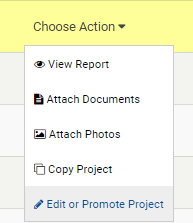
**Marking a Project “Full” on the** [**PCTA Project Schedule**](http://www.pcta.org/volunteer/project-schedule/)

**STEP 1**

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

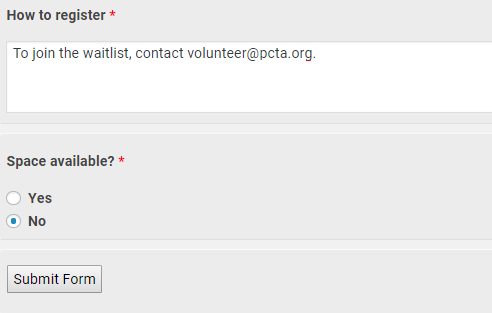
Once logged in, click  
**Report on or view   
existing projects**.

**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.