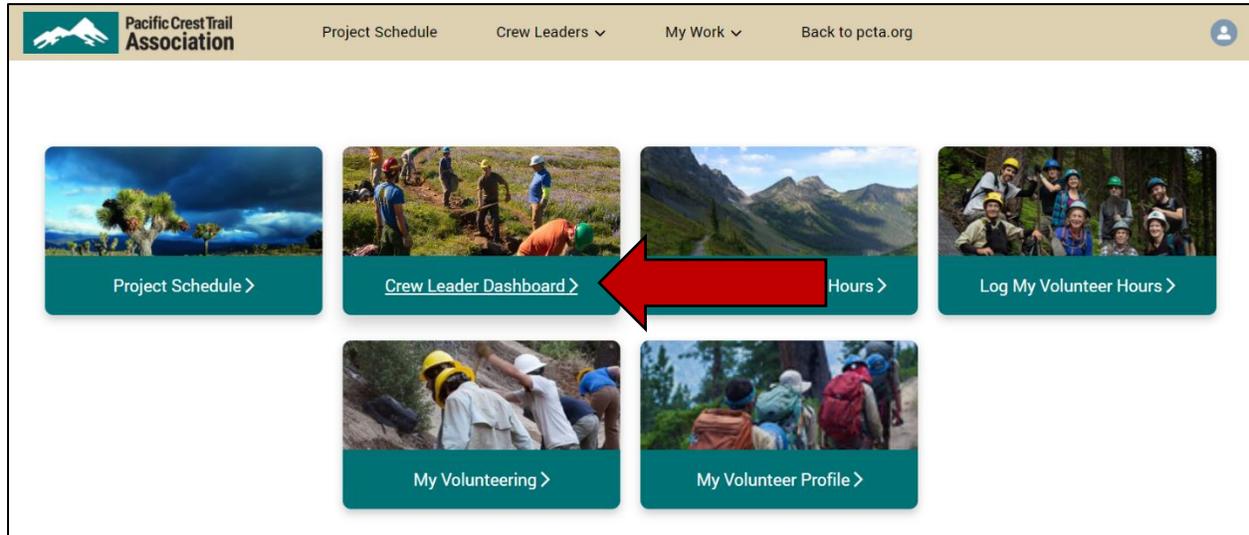


# Submitting a project report

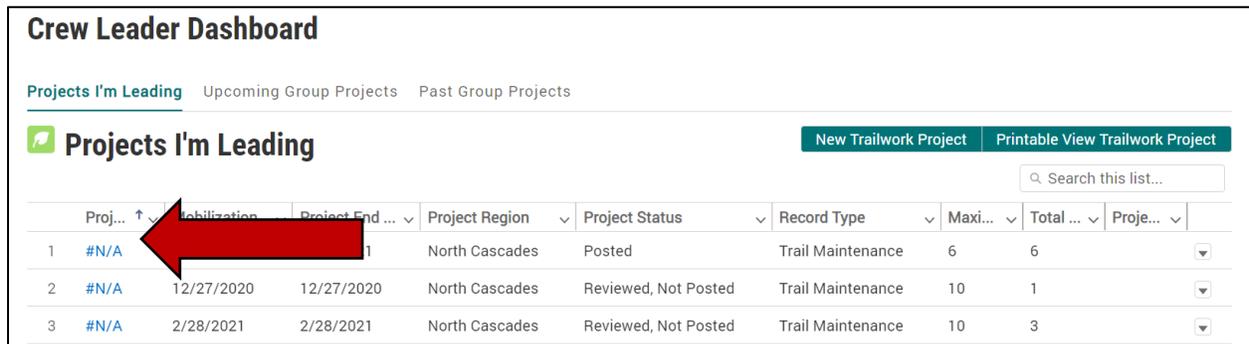
## STEP 1

Log in to PCTAConnect and Click “Crew Leader Dashboard”



## STEP 2

Find the name of the project for which you are submitting accomplishments and volunteer hours. \*\* Click on the name of the project.



\*\*If your project isn't listed and isn't in PCTAConnect, you'll need to start with the "New Trailwork Project" button instead. Use that "New Trailwork Project" feature to submit your basic project plan, then return to these instructions to submit your report. At this time, PCTAConnect doesn't provide an option for volunteers to jump directly to the project report.

## STEP 3

Click on the button that says "Submit Project Report."



### 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	2/28/2021 - 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)**

<b>Project Title</b> #N/A	<b>Project Region</b> North Cascades	<b>Are you the Trailwork Project Leader?</b> After creating the Project, be sure to set the Project Location in the "Set Location" tab.
<b>Volunteer Group Name</b> North 350 Blades	<b>Private?</b> <input type="checkbox"/>	Once the Project is complete, return here to submit the Project Report using the "Submit Project Report" button in the upper right.

## STEP 4

Enter information about the project accomplishments, location of work, etc.

### Project Report

Name: #N/A  
Crew Leader: Michael TestvolunteerFeb8CrewLeader  
Volunteer Group: North 350 Blades  
Agency Unit and District:  
Region: North Cascades  
Date From: February 28, 2021 Date To: February 28, 2021

Describe the section of trail on which the project took place:

**Project From**

**Project To**

Describe the trail maintenance you performed:

How many miles of trail did you do maintenance on as part of this project? ●

Click “Next” when you have entered the project report information.

## STEP 5

Enter the number of hours that members of your crew volunteered on the project.

All participants who registered in advance will have their names pre-populated on this form.

If someone registered for the project but did not attend, use the “Attended” slider next to their name to record that they did not participate (blue arrow).

If a volunteer did not register in advance you can add their names to the form using the “Add Walkup Participant” button (red arrow).

Only use the “Corps Crew” column to designate leaders and members of corps crews such as American Conservation Experience, AmeriCorps, Northwest Youth Corps, etc (green arrow).

**Project Report**

Remove	Name	Travel Hours	Project Hours	Total Hours	Specialized Hours	Corps Crew	Attended
	Michael Testv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Oj ▾	<input checked="" type="checkbox"/> Attended
	Kermit Frog	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Oj ▾	<input checked="" type="checkbox"/> Attended
	Michael Testv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Oj ▾	<input checked="" type="checkbox"/> Attended
	Test Person	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Oj ▾	<input checked="" type="checkbox"/> Attended



To add a walkup participant, enter their first and last name and either their email address or phone number. Click “Add to List”.

### Add a Walkup Participant

\*First Name 
 \*Last Name 
 Email 
 Phone



After you have entered your crew's volunteer hours, click "Submit Hours".

### Project Report

Remove	Name	Travel Hours	Project Hours	Total Hours	Specialized Hours	Corps Crew	Attended
	Michael Testv	<input type="text" value="3.00"/>	<input type="text" value="8.00"/>	<input type="text" value="11.00"/>	<input type="text" value="8.00"/>	Select an Org <input type="text"/>	<input checked="" type="checkbox"/> Attended
	Kermit Frog	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Org <input type="text"/>	<input type="checkbox"/> No Show
	Michael Testv	<input type="text" value="3.00"/>	<input type="text" value="7.00"/>	<input type="text" value="10.00"/>	<input type="text"/>	Select an Org <input type="text"/>	<input checked="" type="checkbox"/> Attended
	Test Person	<input type="text" value="3.00"/>	<input type="text" value="7.00"/>	<input type="text" value="10.00"/>	<input type="text"/>	Select an Org <input type="text"/>	<input checked="" type="checkbox"/> Attended
	TestVolunteer	<input type="text" value="2.00"/>	<input type="text" value="7.00"/>	<input type="text" value="9.00"/>	<input type="text"/>	Select an Org <input type="text"/>	

