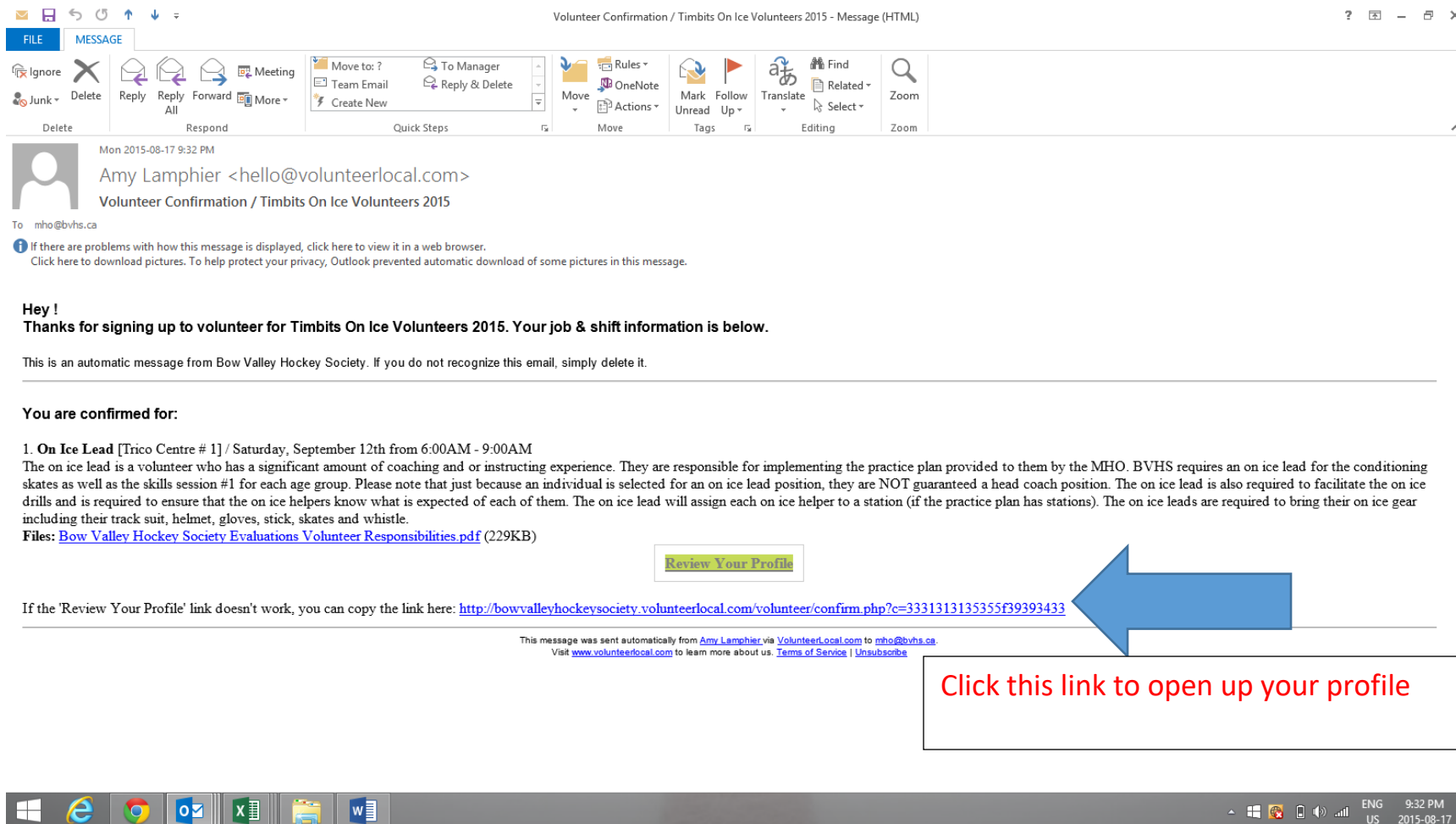


Detailed Step by Step Instructions on How to Remove Yourself from a Volunteer Shift

BELOW IS A COPY OF THE EMAIL CONFIRMATION THAT YOU WILL RECEIVE ONCE YOU SIGN UP FOR A SHIFT. YOU SHOULD RECEIVE THE EMAIL WITHIN 5 MINUTES OF COMPLETING THE SIGN UP FORM.



The screenshot shows an Outlook window titled "Volunteer Confirmation / Timbits On Ice Volunteers 2015 - Message (HTML)". The interface includes a ribbon with "FILE" and "MESSAGE" tabs, and a ribbon menu with options like "Ignore", "Delete", "Reply", "Forward", "Meeting", "Move to:", "To Manager", "Rules", "OneNote", "Mark Unread", "Follow Up", "Translate", "Find", "Related", "Zoom", "Junk", "Delete", "Reply All", "More", "Move", "Actions", "Mark Unread", "Follow Up", "Translate", "Related", "Select", "Zoom".

The email content is as follows:

Mon 2015-08-17 9:32 PM
Amy Lamphier <hello@volunteerlocal.com>
Volunteer Confirmation / Timbits On Ice Volunteers 2015
To: mho@bvhs.ca

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hey !
Thanks for signing up to volunteer for Timbits On Ice Volunteers 2015. Your job & shift information is below.

This is an automatic message from Bow Valley Hockey Society. If you do not recognize this email, simply delete it.

You are confirmed for:

1. **On Ice Lead** [Trico Centre # 1] / Saturday, September 12th from 6:00AM - 9:00AM
The on ice lead is a volunteer who has a significant amount of coaching and or instructing experience. They are responsible for implementing the practice plan provided to them by the MHO. BVHS requires an on ice lead for the conditioning skates as well as the skills session #1 for each age group. Please note that just because an individual is selected for an on ice lead position, they are NOT guaranteed a head coach position. The on ice lead is also required to facilitate the on ice drills and is required to ensure that the on ice helpers know what is expected of each of them. The on ice lead will assign each on ice helper to a station (if the practice plan has stations). The on ice leads are required to bring their on ice gear including their track suit, helmet, gloves, stick, skates and whistle.
Files: [Bow Valley Hockey Society Evaluations Volunteer Responsibilities.pdf](#) (229KB)

[Review Your Profile](#)

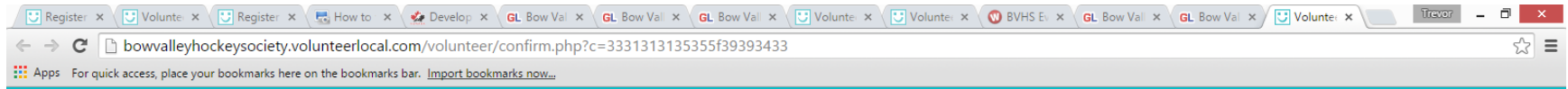
If the 'Review Your Profile' link doesn't work, you can copy the link here: <http://bowvalleyhockeysociety.volunteerlocal.com/volunteer/confirm.php?c=3331313135355f39393433>

This message was sent automatically from Amy Lamphier via VolunteerLocal.com to mho@bvhs.ca.
Visit www.volunteerlocal.com to learn more about us. [Terms of Service](#) | [Unsubscribe](#)

A large blue arrow points from the "Review Your Profile" link to a red text box that says "Click this link to open up your profile".

The Windows taskbar at the bottom shows the Start button, taskbar icons for Internet Explorer, Google Chrome, Outlook, Excel, and Word, and the system tray with the date and time: "ENG 9:32 PM US 2015-08-17".

PROFILE PAGE



Timbits On Ice Volunteers 2015

[\[update your information\]](#)

✓ Confirmed

On Ice Lead [Trico Centre # 1]
Saturday, September 12th from 6:00AM - 9:00AM

[open the event](#)

[\[cancel\]](#)

The on ice lead is a volunteer who has a significant amount of coaching and or instructing experience. They are responsible for implementing the practice plan provided to them by the MHO. BVHS requires an on ice lead for the conditioning skates as well as the skills session #1 for each age group. Please note that just because an individual is selected for an on ice lead position, they are NOT guaranteed a head coach position. The on ice lead is also required to facilitate the on ice drills and is required to ensure that the on ice helpers know what is expected of each of them. The on ice lead will assign each on ice helper to a station (if the practice plan has stations). The on ice leads are required to bring their on ice gear including their track suit, helmet, gloves, stick, skates and whistle.

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[Tweet #HappyVolunteering](#)

[Like](#) [Share](#) 0

[+1](#) 0

[Pin It](#) 1



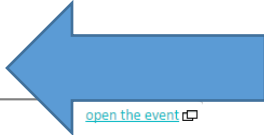
Click Cancel



The page at bowvalleyhockeysociety.volunteerlocal.com says:

Click 'OK' if you are sure you want to delete this shift. Click 'Cancel' to go back.

OK Cancel



Click OK to cancel the shift that you have signed up for. Once you click ok you will be removed from that shift.

Timbits On Ice Volunteers 2015
[\[update your information\]](#)

✔ Confirmed

On Ice Lead [Trico Centre # 1]
Saturday, September 12th from 6:00AM - 9:00AM

[\[cancel\]](#)

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