**Attach files to a project report**

**STEP 1**
Log in to PCTAConnect and Click “Crew Leader Dashboard”

**STEP 2**
Find the name of the project for which you would like to attach files. Click on the name of the project. Also note the “Has Media?” column—this will show which projects currently have photos/files already attached.
**STEP 3**

Click on the tab that says “Project Files.”

**STEP 4**

Drag and drop files into the “Files” box or click the “Upload Files” button and follow the prompts to select files (photos, PDFs, etc.) from your device.