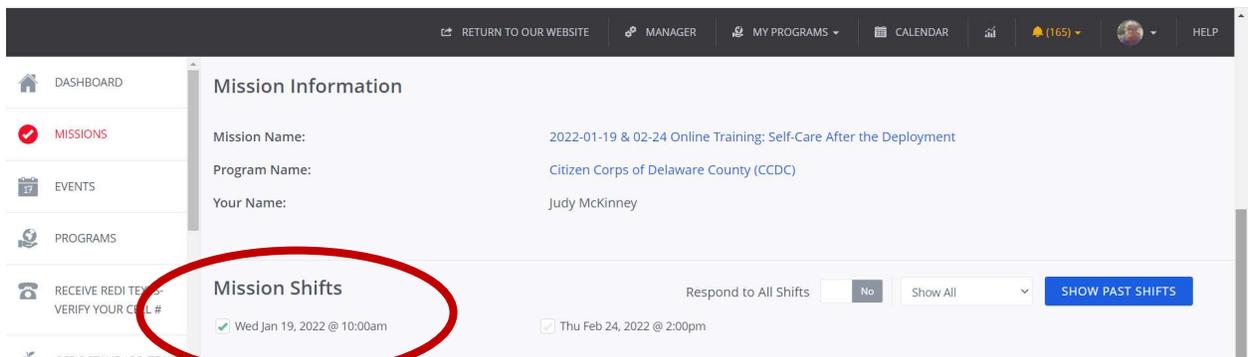
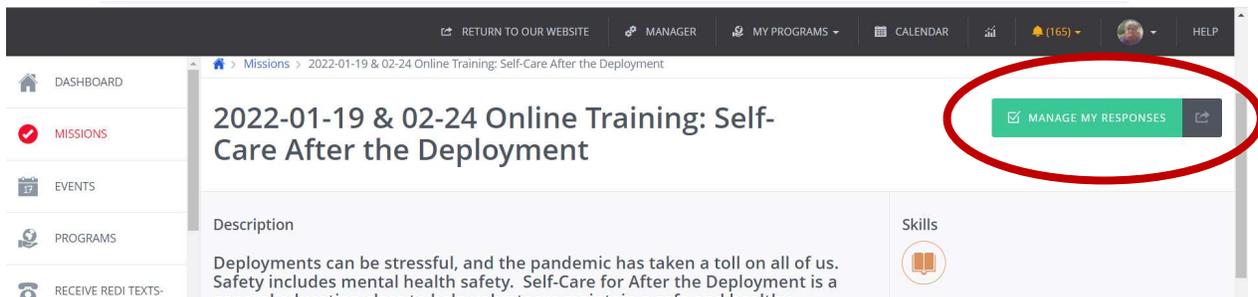


Volunteers have the responsibility to manage their own responses to missions. Let's say you signed up for a Tuesday afternoon shift and you cannot go because another family appointment has taken priority. What do you do? Call the mission lead? Only call the mission lead when it is mission day. But even then, your spot is still reserved in the mission staff.

YOU must unregister your self from the mission. How?

1. Log in to ReDI and find the mission.
2. The shift for which you responded and were going to attend displays Manage Responses.
3. Click on that button and unregister yourself by unchecking the shift and hitting Submit Response.



By doing this, many things happen:

- You are removed from the shift listing.
- Another volunteer will see the opening and respond.
- If there is a waitlist, all of those on the waitlist will get an email of the opening.
- Your hours are removed.
- The shift listing is updated automatically for the Site Lead.
- No one else had to do anything! **Trust me, this is huge.** When we have to go in and manipulate responses, mistakes can be made, and it is a real headache for us to manage.

**Please, please,** get in the habit of managing your mission responses in circumstances where you cannot make a shift or are asked to go to another venue, or you just want to go to another mission. With a little effort you are in command of your missions and are independent from us.