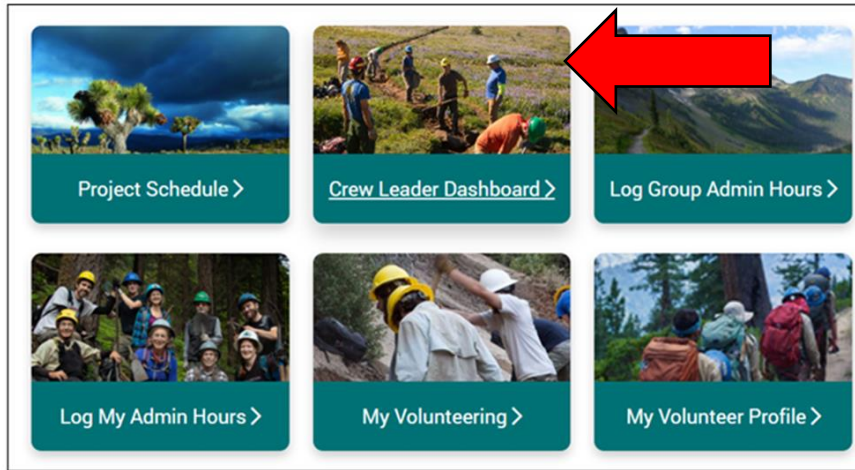


How to Submit a Standalone Project Report

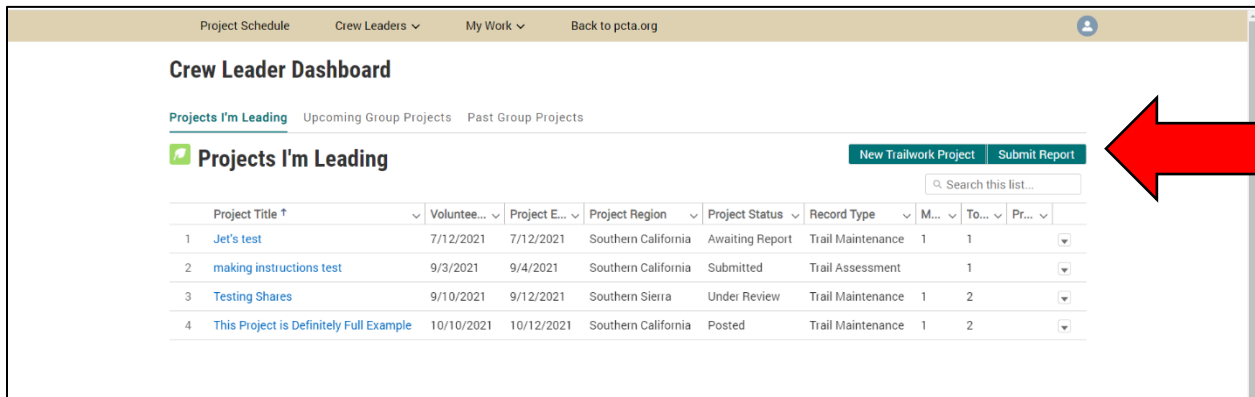
STEP 1

Log into your PCTAConnect account and click on Crew Leader Dashboard



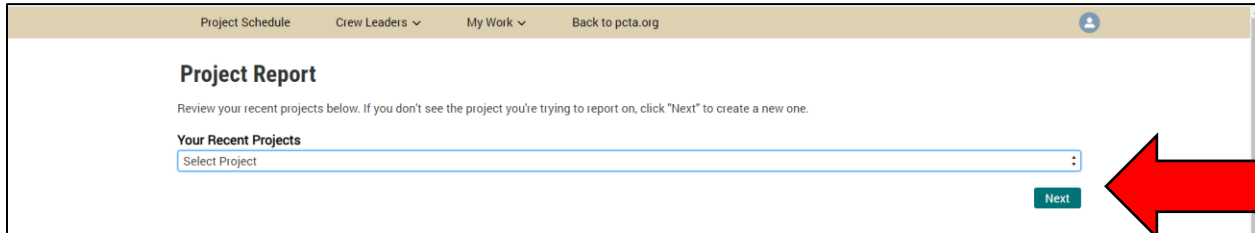
STEP 2

Click on Submit Report



STEP 3

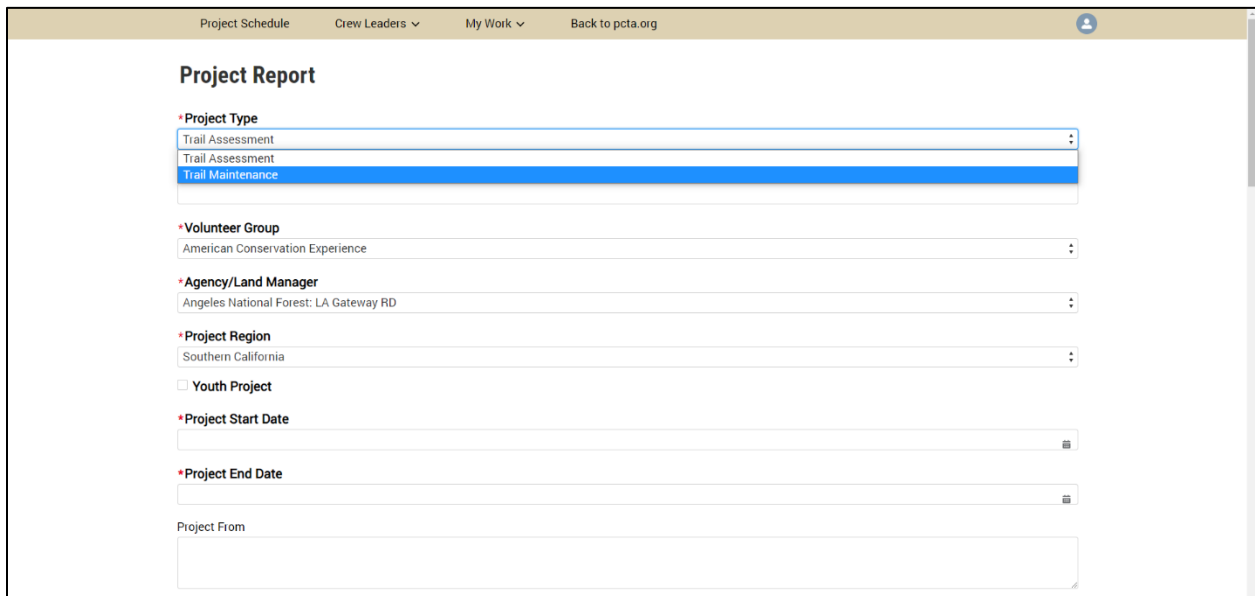
Review your recent projects on the drop-down menu. If you don't see the project you're trying to report on, click "Next" to create a new one.



The screenshot shows the 'Project Report' form. At the top, there are navigation links: 'Project Schedule', 'Crew Leaders', 'My Work', and 'Back to pcta.org'. Below the title, there is a sub-header 'Project Report' and a note: 'Review your recent projects below. If you don't see the project you're trying to report on, click "Next" to create a new one.' The main section is titled 'Your Recent Projects' and contains a dropdown menu with the text 'Select Project'. To the right of the dropdown menu is a green 'Next' button. A large red arrow points to the 'Next' button.

STEP 4

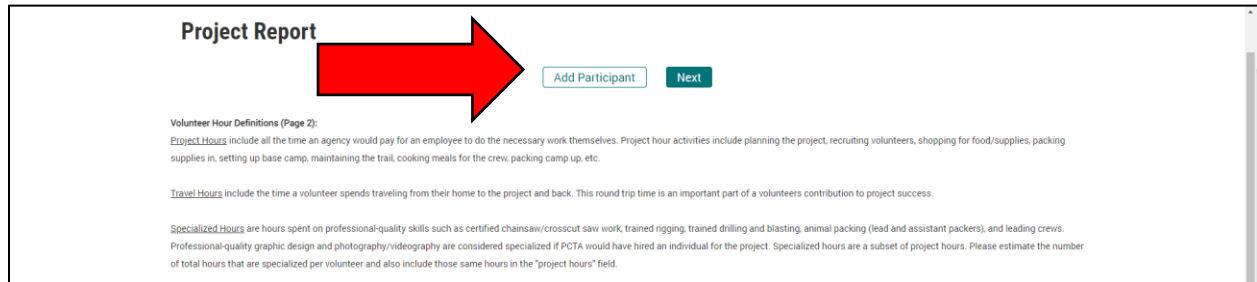
Complete the form by filling in all fields marked with a red asterisk and the other fields as necessary. Click Next at the bottom of the form.



The screenshot shows the 'Project Report' form with several fields to be filled out. The fields are: 'Project Type' (dropdown menu with options: Trail Assessment, Trail Assessment, Trail Maintenance), 'Volunteer Group' (dropdown menu with option: American Conservation Experience), 'Agency/Land Manager' (dropdown menu with option: Angeles National Forest: LA Gateway RD), 'Project Region' (dropdown menu with option: Southern California), 'Youth Project' (checkbox), 'Project Start Date' (calendar icon), 'Project End Date' (calendar icon), and 'Project From' (text input field). The 'Project Type' dropdown menu is open, and 'Trail Maintenance' is selected. The 'Project Start Date' and 'Project End Date' fields have calendar icons. The 'Project From' field is a text input field.

STEP 5

Click Add a participant



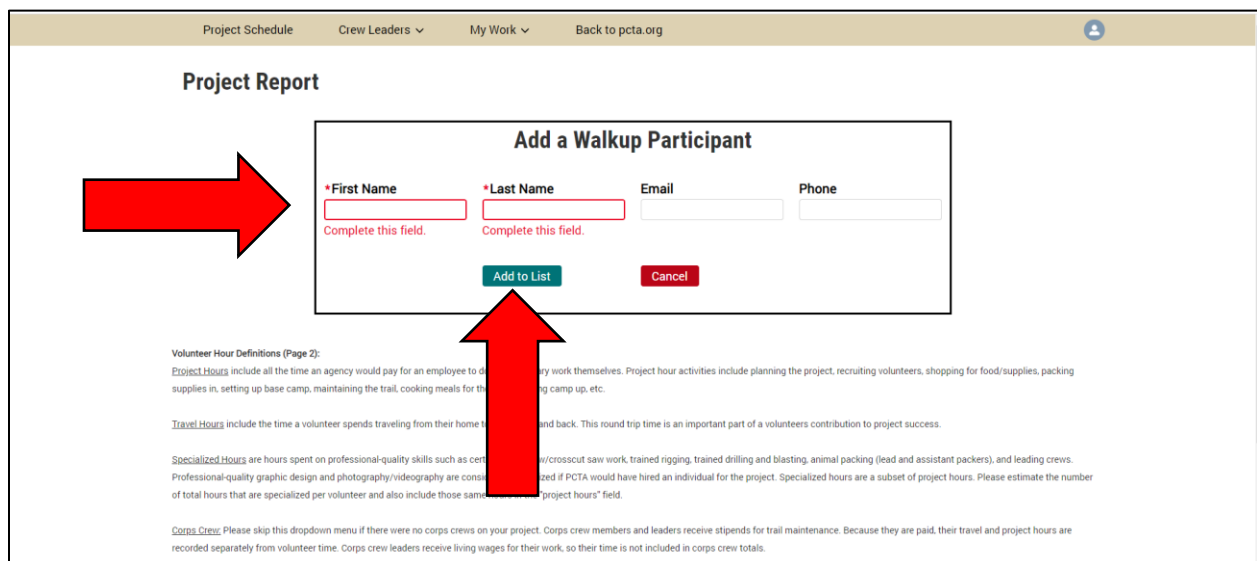
Project Report

[Add Participant](#) [Next](#)

Volunteer Hour Definitions (Page 2):
Project Hours include all the time an agency would pay for an employee to do the necessary work themselves. Project hour activities include planning the project, recruiting volunteers, shopping for food/supplies, packing supplies in, setting up base camp, maintaining the trail, cooking meals for the crew, packing camp up, etc.
Travel Hours include the time a volunteer spends traveling from their home to the project and back. This round trip time is an important part of a volunteers contribution to project success.
Specialized Hours are hours spent on professional-quality skills such as certified chainsaw/crosscut saw work, trained rigging, trained drilling and blasting, animal packing (lead and assistant packers), and leading crews. Professional-quality graphic design and photography/videoography are considered specialized if PCTA would have hired an individual for the project. Specialized hours are a subset of project hours. Please estimate the number of total hours that are specialized per volunteer and also include those same hours in the "project hours" field.

STEP 6

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.



Project Schedule Crew Leaders My Work Back to pcta.org

Project Report

Add a Walkup Participant

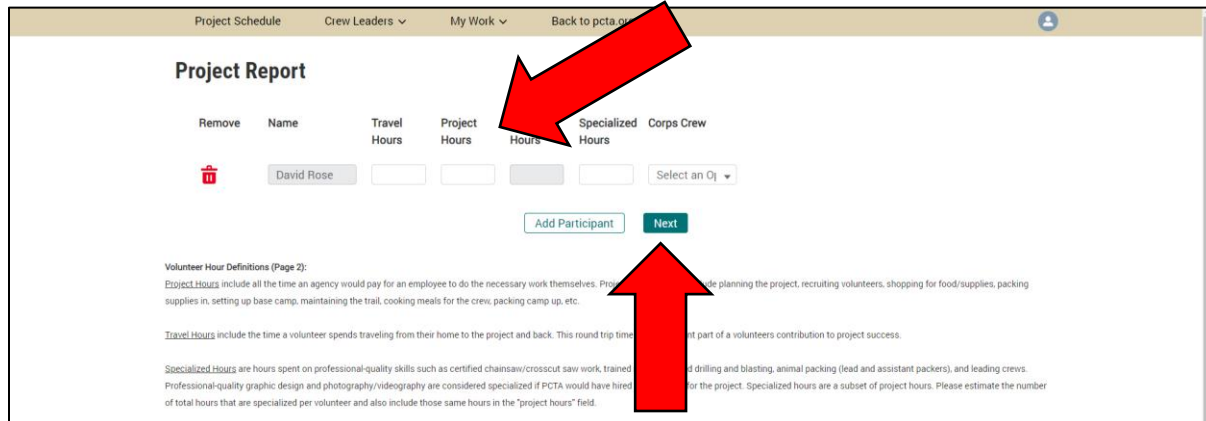
*First Name *Last Name Email Phone
Complete this field. Complete this field.

[Add to List](#) [Cancel](#)

Volunteer Hour Definitions (Page 2):
Project Hours include all the time an agency would pay for an employee to do the necessary work themselves. Project hour activities include planning the project, recruiting volunteers, shopping for food/supplies, packing supplies in, setting up base camp, maintaining the trail, cooking meals for the crew, packing camp up, etc.
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Specialized Hours are hours spent on professional-quality skills such as certified chainsaw/crosscut saw work, trained rigging, trained drilling and blasting, animal packing (lead and assistant packers), and leading crews. Professional-quality graphic design and photography/videoography are considered specialized if PCTA would have hired an individual for the project. Specialized hours are a subset of project hours. Please estimate the number of total hours that are specialized per volunteer and also include those same hours in the "project hours" field.
Corps Crew: Please skip this dropdown menu if there were no corps crews on your project. Corps crew members and leaders receive stipends for trail maintenance. Because they are paid, their travel and project hours are recorded separately from volunteer time. Corps crew leaders receive living wages for their work, so their time is not included in corps crew totals.

STEP 7

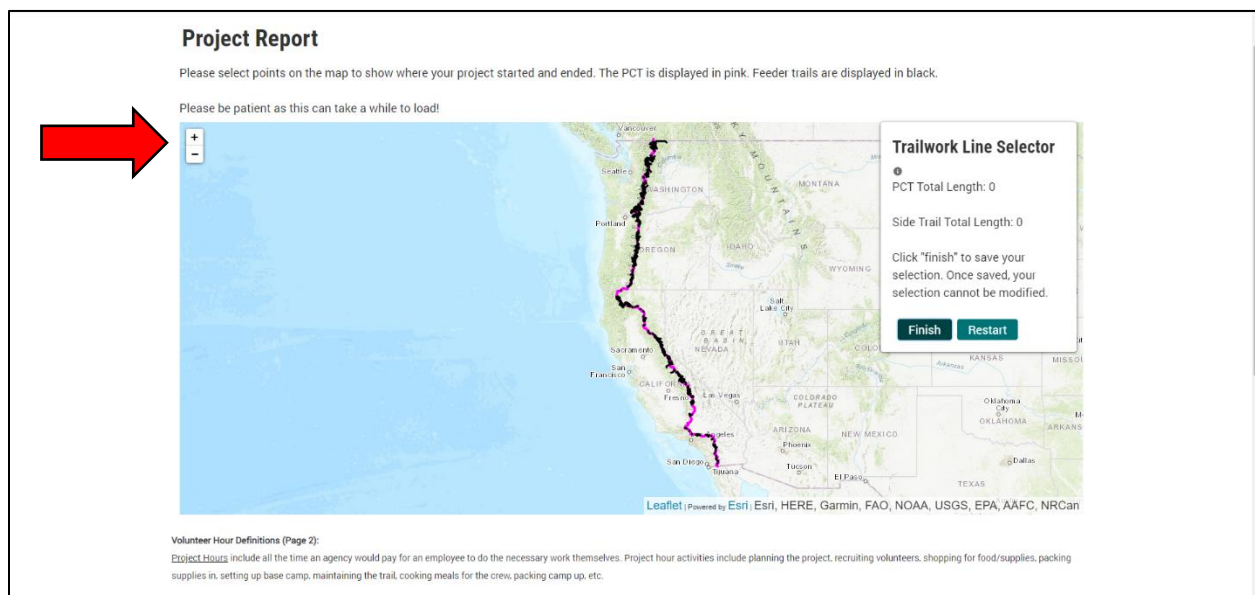
Enter in travel hours, project hours and specialized hours as appropriate and select next. Definitions for volunteer hour categories are provided at the bottom of the form.



The screenshot shows a web form titled "Project Report". At the top, there are navigation links: "Project Schedule", "Crew Leaders", "My Work", and "Back to pcta.org". Below the title, there is a table with columns: "Remove", "Name", "Travel Hours", "Project Hours", "Specialized Hours", and "Corps Crew". A row is visible with the name "David Rose" and empty input fields for the hour categories. A dropdown menu is set to "Select an Oj". Below the table are two buttons: "Add Participant" and "Next". A red arrow points to the "Next" button. Below the form, there are "Volunteer Hour Definitions (Page 2):" with sub-sections for "Project Hours", "Travel Hours", and "Specialized Hours", each with a brief description of what they include.

STEP 8

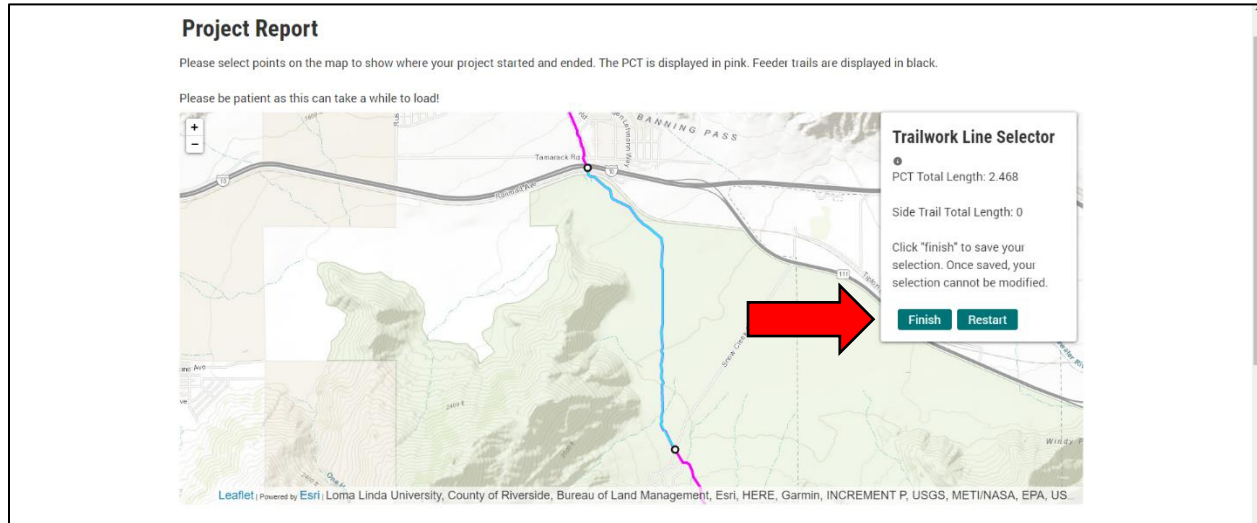
Be patient while this map loads. Use the + and – buttons in the top left, or double click with your mouse, to zoom in/out to the location of your project on the map.



The screenshot shows a map interface for the "Project Report". The map displays the western United States with a pink line representing the Project Trail (PCT) and black lines for feeder trails. A red arrow points to the zoom controls (+ and - buttons) in the top left corner. On the right side, there is a "Trailwork Line Selector" panel with the following text: "PCT Total Length: 0", "Side Trail Total Length: 0", and "Click 'finish' to save your selection. Once saved, your selection cannot be modified." Below this text are "Finish" and "Restart" buttons. At the bottom of the map, there is a "Leaflet | Powered by Esri, Esri, HERE, Garmin, FAO, NOAA, USGS, EPA, AAF, NRC" attribution. Below the map, there are "Volunteer Hour Definitions (Page 2):" with sub-sections for "Project Hours" and "Travel Hours", each with a brief description of what they include.

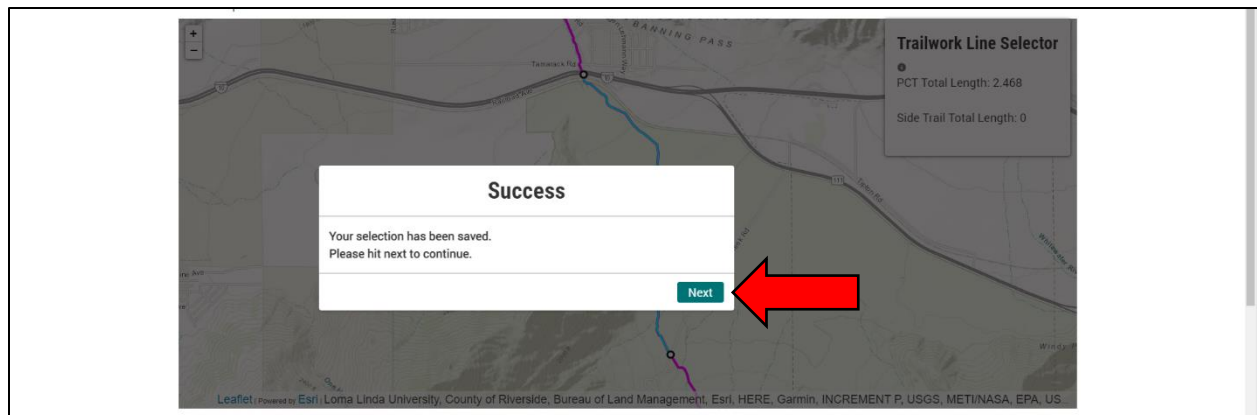
STEP 9

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.



STEP 10

Get the Success pop-up window and select next



STEP 11

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

