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