

HOW TO

CANCEL A VOLUNTEER SHIFT

1. Visit LICARES Volunteer Website:

<https://lic.volunteermatrix.com/>
Click LOGIN on the top right corner under DONATE. Type username and password.

2. Find Your Schedule

Click: My Profile, Schedule, hours, etc.
This will bring you to the:
Volunteer Profile

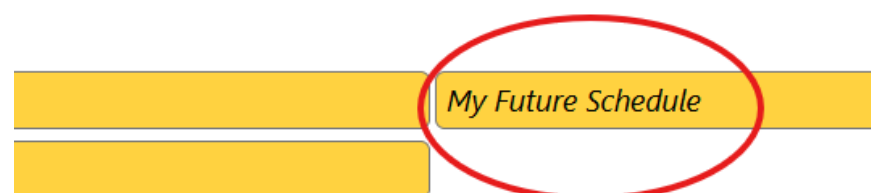
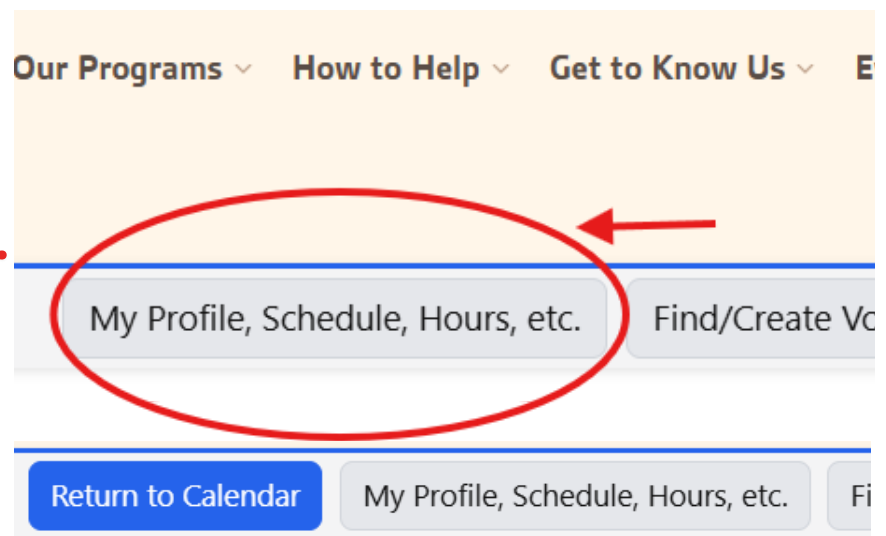
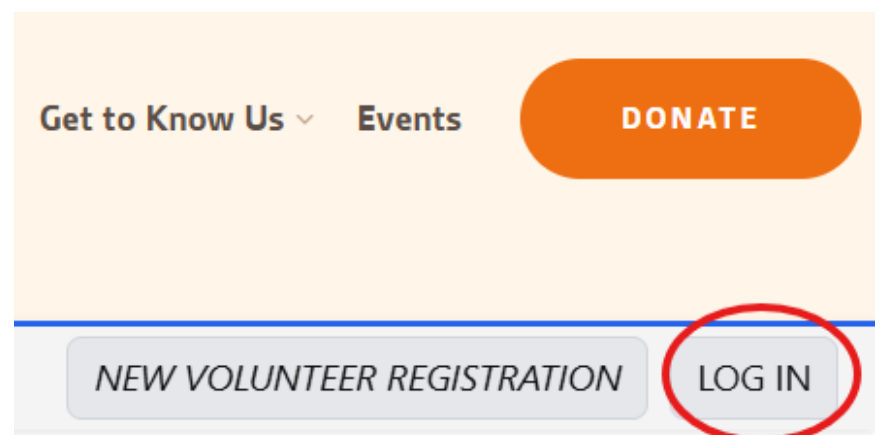
Click: MY FUTURE SCHEDULE

On the right of the screen

3. Cancel Shift

In your future schedule, you will see all the upcoming shifts scheduled.

Click CANCEL SHIFT on date and time of shift you would like to remove yourself from.



1pm-3pm — Valley Stream Pantry

CANCEL SHIFT

Help Clients & S

Must be able to li
Also include after
No sleeveless top
No holes in jeans.