

HOW TO CANCEL A VOLUNTEER SHIFT

Please follow the steps below to cancel a volunteer shift. We appreciate you cancelling your shift as soon as you are aware you are no longer available. 24 hours or sooner notice is appreciated and preferred.

1. Follow this link to get to Volunteer Site :

<https://metrocrestservices.secure.force.com/volunteers/>

2. Click on the “View your Information” tab



Food Pantry Weekdays

Metrocrest Services is still operating during our regular business hours during this time. **The minim**

Due to COVID-19, please be advised that we are following the CDC recommendations for the at-ris health and safety is our top priority and concern.

3. You will be prompted to enter in your information. You must use the email address used when you registered your account.

First Name*

Last Name*

Email*

Volunteer Job*

4. Once submitted you will receive a banner at the top of the page that will let you know your request was successful. Our system will then send a Personal Site link to your email address on file.
5. Go to your email, retrieve the email and follow the link.

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- Click on the “View your Information” tab. Your upcoming shifts will display under your information on the bottom left side of your screen.

The screenshot shows the Metrocrest Volunteer portal interface. At the top, there are four tabs: "Volunteer Jobs", "Job Calendar", "View your information" (which is highlighted in yellow), and "Report Hours". Below the tabs, the left side features a profile card for "Metrocrest Volunteer" with contact details: email (volunteer@metrocrestservices.org), home phone (4693172541), and mobile phone (4693172541). There are also sections for "Volunteer Availability" and "Volunteer Skills" with an "Update" button. To the right, a bar chart titled "Volunteer Hours" shows data for Aug 2019, Sep 2019, and Oct 2019. Below the chart, it states "Top 1% last 12 months" with a rank of "6,4". At the bottom, a table lists upcoming shifts. The first row shows a shift on "Sat 7/25/20" from "7:30 AM - 9:30 AM" for the "Sack Summer Hunger Warehouse Distribution" job. This row has two buttons: a blue "Details" button with a magnifying glass icon and a red "Cancel" button with a trash can icon. A large blue arrow points to the "Cancel" button. Below the table is a "Show more" link.

| Date | Time | Job | Details | Cancel |
|-------------|-------------------|---|---------|--------|
| Sat 7/25/20 | 7:30 AM - 9:30 AM | Sack Summer Hunger Warehouse Distribution | | |

- Click on the red cancel button indicated by the arrow above. Our system will ask if you are sure you would like to cancel?
- Click the “ OK” button and the shift will be canceled and notification will be sent to the Volunteer Manager that you have removed yourself from the shift.