
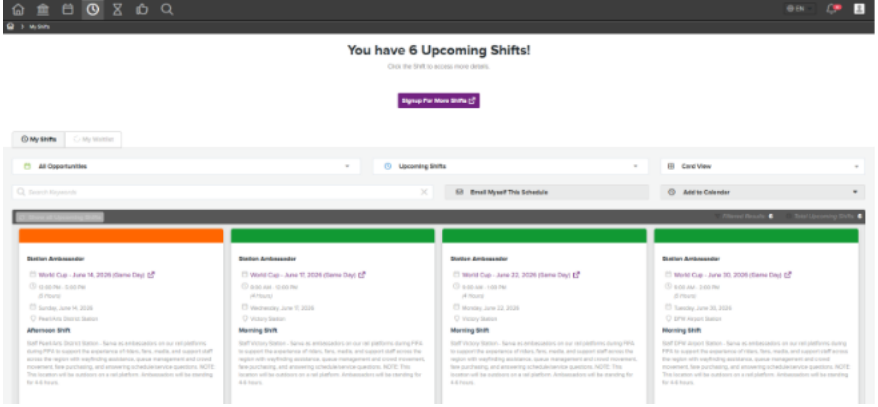
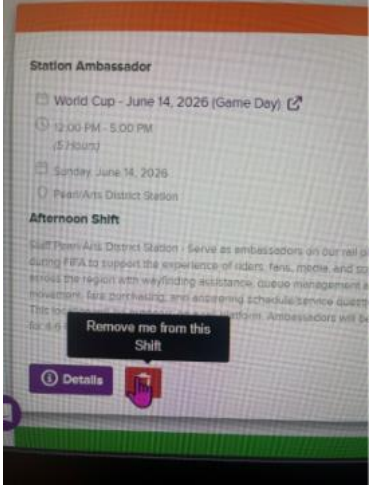
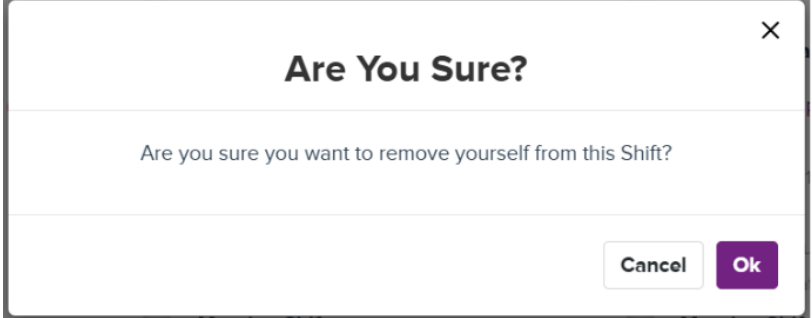


# How to Cancel a Shift in Bloomerang

Please note, employees are able to self-cancel their shifts two days before the day of their shift. If you need to cancel after that, please contact Julie Anderson ([janderson4@dart.org](mailto:janderson4@dart.org))

## Desktop

<p>On the Bloomerang dashboard, click the “Clock” icon to view your shifts.</p>	
<p>A list of your shifts will show up in your personalized dashboard.</p>	
<p>On that page, find the shift you want to cancel and hover over it until you see a purple “Details” icon and a red “trashcan” icon. Click the red “trashcan” icon.</p>	
<p>A dialogue box will pop up asking “Are You Sure?” Click the purple “Ok” button.</p> <p>You are now removed from the shift; <u>no further action is needed.</u></p>	

## Bloomerang App

Click on the three lines in the top left corner. A menu of options will appear on the left-hand side.

Click the My Upcoming Shifts to see your shifts.

All your shifts will be listed (you may need to scroll if you have more than one shift to see them all). To cancel a shift, click on the red “trashcan” icon.

A dialogue box will pop up asking “Are You Sure?” Click the purple “Ok” button.

You are now removed from the shift; no further action is needed.

