

How to View Who's Registered for Your Project

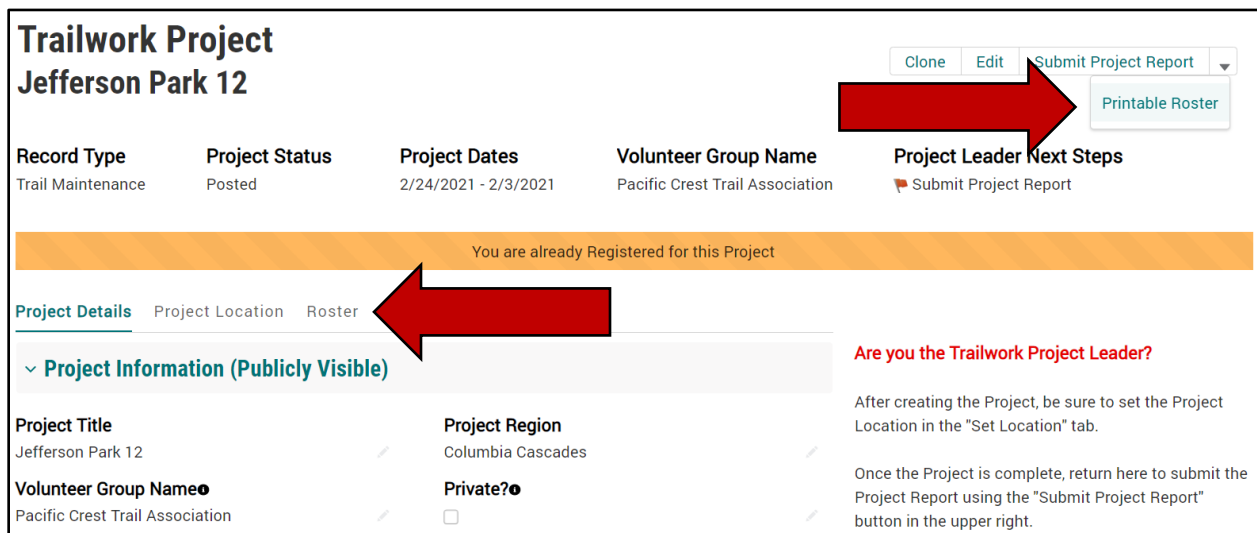
STEP 1

Log into your PCTAConnect account and click on your Crew Leader Dashboard.



STEP 2

Navigate to the project you're leading. There are two ways to view your roster: a list view and a printable version.




Rosters contain Personally Identifiable Information (PII). Please keep them in a secure location and destroy after the project. Any information that can be linked to a specific individual is PII, including the names, addresses, and telephone numbers in the rosters. As a leader who handles PII in the performance of your duties, please safeguard and protect this data in every form (electronic and paper based) and exercise extra diligence during the electronic and physical movement of PII data.

More info about PII is available in [PCTA's Crew Leadership curriculum](#). Please contact us at volunteer@pcta.org or (916) 285-1838 if you have any questions.

Example of the list view:

Note the registration status includes Registered, Wait List and Canceled

Project Details	Project Location	Roster	Project Files
 Trailwork Registrations (2)			
Trailwork Registration Number	Contact Name	Status	
Reg-00032	Moira Rose	Registered	▼
Reg-00033	Mitchell Pritchett	Wait List	▼
Reg-57498	Stevie Budd	Canceled	
			View All



