1. Log in to the DRR web account. To schedule an Appointment for a particular Date, Time, Site Name, select Schedule a new appointment.

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

3. Click [Schedule A Donor].
4. The Select a Donor view is displayed. To create a new Donor, click [Create Donor].

5. The Select a Donor view is displayed. Click in the First Name field and type the First Name.
6. Click in the Last Name field and type the Last Name.
7. Click in the Email field and type the email address of the Donor.
8. Click in the Phone field and type the phone number of the Donor.
9. Click [Add Donor].
10. The Donor has been added to the system. Click [Schedule Donor] to schedule an appointment for the newly added donor.

11. A Donor has been created and the appointment has been scheduled.