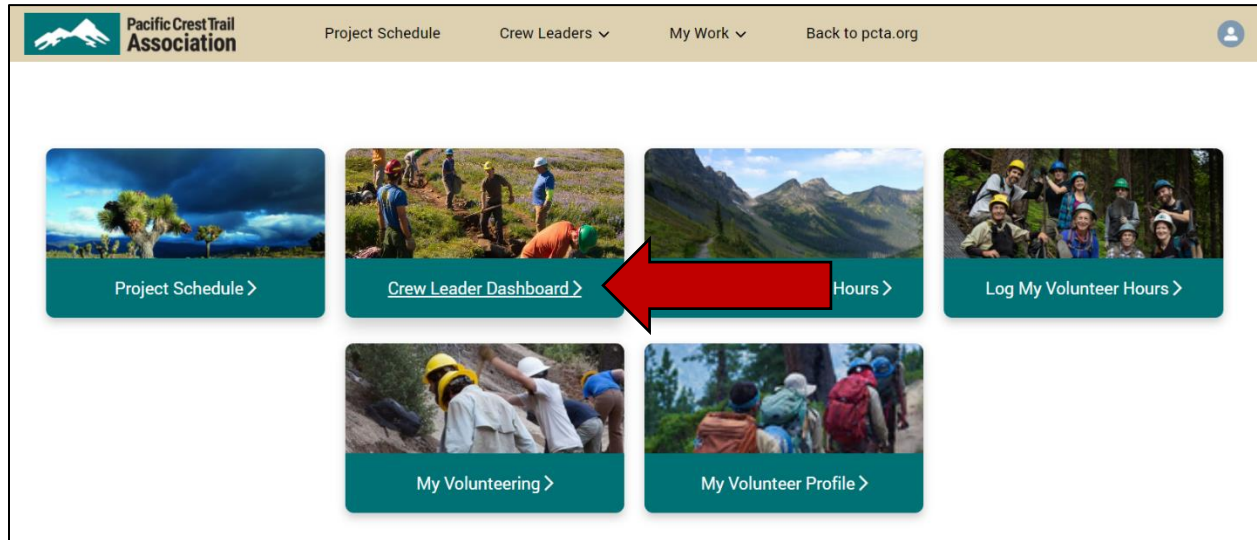


How to Submit a Project Report

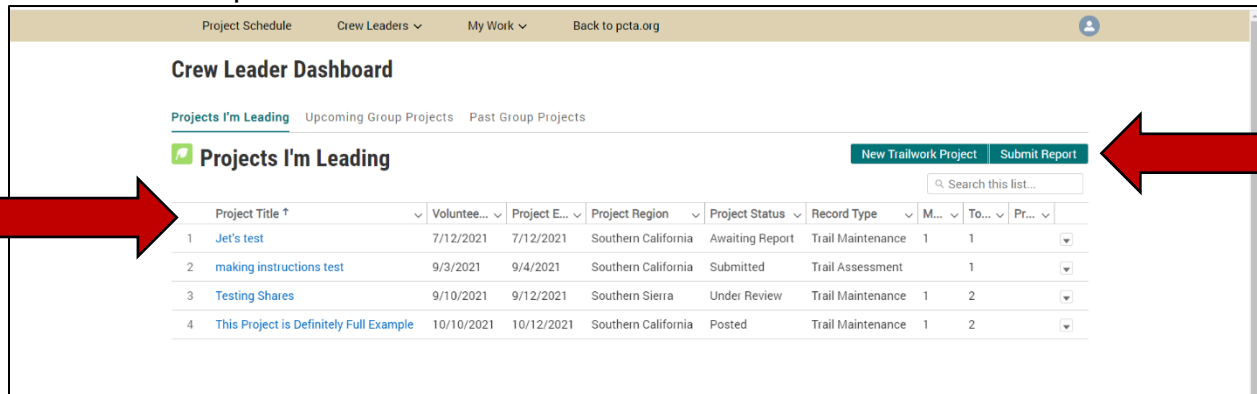
STEP 1

Log in to PCTAConnect and Click "Crew Leader Dashboard"

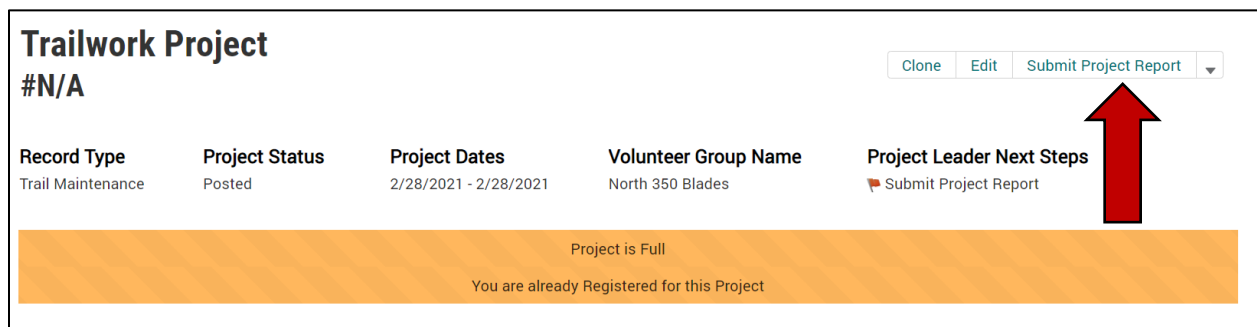


STEP 2

Click Submit Report



Or, find the name of the project you would like to report on in your list of projects. Click the project name. On the next screen, click "Submit Project Report."



STEP 3

Enter information about the project accomplishments, location of work, etc.

Project Report

Name: #N/A
Crew Leader: Michael TestvolunteerFeb8CrewLeader
Volunteer Group: North 350 Blades
Agency Unit and District:
Region: North Cascades
Date From: February 28, 2021 Date To: February 28, 2021

Describe the section of trail on which the project took place:

Project From

Project To

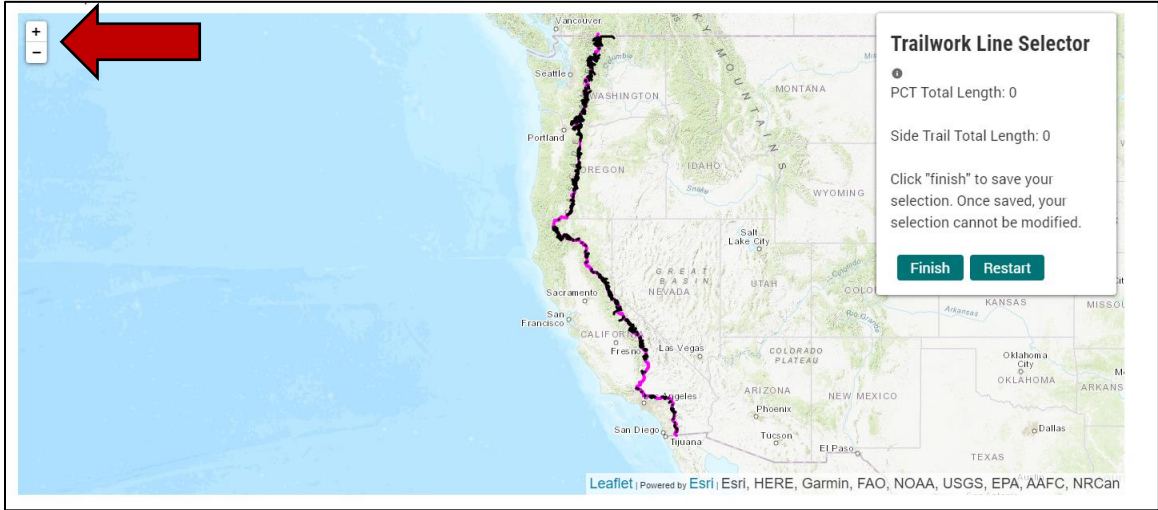
Describe the trail maintenance you performed:

How many miles of trail did you do maintenance on as part of this project?

Click “Next” when you have entered the project report information.

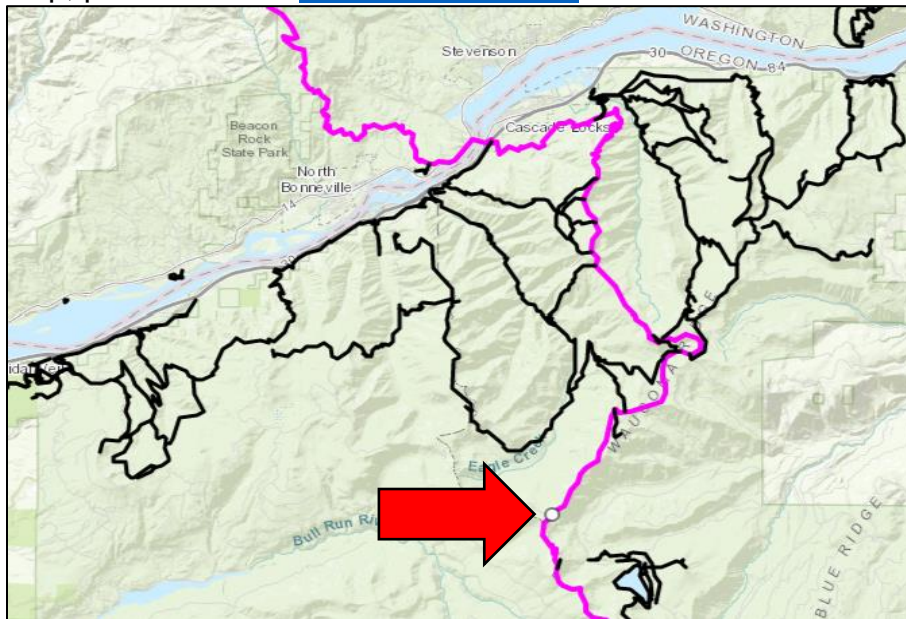
STEP 4

Next, you’ll use the “Trailwork Line Selector” to select the location of the trailwork you performed. Please be patient while the map loads. Upon loading, you’ll see the PCT symbolized in pink and side/feeder trails in black.

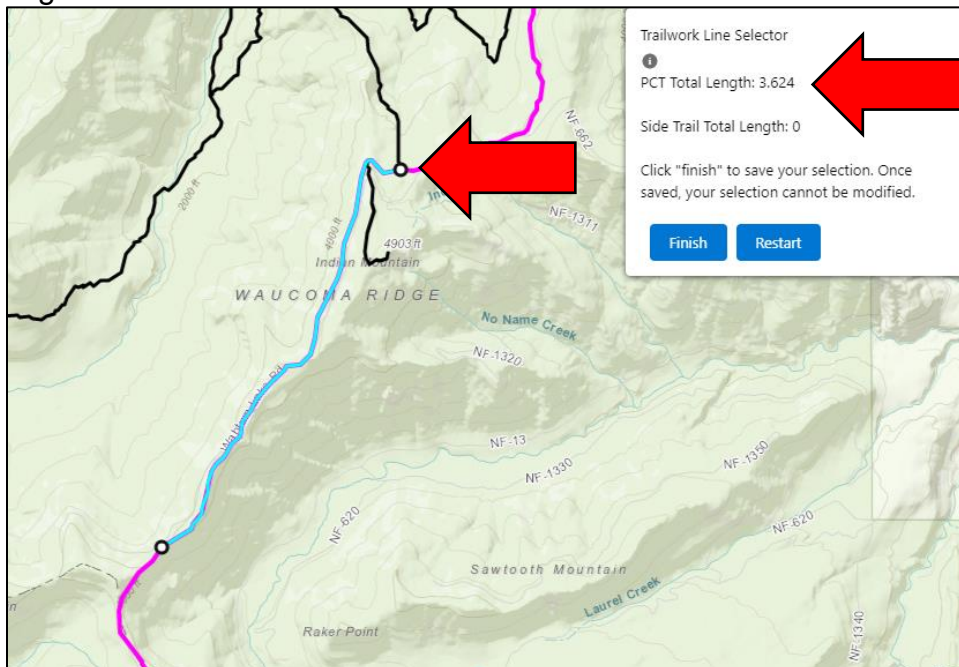


Use the + and – buttons or double click to zoom into the area where work was done.

Click on the (pink) PCT line or a (black) side trail line and a small white circle will appear and will move with the cursor as you hover over the line. This will be the segment start point. Click to set it in the appropriate location. If the side trail you worked on isn't on the map, please contact volunteer@pcta.org to have it added.



Once the start point is set, a second circle will appear for the endpoint and follow the cursor on hover. Click to set the endpoint, and the map will zoom to the selected segment.



The selection will display in a light blue color, and the PCT Total Length field populated on the side bar.

Refine the selection as needed by clicking and dragging the endpoints.

Optionally, repeat the process for one or many side/feeder trails. Note that at any time, you can use the **Restart** button to remove all selections from the map and start over.

Click the **Finish** button to save your changes, you'll see the success message:

Success
Your selection has been saved. Please hit next to continue.
Next

Click the **Next** button to proceed to the next part of the Project Report.

STEP 6

Enter the number of hours that members of your crew volunteered on the project.

All participants who registered in advance will have their names pre-populated on this form.

If someone registered for the project but did not attend, use the “Attended” slider next to their name to record that they did not participate (blue arrow).

If a volunteer did not register in advance you can add their names to the form using the “Add Walkup Participant” button (red arrow).


Only use the “Corps Crew” column to designate leaders and members of corps crews such as American Conservation Experience, AmeriCorps, Northwest Youth Corps, etc (green arrow).

Remove	Name	Travel Hours	Project Hours	Total Hours	Specialized Hours	Corps Crew	Attended
	Michael Testv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Oj ▾	<input checked="" type="checkbox"/> Attended
	Kermit Frog	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Oj ▾	<input checked="" type="checkbox"/> Attended
	Michael Testv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Oj ▾	<input checked="" type="checkbox"/> Attended
	Test Person	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Oj ▾	<input checked="" type="checkbox"/> Attended

[Add Walkup Participant](#) [Submit Hours](#)


To add a walkup participant, enter their first and last name and either their email address or phone number. Click “Add to List”.

Add a Walkup Participant

*First Name	*Last Name	Email	Phone
<input type="text" value="TestVolunteer"/>	<input type="text" value="CrewLeader"/>	<input type="text" value="Testvolunteer@exampl"/>	<input type="text"/>
		<input type="button" value="Add to List"/>	<input type="button" value="Cancel"/>

After you have entered your crew’s volunteer hours, click “Submit Hours”.

Project Report

Remove	Name	Travel Hours	Project Hours	Total Hours	Specialized Hours	Corps Crew	Attended
	Michael Testv	<input type="text" value="3.00"/>	<input type="text" value="8.00"/>	<input type="text" value="11.00"/>	<input type="text" value="8.00"/>	Select an Org ▼	<input checked="" type="checkbox"/> Attended
	Kermit Frog	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select an Org ▼	<input type="checkbox"/> No Show
	Michael Testv	<input type="text" value="3.00"/>	<input type="text" value="7.00"/>	<input type="text" value="10.00"/>	<input type="text"/>	Select an Org ▼	<input checked="" type="checkbox"/> Attended
	Test Person	<input type="text" value="3.00"/>	<input type="text" value="7.00"/>	<input type="text" value="10.00"/>	<input type="text"/>	Select an Org ▼	<input checked="" type="checkbox"/> Attended
	TestVolunteer	<input type="text" value="2.00"/>	<input type="text" value="7.00"/>	<input type="text" value="9.00"/>	<input type="text"/>	Select an Org ▼	