Marking a Project “Full” on the PCTA 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.

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

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.