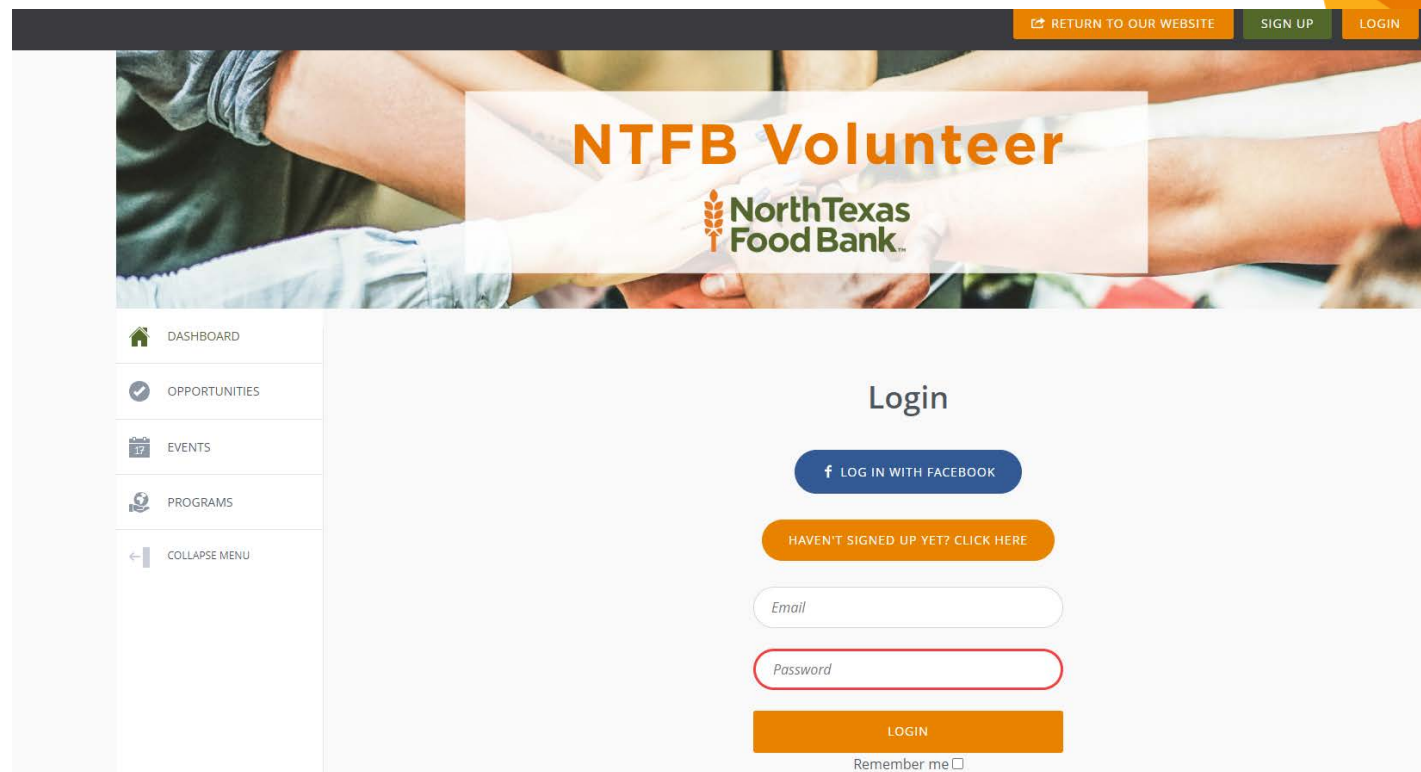




# Volunteering on Galaxy: How to cancel a volunteer shift

# How to cancel a volunteer shift step 1:

- Go to <https://volunteer.ntfb.org/>
- Then log into your account



The screenshot shows the NTFB Volunteer website. At the top, there is a dark navigation bar with links for "RETURN TO OUR WEBSITE", "SIGN UP", and "LOGIN". Below this is a large banner image of hands clasped together, with the text "NTFB Volunteer" and the "NorthTexas Food Bank" logo overlaid. On the left side, there is a sidebar menu with icons and labels for "DASHBOARD", "OPPORTUNITIES", "EVENTS", "PROGRAMS", and "COLLAPSE MENU". The main content area is titled "Login" and contains a "LOG IN WITH FACEBOOK" button, a "HAVEN'T SIGNED UP YET? CLICK HERE" link, and input fields for "Email" and "Password". Below these fields is a "LOGIN" button and a "Remember me" checkbox.

## How to cancel a volunteer shift step 2:

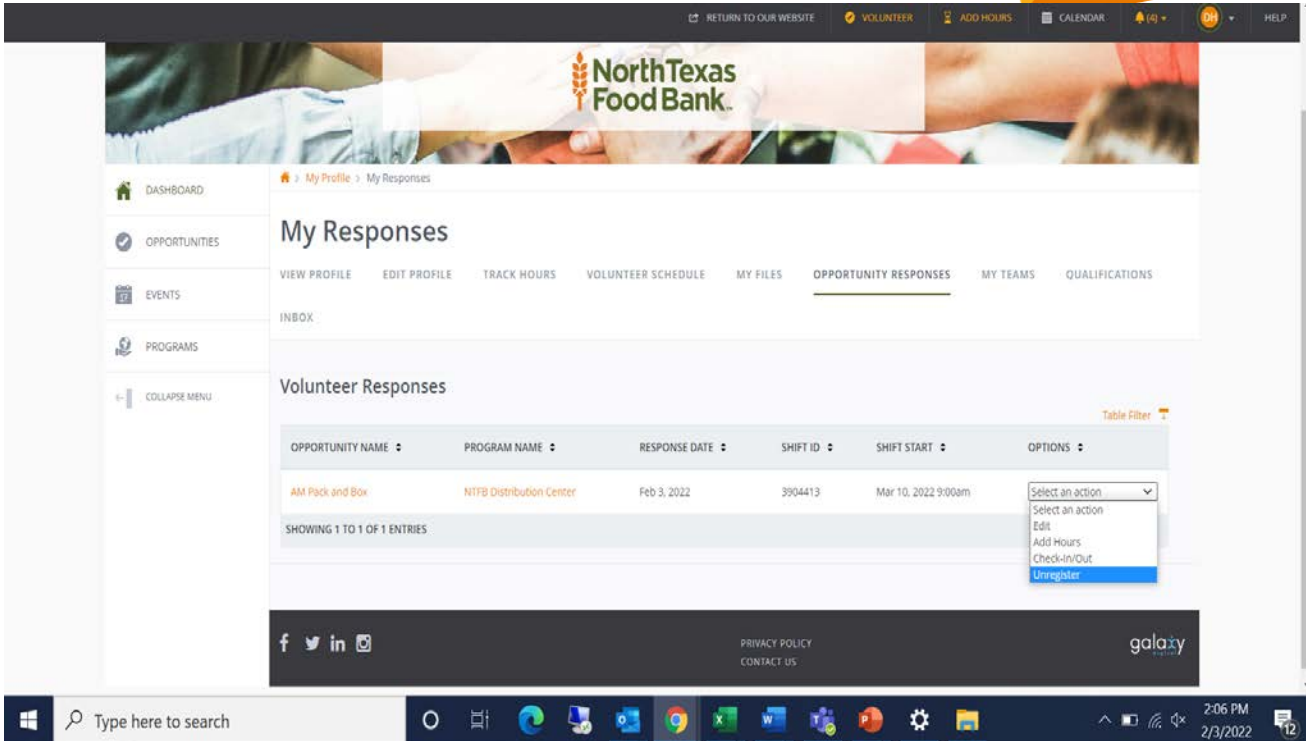
- From the main dashboard select “opportunity responses”



The screenshot displays the NTFB Volunteer dashboard. At the top, there's a header with the NTFB logo and navigation links: RETURN TO OUR WEBSITE, VOLUNTEER, ADD HOURS, CALENDAR, and a notification bell with 4 alerts. Below the header is a banner image of hands clasped together with the text "NTFB Volunteer" and the North Texas Food Bank logo. The main content area shows a welcome message: "Welcome back, [redacted] Here's your volunteer snapshot for February 3, 2022". On the left is a sidebar menu with options: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, and a COLLAPSE MENU button. The main area contains several statistics cards: "VOLUNTEER HOURS" (0), "IMPACT VALUE" (\$0.00), "EVENTS RSVP'D" (0), and "OPPORTUNITY RESPONSES" (1). The "OPPORTUNITY RESPONSES" card is circled in orange. To the right of these cards is a section titled "HOURS BY SKILL" with the text "No hours by skill found." and a link to "View your full Volunteer Resume". The bottom of the screen shows a Windows taskbar with various application icons and the system clock indicating 2:03 PM on 2/3/2022.

## How to Cancel step 3:

- Under the options column is a drop-down menu.
- Then click “unregister”
  - You can add hours here
    - This is not necessary
- Then click “Yes”



The screenshot shows the North Texas Food Bank volunteer portal. The user is logged in and viewing the 'My Responses' page. The page has a sidebar with navigation links: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, and a COLLAPSE MENU. The main content area shows 'My Responses' with tabs for VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, MY FILES, OPPORTUNITY RESPONSES (selected), MY TEAMS, and QUALIFICATIONS. Below the tabs is an 'INBOX' section. The 'Volunteer Responses' table is displayed with columns: OPPORTUNITY NAME, PROGRAM NAME, RESPONSE DATE, SHIFT ID, SHIFT START, and OPTIONS. A single entry is shown: 'AM Pack and Box' at 'NTFB Distribution Center' on 'Feb 3, 2022' with 'Shift ID' 3904413 and 'Shift Start' Mar 10, 2022 9:00am. The 'OPTIONS' column has a dropdown menu open with the following options: 'Select an action', 'Edit', 'Add Hours', 'Check-in/Out', and 'Unregister' (highlighted in blue). The footer of the page includes social media icons (Facebook, Twitter, LinkedIn, Instagram), links for 'PRIVACY POLICY' and 'CONTACT US', and the 'galaxy' logo. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 2:06 PM on 2/3/2022.

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
AM Pack and Box	NTFB Distribution Center	Feb 3, 2022	3904413	Mar 10, 2022 9:00am	<div>Table Filter</div> <div>Select an action</div> <div>Edit</div> <div>Add Hours</div> <div>Check-in/Out</div> <div>Unregister</div>

SHOWING 1 TO 1 OF 1 ENTRIES