

Pacific Crest Trail Association Project Process with PCTAConnect

Crew leader submits project plan in PCTAConnect

Resources: [Project Planning Checklist](#)

Regional Rep receives notification, reviews project and posts to [Project Schedule](#) as needed. Agency partner receives notification once Regional Rep marks project as reviewed or posted.



Volunteers register for project in PCTAConnect

Resources: [How to register for a project](#), [How to register for a portion of a project](#), [FAQ: "When volunteers register, what kind of information do they receive?"](#)

Regional Rep registers volunteers for "private" projects.



All volunteers complete e-paperwork

Resources: [How E-Paperwork and PCTAConnect Work Together](#)

Crew leader confirms e-paperwork is complete before start of project.



Crew leader views roster in PCTAConnect

Resources: [How to view who's registered for a project](#)



Crew leader contacts crew

Similar to pre-PCTAConnect process, crew leaders contact their crew to introduce themselves, provide additional details and reminders. During Covid-19, it's helpful to remind participants about safety protocols and e-paperwork in these communications.



Crew leader completes and sends Trailhead Communication Plan (TCP)

Resources: [Check In and Check Out Protocols](#), [Blank TCP](#)



Crew leader runs project, submits project report in PCTAConnect

Resources: [Project Planning Checklist](#), [Tailgate Safety Session and Tools Checklist](#), [How to submit a project report](#)