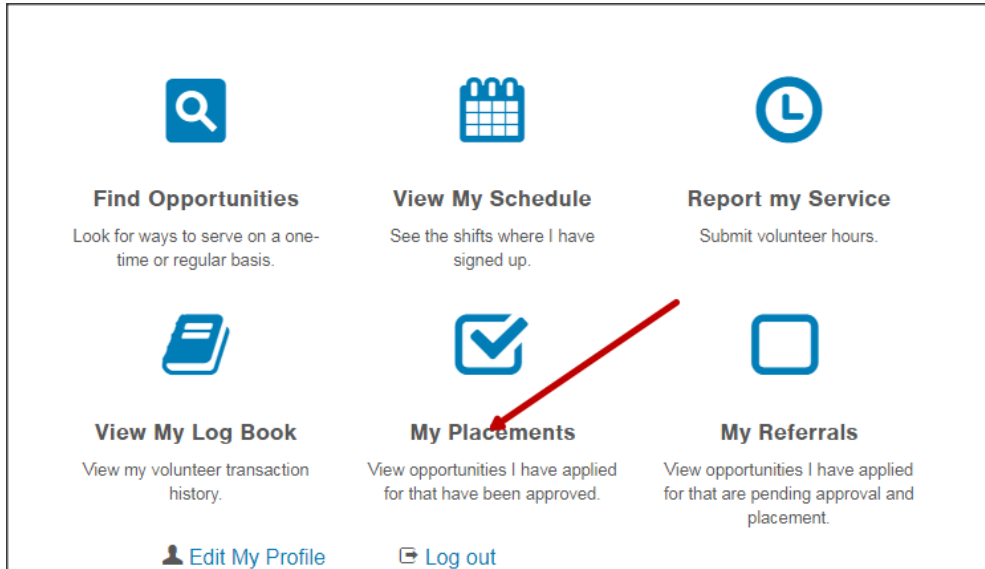


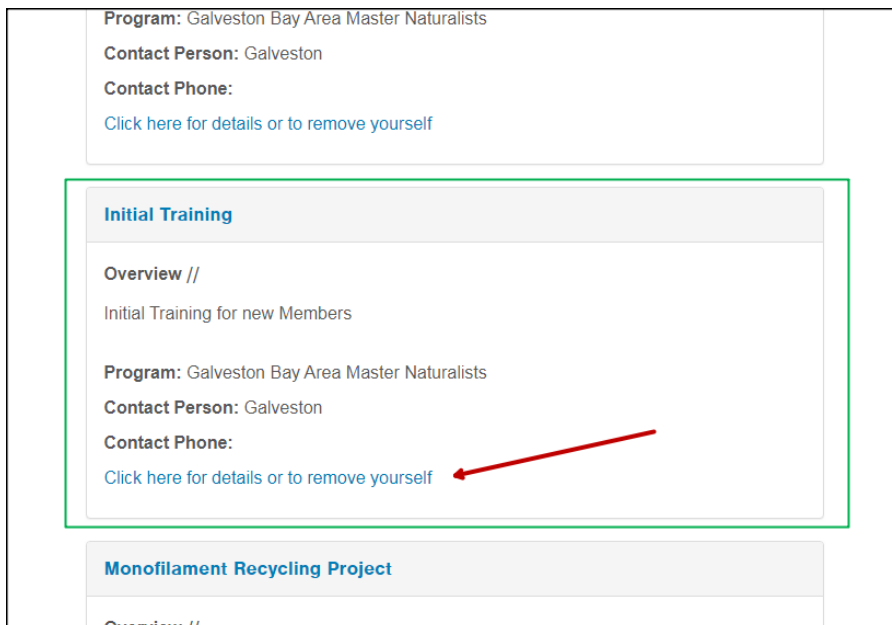
How to remove opportunities from your list

If your opportunity list is cluttered with unused opportunities, there is a way for you to remove assigned opportunities.

1. From your volunteer dashboard, click on **My Placements**.

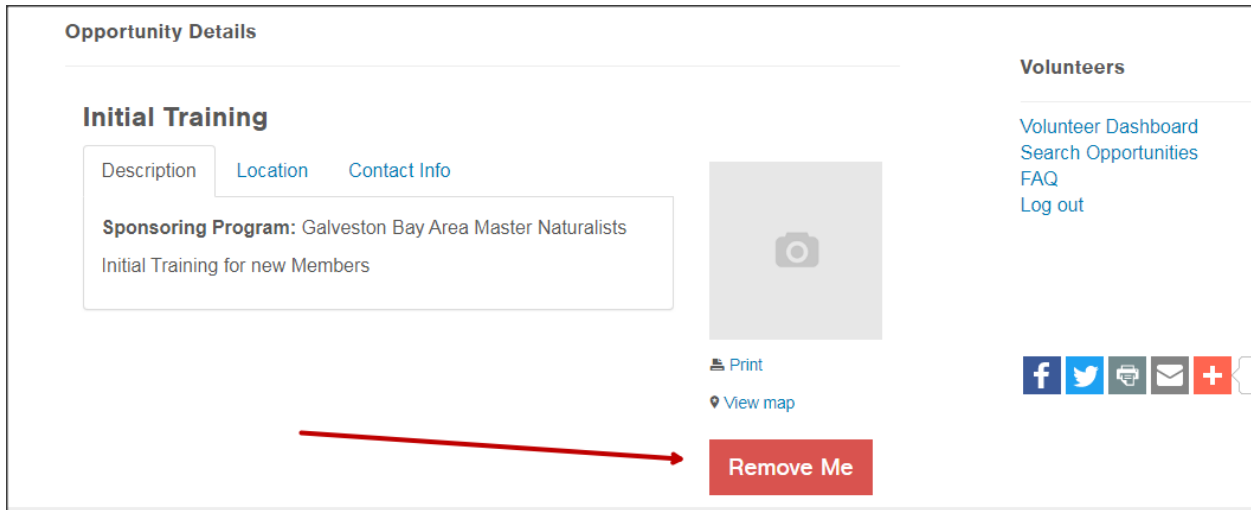


2. A list of all the opportunities you have been assigned will appear with their descriptions. Scroll the list to find the one you want to remove and click on the “**click here for details or to remove yourself**”. In the example below (outlined with a green box), I’ve chosen to remove the “Initial Training” opportunity.

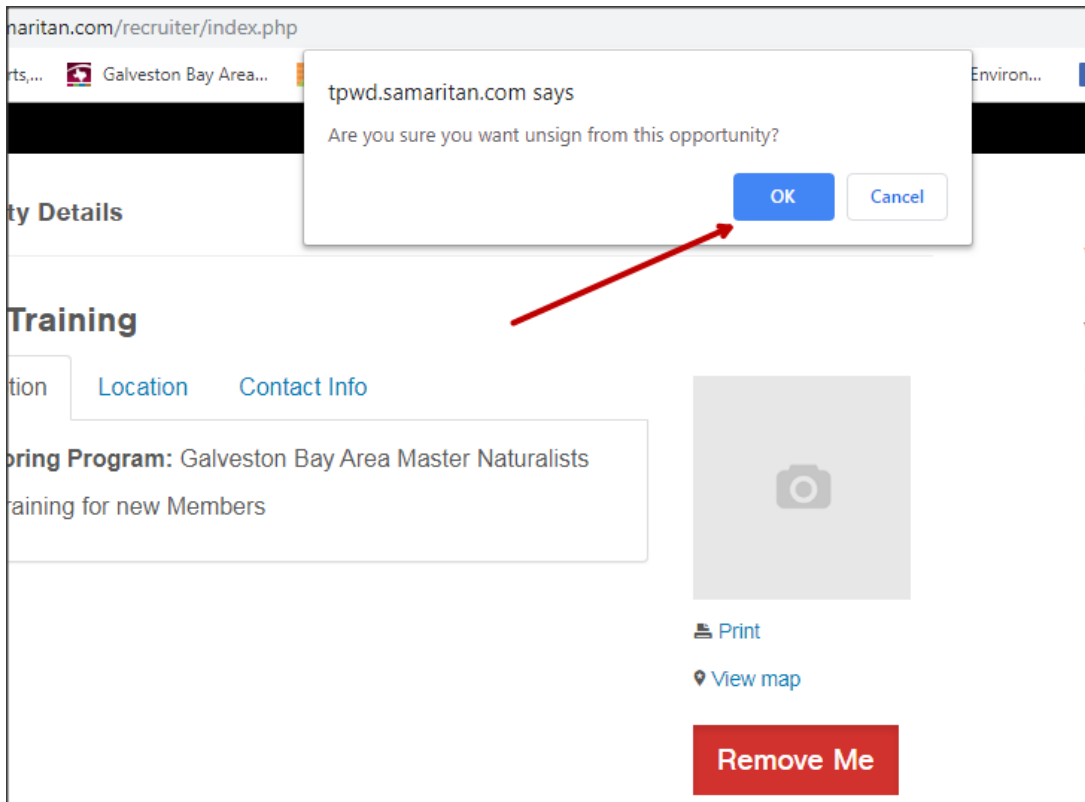


How to remove opportunities from your list

3. Review the description. If this is the one you want to remove, click on the **“Remove Me”** button.



4. You will receive a confirmation message at the top of the page, asking if you really want to remove this opportunity. If you do, click on **the blue OK button**. If not, click the cancel button.



How to remove opportunities from your list

5. The system will tell you that you are not registered for the opportunity. It has removed it from your list. Click the “**Back to search**” link. You will be taken back to your list in case you want to remove more opportunities.

