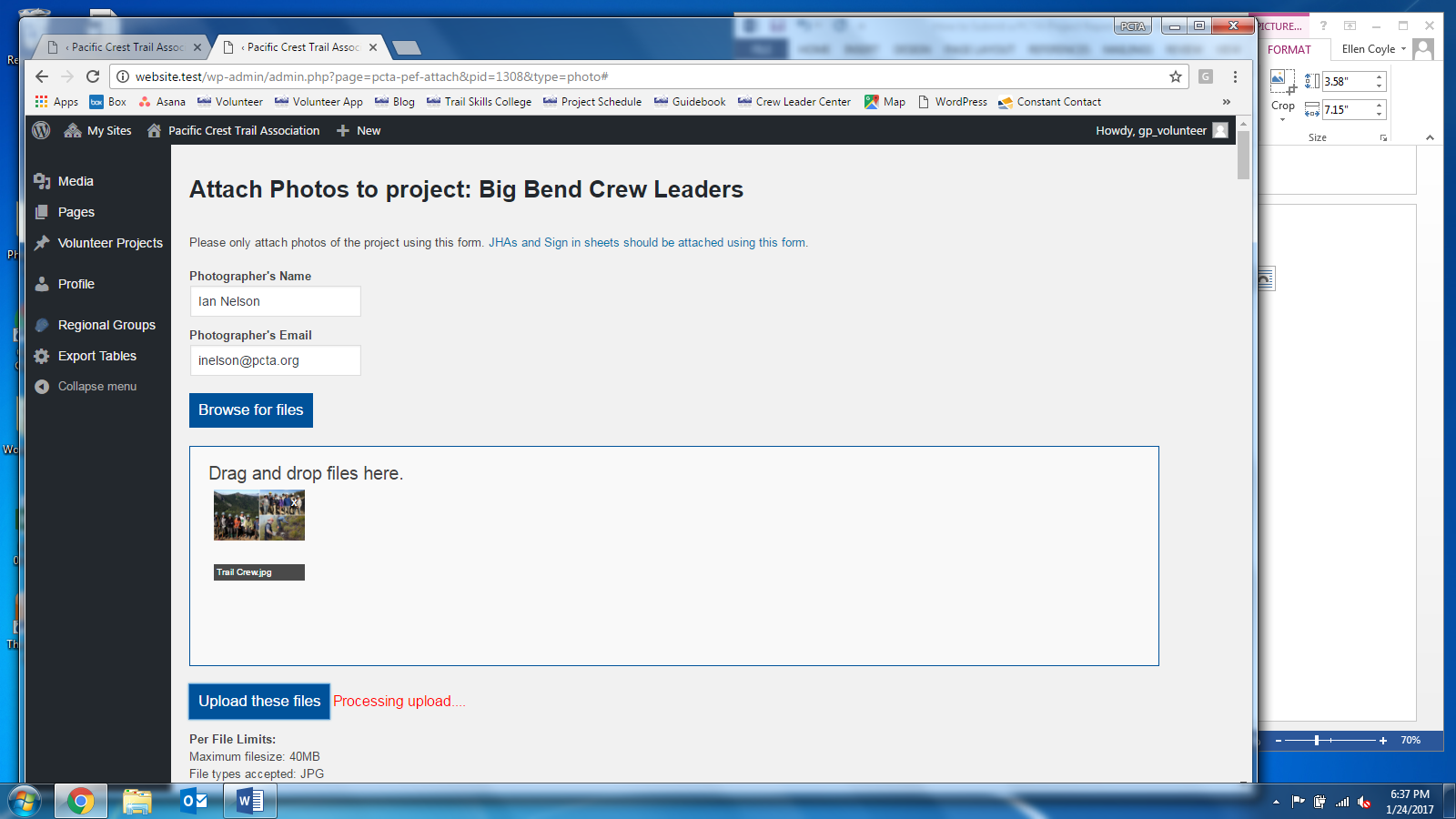
Click **Send Report**.

**STEP 5**

Are you uploading photos or documents with your report?

**No** - you will see a confirmation that your report was submitted. You can come back at any time to upload photos and documents.

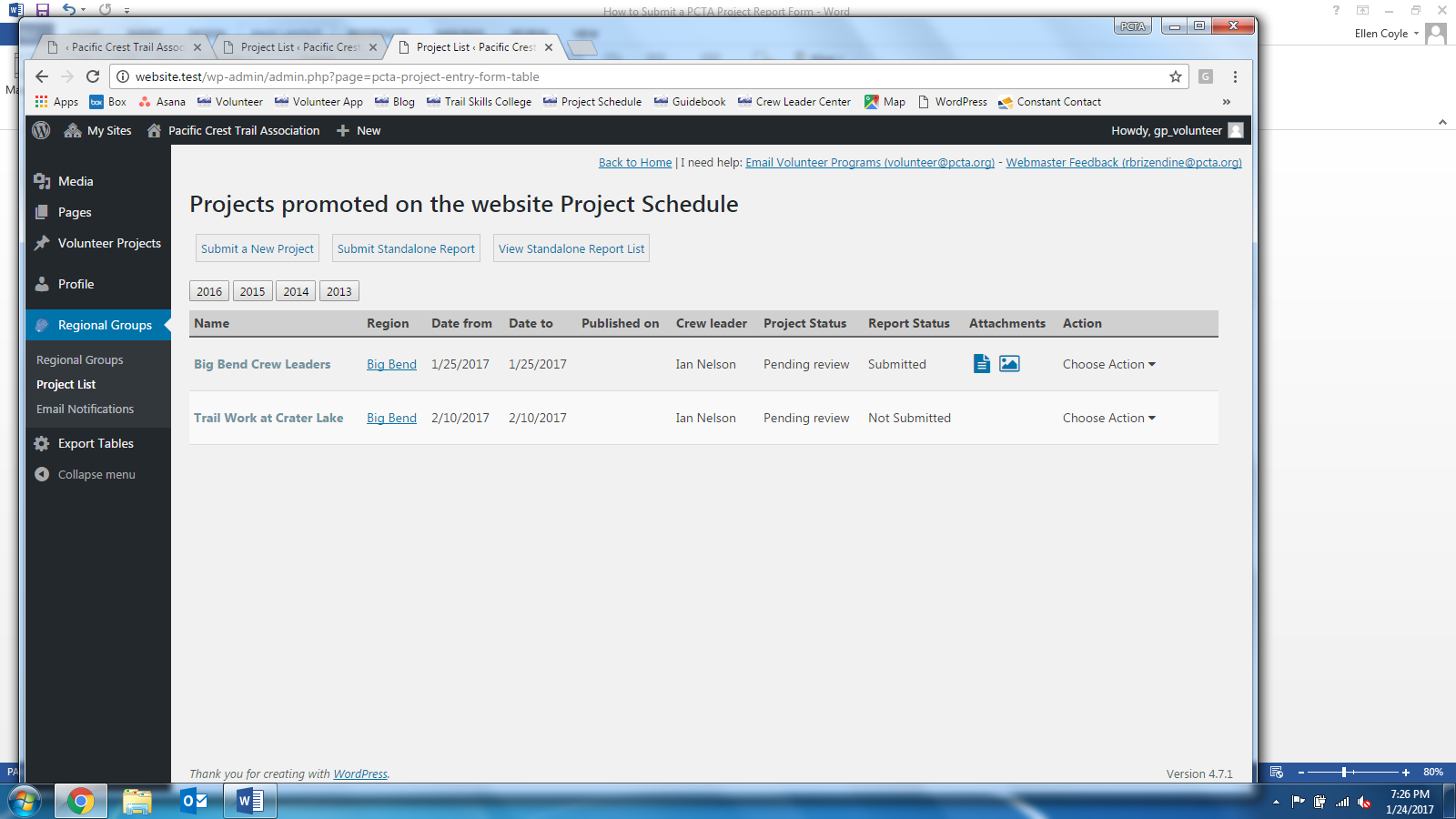
**Yes** - you will see a confirmation that   
your report was submitted. Click the   
button for the type of file you’d like to   
attach.

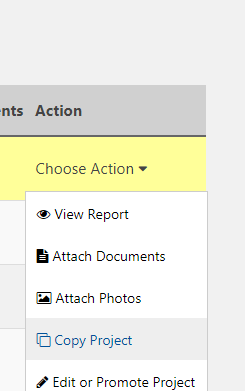
There are *separate upload pages for photos and documents*, but they function the same. **Browse** for the files you’d like to upload, or **drag and drop** your files into the box. For photos, please provide the photographer’s name and email.

Once you find your documents, **Upload these files**.  
You will see notifications as the upload  
processes, and a green check mark when complete.

**STEP 6**

Once your files are uploaded, you’ll see them on the Project List. You can click the icons to view the files.

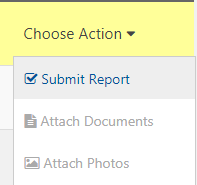


****To upload more photos or documents,click **Choose Action** and **Attach  
Documents** or **Attach Photos**.

**STEP 7**



If you already created the project,  
click **Report on or view existing**projects.

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

Fill in the questions described in Step 3.