Changing or Deleting a Meal Shift.

- 1. Login to your account: <u>https://volunteer.MyFaithKitchen.org/login</u>
- 2. Go to your Dashboard, click on "Full Schedule."



- 3. If you want to change a meal shift, you must delete it first, then schedule a new meal shift per the standard procedure.
- 4. Team Leaders can delete a meal shift for their Team volunteers.
- 5. Place your cursor over the meal shift you want to delete and "Click" on it.



6. The message below will pop-up. Click on "Delete."



- 7. Now you can schedule a new meal shift if you desire.
- 8. For other detailed instructions for navigating the volunteer portal, please refer to: <u>https://MyFaithKitchen.org/get-involved/#get-involved-volunter</u>