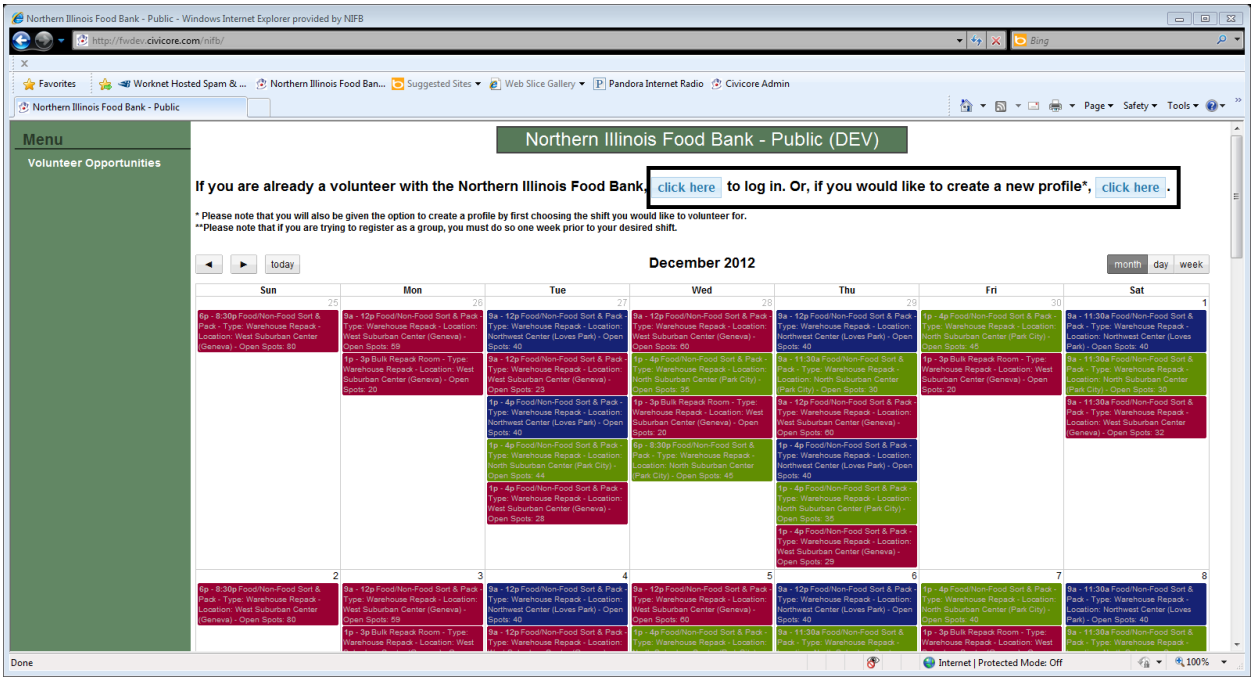
My Account: Canceling a Shift

1. Go to our website **ww.SolveHungerToday.org**
2. Go to the volunteer section
3. Log in to your account by choosing the "click here" button at the top of the screen.



4. **Canceling an individual shift**
   a) Go to the **Upcoming Registrations** list
   b) Find the shift you wish to cancel
   c) Click **Cancel**
   d) The shift will remain on the page but your status should show cancelled

Note: If you are the group leader for a shift cancelling a shift from the upcoming registration section will only cancel your registration for the shift not your entire group's registration

5. **Canceling a shift for a group you are the group leader of**
   a) Go to the **Groups that I am the Group Leader** list
   b) Click **Manage Existing shifts**
   c) Find the shift you wish to cancel
   d) Click **Cancel**

Note: This will cancel the registration for everyone in the group

6. **Canceling a shift you are a group member of**

    a) Go to the **Upcoming Registrations** list
    b) Find the shift you wish to cancel
    c) Click **Cancel**
    d) The shift will remain on the page but your status should show cancelled

Note: This will only cancel your registration for the particular shift and not all shifts you are registered for with a group

7. **Canceling for an entire family**

    a) Go to the **My family** list
    b) Click **Manage existing shifts**
    c) Find the shift you would like to cancel
    d) Click **Cancel**

Note: This will cancel the registrations for the family and the registration for all member of the family for a particular shift