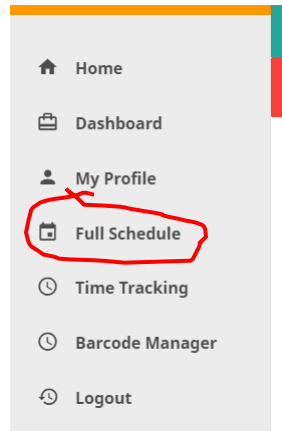


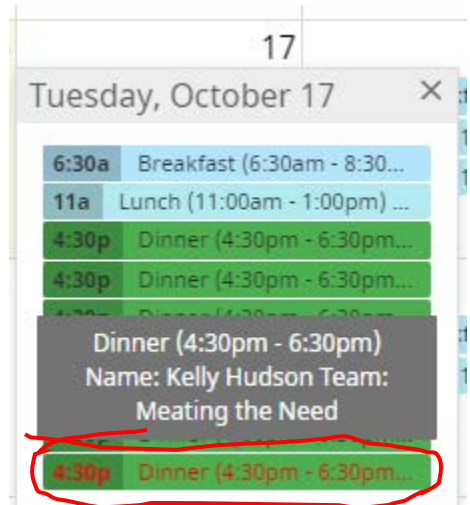
Changing or Deleting a Meal Shift.

Rev 10/16/2023

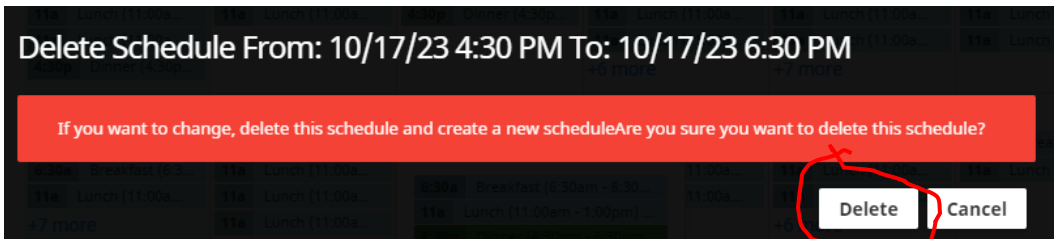
1. Login to your account:
<https://volunteer.stvinnysbistro.org/login>
2. Go to your Dashboard, click on “Full Schedule.”



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:
<https://stvinnysbistro.org/get-involved/#get-involved-volunter>