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

**STEP 1**

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

Once logged in, click
**Report on or view
existing projects**.

**STEP 2**



Find your project in the **Project List**,
click **Choose Action**,
then **Edit or Promote Project**.

**STEP 3**


Scroll to the bottom of the screen.

Under the last question,
**Space available?** click **No**.

If a waitlist is available, update the
**How to register** instructions.
 Example: “To join the waitlist,
 please contact volunteer@pcta.org”

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

PCTA Volunteer Programs will be notified that
you’ve edited the project. The changes will be
approved soon and **Project Full** will appear on
the online Project Schedule.