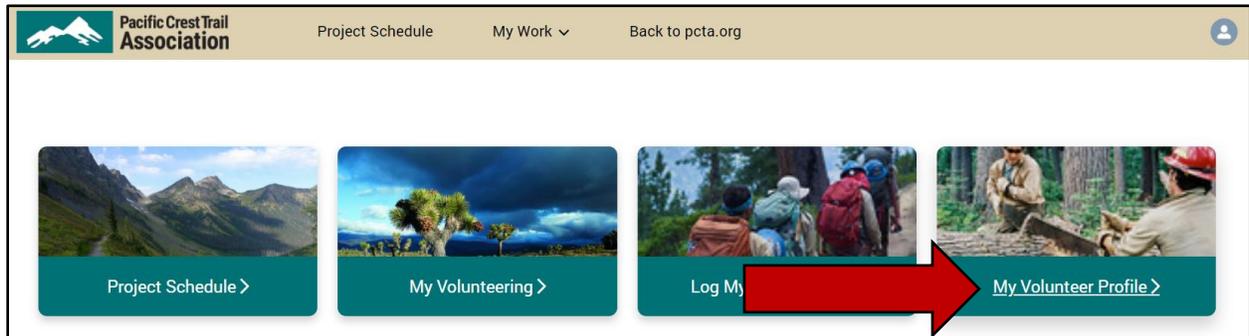## How to Update Your Volunteer Profile

STEP 1

Log into your PCTA**Connect** account and click on My Volunteer Profile.

STEP 2

The information you share in your volunteer profile helps ensure PCTA staff and crew leaders can contact you about upcoming volunteer opportunities that meet your interests and plan accordingly when you sign up for volunteer projects. You can update your profile any time. Before PCTA**Connect**, PCTA used to collect and record this information via a volunteer application.

The profile is divided into 9 sections:

- My Contact Information
- Volunteer Interests
- Demographics
- Emergency Contact
- Trail Maintenance**

- Administrative**
- Education/Awareness**
- Media/Publishing**
- Additional Information

Once you start filling out a section, you'll need to complete all the required fields in that section. Unfortunately, not all required fields are marked with a *. We are working to correct this.

**Fill in profile sections based on your areas of interest. For example, if you're not interested in Administrative volunteer opportunities, skip the Administrative section.

After signing up for a volunteer project, the following information from your volunteer profile will be shared with your crew leader.

- My Contact Information
- Age (calculated from Birthdate)
- Emergency Contact

- Medical Conditions
- Medications
- Allergies
- Dietary Needs/Restrictions

v. March 2021

STEP 3

There are two ways to edit your profile.

Option 1: Click the Edit button in the top right.

My Volunteer Profile

Contact
Moira Rose

Edit

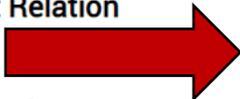### ⌄ My Contact Information

Name
Moira Rose

Email
moira@example.com

Home Phone
(555) 404-3322

Option 2: Hover over the field you'd like to edit and click the pencil icon.

⌄ Emergency Contact

Emergency Contact Name❶
David

Emergency Contact Relation
Son

Emergency Contact Phone❶
(808) 991-3303

Emergency Contact Phone Type❶
Mobile

STEP 3

Be sure to click Save to save your changes!

Save