

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.**”

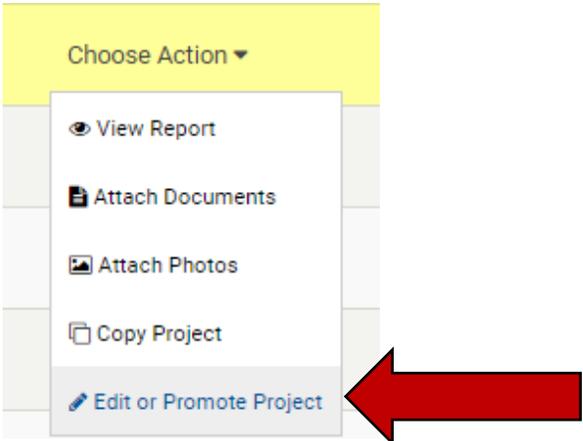
Once logged in, click **Report on or view existing projects.**

[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**.



Choose Action ▾

- View Report
- Attach Documents
- Attach Photos
- Copy Project
- Edit or Promote Project** 

STEP 3

Scroll to the bottom of the screen.

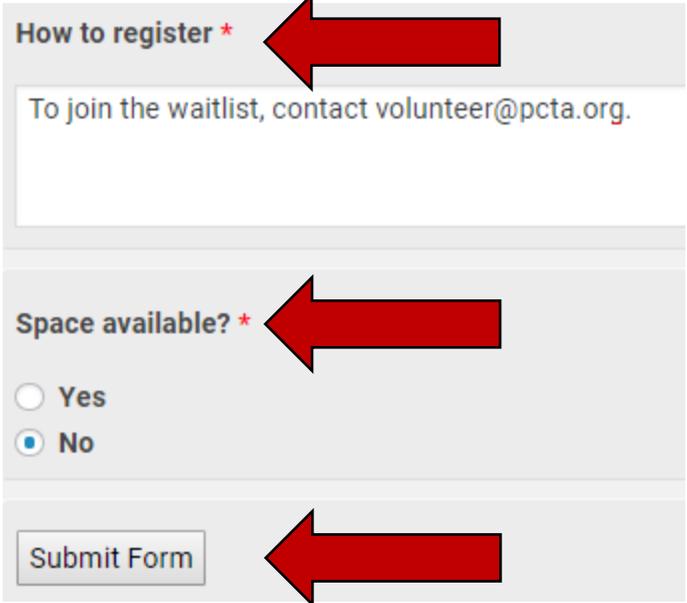
Under the last question, **Space available?** click **No**.

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.



How to register * 

To join the waitlist, contact volunteer@pcta.org.

Space available? * 

Yes
 No

Submit Form 