

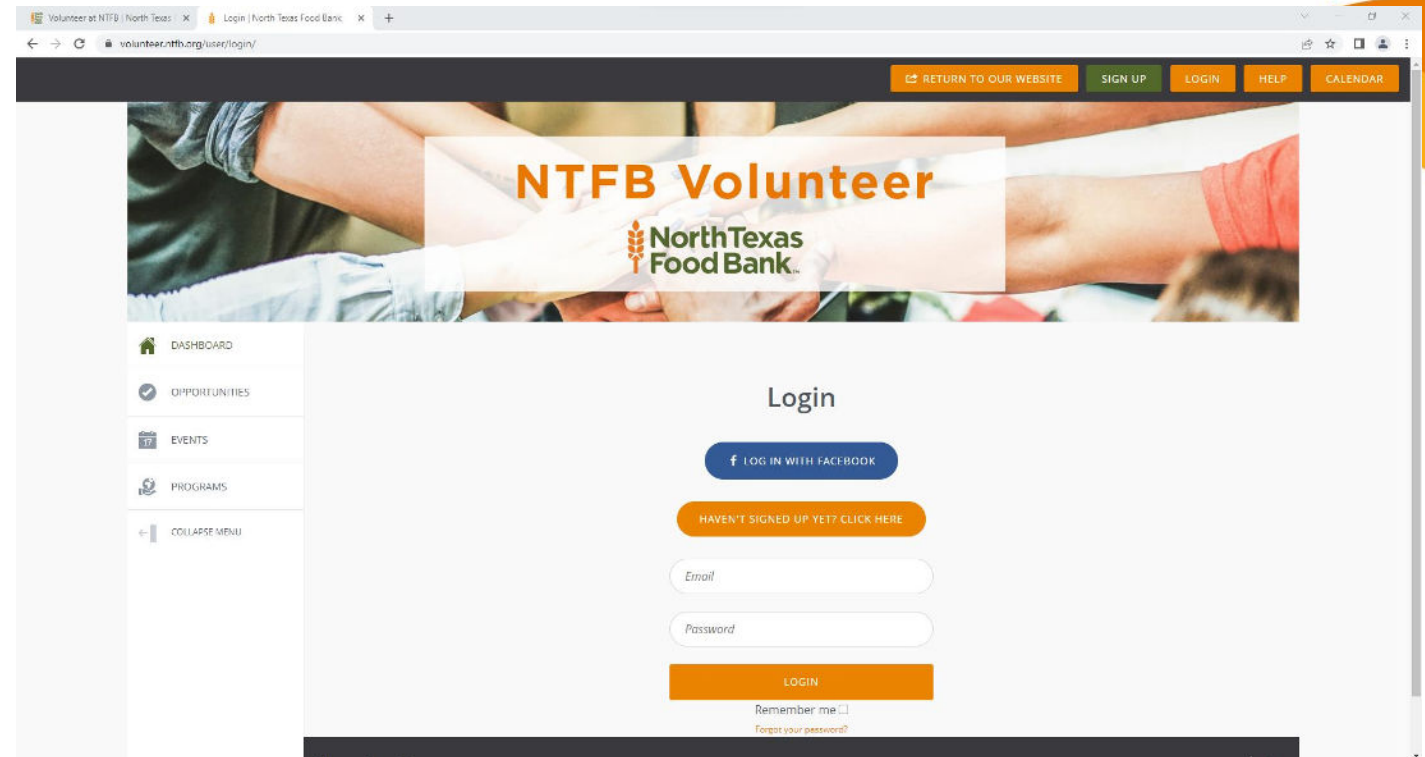
A stylized, light orange graphic of a plant or tree is positioned on the left side of the slide. It features a central vertical stem with several pairs of symmetrical, teardrop-shaped leaves branching out from it. The leaves are arranged in a tiered fashion, with the topmost pair being the smallest and the bottommost pair being the largest. The entire graphic is rendered in a solid light orange color that matches the background.

## Canceling a Shift

# Canceling a Shift

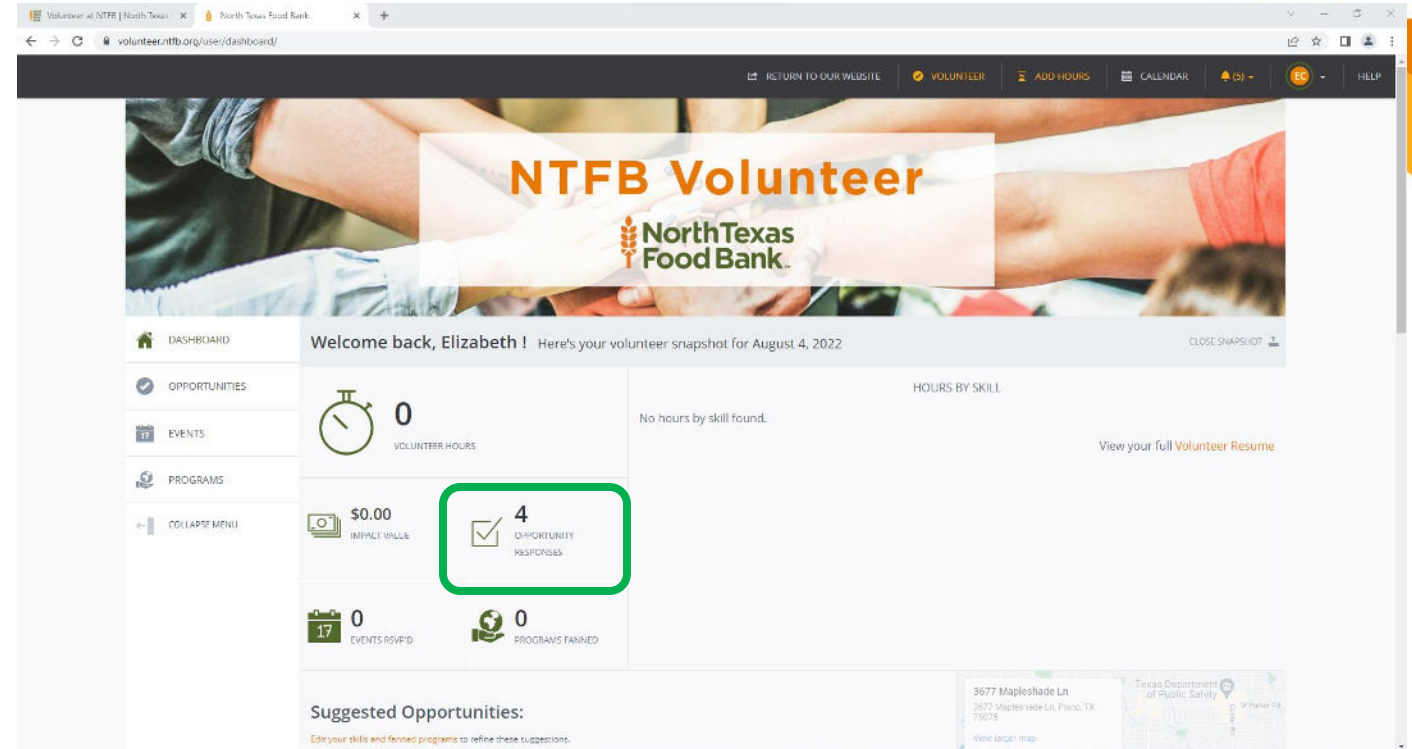
If you cannot attend a volunteer opportunity that you registered for, please cancel your shift by following the following steps.

Step 1: Log into your account at <https://volunteer.ntfb.org/user/login/> by entering your email address and password then clicking “Login”.



# Canceling a Shift

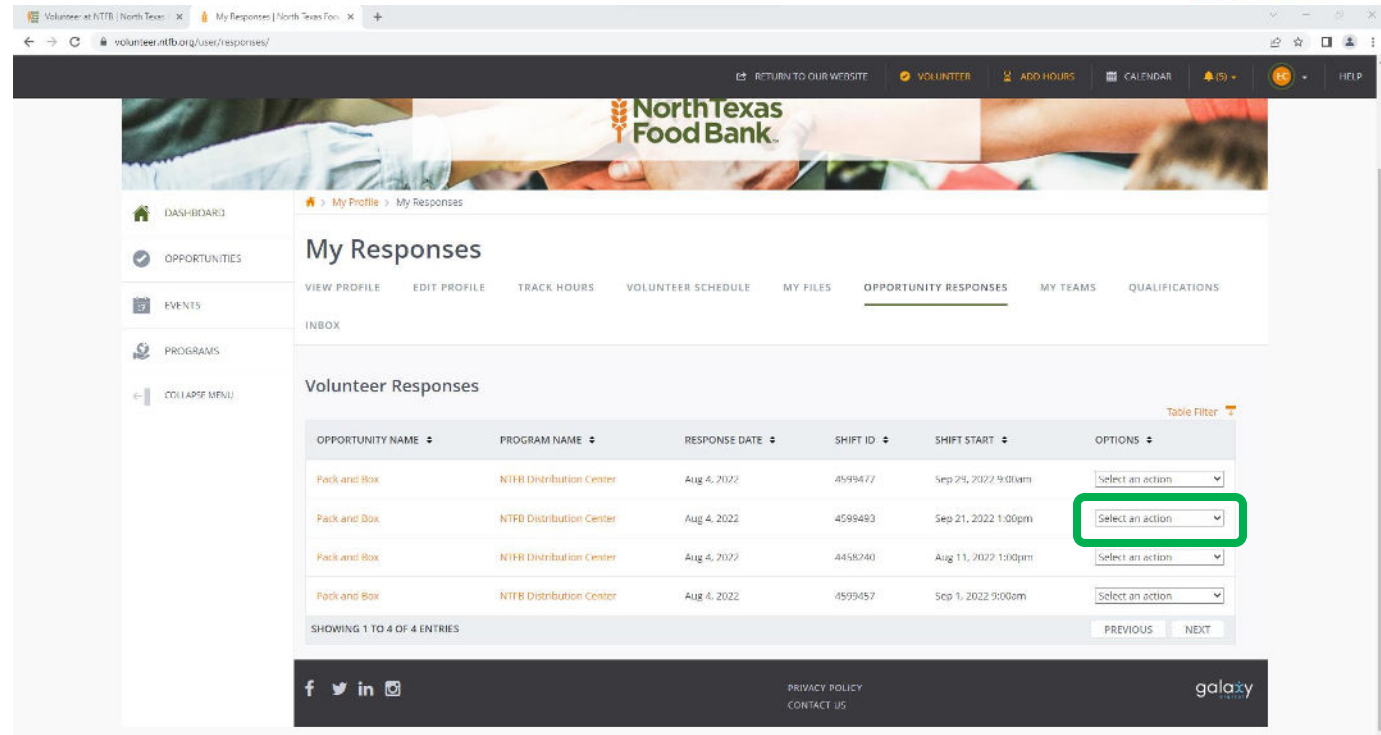
Step 2: Click on “Opportunity Responses”.



# Canceling a Shift

Step 3: This screen shows all your volunteer responses; responses that have already happened will be grayed out. Find the shift in the list that you want to cancel.

Select the drop-down arrow on the same row as the shift you want to cancel.

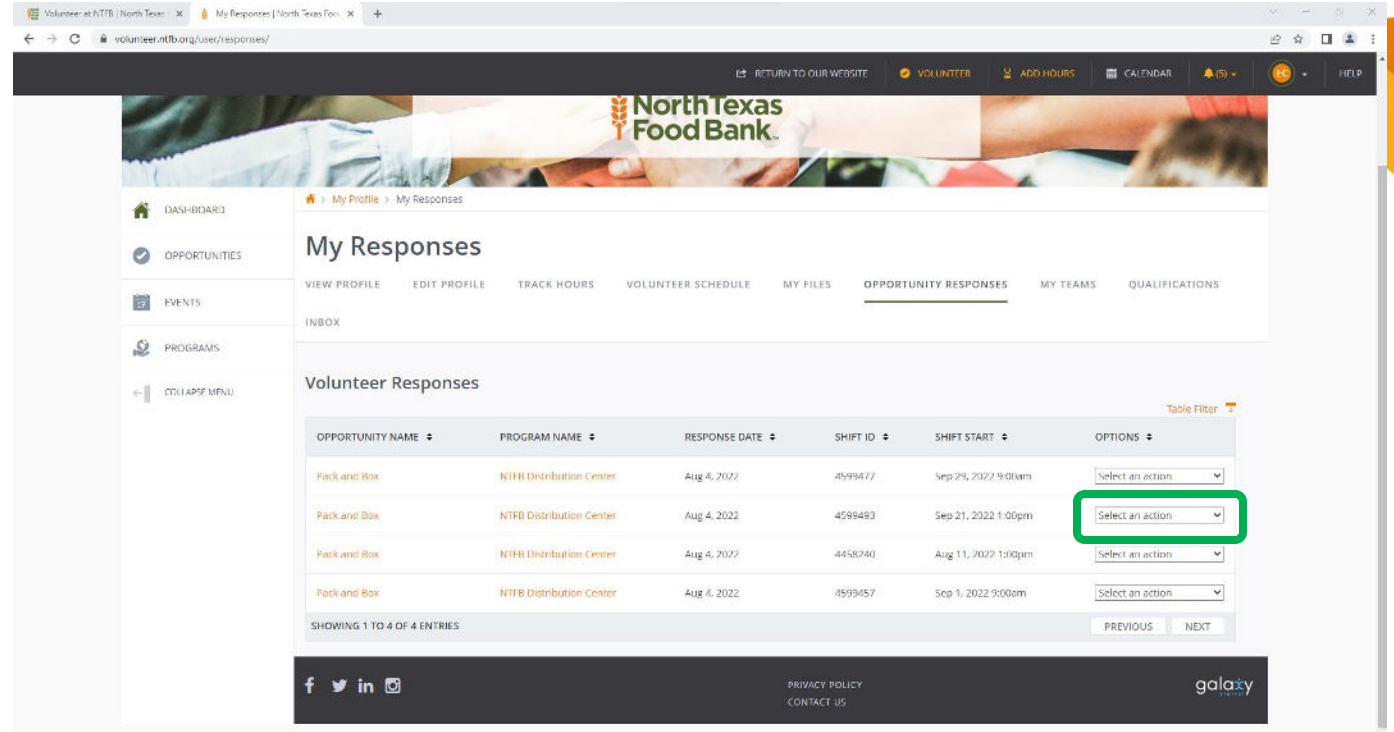


The screenshot shows the 'My Responses' page on the North Texas Food Bank volunteer portal. The page has a sidebar with navigation links: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, and COLLAPSE MENU. The main content area is titled 'My Responses' and includes a sub-header 'Volunteer Responses'. Below this is a table with the following columns: OPPORTUNITY NAME, PROGRAM NAME, RESPONSE DATE, SHIFT ID, SHIFT START, and OPTIONS. The table contains four rows of data, all for 'Pack and Box' opportunities at the 'NTFB Distribution Center'. The second row is highlighted, and the 'Options' dropdown menu is open, showing 'Select an action'. The page also includes a 'Table Filter' button and a 'SHOWING 1 TO 4 OF 4 ENTRIES' indicator. The footer contains social media links, a 'PRIVACY POLICY' link, a 'CONTACT US' link, and the 'galaxy' logo.

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4599477	Sep 24, 2022 9:00am	Select an action
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4599483	Sep 21, 2022 1:00pm	Select an action
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4458240	Aug 11, 2022 1:00pm	Select an action
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4599457	Sep 1, 2022 9:00am	Select an action

# Canceling a Shift

Step 4: Once you've selected the drop-down arrow, a menu will appear. Click "Unregister" from the list; it is the last item on the list.



The screenshot shows the 'My Responses' page on the North Texas Food Bank volunteer portal. The page has a sidebar with navigation links: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, and COLLAPSE MENU. The main content area is titled 'My Responses' and includes sub-links: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, MY FILES, OPPORTUNITY RESPONSES (selected), MY TEAMS, and QUALIFICATIONS. Below this is an 'INBOX' section and a 'Volunteer Responses' table. The table has columns: OPPORTUNITY NAME, PROGRAM NAME, RESPONSE DATE, SHIFT ID, SHIFT START, and OPTIONS. There are four rows of data, each with a 'Select an action' dropdown menu in the 'OPTIONS' column. The second row's dropdown is highlighted with a green box. At the bottom of the table, it says 'SHOWING 1 TO 4 OF 4 ENTRIES' and has 'PREVIOUS' and 'NEXT' buttons. The footer includes social media icons, a 'PRIVACY POLICY' link, a 'CONTACT US' link, and the 'galaxy' logo.

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4599477	Sep 24, 2022 9:00am	Select an action
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4598483	Sep 21, 2022 1:00pm	Select an action
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4458240	Aug 11, 2022 1:00pm	Select an action
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4599457	Sep 1, 2022 9:00am	Select an action

# Canceling a Shift

Step 5: If you are sure you want to cancel the shift, select “Yes”.

The screenshot shows a web browser window with the URL `volunteer.ntfb.org/users/responses/`. The page is titled "My Responses" and features a sidebar with navigation links: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, and a COLLAPSE MENU. The main content area displays a table of "Volunteer Responses". A modal dialog titled "Action Required" is open, asking: "Are you sure? If you've already submitted volunteer hours for this opportunity response, those hours will no longer appear in your 'Track Hours' area or on your volunteer resume." The "Yes" button in the dialog is highlighted with a green box.

OPPORTUNITY NAME	PROGRAM NAME	SHIFT ID	SHIFT START	OPTIONS
Pack and Box	NTFB Distribution Center	4599477	Sep 29, 2022 9:00am	Select an action
Pack and Box	NTFB Distribution Center	4599493	Sep 21, 2022 1:00pm	Unregister
Pack and Box	NTFB Distribution Center	4458240	Aug 11, 2022 1:00pm	Select an action
Pack and Box	NTFB Distribution Center	4599457	Sep 1, 2022 9:00am	Select an action

SHOWING 1 TO 4 OF 4 ENTRIES

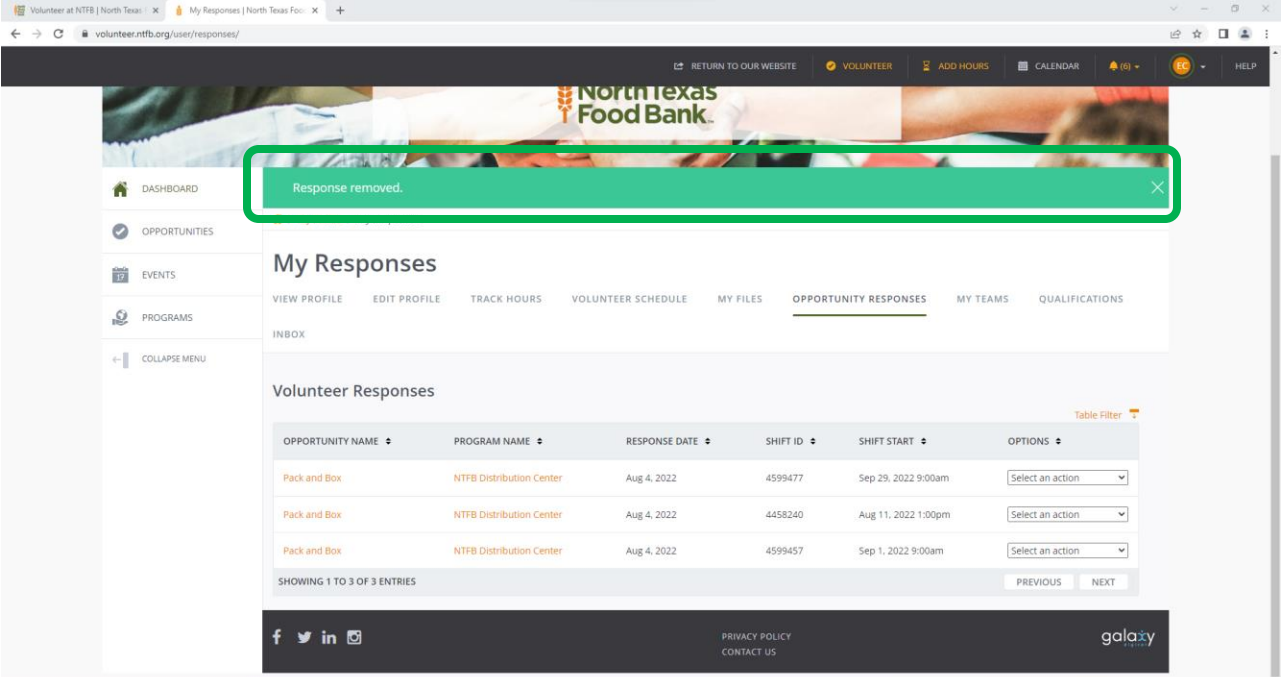
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galaxy

# Canceling a Shift

You have successfully cancelled the shift when you see the message “Response removed.” as shown here. The shift will no longer appear in the list on the “My Responses” page either.



The screenshot shows the North Texas Food Bank volunteer portal. A green notification bar at the top states "Response removed." with a close button. Below this, the "My Responses" section is visible, including tabs for "VIEW PROFILE", "EDIT PROFILE", "TRACK HOURS", "VOLUNTEER SCHEDULE", "MY FILES", "OPPORTUNITY RESPONSES" (selected), "MY TEAMS", and "QUALIFICATIONS". Under "OPPORTUNITY RESPONSES", there is a table titled "Volunteer Responses" with columns: OPPORTUNITY NAME, PROGRAM NAME, RESPONSE DATE, SHIFT ID, SHIFT START, and OPTIONS. The table lists three entries for "Pack and Box" at the "NTFB Distribution Center".

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4599477	Sep 29, 2022 9:00am	Select an action
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4458240	Aug 11, 2022 1:00pm	Select an action
Pack and Box	NTFB Distribution Center	Aug 4, 2022	4599457	Sep 1, 2022 9:00am	Select an action

SHOWING 1 TO 3 OF 3 ENTRIES

Navigation: PREVIOUS NEXT

Footer: f t in i Privacy Policy CONTACT US galaxy