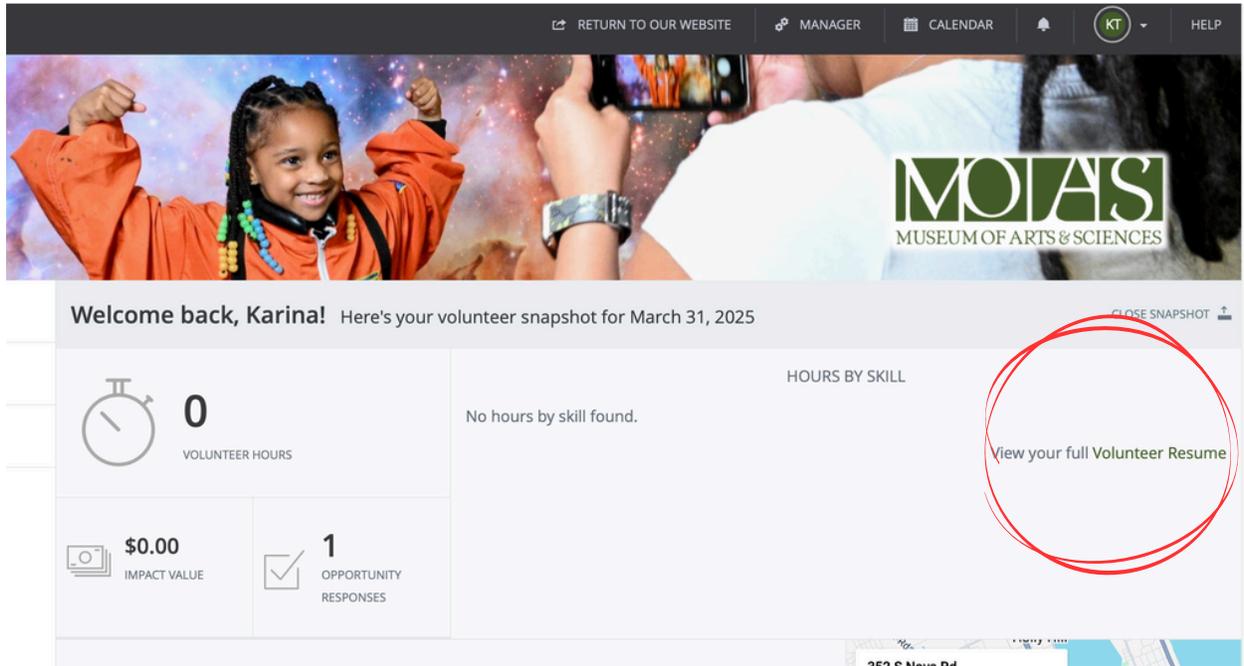
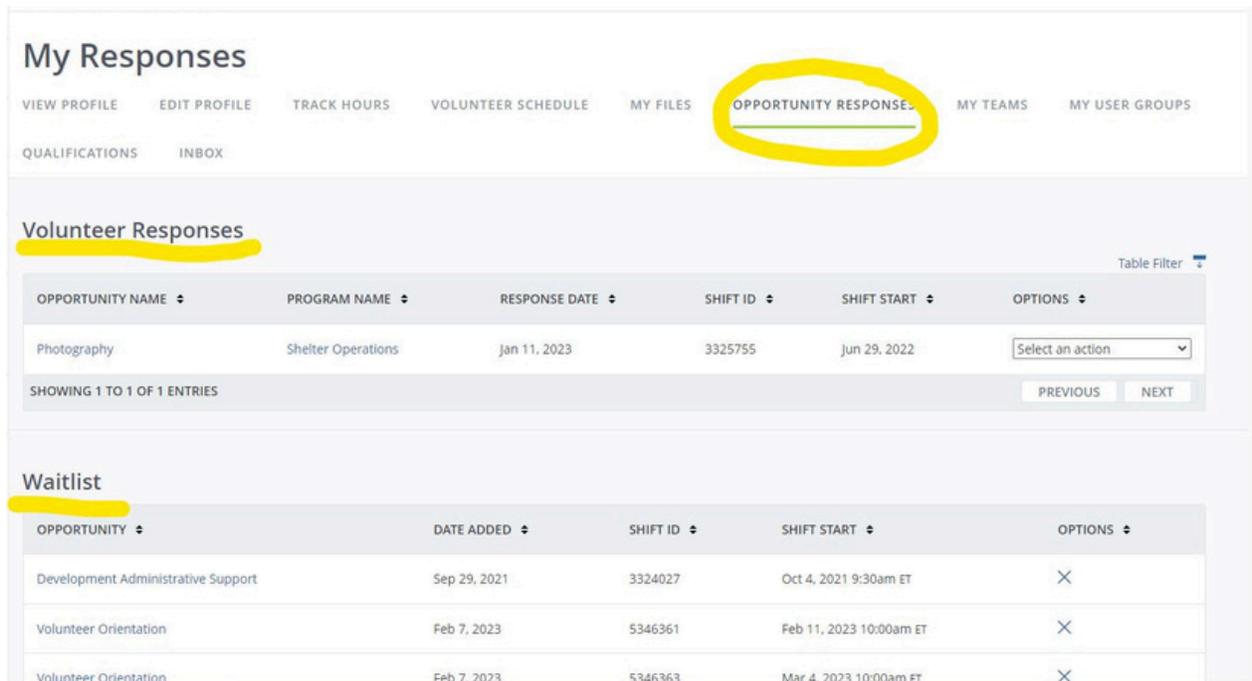


How to: Check your Schedule and Unregister From a Shift in Galaxy Digital

Step 1: Log into Galaxy Digital (MOAS.galaxydigital.com) and select “Volunteer Resume”



Step 2: Select the “Opportunity Responses” tab. **Volunteer Responses** refers to the shifts that you are scheduled for, and **Waitlist** refers to the shifts that you are on the waitlist for.



Step 3: If you need to unregister from a shift, click the drop-down next to the opportunity name. You will then select "Unregister."

My Responses

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS MY USER GROUPS

QUALIFICATIONS INBOX

Volunteer Responses

Table Filter

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
Photography	Shelter Operations	Jan 11, 2023	3325755	Jun 29, 2022	<div style="border: 1px solid black; padding: 2px;">Select an action Select an action Add Hours Unregister</div>

SHOWING 1 TO 1 OF 1 ENTRIES

Waitlist

OPPORTUNITY	DATE ADDED	SHIFT ID	SHIFT START	OPTIONS
Development Administrative Support	Sep 29, 2021	3324027	Oct 4, 2021 9:30am ET	X

Step 4: Additionally, you can see a calendar view of your schedule by clicking "Volunteer Schedule"

[My Profile](#) > [Volunteer Schedule](#)

Volunteer Schedule

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS MY USER GROUPS

QUALIFICATIONS INBOX

March 2023 FILTER -- SELECT A FILTER --

< MARCH 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11