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

<table>
<thead>
<tr>
<th>Trailwork Registration Number</th>
<th>Contact Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg-00032</td>
<td>Moira Rose</td>
<td>Registered</td>
</tr>
<tr>
<td>Reg-00033</td>
<td>Mitchell Pritchett</td>
<td>Wait List</td>
</tr>
<tr>
<td>Reg-57498</td>
<td>Stevie Budd</td>
<td>Canceled</td>
</tr>
</tbody>
</table>

View All
Example of the printable version:

Volunteers with Canceled registration status are not included in the printable roster. Note that JHA/Waiver Signed Date timestamp is included as well as Current and Recent Certifications. First Aid, CPR, and saw certifications that expire in the current calendar year or in the future are included in this section.