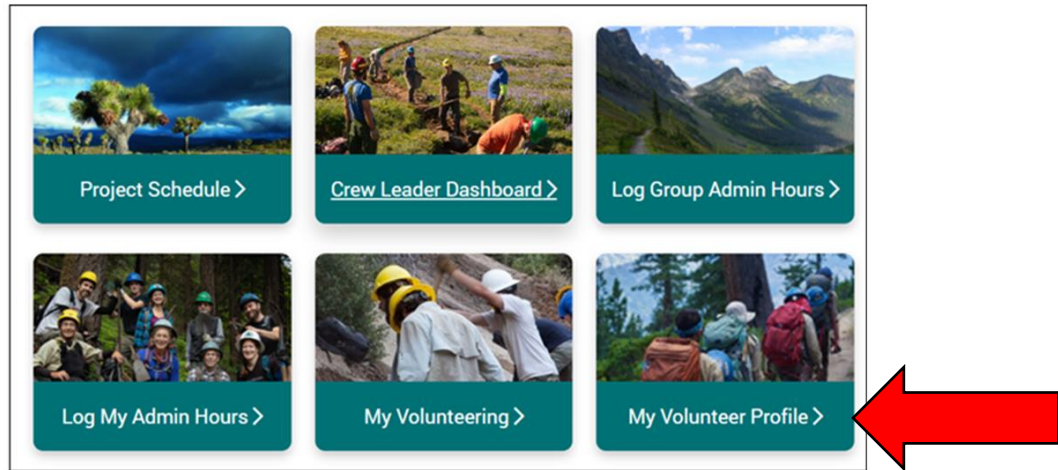


# How to Update your Volunteer Profile

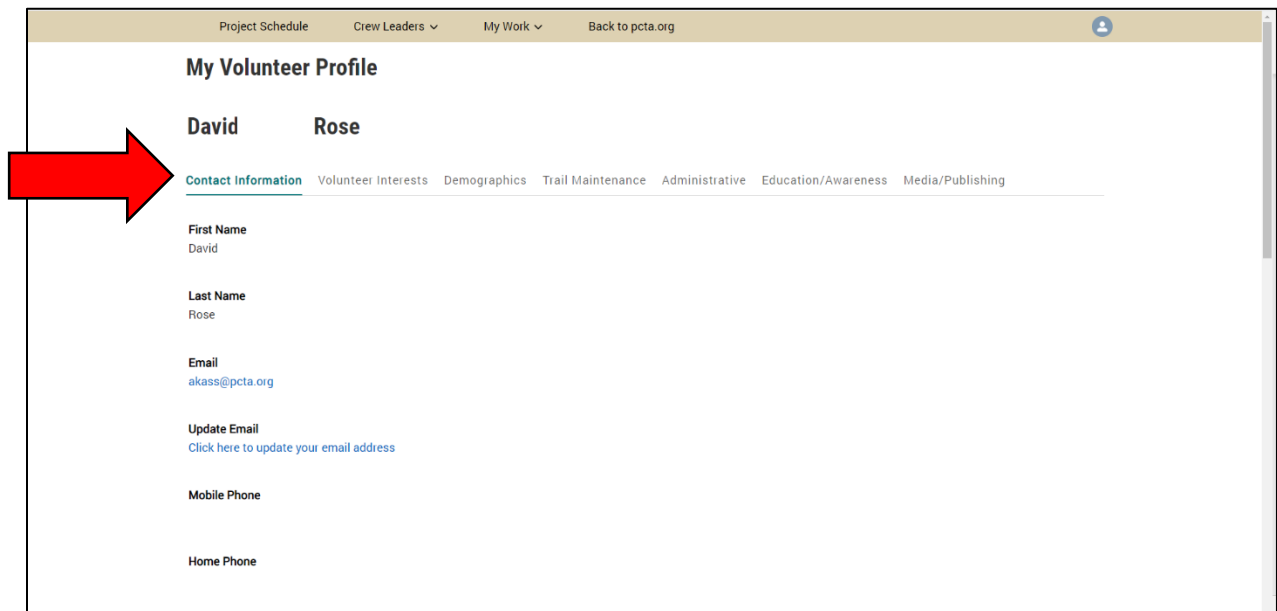
## STEP 1

Log into your PCTA**Connect** account and click on My Volunteer Profile. Note that when you first create a PCTA**Connect** account, if you don't fill out all the required fields in your Profile, you'll automatically receive 1-2 email reminders.



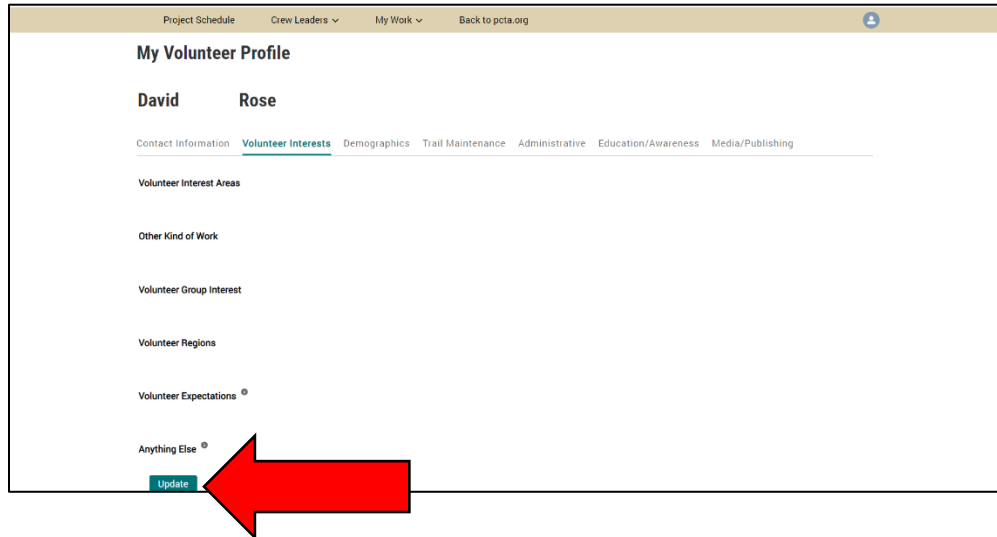
## STEP 2

Notice there are multiple tabs at the top. Select the tab you'd like to edit/update.



## STEP 3

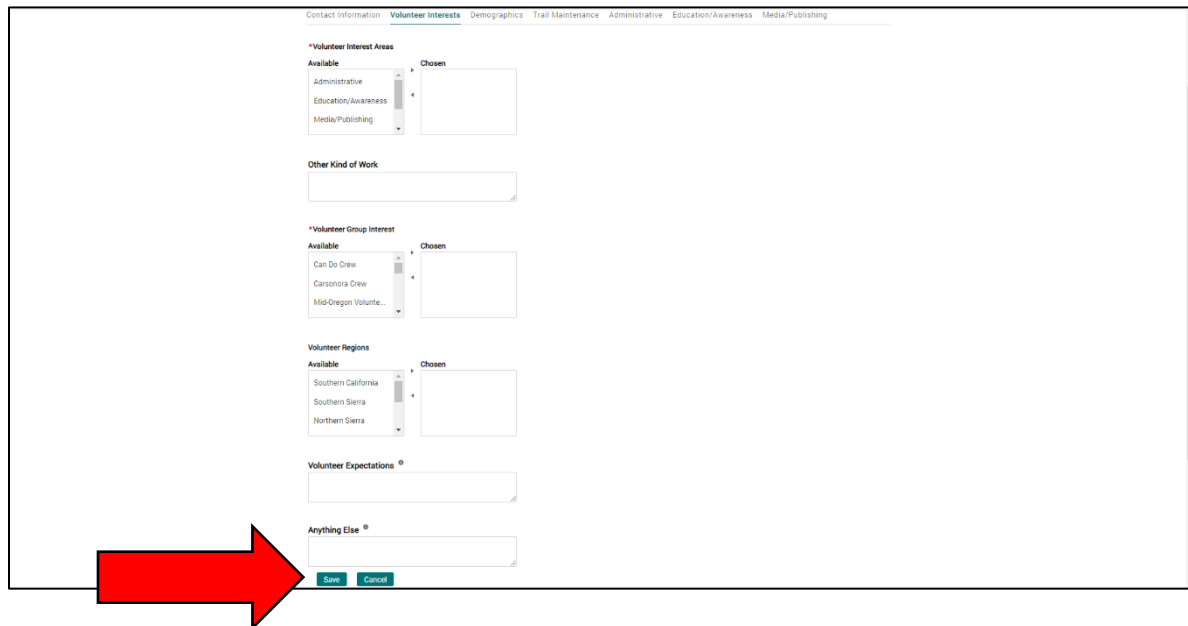
To begin editing/updating, scroll to the bottom of the tab and click Update



The screenshot shows the 'My Volunteer Profile' page for a user named David Rose. The page has a navigation bar with 'Project Schedule', 'Crew Leaders', 'My Work', and 'Back to pcta.org'. Below the navigation bar, there are tabs for 'Contact Information', 'Volunteer Interests', 'Demographics', 'Trail Maintenance', 'Administrative', 'Education/Awareness', and 'Media/Publishing'. The 'Volunteer Interests' tab is active. The page contains several sections: 'Volunteer Interest Areas', 'Other Kind of Work', 'Volunteer Group Interest', 'Volunteer Regions', 'Volunteer Expectations', and 'Anything Else'. At the bottom left of the 'Anything Else' section, there is a green 'Update' button, which is highlighted by a large red arrow pointing to it from the right.

## STEP 4

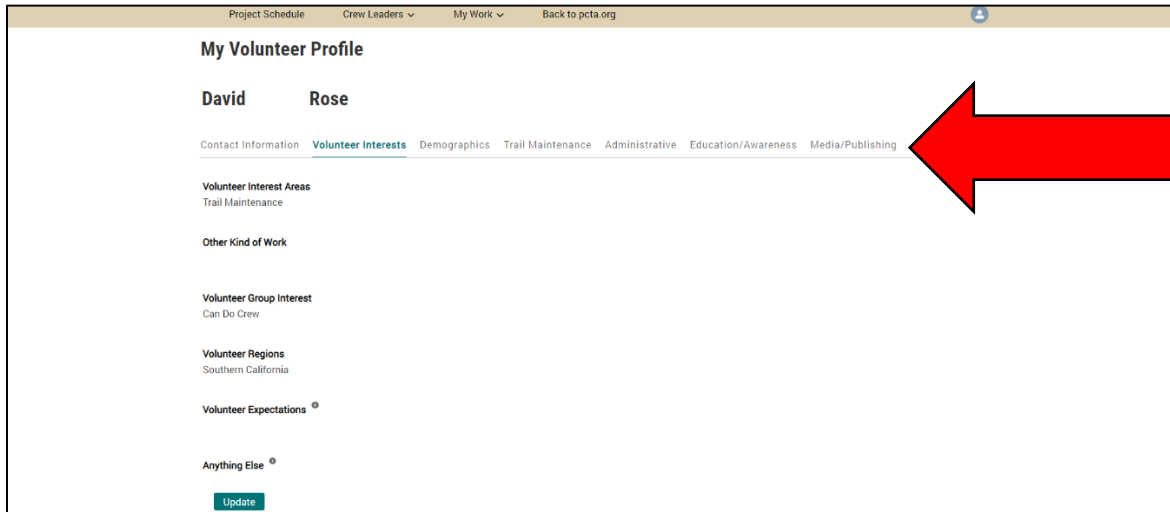
Edit and update the appropriate fields and all fields with an asterisk. Click Save at the bottom of the tab.



The screenshot shows the 'My Volunteer Profile' page with the 'Volunteer Interests' tab active. The page contains several sections: '\*Volunteer Interest Areas', 'Other Kind of Work', '\*Volunteer Group Interest', 'Volunteer Regions', 'Volunteer Expectations', and 'Anything Else'. The '\*Volunteer Interest Areas' section has an 'Available' dropdown menu with options 'Administrative', 'Education/Awareness', and 'Media/Publishing', and a 'Chosen' dropdown menu. The '\*Volunteer Group Interest' section has an 'Available' dropdown menu with options 'Can Do Crew', 'Casonora Crew', and 'Mid-Oregon Volume...', and a 'Chosen' dropdown menu. The 'Volunteer Regions' section has an 'Available' dropdown menu with options 'Southern California', 'Southern Sierra', and 'Northern Sierra', and a 'Chosen' dropdown menu. The 'Volunteer Expectations' and 'Anything Else' sections are text input fields. At the bottom of the page, there are 'Save' and 'Cancel' buttons. A large red arrow points to the 'Save' button from the left.

# STEP 5

See your new information reflected on the tab. Repeat this process for each tab you wish to update.



The screenshot shows a web interface for a volunteer profile. At the top, there is a navigation bar with links: "Project Schedule", "Crew Leaders", "My Work", and "Back to pcta.org". Below this is the title "My Volunteer Profile". Underneath, the names "David" and "Rose" are listed. A horizontal menu contains several tabs: "Contact Information", "Volunteer Interests", "Demographics", "Trail Maintenance", "Administrative", "Education/Awareness", and "Media/Publishing". A large red arrow points to the "Volunteer Interests" tab. Below the tabs, the profile information is displayed in sections: "Volunteer Interest Areas" (Trail Maintenance), "Other Kind of Work", "Volunteer Group Interest" (Can Do Crew), "Volunteer Regions" (Southern California), "Volunteer Expectations", and "Anything Else". At the bottom left, there is a green "Update" button.