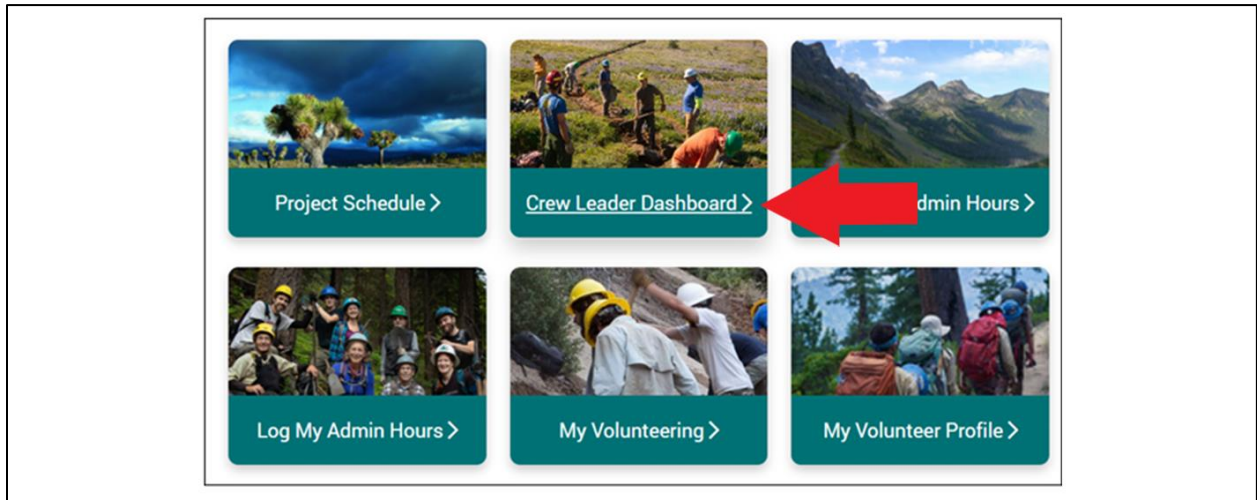


How to Submit a Project Planning Form for Trail Assessment/Scouting

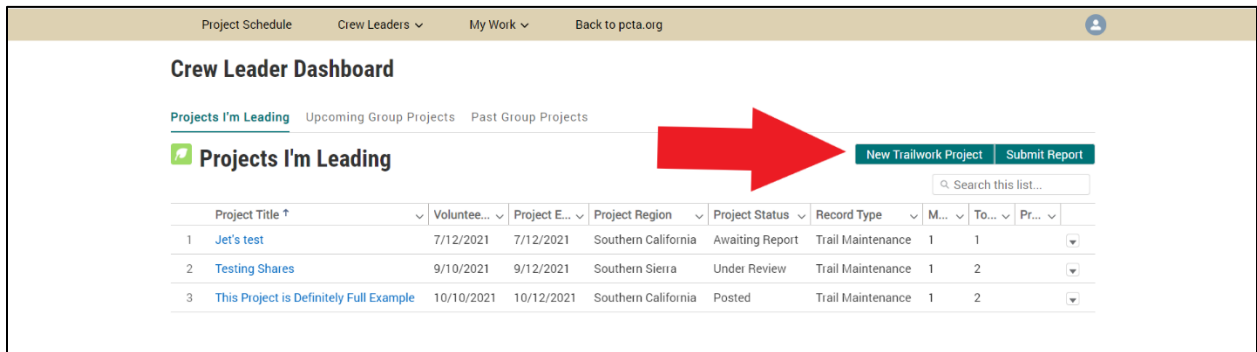
STEP 1

Log into your PCTAConnect account and click on Crew Leader Dashboard



STEP 2

Click on New Trailwork Project



STEP 3

Select Trail Assessment and click Next.

The screenshot shows the 'Crew Leader Dashboard' with a 'New Trailwork Project' dialog box open. The dialog box has a title 'New Trailwork Project' and a section 'Select a record type' with two radio button options: 'Trail Maintenance' and 'Trail Assessment'. The 'Trail Assessment' option is selected, indicated by a blue dot. A red arrow points to this option. Another red arrow points to the 'Next' button at the bottom right of the dialog box. The background shows a table of projects with columns for Project Title, M..., To..., and Pr....

STEP 4

Complete the form by filling in all fields marked with a red asterisk and the other fields as necessary. Click Save.

The screenshot shows the 'New Trailwork Project: Trail Assessment' form. The form has several sections: 'Project Information' with fields for Project Title, Project Region, Volunteer Group Name, Project Description, and Private Assessment?; 'When will you head into the field?' with fields for Volunteer Date and Volunteer Time; 'When will you start scouting?' with fields for Trail Work Start Date and Trail Work Start Time; and 'Are you using stock? Enter date of your trip' with fields for Packing Gear In Date, Project End Date, and Project End Time. Red asterisks mark the required fields. A red arrow points to the 'Project Title' field, and another red arrow points to the 'Save' button at the bottom right.

After clicking save, a green text box will pop up briefly stating your submission was successful. It should then show up under the "My Work" tab in your PCTAConnect account.