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 reschedule the Donor Appointment, click [Change Appointment Time].

4. Select a new Time to reschedule the existing Appointment.
5. Click [Confirm New Time].

6. The Appointment is rescheduled. View the confirmation displayed on the Scheduled Donors page. An Appointment confirmation email is sent to the Donor.