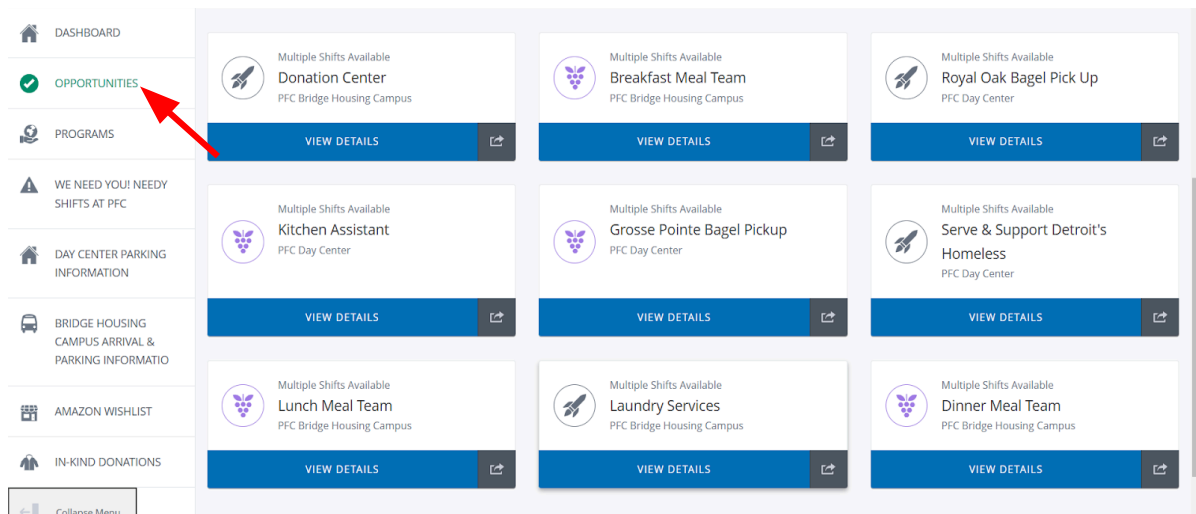


Getting Involved: Responding as a team

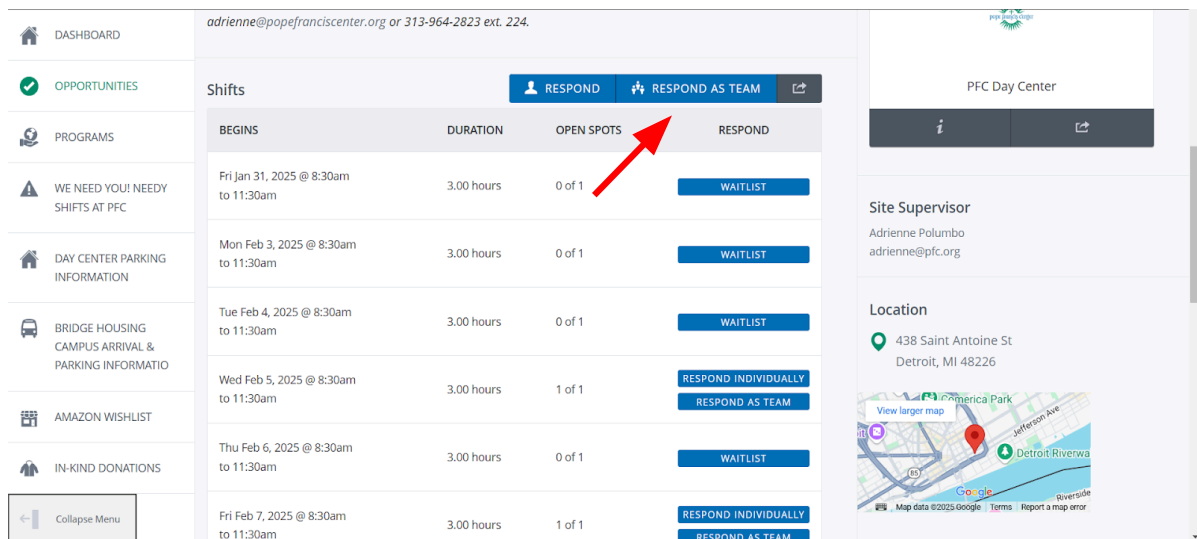
1. Access Opportunities:

- Go to **OPPORTUNITIES** from the dashboard.

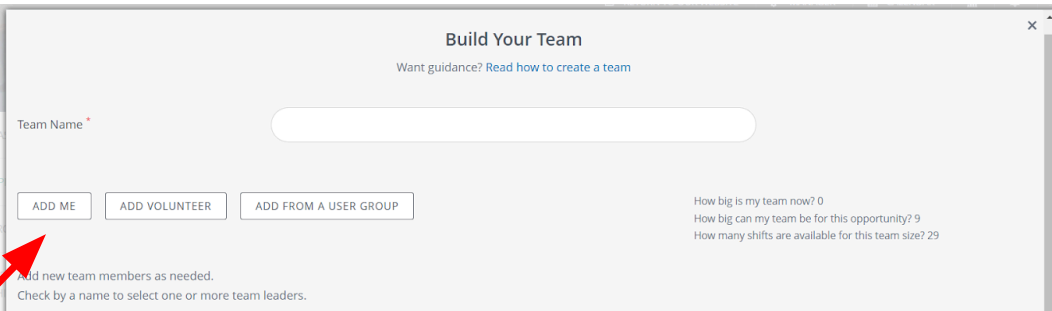


2. Choose an Opportunity:

- Select the opportunity you want to respond to by clicking on **RESPOND AS TEAM**.



3. Create Your Team:



Build Your Team
Want guidance? [Read how to create a team](#)

Team Name *

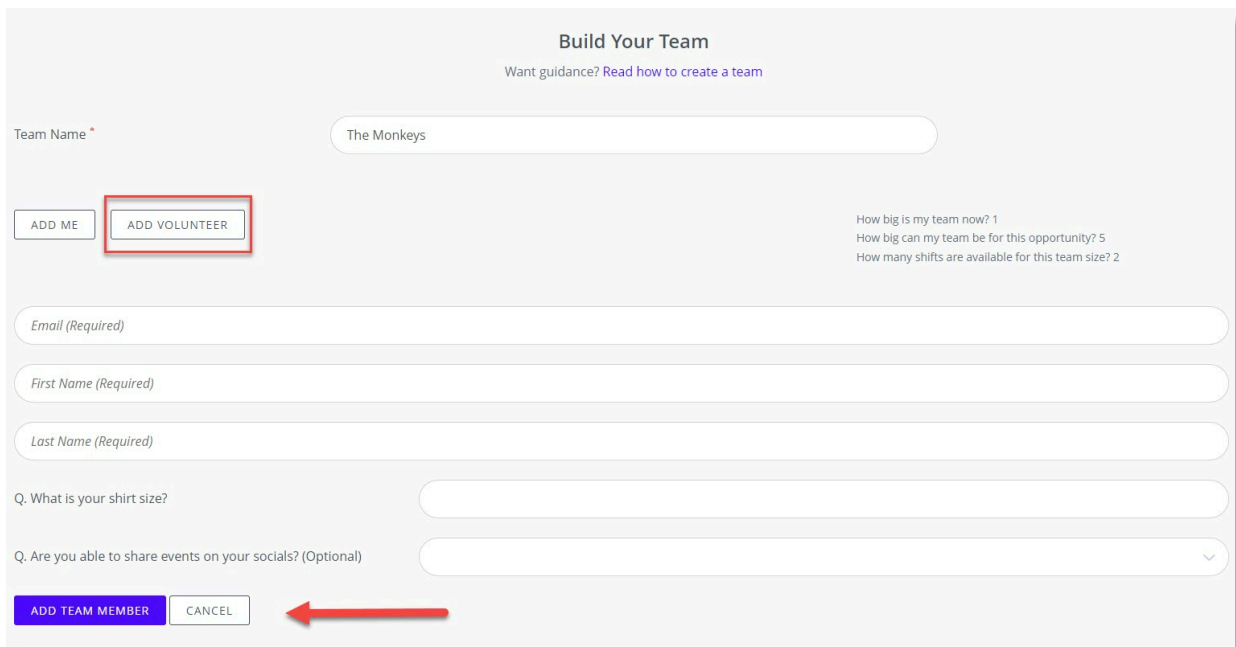
How big is my team now? 0
How big can my team be for this opportunity? 9
How many shifts are available for this team size? 29

Add new team members as needed.
Check by a name to select one or more team leaders.

- Give your team a name and click **ADD ME** to begin building your team.

4. Add Team Members:

- Click **ADD VOLUNTEER** and enter each team member's contact information.
- After adding everyone, assign a **Team Leader** by checking the box under "Leader."



Build Your Team
Want guidance? [Read how to create a team](#)

Team Name *

How big is my team now? 1
How big can my team be for this opportunity? 5
How many shifts are available for this team size? 2

Q. What is your shirt size?

Q. Are you able to share events on your socials? (Optional)

5. Select Your Shifts:

- Click **CONTINUE** and choose the shifts you want your team to sign up for.

6. Finalize Registration:

- Check the box next to your chosen opportunity and click **FINISH** to save.

Select when you want to volunteer

Respond to All Shifts ☐ No ☒ Show All

How big is my team now? 1
How big can my team be for this opportunity? 5
How many shifts are available for this team size? 2

SHIFT BEGINS	SHIFT ENDS	REMAINING SLOTS	RESPONSES
<input checked="" type="checkbox"/> Wed Oct 26, 2022 @ 8:00am ET	Wed Oct 26, 2022 @ 12:00pm ET	5	0
<input checked="" type="checkbox"/> Mon Oct 31, 2022 @ 8:00am ET	Mon Oct 31, 2022 @ 12:00pm ET	5	0

SHOWING 1 TO 2 OF 2 ENTRIES

PREVIOUS NEXT

FINISH GO BACK

- Once a team signs up for an opportunity, the team leader can edit the team's profile by clicking their profile picture and selecting **"My Profile."**

My Profile > My Teams

My Teams

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

INBOX

Psi Beta Alumni Associa

TABLE FILTER

TEAM NAME	OPPORTUNITY TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
<input type="text" value="Search Team Name"/>	<input type="text" value="Search Opportuni"/>	<input type="text" value="Search Shift B"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
Psi Beta Alumni Association	Kitchen Assistant	Apr 1, 2025 @ 8:30am	1	Yes	VIEW RESUME	Manage Team

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS NEXT

Getting Involved: Canceling a Volunteer Shift

1. Sign into your volunteer account
2. Select your profile image or initials from the top right-hand menu.
3. Click **Opportunity Responses**.

The screenshot shows the volunteer dashboard for the Pope Francis Center. The top navigation bar includes links for RETURN TO OUR WEBSITE, MANAGER, CALENDAR, and a user profile icon. The user profile menu is open, showing options like VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, QUALIFICATIONS, MY FILES, **OPPORTUNITY RESPONSES** (highlighted with a red arrow), MY TEAMS, INBOX, and LOGOUT. The main content area is titled 'My Responses' and includes tabs for VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, MY FILES, **OPPORTUNITY RESPONSES** (selected), MY TEAMS, and QUALIFICATIONS. Below the tabs is a section for 'Volunteer Responses' with a table filter and a table of responses.

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
Kitchen Assistant	PFC Day Center	Mar 6, 2025	Mar 25, 2025 8:30am	Select an action

4. Use the **Select an action** dropdown to select **Unregister**.

The screenshot shows the 'My Responses' page with the 'OPPORTUNITY RESPONSES' tab selected. The 'Volunteer Responses' section displays a table with three entries. A red arrow points to the 'Select an action' dropdown menu for the first entry, which is open, showing options: Select an action, Edit, Add Hours, Check In/Out, and **Unregister** (highlighted).

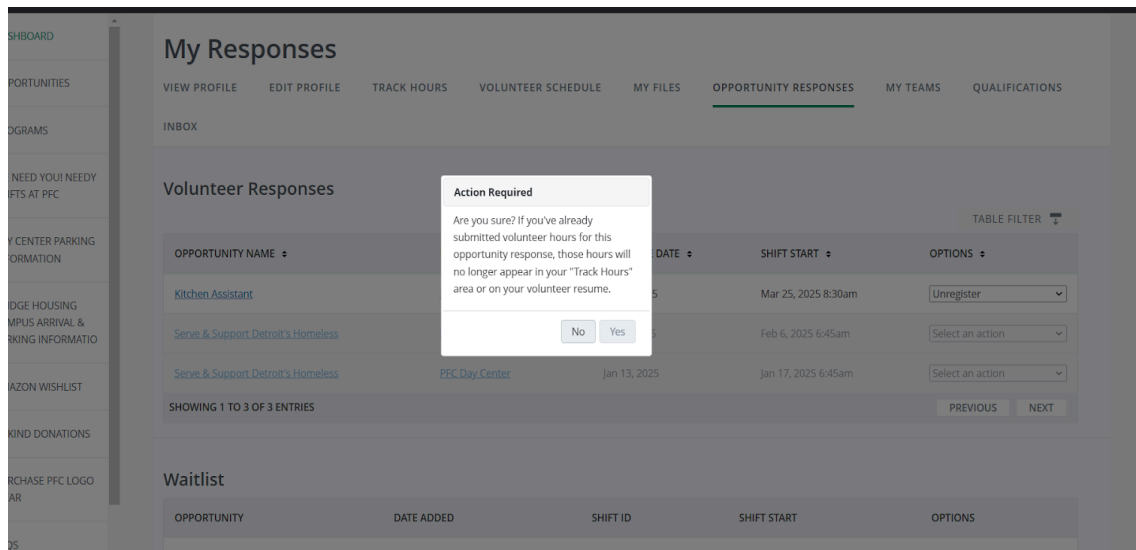
OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
Kitchen Assistant	PFC Day Center	Mar 6, 2025	Mar 25, 2025 8:30am	Select an action
Serve & Support Detroit's Homeless	PFC Day Center	Feb 5, 2025	Feb 6, 2025 6:45am	Select an action
Serve & Support Detroit's Homeless	PFC Day Center	Jan 13, 2025	Jan 17, 2025 6:45am	Select an action

SHOWING 1 TO 3 OF 3 ENTRIES

Waitlist

OPPORTUNITY	DATE ADDED	SHIFT ID	SHIFT START	OPTIONS
There are no waitlist users for this opportunity.				

5. A pop-up appears asking you to confirm your selection.



6. Once you have canceled your volunteer shift, a message confirming that your volunteer shift (response) has been removed will appear.

