



SFMTA

Venue Self-Post Pilot Training

February 4, 2025

Shayda Rager

Parking/Curb Management

SelfPostPilot@sfmta.com

Pilot background



Venue Self-Post pilot goals

1. Provide venues with a cost-efficient solution for regularly allocating special event curb needs.
2. Optimize city resources to ensure budget-friendly program management.

Pilot evaluation framework

Venue & City Staff Experience

- Ease of use
- User Insights & Feedback

Cost Effectiveness

- Number of signs posted by venue vs Temp Sign Shop
- Cost of implementation vs cost-savings

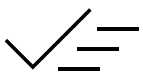
Next Steps



How to Self-Post Temporary Tow Away No Stopping Signs



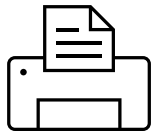
Request



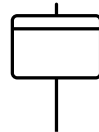
Get zone
& time
approved



Pay



Print
signs



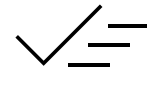
Post
signs



Take
photos



Upload
photos



Get
photos
approved



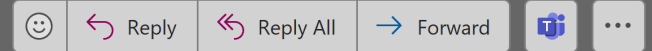
Enforce

Step 1 – Open “Welcome” e-mail

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>
To ● Rager, Shayda



Thu 12/12/2024 3:20 PM

EXT

Hello Shayda,

Welcome to the SFMTA Temporary Signs-"Self-Posting" Community!

Please use this Community site (portal) to submit requests for Temporary Signs to self-post at your venue/business.

To get started, set up a password and login: go to https://sf-mta.my.site.com/vsp/login?c=2hHlqv6YZev41WsA9TW8fEEzNiyG_j4uL0LbK7CszikMTOTIbJ7bCmrelxwJZL2_yVEgXgyIGRwS-Cgvq3Ek137veXZM2A9rwl0C6I58veSkabu3.OBrEv.Zqs1uTQ8ONGIq...JhZS7kieilB5JpDeUnny7jnXmlyRk6BhA4z.4kBXo53lusmoo70yu3BXgAPrJ0pbF

Username: shayda.rager@sfmta.com

Thanks,
SFMTA Temporary Signs program

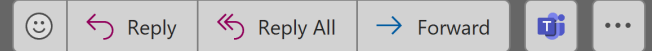
You will gain access to the portal via an automated e-mail, titled:
“Welcome to the SFMTA Temporary Signs “Self-Poster” Community!”

Step 1 – Open “Welcome...” e-mail

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>
To ● Rager, Shayda



Thu 12/12/2024 3:20 PM

EXT

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Username: shayda.rager@sfmta.com



Thanks,
SFMTA Temporary Signs program

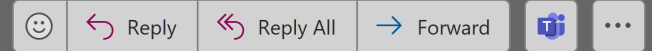
Your username will be your e-mail address.

Step 2 – Setup a password

Welcome to the SFMTA Temporary Signs "Self-Poster" Community!



Temp Signs-Venue Self Posters (VSP) <temporarysign@sfmta.com>
To ● Rager, Shayda



Thu 12/12/2024 3:20 PM

EXT

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Username: shayda.rager@sfmta.com

Thanks,
SFMTA Temporary Signs program

Click on the link in the e-mail to access the community portal and setup a password.

Step 2 – Setup a password

SFMTA

Change Your Password

Enter a new password for shayda.rager@sfmta.com.
Make sure to include at least:

- 10 characters
- 1 letter
- 1 number

* New Password

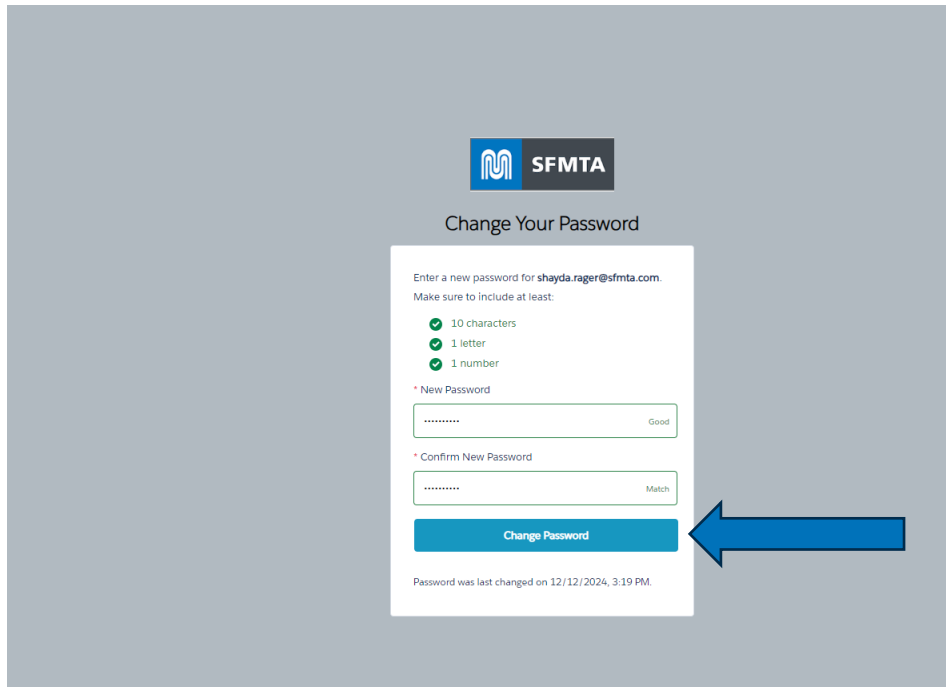
* Confirm New Password


Change Password

Password was last changed on 12/12/2024, 3:19 PM.

Your password needs to be at least 10 characters, have at least 1 letter, and at least 1 number.

Step 2 – Setup a password



 SFMTA

Change Your Password

Enter a new password for `shayda.rager@sfmta.com`.
Make sure to include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

* New Password
..... Good

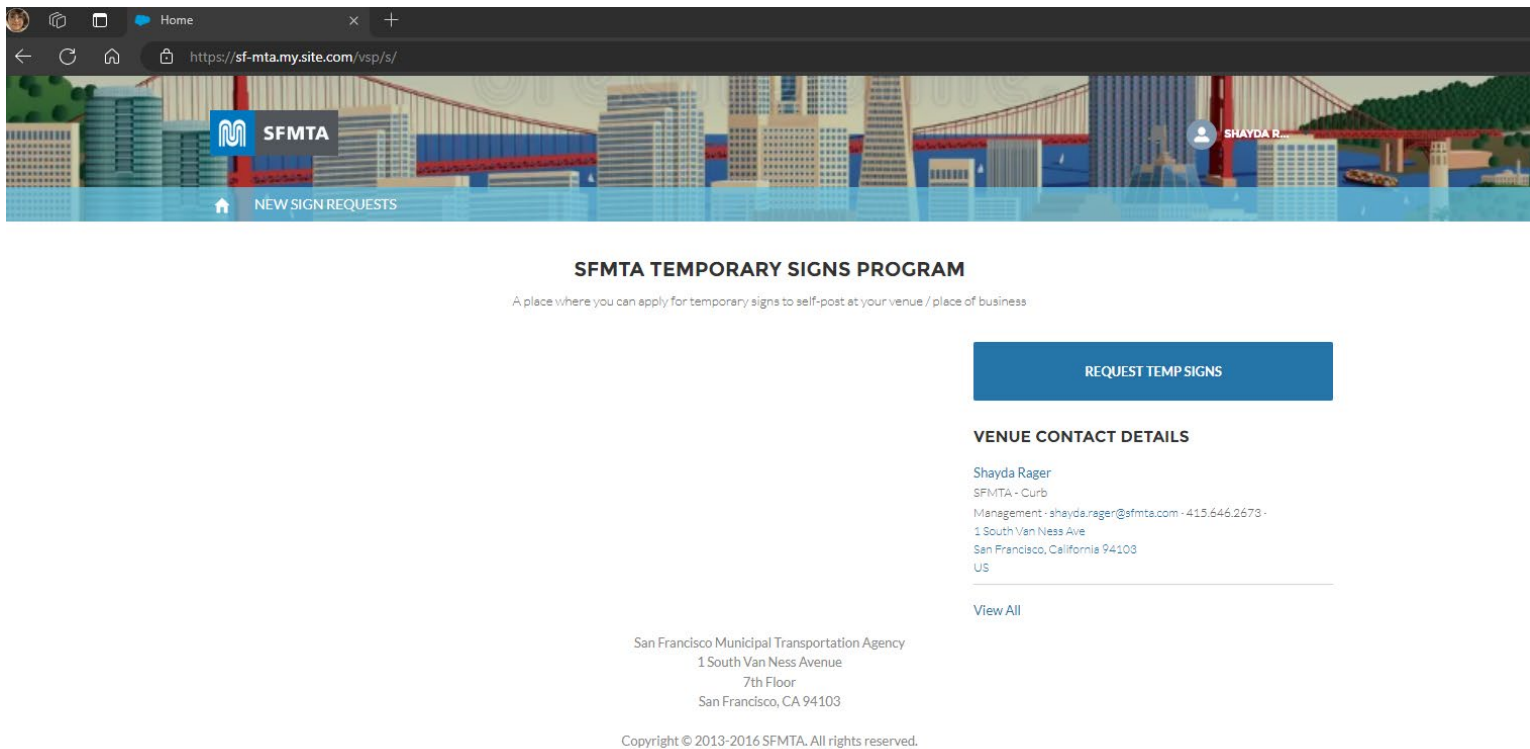
* Confirm New Password
..... Match

[Change Password](#)

Password was last changed on 12/12/2024, 3:19 PM.

If your password meets the minimum requirements then all three criteria will show a green check mark. Click “Change Password” when you are ready.

Step 3 – Fill out Temporary Sign request form



The screenshot shows a web browser window with the URL <https://sf-mta.my.site.com/vsp/s/>. The page features a header with the SFMTA logo and a navigation menu. The main content area is titled "SFMTA TEMPORARY SIGNS PROGRAM" and includes a sub-header: "A place where you can apply for temporary signs to self-post at your venue / place of business". A prominent blue button labeled "REQUEST TEMP SIGNS" is visible. Below this, the "VENUE CONTACT DETAILS" section lists the contact information for Shayda Rager, including her email address (shayda.rager@sfmta.com) and phone number (415.646.2673). The page footer contains the address of the San Francisco Municipal Transportation Agency and a copyright notice for 2013-2016 SFMTA.

SFMTA TEMPORARY SIGNS PROGRAM
A place where you can apply for temporary signs to self-post at your venue / place of business

[REQUEST TEMP SIGNS](#)

VENUE CONTACT DETAILS

Shayda Rager
SFMTA - Curb
Management : shayda.rager@sfmta.com - 415.646.2673 -
1 South Van Ness Ave
San Francisco, California 94103
US

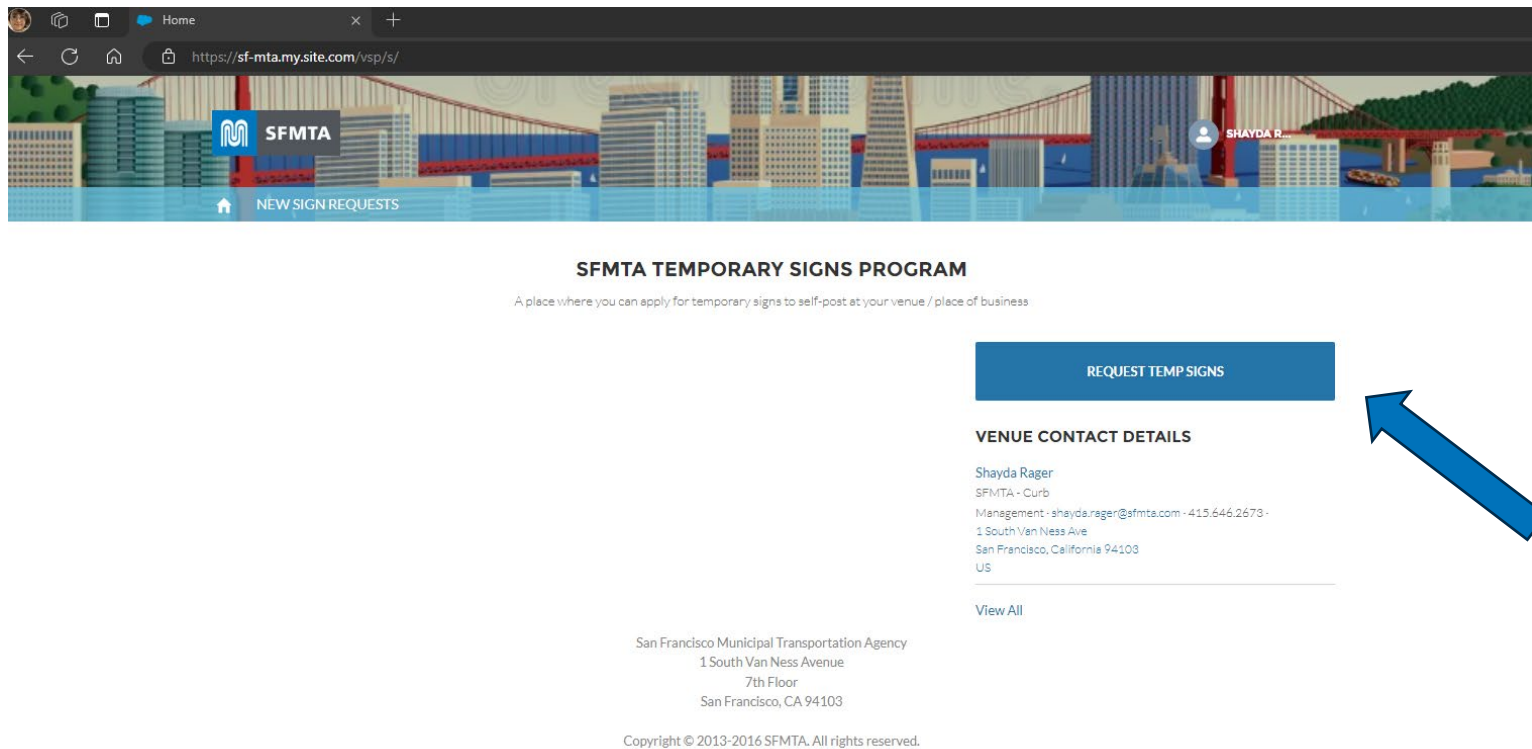
[View All](#)

San Francisco Municipal Transportation Agency
1 South Van Ness Avenue
7th Floor
San Francisco, CA 94103

Copyright © 2013-2016 SFMTA. All rights reserved.

You now have logged into your account. Please be sure to confirm your contact details found under the "Request Temp Signs" link.

Step 3 – Fill out Temporary Sign request form



To submit a new request for a temp sign you must click on the “Request Temp Signs” button

Step 3 – Fill out Temporary Sign request form

The screenshot shows the SFMTA website header with the logo and navigation links 'HOME' and 'REQUEST TEMP SIGNS'. A user profile 'SHAYDA R...' is visible in the top right. The main heading is 'TEMPORARY SIGN REQUEST'. The form is divided into two columns of fields:

- Left Column:**
 - * # of Signs: Input field with value '2'.
 - * Street Address Number: Input field with value '1'.
 - Odd/Even: Dropdown menu with 'Odd' selected.
 - Location Details: Text area with 'Two metered yellow zone spaces in front of the building at 1 SVN (~50 ft)'. A double-slash icon is at the bottom right.
 - * Start Date: Date picker with '1/9/2025'.
 - * End Date: Date picker with '1/12/2025'.
 - Daily or 24 Hours Continuous: Dropdown menu with '24 Hours' selected.
 - Parking Type: Dropdown menu with 'Metered Parking' selected.
- Right Column:**
 - Sign Type: 'Small Venue SP'.
 - * Street Name: Dropdown menu with 'SOUTH VAN NESS AVE' selected.
 - Linear Feet: Input field with value '50'.
 - Description: Text area with 'Need 24/7 enforcement'. A double-slash icon is at the bottom right.
 - * Start Time: Time picker with '7:00 AM'.
 - * End Time: Time picker with '10:00 PM'.
 - White Zone: Dropdown menu with 'No' selected.
 - Meter Numbers (Optional): Empty input field.

A blue 'CONFIRM' button is centered below the form fields.

Complete each section of the form.

More guidance can be found at www.sfmta.com/selfpostpilot

Step 4 – Submit Temporary Sign Request Form



TEMPORARY SIGN REQUEST

* # of Signs <input type="text" value="2"/>	Sign Type Small Venue SP
* Street Address Number ⓘ <input type="text" value="1"/>	* Street Name ⓘ <input type="text" value="SOUTH VAN NESS AVE"/>
Odd/Even <input type="text" value="Odd"/>	Linear Feet ⓘ <input type="text" value="50"/>
Location Details <input type="text" value="Two metered yellow zone spaces in front of the building at 1 SVN (~50 ft)"/>	Description <input type="text" value="Need 24/7 enforcement"/>
* Start Date <input type="text" value="1/9/2025"/>	* Start Time <input type="text" value="7:00 AM"/>
* End Date <input type="text" value="1/12/2025"/>	* End Time <input type="text" value="10:00 PM"/>
Daily or 24 Hours Continuous ⓘ <input type="text" value="24 Hours"/>	White Zone ⓘ <input type="text" value="No"/>
Parking Type ⓘ <input type="text" value="Metered Parking"/>	Meter Numbers (Optional) <input type="text"/>

CONFIRM



When you are ready to submit hit “Confirm”

Step 5 – Note the Case ID after submittal

Case 1160153

+ Follow

Locations (1)

Locati...	Start Da...	Start TL...	End Date
345 V...	12/17/2...	12:00 AM	12/19/2...

View All

Case Name	Contact Name	Start Date	End Date	Net Due
345 VALENCIA ST	Testing VSP	12/17/2024	12/19/2024	\$0.00

Case Number: 1160153

Case Name: 345 VALENCIA ST

Category: VSP (venue self poster)

Type:

Sign Type: Small Venue SP

District:

Case Origin: Web

Status: Submitted

Priority: Medium

of Signs: 8

Net Due: \$0.00

Event Dates

Start Date: 12/17/2024

Linear Feet: 23

Once you hit "Confirm" you will see a summary of your temp sign request information. **You will NOT get a confirmation e-mail.** Please note the Case ID in case you need to reach out to city staff for questions/concerns related to your request.

Please allow 5 business days for staff to review your application before reaching out.

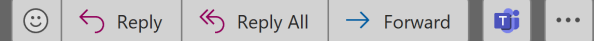
Step 6A – Receive request approved email

(NO REPLY) Venue Self-Posting Request Approved for Case# 1167950 and Temporary Sign Payment Due by 12/19/2024: Action ...




SFMTA Services <case-admin-sf@sfmta.com>

To ● Rager, Shayda



Tue 12/17/2024 10:25 AM

 You forwarded this message on 12/17/2024 10:25 AM.



Your Venue Self-Posting (VSP) request for Case# **1167950** - has been approved!

Hello Shayda,

The total for your request is \$1.00.

To view and pay this invoice, please follow this link: [Pay by Case](#)

Once payment is received, you will be sent an email with a link to the Sign PDF Template for printing.

Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency


Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case case number if you have any questions. We will respond during office hours: Monday-Friday 7am –

If your request is **approved**, you will receive an e-mail with the subject line:

(NO REPLY) Venue Self-Posting Request Approved for Case# XXXXXXXX and Temporary Sign Payment Due by [*within 2 days after approval*]

Step 6B – Receive request denied email

(NO REPLY) Venue Self-Posting is DENIED for Case# 1180287 | ref:!!00Dt00Cmd2.1500eq0JVQbD:ref

 SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

 Reply  Reply All  Forward



Your Venue Self-Posting (VSP) for Case# **1180287** - has been DENIED
Hello Shayda,

Your VSP request for Case# 1180287 has been denied for the following reason(s):

Please correct the following deficiencies:

Conflict - space has already been reserved for another party

Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency


Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case number if you have any questions. We will respond during office hours: Monday-Friday 7am – 3:30pm.

If your request is **denied**, you will receive an e-mail with the subject line:

(NO REPLY) Venue Self-Posting is DENIED for Case# XXXXXXXX

Step 6B – Receive request denied email

(NO REPLY) Venue Self-Posting is DENIED for Case# 1180287 | ref:00Dt00Cmd2.1500eq0JVQbD:ref

 SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

 Reply  Reply All  Forward



Your Venue Self-Posting (VSP) for Case# **1180287** - has been DENIED
Hello Shayda,

Your VSP request for Case# 1180287 has been denied for the following reason(s):

Please correct the following deficiencies:



Conflict - space has already been reserved for another party

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case number if you have any questions. We will respond during office hours: Monday-Friday 7am – 3:30pm.

The reason for denial will be included in the body of the e-mail.

Step 7 – Pay for your Temp Sign(s)

(NO REPLY) Venue Self-Posting Request Approved for Case# 1167950 and Temporary Sign Payment Due by 12/19/2024: Action ...



SFMTA Services <case-admin-sf@sfmta.com>

To ● Rager, Shayda



Reply

Reply All

Forward



Tue 12/17/2024 10:25 AM

You forwarded this message on 12/17/2024 10:25 AM.



Your Venue Self-Posting (VSP) request for Case# **1167950** - has been approved!

Hello Shayda,

The total for your request is \$1.00.

To view and pay this invoice, please follow this link: [Pay by Case](#)



Once payment is received, you will be sent an email with a link to the Sign PDF Template for printing.

Thank you,
Temporary Sign Program

San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case case number if you have any questions. We will respond during office hours: Monday-Friday 7am –

To submit payment for your temp sign request, click on the “Pay by Case” link found in the body of the “Venue Self-Posting Request Approved...” e-mail.

Step 7 – Pay for your Temp Sign(s)

SFMTA

Make a Payment

* Enter your payment record number. This is either a 6 or 7 digit Case Number or a 7 digit Invoice number preceded by 1-*

1160153

[Find Record](#) [Pay Now](#)

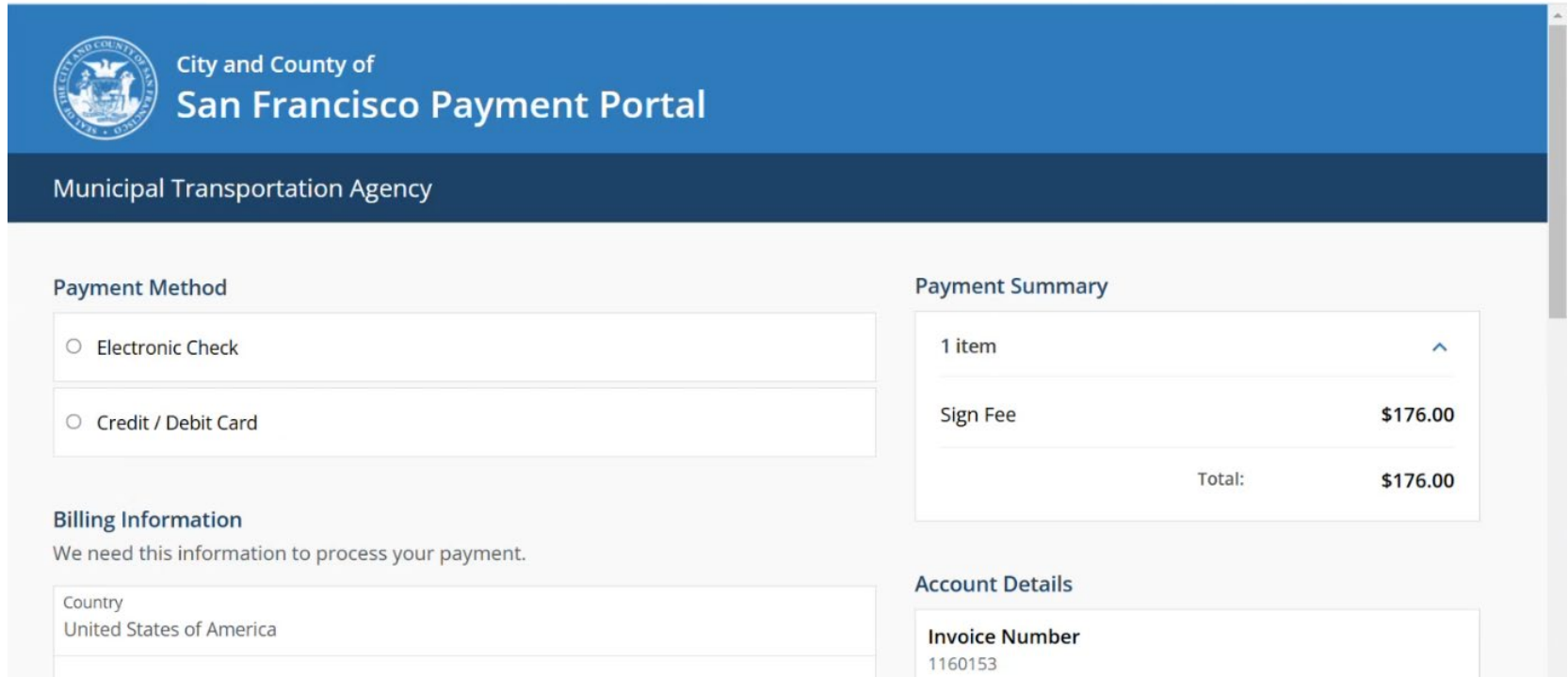
Case Number	Status	Subject	Start Date	End Date	Net Due
1160153	Pending Payment	345 VALENCIA ST	2024-12-17	2024-12-19	\$176.00


Case Line Items

Name	Type	Amount
Sign Fee	TSPSignFee	\$176.00

Click on the “Pay Now” button to pay for your request and access the San Francisco Payment Portal

Step 7 – Pay for your Temp Sign(s)



 City and County of
San Francisco Payment Portal

Municipal Transportation Agency

Payment Method

Electronic Check

Credit / Debit Card

Billing Information
We need this information to process your payment.

Country
United States of America

Payment Summary

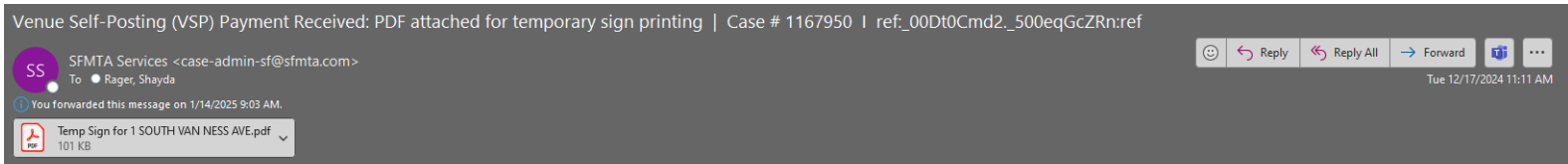
1 item	^
Sign Fee	\$176.00
Total:	\$176.00

Account Details

Invoice Number
1160153

Submit your payment information. You can pay for your request via electronic check or by card (credit or debit)

Step 8 – Check email for payment received confirmation



Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Printing)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the time parking restrictions are to become effective.

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway in front of any other property that is not covered through your request is not permitted.

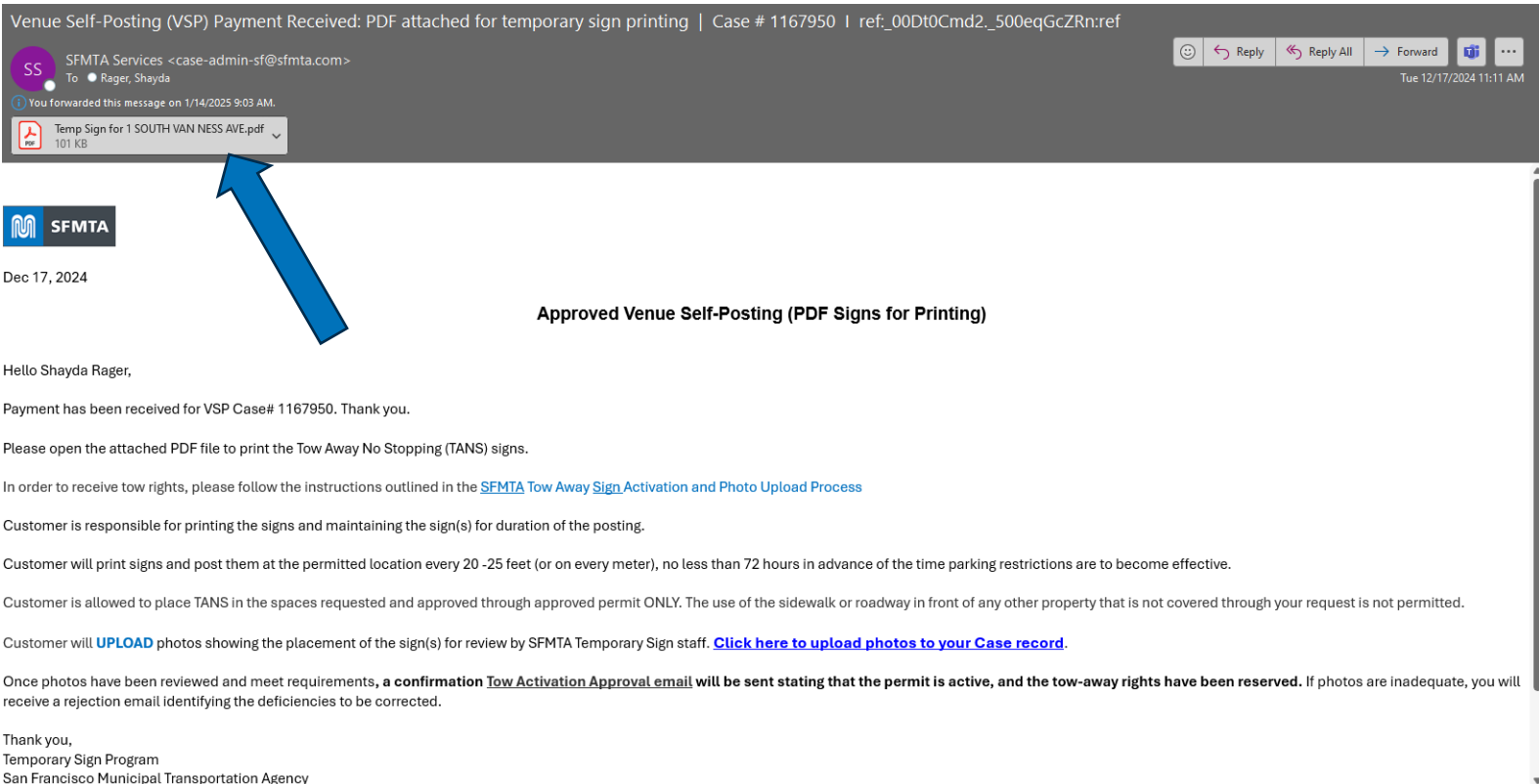
Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos to your Case record.](#)

Once photos have been reviewed and meet requirements, a **confirmation [Tow Activation Approval Email](#) will be sent stating that the permit is active, and the tow-away rights have been reserved.** If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Once the payment has been received you will receive an email with the subject line:
Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing

Step 9 – Print signs



Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref_00Dt0Cmd2_500eqGcZRn:ref

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

Dec 17, 2024

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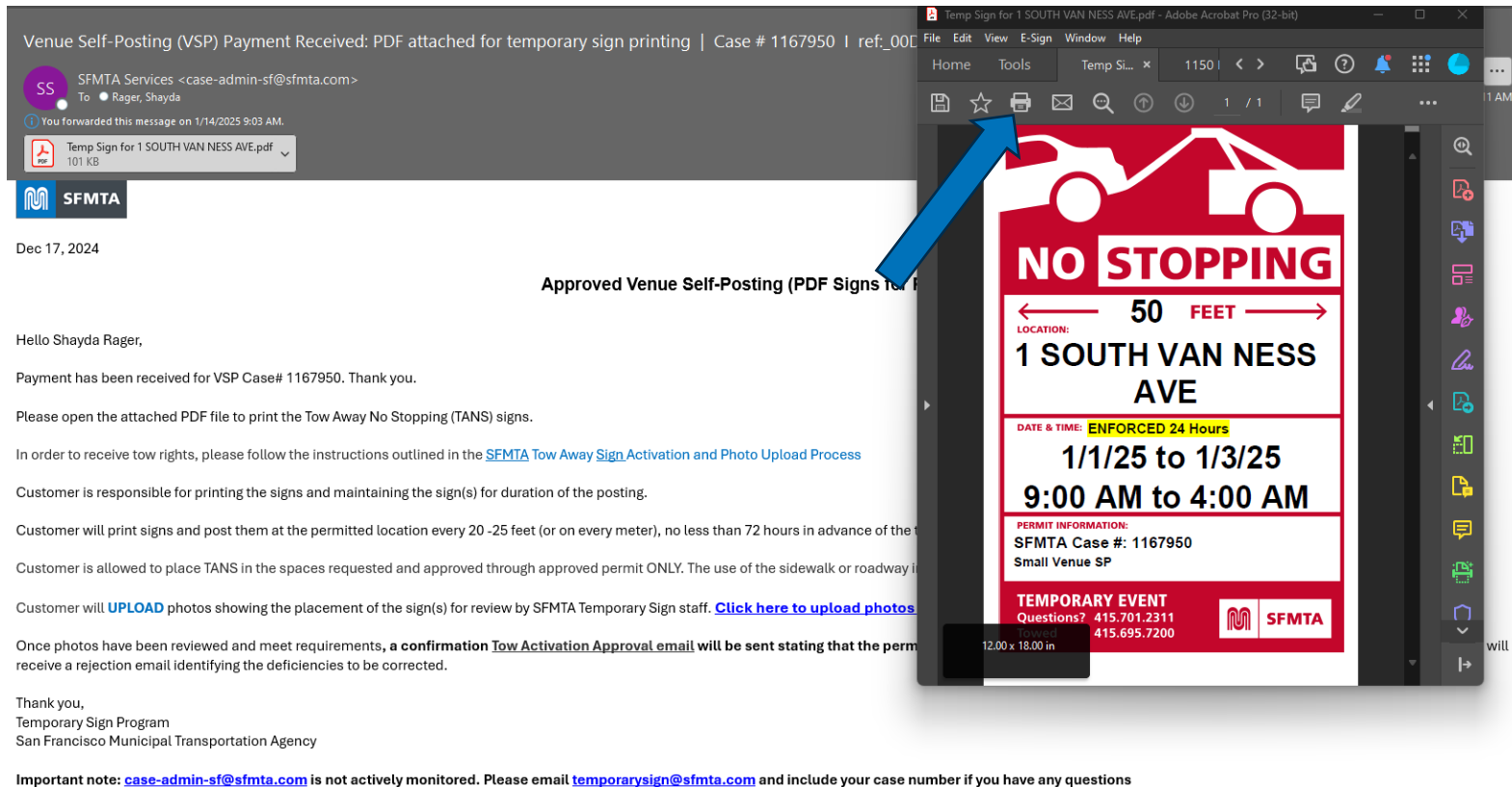
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Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Your custom temporary tow-away no stopping sign will also be attached as PDF in the “Payment Received” email. Click on the attachment to access your temp sign.

Step 9 – Print signs



The image shows a screenshot of an email and a PDF sign template. The email is from SFMTA Services to Shayda Rager, dated Dec 17, 2024. It contains instructions for printing signs. The PDF is a 'NO STOPPING' sign for 1 South Van Ness Ave, enforced from 1/1/25 to 1/3/25, 9:00 AM to 4:00 AM. A blue arrow points to the print icon in the Adobe Acrobat Pro toolbar.

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref: 00E

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda
You forwarded this message on 1/14/2025 9:03 AM.
Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

SFMTA

Dec 17, 2024

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Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case number if you have any questions

Temp Sign for 1 SOUTH VAN NESS AVE.pdf - Adobe Acrobat Pro (32-bit)

File Edit View E-Sign Window Help

Home Tools Temp Si... x 1150 l < > [Icons] 1 / 1 [Icons] 11 AM

NO STOPPING

← 50 FEET →

LOCATION:
1 SOUTH VAN NESS
AVE

DATE & TIME: ENFORCED 24 Hours
1/1/25 to 1/3/25
9:00 AM to 4:00 AM

PERMIT INFORMATION:
SFMTA Case #: 1167950
Small Venue SP

TEMPORARY EVENT
Questions? 415.701.2311
415.695.7200

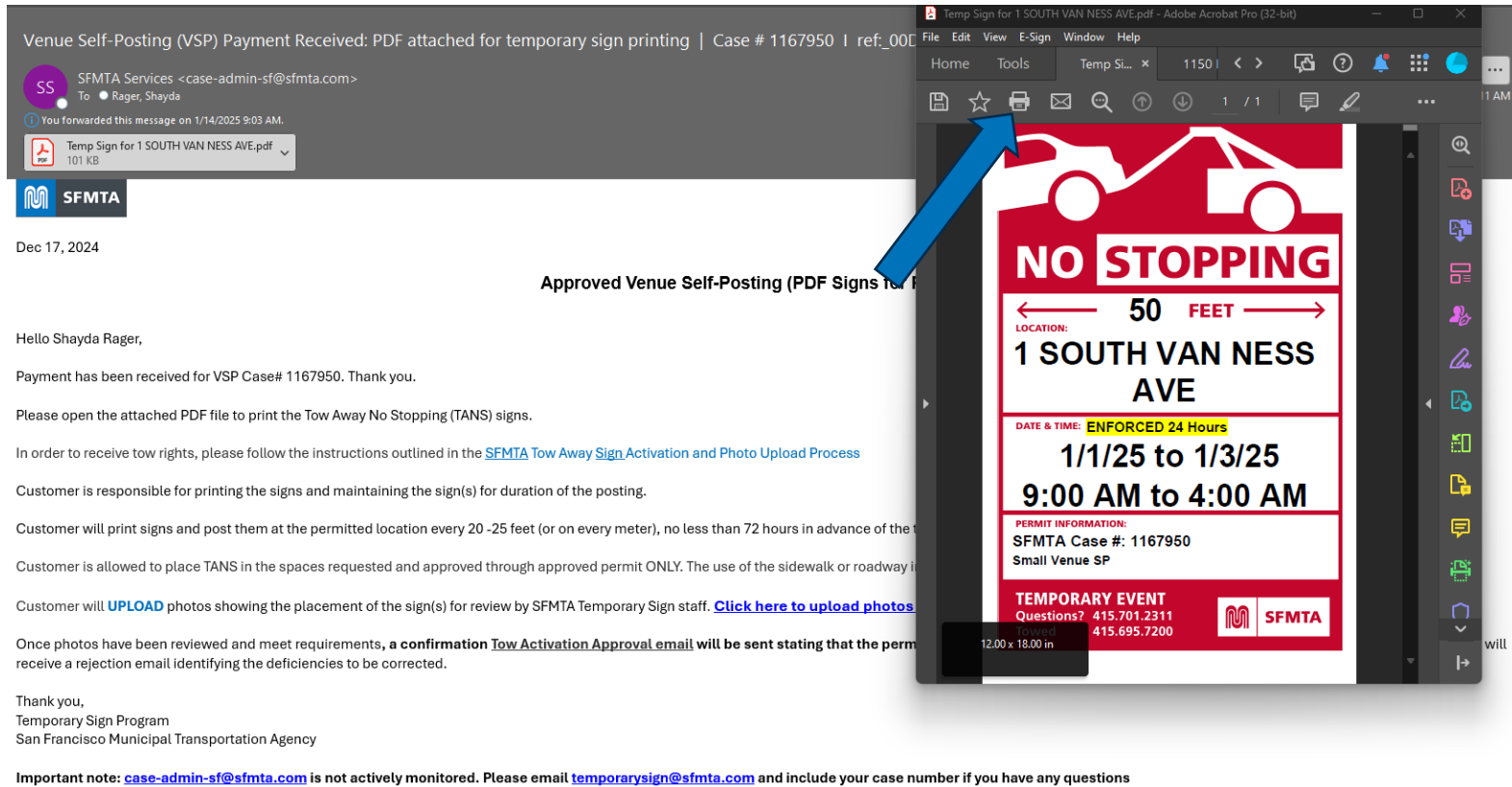
SFMTA

12.00 x 18.00 in

Print signs in-house or at the [Permit Center](#) (~\$7/sign; 49 S Van Ness, 94103) in color on 11"x17" paper or sign material in portrait orientation (*not landscape*)

More info about the Permit Center can be found at www.sfmta.com/selfpostpilot

Step 9 – Print signs



The image shows a screenshot of an email and a PDF sign template. The email is from SFMTA Services to Shayda Rager, dated Dec 17, 2024. It contains instructions for printing and posting signs. The PDF is a 'NO STOPPING' sign for 1 South Van Ness Ave, enforced from 1/1/25 to 1/3/25, 9:00 AM to 4:00 AM. The sign includes the SFMTA logo and contact information for temporary events.

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref_00E

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

SFMTA

Dec 17, 2024

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Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway i

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos](#)

Once photos have been reviewed and meet requirements, a **confirmation Tow Activation Approval email will be sent stating that the perm** receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency

Important note: case-admin-sf@sfmta.com is not actively monitored. Please email temporarysign@sfmta.com and include your case number if you have any questions

Temp Sign for 1 SOUTH VAN NESS AVE.pdf - Adobe Acrobat Pro (32-bit)

File Edit View E-Sign Window Help

Home Tools Temp Si... x 1150 l < > [Icons] 1 / 1 [Icons] 11 AM

NO STOPPING

← 50 FEET →

LOCATION:
1 SOUTH VAN NESS
AVE

DATE & TIME: ENFORCED 24 Hours
1/1/25 to 1/3/25
9:00 AM to 4:00 AM

PERMIT INFORMATION:
SFMTA Case #: 1167950
Small Venue SP

TEMPORARY EVENT
Questions? 415.701.2311
415.695.7200

SFMTA

12.00 x 18.00 in

If you anticipate a lot of tear downs, please **print more signs than needed** in-house or at the permit center to avoid inconvenient printing issues or having to return to the Permit Center

Step 10 – Post signs

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref.:00Dt0Cmd2._500eqGcZRn.ref...

File Message Help BLUEBEAM Acrobat Tell me what you want to do

Delete Report Respond Share to Teams All Apps Quick Steps Move Tags Editing Immersive Translate Zoom Reply with Scheduling Poll Create PDF Change Settings Viva Insights Select Folders Add-in

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref.:00Dt0Cmd2._500e...

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda
Tue 12/17/2024 11:11 AM

You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the time parking restrictions are to become effective.

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway in front of any other property that is not covered through your request is not permitted.

Click on the link titled, “SFMTA Tow Away Sign Activation and Photo Upload Process” found in the “Payment Received” email for directions on how to post your signs properly.

Step 10 – Post signs

chrome-extension://efaidnbmninnbpcjpcglclefindmkaj/https://www...

Self-pos...ary2025


4. Print and Post the Signs (at least 72 hours before your event):

- Print the signs in color on 11"x17" paper or sign material, in portrait orientation (not landscape).
 - If you have experienced sign tear downs in the past, it is highly recommended to print multiple signs to replace due to vandalism or inclement weather.
 - You can also get these printed for ~\$7/sign at the **2nd floor of the Permit Center (49 South Van Ness, 94103)**
- Use the guidelines below to post the signs every 20-25 feet in the permitted area at least three days before the event. You may need materials like stanchions and zip ties.
- You must post before the stated sign is in effect (at least 24 hours before at metered locations and at least 72 hours before at unmetered locations)
- Maintain visible signs throughout your event. **If signs deteriorate or are torn down, you must replace them to preserve tow-away rights.**

How to Post Your Signs:


If there ARE single space meters

- Affix a sign to each parking meter post using string or zip ties
- Do NOT use wire or tape
- Do NOT cover the meter head.



If there are NOT single space meters

- Affix signs to portable fixtures (like a stanchions or A-frame sign holders), sign poles, or light poles every 20-25 feet using string or zip ties
- Do NOT use wire or tape
- Do NOT post on a pay station, traffic signal pole, or tree.



Consider posting signs early and be prepared to repost swiftly. Sometimes there will be conflicting TANS signs or curb obstructions. Try working with the contact listed on the conflicting sign, look for an alternate approved location to post your sign, or apply for a new location. If you need more assistance, contact SelfPostPilot@sfmta.com.

Temporary sign printing | Case # 1167950 | ref_00Dt0Cmd2_500eqGcZRn.ref...

Create PDF
Change Settings
Select Folders
Bluebeam
Viva Insights
Add-in

Reply
Reply All
Forward

Tue 12/17/2024 11:11 AM

[Tow Away Sign Activation and Photo Upload Process](#)

ation of the posting.

or on every meter), no less than 72 hours in advance of the time parking restrictions

an approved permit ONLY. The use of the sidewalk or roadway in front of any other

Scroll down the guidelines until you reach **“4. Print and Post the Signs (at least 72 hours before your event)”** and make sure to post your temporary tow away no stopping signs exactly as directed at the approved location

Step 10 – Post signs

How to Post Your Signs:

If there ARE single space meters

- Affix a sign to each parking meter post using string or zip ties
- Do NOT use wire or tape
- Do NOT cover the meter head.



If there are NOT single space meters

- Affix signs to portable fixtures (like a stanchions or A-frame sign holders), sign poles, or light poles every 20-25 feet using string or zip ties
- Do NOT use wire or tape
- Do NOT post on a pay station, traffic signal pole, or tree.



Consider posting signs early and be prepared to repost swiftly. Sometimes there will be conflicting TANS signs or curb obstructions. Try working with the contact listed on the conflicting sign, look for an alternate approved location to post your sign, or apply for a new location. If you need more assistance, contact SelfPostPilot@sfmta.com.

Please note that signs should only be posted on portable fixtures, meters, sign or light poles using string or zip ties. Please do not post signs using wire or tape.

Step 11 – Take photos of your posted signs

The image shows a browser window with the SFMTA logo and the title "Venue Self Post - Pilot Guidelines". The document is dated "Updated February 3, 2025". A blue arrow points to section 5, which is titled "5. Take and Upload Photos of the Posted Signs (at least 72 hours before your event):". The guidelines include:

- Take photos of your signs, including
 - Close-up photo** of a sign to confirm correct permit information.
 - Overall photo** of the parking area showing all signs to confirm location and spacing.
- Upload the photos (JPG/PNG format only) to the Venue Self Post portal for review.
 - Upon confirmation of your payment, you will receive an email labeled "Payment Received." Click the "Click here to upload photos to your Case record." link.
 - In the "Temporary Signs Upload Photos for Tow Review" page, confirm the reservation, upload photos, and submit.

Section 6 is titled "6. Get Confirmation of Tow-Away Rights:" and includes instructions on what to do if photos are inadequate, once approved, and a reminder to replace signs if vandalized.

Section 7 is titled "7. Conditions for Pilot Participant Privilege Revocation:" and lists conditions for removal from the program, such as manipulating signage text or posting signs in unauthorized locations.

The right side of the image shows an email interface with a "Reply" button and a timestamp of "Tue 12/17/2024 11:11 AM". The email content includes a link to "A Tow Away Sign Activation and Photo Upload Process" and a blue link that says "Click here to upload photos to your Case record."

Scroll down the guidelines until you reach **"5. Take and Upload Photos of the Posted Signs (at least 72 hours before your event)"** and make sure to take photos of your temporary tow away no stopping signs exactly as directed

Step 11 – Take photos of your posted signs

Venue Self Post - Pilot Guidelines

Updated February 3, 2025



5. Take and Upload Photos of the Posted Signs (at least 72 hours before your event):

- Take photos of your signs, including
 - **Close-up photo** of a sign to confirm correct permit information.
 - **Overall photo** of the parking area showing all signs to confirm location and spacing.
- Upload the photos (JPG/PNG format only) to the Venue Self Post portal for review.
 - Upon confirmation of your payment, you will receive an email labeled "Payment Received." Click the "Click here to upload photos to your Case record." link.
 - In the "Temporary Signs Upload Photos for Tow Review" page, confirm the reservation, upload photos, and submit.

Give yourself ample time to take and upload the photos prior to your event.

Take at least one close-up photo of each sign and one overall photo.

Step 12 – Upload Photos

Venue Self-Posting (VSP) Payment Received: PDF attached for temporary sign printing | Case # 1167950 | ref_00Dt0Cmd2_500eqGcZRn:ref

SFMTA Services <case-admin-sf@sfmta.com>
To: Rager, Shayda

You forwarded this message on 1/14/2025 9:03 AM.

Temp Sign for 1 SOUTH VAN NESS AVE.pdf
101 KB

Reply Reply All Forward

Tue 12/17/2024 11:11 AM



Dec 17, 2024

Approved Venue Self-Posting (PDF Signs for Printing)

Hello Shayda Rager,

Payment has been received for VSP Case# 1167950. Thank you.

Please open the attached PDF file to print the Tow Away No Stopping (TANS) signs.

In order to receive tow rights, please follow the instructions outlined in the [SFMTA Tow Away Sign Activation and Photo Upload Process](#)

Customer is responsible for printing the signs and maintaining the sign(s) for duration of the posting.

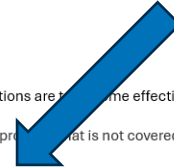
Customer will print signs and post them at the permitted location every 20 -25 feet (or on every meter), no less than 72 hours in advance of the time parking restrictions are to become effective.

Customer is allowed to place TANS in the spaces requested and approved through approved permit ONLY. The use of the sidewalk or roadway in front of any other property that is not covered through your request is not permitted.

Customer will **UPLOAD** photos showing the placement of the sign(s) for review by SFMTA Temporary Sign staff. [Click here to upload photos to your Case record.](#)

Once photos have been reviewed and meet requirements, a **confirmation Tow Activation Approval email** will be sent stating that the permit is active, and the tow-away rights have been reserved. If photos are inadequate, you will receive a rejection email identifying the deficiencies to be corrected.

Thank you,
Temporary Sign Program
San Francisco Municipal Transportation Agency



Upload the photos of your posting by clicking on the “Click Here to upload photos to your Case record” link found in the “Payment Received” email.

Step 12 – Upload Photos

The screenshot shows a web application interface for "Temporary Signs - Upload Photos for Tow Review". It is divided into two main sections: "Venue Self-Posting Details" and "Upload Photos of Posted Signs".

Venue Self-Posting Details:

- Case Number: 1167950
- Start Date: 01/01/2025
- End Date: 01/03/2025
- Approved Address: 1 SOUTH VAN NESS AVE
- Business Name: SFMTA - Curb Man
- Contact Name: Shayda Rager
- Self-Poster Number: (empty)

Upload Photos of Posted Signs:

- Instruction: "Attach photos of posted signs for tow review. *
- File selection: "Choose File" button next to "Image (13).jpg"
- Note: "*Each file uploaded must be less than 30MB"
- Link: [Add another image](#)

Below the upload section, there is a blue "SUBMIT" button and a note: "You must click the Submit button to upload your photos to your Case."

An overlay window shows a file explorer in the "Downloads" folder, listing files such as "Image (13)", "Image (12)", "Image (11)", "Image (10)", "Image (9)", "Image (7)", "Image (6)", and "Image (5)". A blue arrow points from the "Choose File" button in the web application to the "Image (13).jpg" file in the file explorer.

Click on the "Choose File" button to navigate to the folder where you saved your upload photo

Step 12 – Upload Photos

Case Number: 1167950 Start Date: 01/01/2025 End Date: 01/03/2025

Approved Address: 1 SOUTH VAN NESS AVE Business Name: SFMTA - Curb Man

Contact Name: Shayda Rager Self-Poster Number:

Upload Photos of Posted Signs

Attach photos of posted signs for tow review. *
Choose File Image (13).jpg
*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review. *
Choose File Image (12).jpg
*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review. *
Choose File No file chosen
*Each file uploaded must be less than 30MB

[Remove](#)

[Add another image](#)

You must click the Submit button to upload your photos to your Case.

SUBMIT

To submit more than one photo click on “Add another image”

Step 12 – Upload Photos

Venue Self-Posting Details

Case Number	Start Date	End Date
<input type="text" value="1167950"/>	<input type="text" value="01/01/2025"/>	<input type="text" value="01/03/2025"/>
Approved Address	Business Name	
<input type="text" value="1 SOUTH VAN NESS AVE"/>	<input type="text" value="SFMTA - Curb Man"/>	
Contact Name	Self-Poster Number	
<input type="text" value="Shayda Rager"/>	<input type="text"/>	

Upload Photos of Posted Signs

Attach photos of posted signs for tow review. *

Image (13).jpg [Remove](#)

*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review. *

Image (12).jpg [Remove](#)

*Each file uploaded must be less than 30MB

Attach photos of posted signs for tow review. *

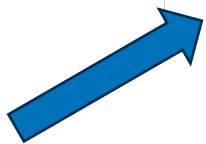
Image (11).jpg [Remove](#)

*Each file uploaded must be less than 30MB

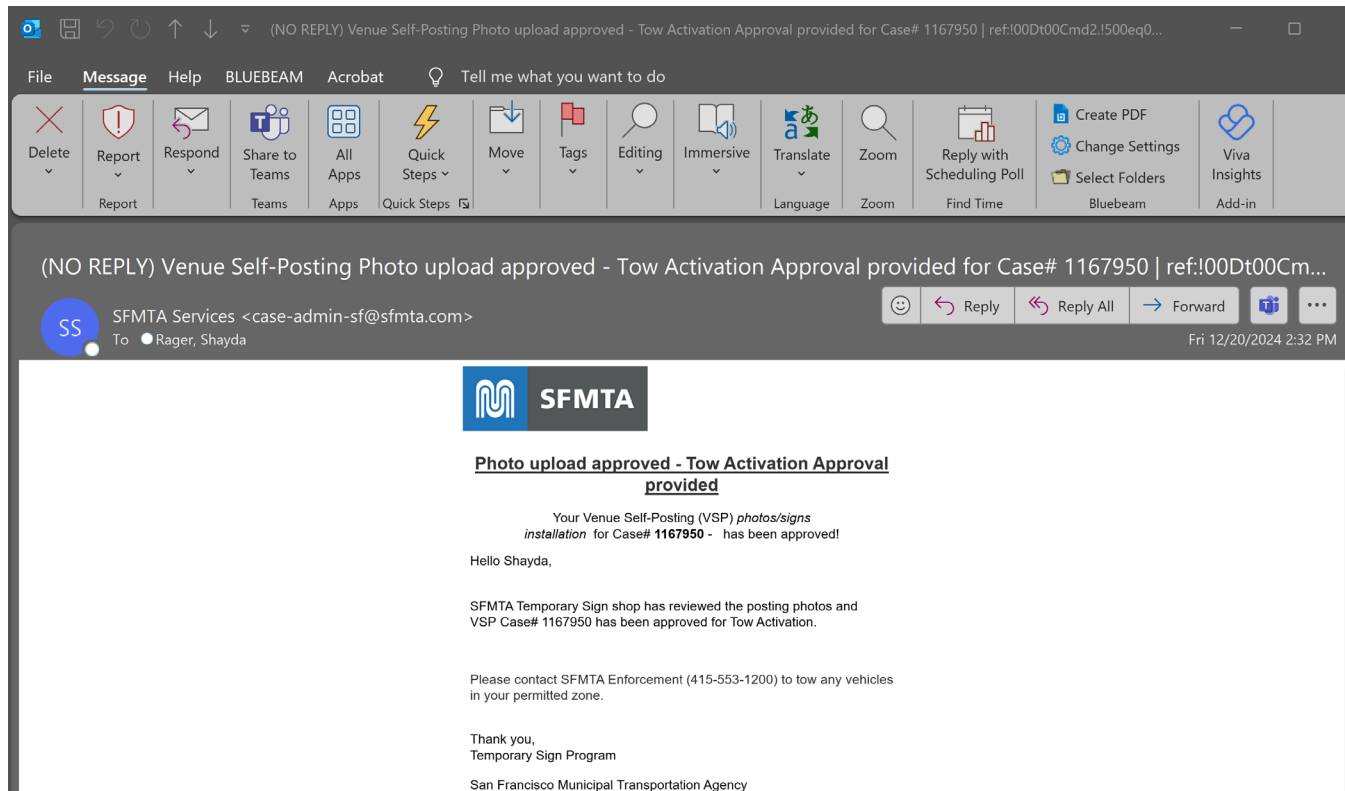
[Add another image](#)

You must click the Submit button to upload your photos to your Case.

Click on the 'Submit' button to upload your photos to your case.

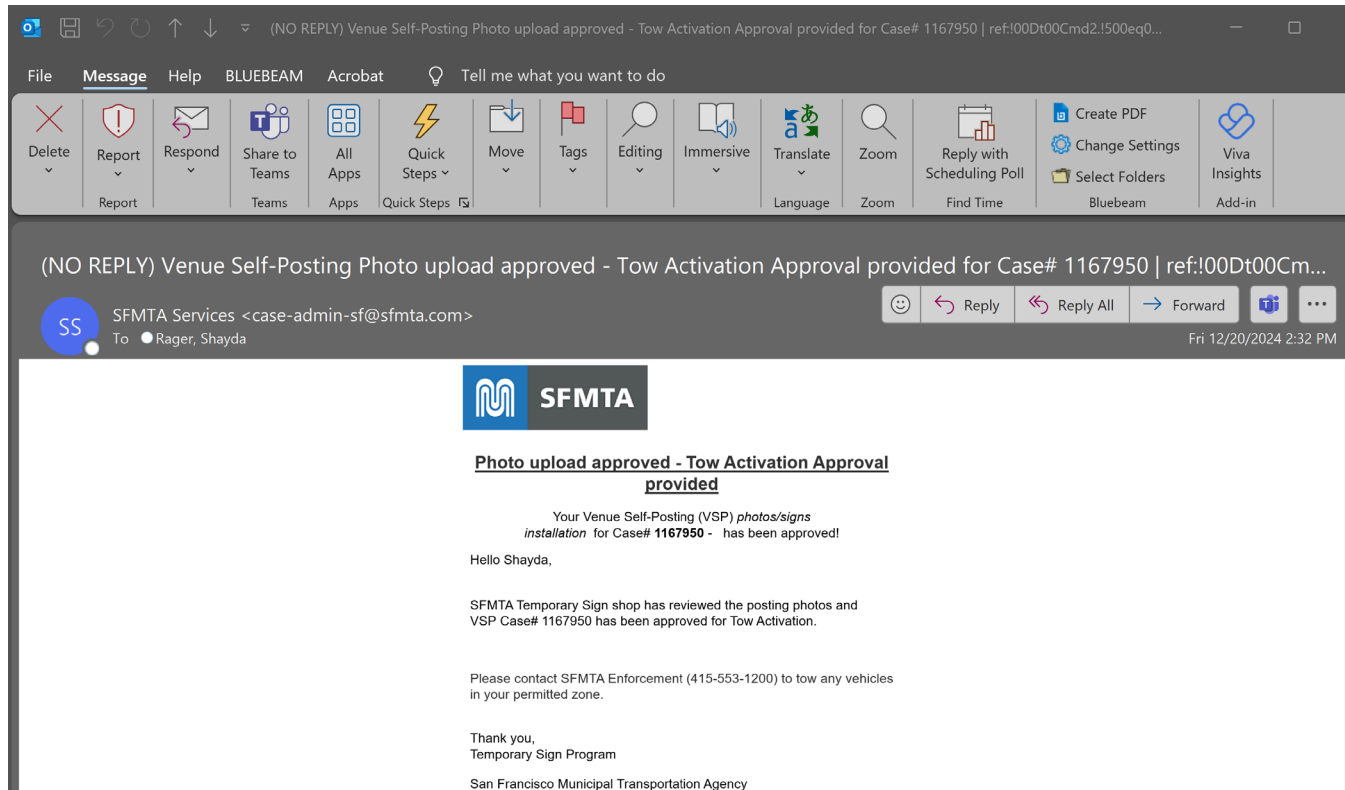


Step 13 – Photos Approved!



If your request is **approved**, you will receive an e-mail with the subject line:
(NO REPLY) Venue Self-Posting Photo upload approved – Tow Activation Approval
Provided for Case# XXXXXXXX

Step 13 – Photos Approved!



Approved photos are saved and sent to the Tow Desk.

This email enables you to enforce your zone during the time the temporary tow away not stopping sign is in effect!

More info, questions, feedback

webpage: www.SFMTA.com/SelfPostPilot

e-mail: SelfPostPilot@SFMTA.com

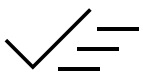
The screenshot shows a web browser displaying the SFMTA Self-Posting Pilot webpage. The browser's address bar shows the URL sfmta.com/selfpostpilot. The SFMTA logo is in the top left corner. The navigation menu includes links for Getting Around, Projects, Calendar, Services, News, About Us, and Careers. There are also buttons for Quick Links, Search SFMTA, and English. A red alert banner at the top reads: "Alerts FINAL UPDATE: Delay at Mission and 16th has cleared. IB 14, 14R, & 49 resuming regular service. (More: 10 in last 48 hours)". A red "Subscribe" button is on the right. The breadcrumb trail is: Home / About Us / Reports & Documents / Venue Self-Posting Pilot. The main heading is "Venue Self-Posting Pilot". Below it are social media share links for Facebook, Twitter, and LinkedIn. The date is "Tuesday, January 7, 2025". The text states: "In conjunction with the Office of Economic Workforce Development and the Entertainment Commission, the SFMTA developed protocols to test a self-posting pilot program for select venues." It then says: "If you are a pilot participant and wish to request a temporary sign for venue self-posting please log in to the Venue Self-Post (VSP) community portal:" followed by a blue button labeled "VSP community portal". Below that, it says: "Print your temp signs signs in color on 11"x17" paper or sign material, in portrat orientation (not landscape orientation) at the [Permit Center](#)." The Permit Center address is: "Permit Center - Print Center, 49 South Van Ness Ave, 2nd Floor, San Francisco, CA 94103". It also provides contact information: "Contact selfpostpilot@sfmta.com for questions and feedback". The "Documents" section lists two links: "Venue Self-Post Pilot Guidelines - February 2025" and "Venue Self-Post Pilot Program Frequently Asked Questions (FAQs) - January 2025".

Thank you!

Questions?



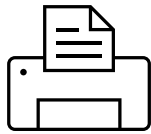
Request



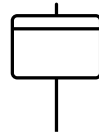
Get zone
& time
approved



Pay



Print
signs



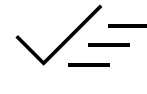
Post
signs



Take
photos



Upload
photos



Get
photos
approved



Enforce