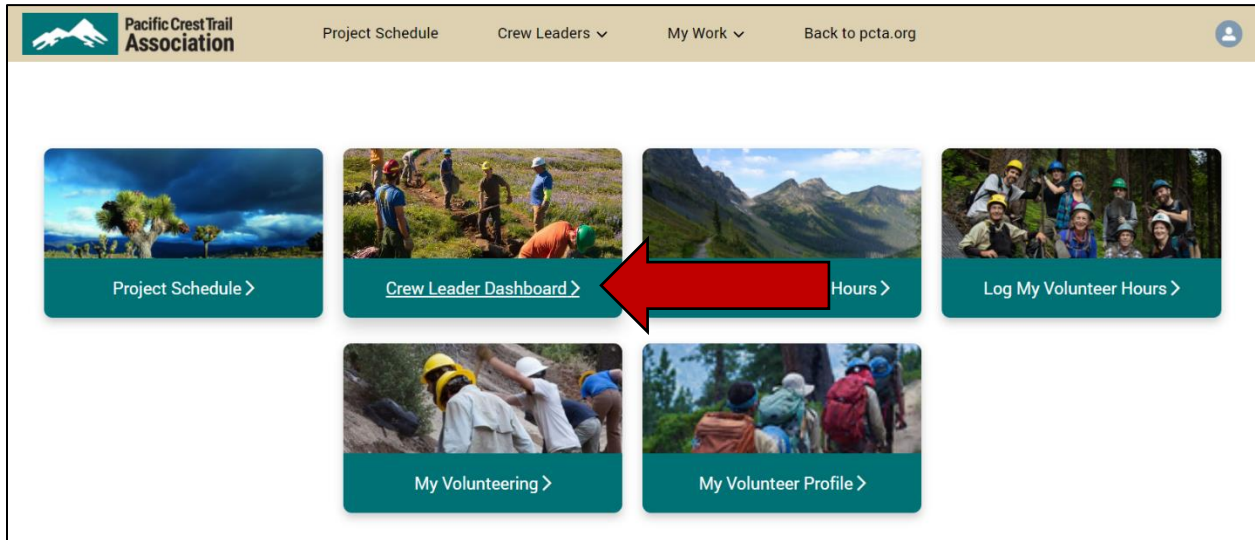


Attach files to a project report

STEP 1

Log in to PCTAConnect and Click "Crew Leader Dashboard"



STEP 2

Find the name of the project for which you would like to attach files. Click on the name of the project.

Crew Leader Dashboard

Projects I'm Leading Upcoming Group Projects Past Group Projects

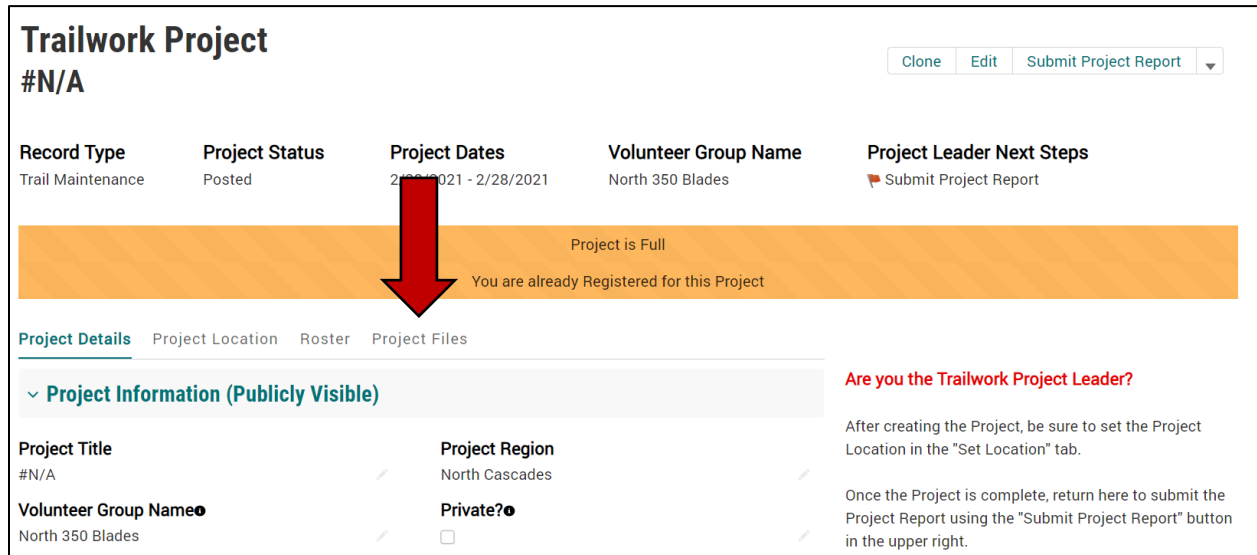
Projects I'm Leading [New Trailwork Project](#) [Printable View Trailwork Project](#)

Search this list...

Proj...	↑ ↓	Mobilization	Project End ...	Project Region	Project Status	Record Type	Maxi...	Total ...	Proje...
1	#N/A		1	North Cascades	Posted	Trail Maintenance	6	6	▼
2	#N/A	12/27/2020	12/27/2020	North Cascades	Reviewed, Not Posted	Trail Maintenance	10	1	▼
3	#N/A	2/28/2021	2/28/2021	North Cascades	Reviewed, Not Posted	Trail Maintenance	10	3	▼

STEP 3

Click on the tab that says “Project Files.”



Trailwork Project #N/A

Clone Edit Submit Project Report

Record Type	Project Status	Project Dates	Volunteer Group Name	Project Leader Next Steps
Trail Maintenance	Posted	2/22/2021 - 2/28/2021	North 350 Blades	Submit Project Report

Project is Full
You are already Registered for this Project

Project Details Project Location Roster **Project Files**

Project Information (Publicly Visible)

Project Title #N/A	Project Region North Cascades
Volunteer Group Name North 350 Blades	Private? <input type="checkbox"/>

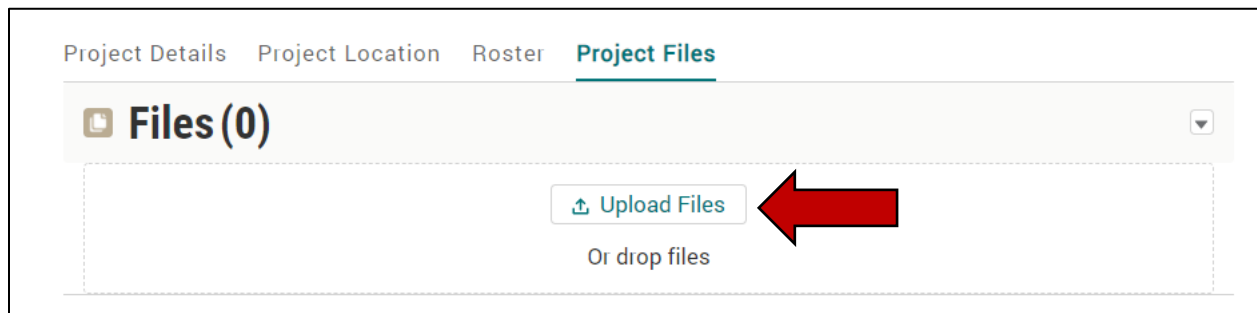
Are you the Trailwork Project Leader?

After creating the Project, be sure to set the Project Location in the "Set Location" tab.

Once the Project is complete, return here to submit the Project Report using the "Submit Project Report" button in the upper right.

STEP 4

Drag and drop files into the “Files” box or click the “Upload Files” button and follow the prompts to select files (photos, PDFs, etc.) from your device.



Project Details Project Location Roster **Project Files**

Files (0)

Upload Files

Or drop files