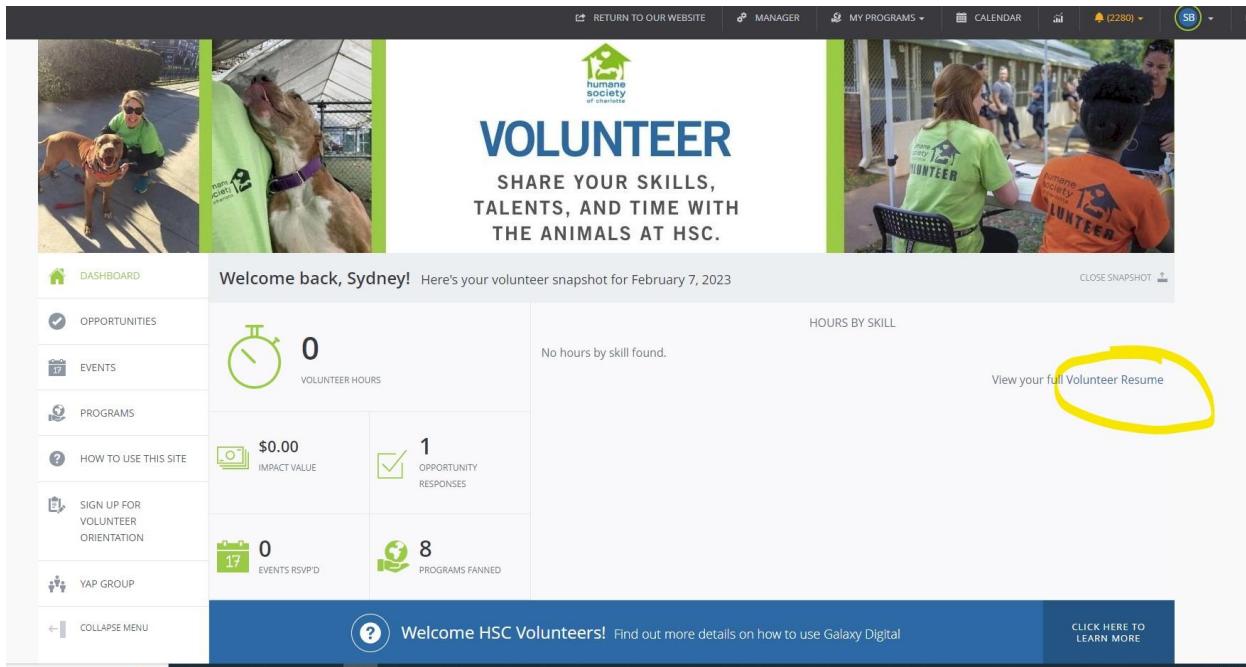


How to: Check your Schedule and Unregister From a Shift in Galaxy Digital

Step 1: Log into Galaxy Digital (<https://humanecharlotte.galaxydigital.com/>) and select “Volunteer Resume”



Welcome back, Sydney! Here's your volunteer snapshot for February 7, 2023

OPPORTUNITIES

- 0 VOLUNTEER HOURS
- \$0.00 IMPACT VALUE
- 1 OPPORTUNITY RESPONSES
- 0 EVENTS RSVP'D
- 8 PROGRAMS FANNED

HOURS BY SKILL

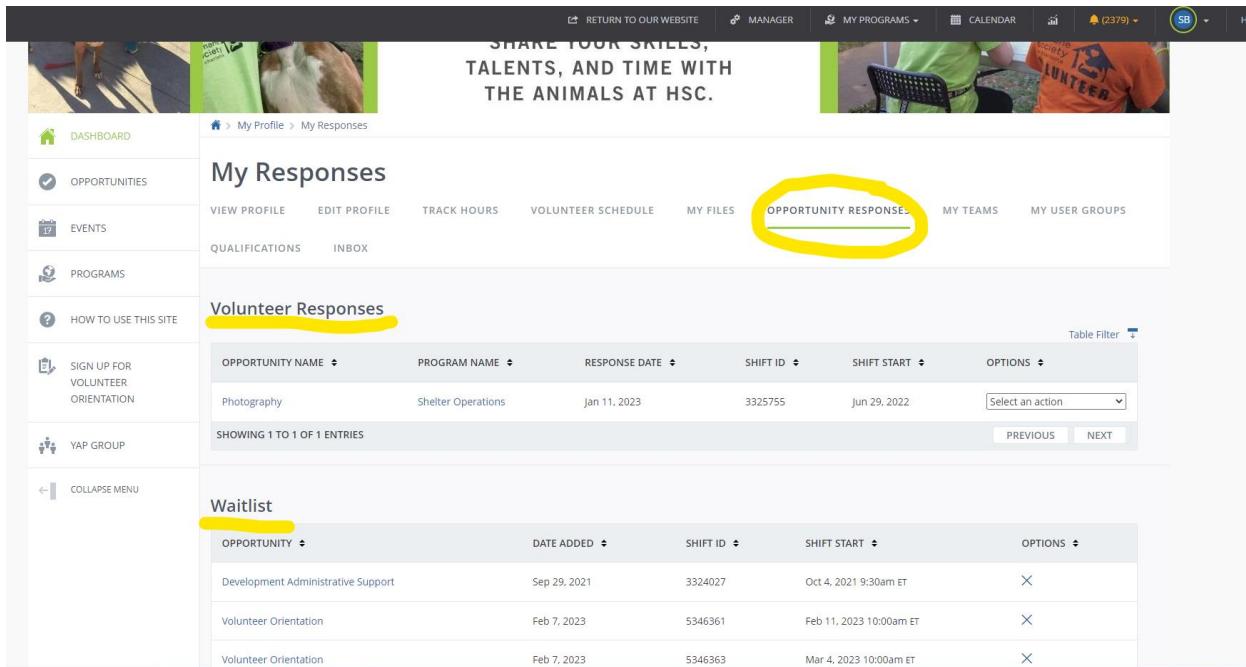
No hours by skill found.

View your full Volunteer Resume

Welcome HSC Volunteers! Find out more details on how to use Galaxy Digital

CLICK HERE TO LEARN MORE

Step 2: Select the “Opportunity Responses” tab. **Volunteer Responses** refers to the shifts that you are scheduled for, and **Waitlist** refers to the shifts that you are on the waitlist for.



SHARE YOUR SKILLS, TALENTS, AND TIME WITH THE ANIMALS AT HSC.

My Responses

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES **OPPORTUNITY RESPONSES** MY TEAMS MY USER GROUPS

QUALIFICATIONS INBOX

Volunteer Responses

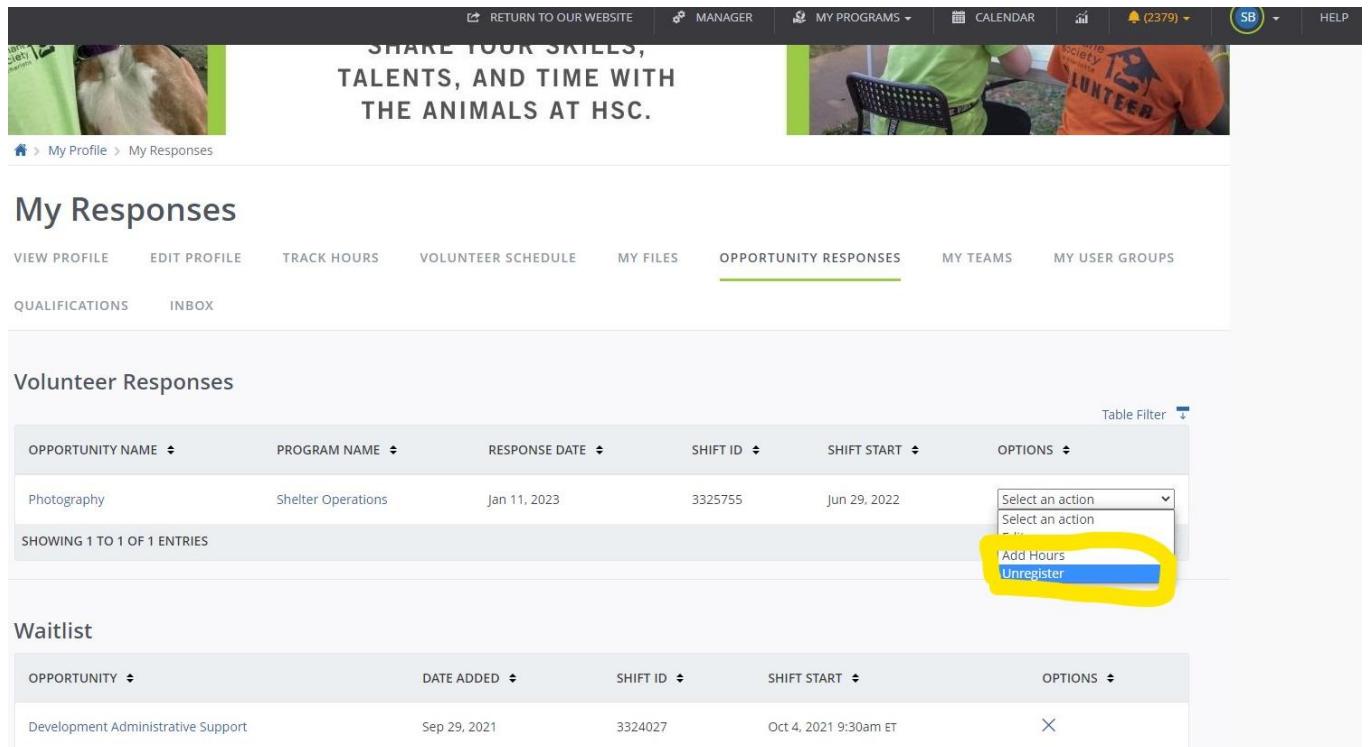
OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
Photography	Shelter Operations	Jan 11, 2023	3325755	Jun 29, 2022	Select an action

SHOWING 1 TO 1 OF 1 ENTRIES

Waitlist

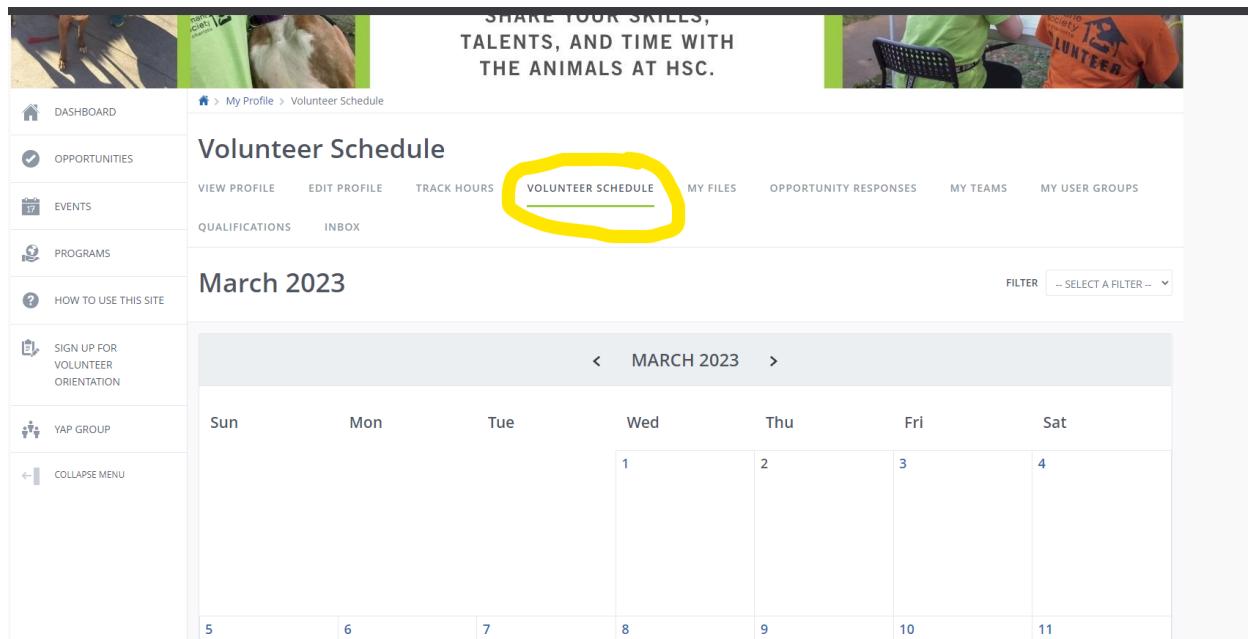
OPPORTUNITY	DATE ADDED	SHIFT ID	SHIFT START	OPTIONS
Development Administrative Support	Sep 29, 2021	3324027	Oct 4, 2021 9:30am ET	X
Volunteer Orientation	Feb 7, 2023	5346361	Feb 11, 2023 10:00am ET	X
Volunteer Orientation	Feb 7, 2023	5346363	Mar 4, 2023 10:00am ET	X

Step 3: If you need to unregister from a shift, click the drop-down next to the opportunity name. You will then select “Unregister.”



The screenshot shows the 'My Responses' section of a volunteer management system. At the top, there are navigation links: 'RETURN TO OUR WEBSITE', 'MANAGER', 'MY PROGRAMS', 'CALENDAR', a notification bell with '(2379)', and 'HELP'. Below the navigation is a banner with the text 'SHARE YOUR SKILLS, TALENTS, AND TIME WITH THE ANIMALS AT HSC.' and images of volunteers. The main content area is titled 'My Responses' and includes tabs for 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS', 'VOLUNTEER SCHEDULE', 'MY FILES', 'OPPORTUNITY RESPONSES' (which is underlined in green), 'MY TEAMS', and 'MY USER GROUPS'. Below these tabs are 'QUALIFICATIONS' and 'INBOX' buttons. The 'OPPORTUNITY RESPONSES' section is titled 'Volunteer Responses' and contains a table with columns: OPPORTUNITY NAME, PROGRAM NAME, RESPONSE DATE, SHIFT ID, SHIFT START, and OPTIONS. A dropdown menu in the 'OPTIONS' column for the 'Photography' entry is open, showing 'Select an action' (with 'Unregister' highlighted in blue and a yellow box), 'Add Hours', and 'Edit Response'. A message at the bottom of the table says 'SHOWING 1 TO 1 OF 1 ENTRIES'. Below this is a 'Waitlist' section with a table showing a single entry for 'Development Administrative Support'.

Step 4: Additionally, you can see a calendar view of your schedule by clicking “Volunteer Schedule”



The screenshot shows the 'Volunteer Schedule' section of the system. On the left is a vertical navigation menu with icons for 'DASHBOARD', 'OPPORTUNITIES' (which is selected and highlighted with a blue checkmark), 'EVENTS', 'PROGRAMS', 'HOW TO USE THIS SITE', 'SIGN UP FOR VOLUNTEER ORIENTATION', 'YAP GROUP', and a 'COLLAPSE MENU' button. The main content area has a header 'SHARE YOUR SKILLS, TALENTS, AND TIME WITH THE ANIMALS AT HSC.' and navigation links: 'My Profile', 'Volunteer Schedule' (which is underlined in green and highlighted with a yellow box), 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS', 'MY FILES', 'OPPORTUNITY RESPONSES', 'MY TEAMS', and 'MY USER GROUPS'. Below this is a 'March 2023' calendar. The calendar header includes arrows for 'PREVIOUS' and 'NEXT' months, and a 'FILTER' button with the option '-- SELECT A FILTER --'. The days of the week are labeled 'Sun', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', and 'Sat'. The dates 1 through 11 are displayed in the grid, with the 7th highlighted in blue.