

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

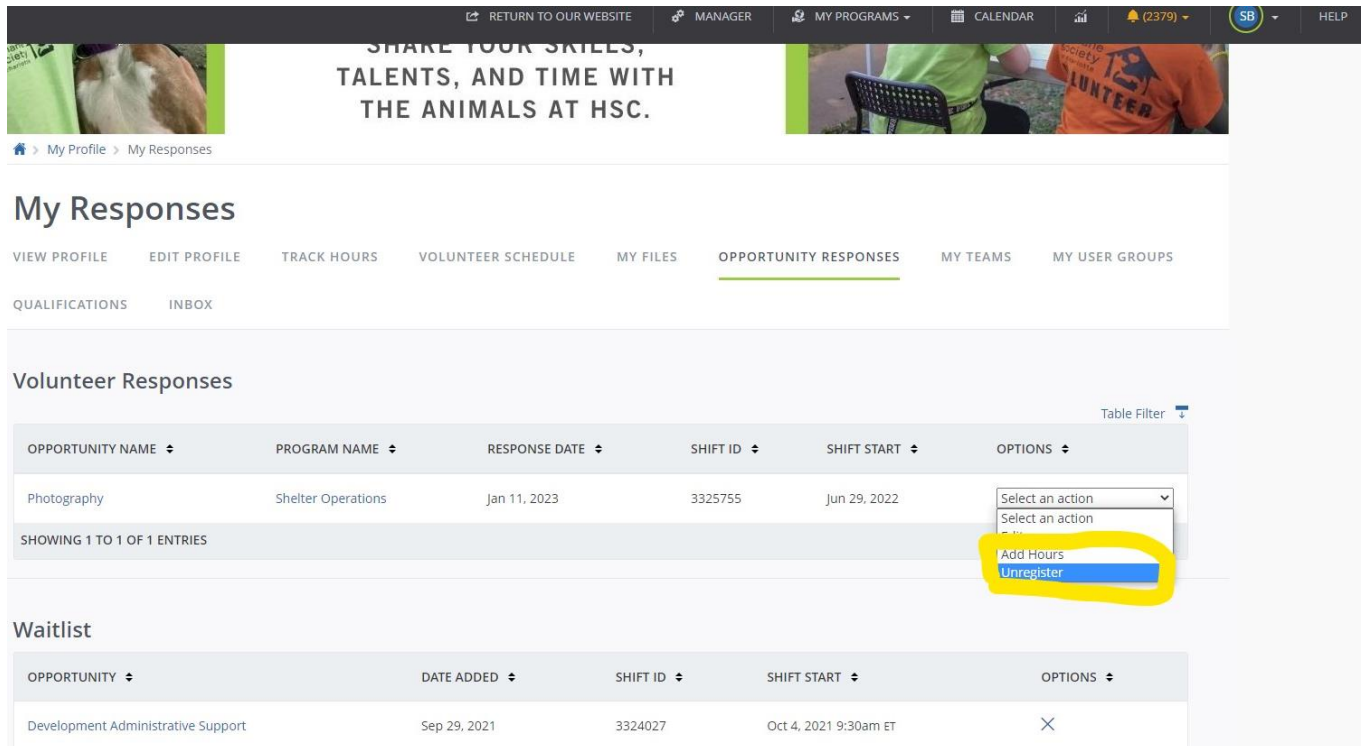
Step 1: Log into Galaxy Digital (<https://humanecharlotte.galaxydigital.com/>) and select “Volunteer Resume”

The screenshot shows the Galaxy Digital Volunteer Dashboard. At the top, there's a header with navigation links: RETURN TO OUR WEBSITE, MANAGER, MY PROGRAMS, CALENDAR, and a notification bell with 2280 alerts. Below the header is a banner for the Humane Society of Charlotte (HSC) with the text "VOLUNTEER SHARE YOUR SKILLS, TALENTS, AND TIME WITH THE ANIMALS AT HSC." The dashboard is divided into two main sections. On the left is a sidebar menu with options: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, HOW TO USE THIS SITE, SIGN UP FOR VOLUNTEER ORIENTATION, YAP GROUP, and COLLAPSE MENU. The main content area displays a welcome message: "Welcome back, Sydney! Here's your volunteer snapshot for February 7, 2023". Below this, there are several statistics: VOLUNTEER HOURS (0), IMPACT VALUE (\$0.00), OPPORTUNITY RESPONSES (1), EVENTS RSVPD (0), and PROGRAMS FANNED (8). On the right, there's a section titled "HOURS BY SKILL" with the text "No hours by skill found." and a link "View your full Volunteer Resume" which is circled in yellow. At the bottom, there's a blue bar with the text "Welcome HSC Volunteers! Find out more details on how to use Galaxy Digital" and a link "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.

The screenshot shows the "My Responses" page in the Galaxy Digital Volunteer system. The page has a header with navigation links: RETURN TO OUR WEBSITE, MANAGER, MY PROGRAMS, CALENDAR, and a notification bell with 2379 alerts. Below the header is a banner for the Humane Society of Charlotte (HSC) with the text "SHARE YOUR SKILLS, TALENTS, AND TIME WITH THE ANIMALS AT HSC." The page is divided into two main sections. On the left is a sidebar menu with options: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, HOW TO USE THIS SITE, SIGN UP FOR VOLUNTEER ORIENTATION, YAP GROUP, and COLLAPSE MENU. The main content area displays the "My Responses" section. At the top, there's a tab bar with options: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, MY FILES, **OPPORTUNITY RESPONSES** (circled in yellow), MY TEAMS, and MY USER GROUPS. Below the tab bar, there's a section titled "Volunteer Responses" (underlined in yellow) with a table filter. The table has columns: OPPORTUNITY NAME, PROGRAM NAME, RESPONSE DATE, SHIFT ID, SHIFT START, and OPTIONS. There is one entry: Photography, Shelter Operations, Jan 11, 2023, 3325755, Jun 29, 2022, and a dropdown menu for "Select an action". Below the table, there's a link "SHOWING 1 TO 1 OF 1 ENTRIES" and buttons "PREVIOUS" and "NEXT". At the bottom, there's a section titled "Waitlist" (underlined in yellow) with a table. The table has columns: OPPORTUNITY, DATE ADDED, SHIFT ID, SHIFT START, and OPTIONS. There are three entries: Development Administrative Support (Sep 29, 2021, 3324027, Oct 4, 2021 9:30am ET), Volunteer Orientation (Feb 7, 2023, 5346361, Feb 11, 2023 10:00am ET), and Volunteer Orientation (Feb 7, 2023, 5346363, Mar 4, 2023 10:00am ET). Each entry has a link "X" in the OPTIONS column.

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



RETURN TO OUR WEBSITE MANAGER MY PROGRAMS CALENDAR (2379) SB HELP

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

My Profile > My Responses

## My Responses

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

QUALIFICATIONS INBOX

### Volunteer Responses

Table Filter

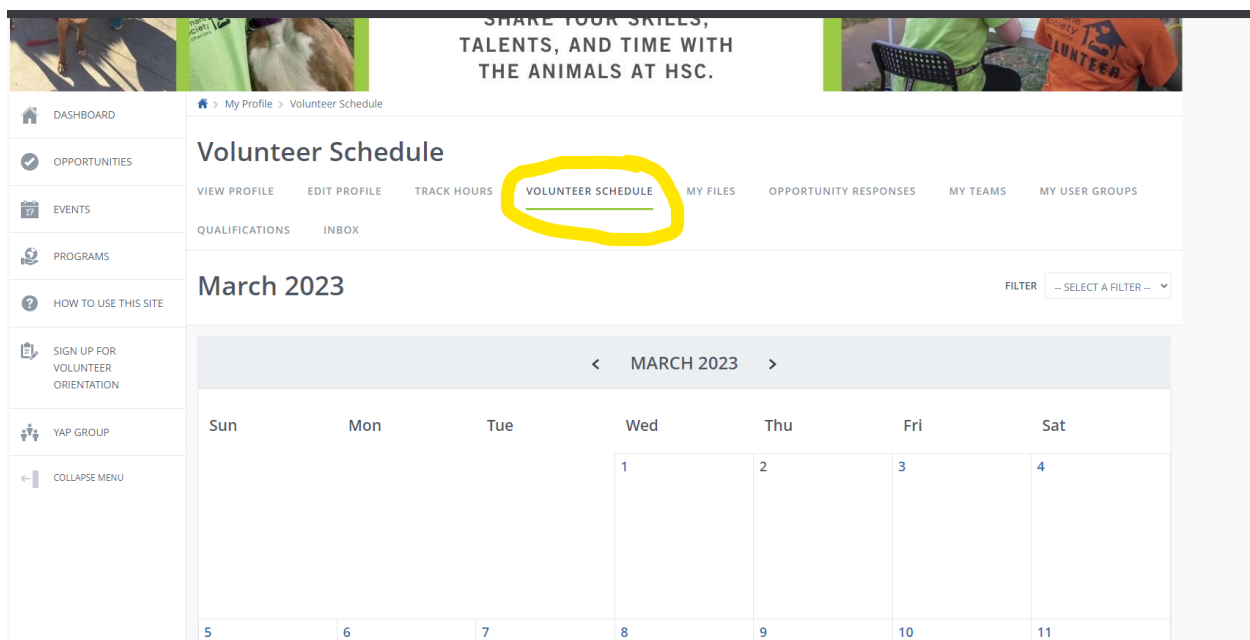
OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
Photography	Shelter Operations	Jan 11, 2023	3325755	Jun 29, 2022	<div>Select an action Select an action Add Hours <b>Unregister</b></div>

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	×

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



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

My Profile > Volunteer Schedule

## Volunteer Schedule

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

QUALIFICATIONS INBOX

### March 2023

FILTER -- SELECT A FILTER --

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11