1. Log in to the DRR web account. To schedule an Appointment for a particular Date, Time, Site Name, select Schedule a new appointment from the upcoming Drives displayed on the Account Homepage.

2. The Schedule a Donor page is displayed. To schedule an Appointment for a particular Time, Donation Type or Appointments Available, select the the arrow against the desired row in the Select column.

3. Click [Schedule A Donor].
4. The **Select a Donor** view is displayed. To schedule an Appointment for a Donor, select the arrow against the Donor’s name.

5. Then click [Schedule Donor].
6. The Appointment is scheduled. View the Appointment confirmation displayed on the Scheduled Donors page. The Appointment gets saved in the system on selecting the time link and Appointment confirmation is displayed. An Appointment confirmation email is sent to the Donor. Prior to the Drive, an Appointment reminder Email is sent to the Donors.