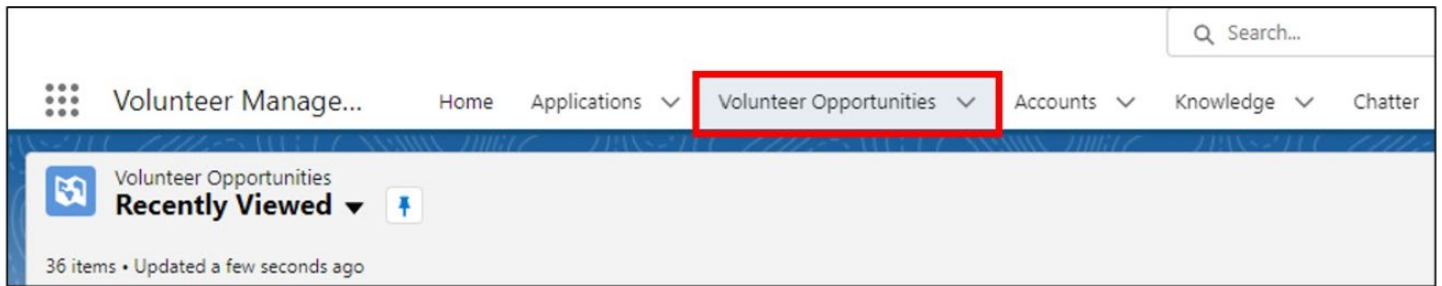


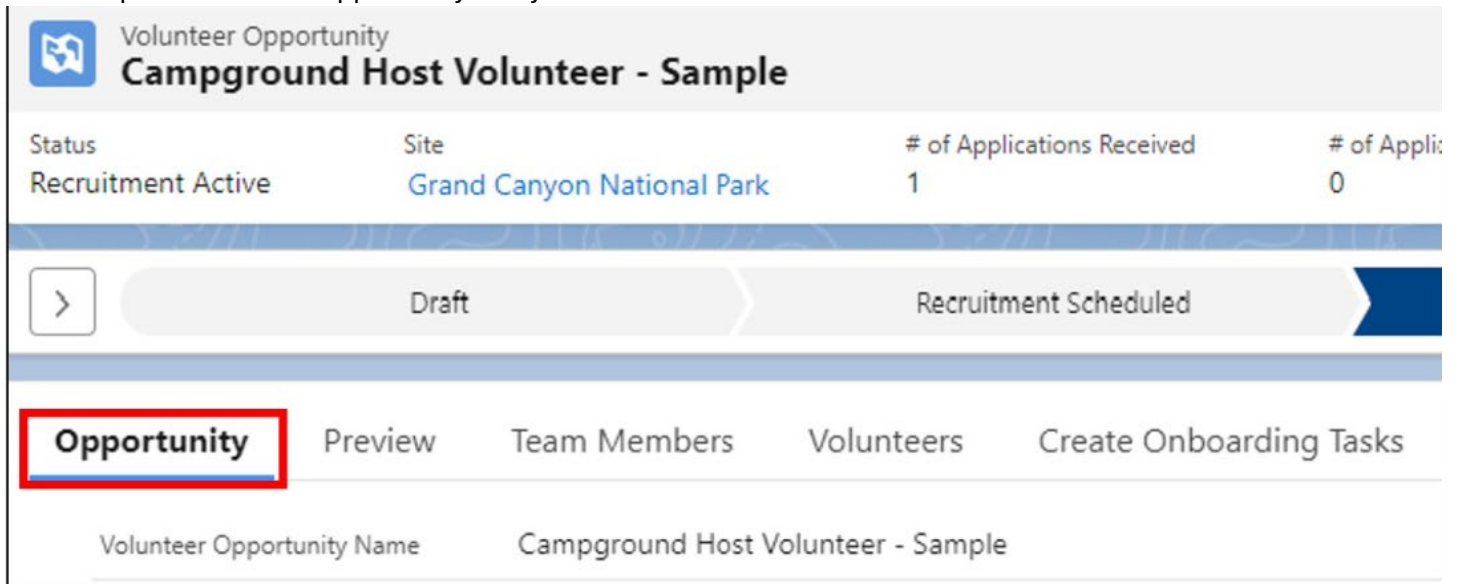
## Cancel an Opportunity

1. Navigate to Volunteer Opportunities.



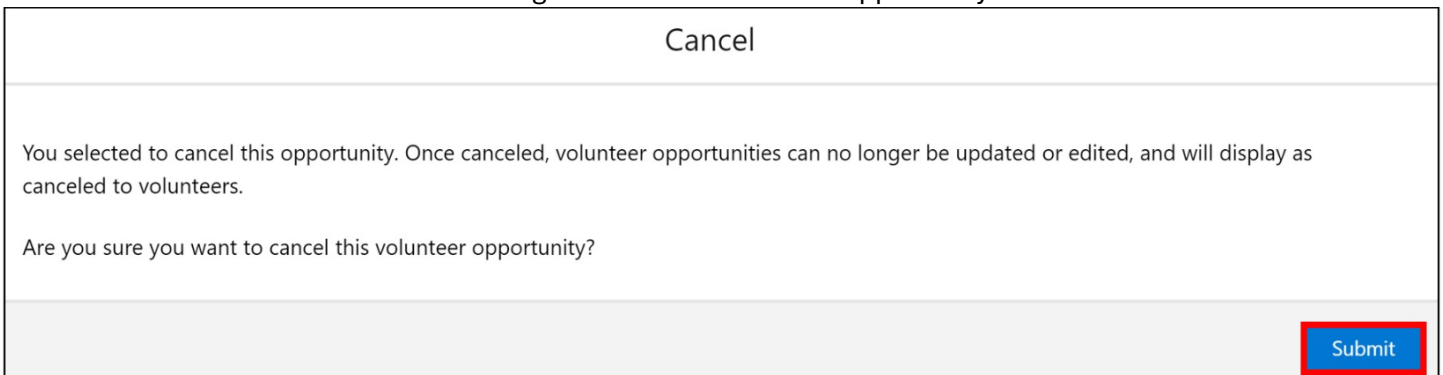
The screenshot shows the top navigation bar of the Volunteer Management system. The 'Volunteer Opportunities' menu item is highlighted with a red box. Below the navigation bar, there is a 'Volunteer Opportunities Recently Viewed' section with a dropdown arrow and a pin icon. It indicates '36 items' and 'Updated a few seconds ago'.

2. Open a volunteer opportunity that you want to cancel.



The screenshot shows the detail page for a volunteer opportunity titled 'Campground Host Volunteer - Sample'. The page includes a status bar with 'Recruitment Active', 'Grand Canyon National Park' as the site, '1' application received, and '0' applications. Below this is a progress bar showing 'Draft' and 'Recruitment Scheduled' stages. A navigation menu at the bottom has 'Opportunity' highlighted with a red box, along with 'Preview', 'Team Members', 'Volunteers', and 'Create Onboarding Tasks'. The volunteer opportunity name is listed as 'Campground Host Volunteer - Sample'.

3. Select the "Cancel" button in the right corner to cancel this opportunity.



The screenshot shows a confirmation dialog box titled 'Cancel'. The text inside reads: 'You selected to cancel this opportunity. Once canceled, volunteer opportunities can no longer be updated or edited, and will display as canceled to volunteers. Are you sure you want to cancel this volunteer opportunity?'. A blue 'Submit' button is located in the bottom right corner, highlighted with a red box.

4. Select "Submit" to confirm you want to cancel this opportunity.

- 5. A red banner appears at the top of the opportunity showing that it was canceled. The opportunity cannot be updated or edited.

Volunteer Opportunity  
**Visitor Center and Programs Volunteer** + Follow Printable View Change Owner

Status: Canceled Site: San Antonio Missions National Historical Park # of Applications Received: # of Applications Accepted

Draft Recruitment Scheduled Recruitment Active Post-Recruitment **Canceled** Closed

**This volunteer opportunity is canceled and can no longer be updated or edited.**

**Opportunity** Preview Team Members Volunteers Volunteer Time Log Chatter Activity History QR Code

Volunteer Opportunity Name	Visitor Center and Programs Volunteer	Owner	Laura Cooke
Opportunity Type	Position	Start Date	1/25/2023
Virtual	No	End Date	2/3/2023
Opportunity Image	<a href="https://doinsps-vol--staging.sandbox.lightning.force.com/resource/NPS_VolunteerCommunityAssets/images/VolunteerGovDefaultOpportunityImage.png">https://doinsps-vol--staging.sandbox.lightning.force.com/resource/NPS_VolunteerCommunityAssets/images/VolunteerGovDefaultOpportunityImage.png</a>	Opportunity Image Preview	