

# JFS VolunteerHub: How to Cancel Shifts

## Step 1:

Visit [JFSDallas.VolunteerHub.com](http://JFSDallas.VolunteerHub.com) or you can access the portal by visiting our website at [JFSDallas.org/Volunteer](http://JFSDallas.org/Volunteer). Click the yellow "Sign In" button in the top right corner of the screen and sign in using the username and password you've created.

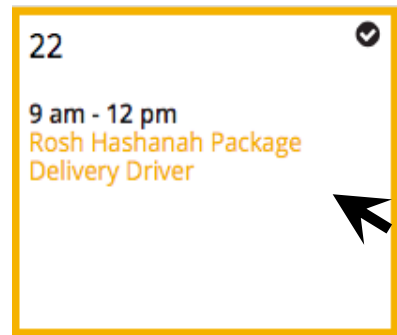
## Step 2:

Click "My Schedule" in the top right-hand corner of the screen.



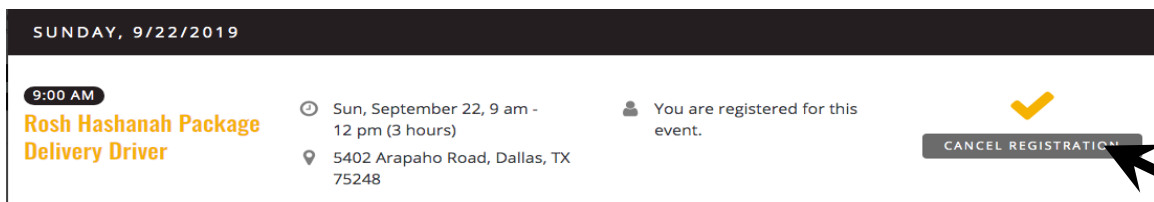
## Step 3:

You will now be viewing your schedule in calendar form. To cancel one of the events you see on your schedule, click on the day of the event.



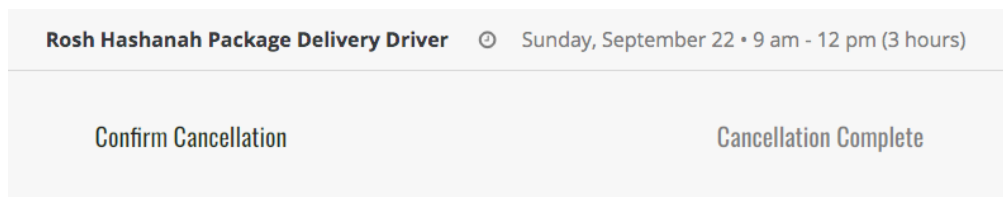
## Step 4:

Click the button that says "Cancel Registration".



## Step 5:

Review your cancellation and confirm you'd like to cancel by clicking, "Next".



### Confirm Cancellation

You are about to cancel your registration for Rosh Hashanah Package Delivery Driver on Sunday, September 22 9 am - 12 pm . Are you sure you want to cancel?

