How to Submit a Standalone Project Report

**STEP 1**

Log into your PCTAConnect account and click on Crew Leader Dashboard

- Project Schedule
- Crew Leader Dashboard
- Log Group Admin Hours
- Log My Admin Hours
- My Volunteering
- My Volunteer Profile

**STEP 2**

Click on Submit Report
STEP 3

Review your recent projects on the drop-down menu. If you don't see the project you're trying to report on, click "Next" to create a new one.

STEP 4

Complete the form by filling in all fields marked with a red asterisk and the other fields as necessary. Click Next at the bottom of the form.
Click Add a participant

Add the first and last name of each participant and either their email or phone number. Then select Add to list. Be sure to include yourself if you participated in the project.
STEP 7

Enter in travel hours, project hours and specialized hours as appropriate and select next. Definitions for volunteer hour categories are provided at the bottom of the form.

STEP 8

Be patient while this map loads. Use the + and – buttons in the top left, or double click with your mouse, to zoom in/out to the location of your project on the map.
STEP 9

Select the start and end points on the map to show where you started and ended your project. You can select one stretch of PCT and multiple stretches on side trails. If needed, after choosing the points, you can click and drag each of them to move them. You’ll notice the map calculates the total length of the project. Then select finish.

![Map showing project report](image)

STEP 10

Get the Success pop-up window and select next

![Success window](image)

STEP 11

When you see this screen you can close out of PCTAConnect. You will automatically receive an email copy of your project report.

![Project Report](image)