# How do I cancel a shift?

Thanks for keeping us updated about your schedule. It is important that we know who is coming and going to the schools so that we can report volunteer attendance to the Providence Public school district.
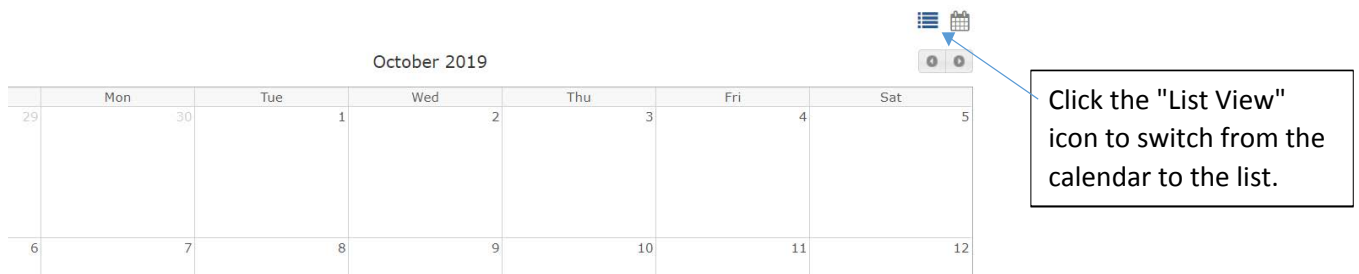
Step 1: If you are unable to attend your shift, your first step is to notify the teacher that you are placed with as soon as you can. You can find their contact info on the event page for your placement. (If you can't find your teacher's contact info, let us know and we can find it for you.)

Step 2: The next step is to cancel your shift in GivePulse. Go to inspiringminds.givepulse.com, and login to your account.
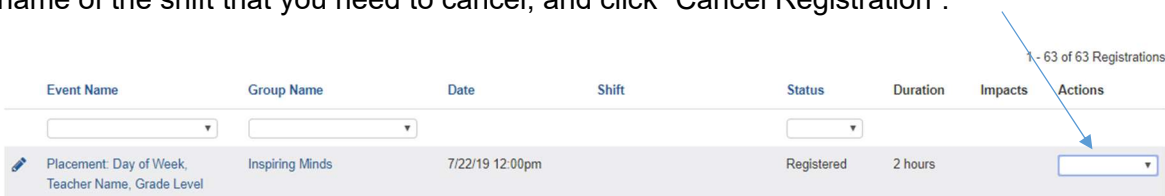
Step 3: Click on "My Activity" at the top right-hand corner of the page to open the drop-down menu, and select "Registrations". This will bring you to a page with all of your registrations.



Step 4: Once you are on this page, you should see a calendar. Click on the list-view icon (next to the calendar icon on the right) to see a list of all your registrations.



Click the "List View" icon to switch from the calendar to the list.

Step 5: Find the shift you need to cancel. Under "Actions", find the drop-down menu next to the name of the shift that you need to cancel, and click "Cancel Registration".



Thanks for volunteering with us!  If you need help, send us a message via GivePulse or give us a call at (401) 274-3240.