1. Log in to the DRR web account. To view scheduled Donors, select the Site Name from the upcoming Drives displayed on the Account Homepage.

2. The Scheduled Donors page is displayed. To view Appointment details of a Donor, select the time link in Change or Cancel appt. column against the Donor's name.
3. The View Appointment Details page is displayed with Donor information. To cancel the Donor Appointment, click [Cancel Appointment].

4. To confirm cancellation of Appointment, click [Yes].
5. The cancellation confirmation is displayed on the Scheduled Donors page. Note that the Donor is no longer visible on the Scheduled Donors page.

Note: The Donor will receive an email notification confirming the Appointment cancellation.