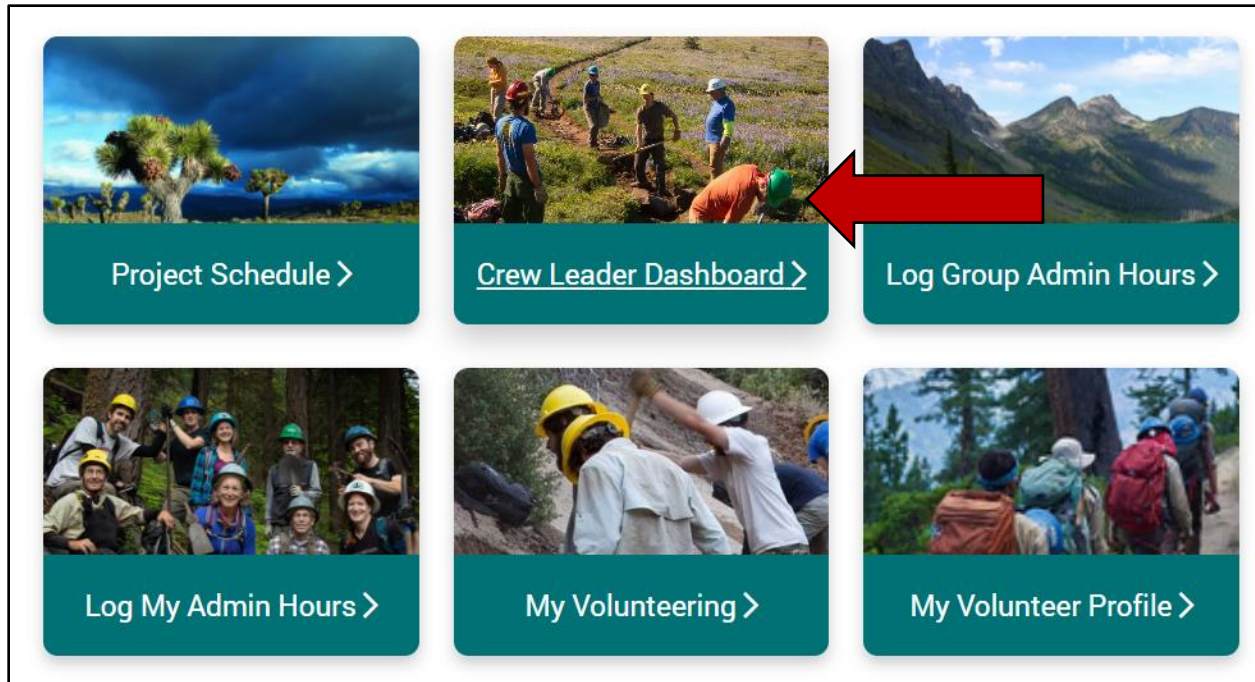


# How to View Who's Registered for Your Project

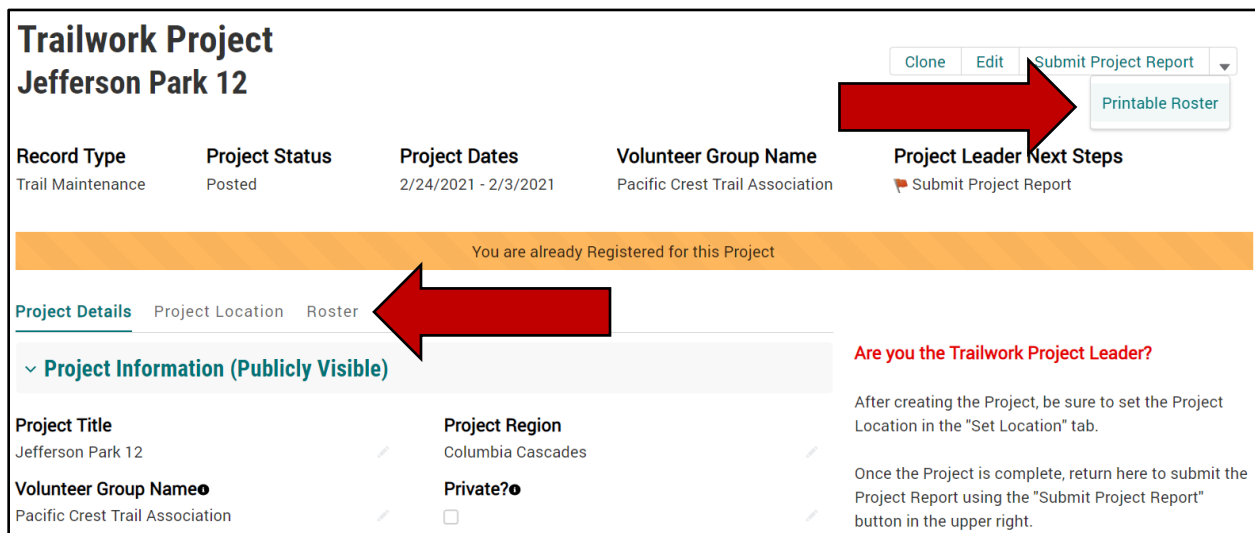
## STEP 1

Log into your PCTAConnect account and click on your Crew Leader Dashboard.



## STEP 2


Navigate to the project you're leading. There are two ways to view your roster: a list view and a printable version.



Rosters contain Personally Identifiable Information (PII). Please keep them in a secure location and destroy after the project. Any information that can be linked to a specific individual is PII, including the names, addresses, and telephone numbers in the rosters. As a leader who handles PII in the performance of your duties, please safeguard and protect this data in every form (electronic and paper based) and exercise extra diligence during the electronic and physical movement of PII data.

More info about PII is available in [PCTA's Crew Leadership curriculum](#). Please contact us at [volunteer@pcta.org](mailto:volunteer@pcta.org) or (916) 285-1838 if you have any questions.

**Example of the list view:**

Project Details	Project Location	<b>Roster</b>	Project Files
 <b>Trailwork Registrations (2)</b>			
Trailwork Registration Number	Contact Name	Status	
<a href="#">Reg-00032</a>	Moira Rose	Registered	▼
<a href="#">Reg-00033</a>	Mitchell Pritchett	Registered	▼
			<a href="#">View All</a>

**Example of the printable version:**

Print

## Jefferson Park 12

Total registered: 2

**Mitchell Pritchett (Registered)**

Age: 35	Address: 8810 1st Street
Email: <a href="mailto:mitchell@example.com">mitchell@example.com</a>	Sacramento, CA 95833
Home Phone:	
Mobile Phone: 916 3456789	
Attendance Notes:	
<b>Emergency Contact</b>	
Emergency Contact: Cameron	Emergency Contact Phone: 8005432100
Emergency Contact Relation: Spouse	Emergency Contact Date: 2/23/2021
<b>Medical Info</b>	
Aller. Date: 2/23/2021	Allergies: None
Med Con Date: 2/23/2021	Medical Conditions: Asthma
Meds Date: 2/23/2021	Medications: None
<b>Special Needs</b>	
Dietary Rest. Updated: 2/23/2021	Trailwork Appetite:
	Dietary Restrictions: Vegan

AFTER PROJECT, DESTROY OR RETURN ROSTER TO PCTA'S SACRAMENTO OFFICE