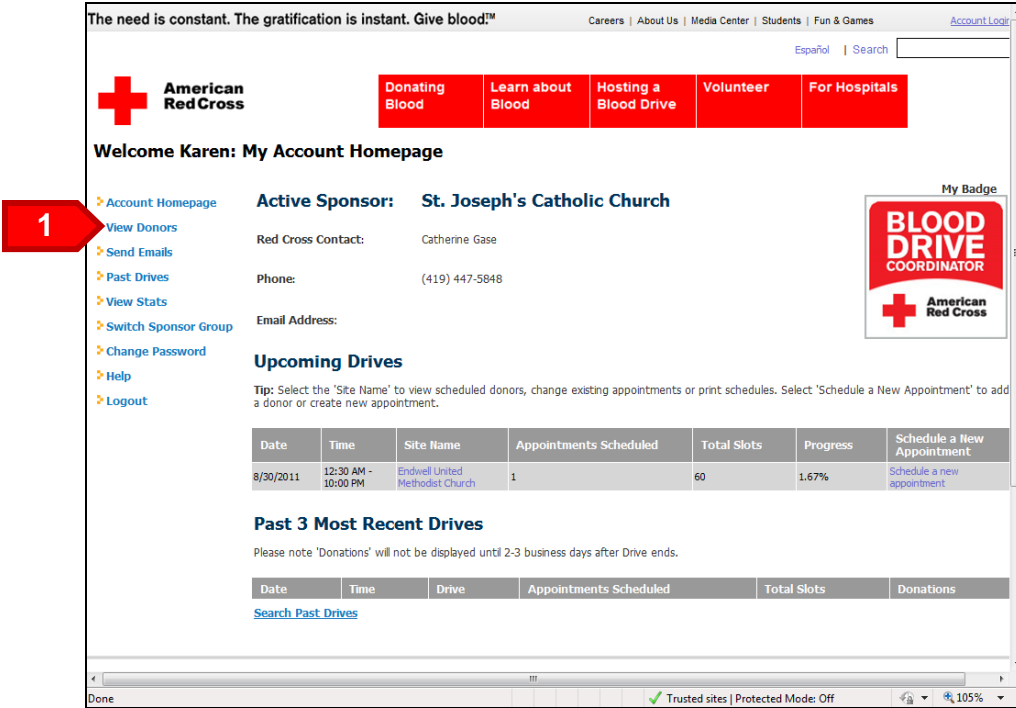
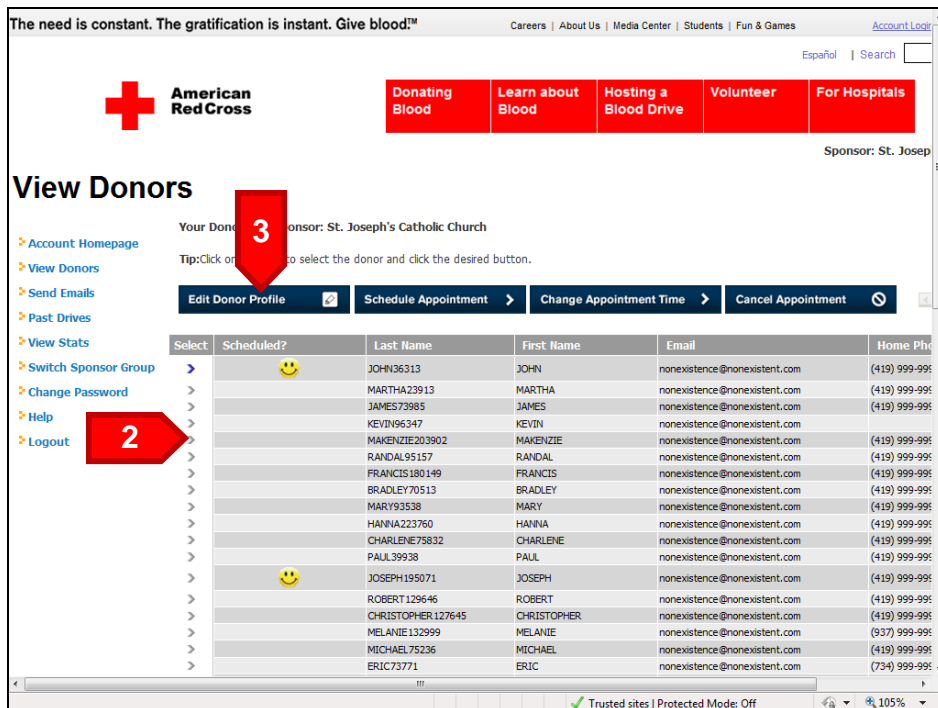


Update Contact Information for Donors



The screenshot shows the 'My Account Homepage' for a user named Karen. A red arrow labeled '1' points to the 'View Donors' link in the left-hand navigation menu. The page header includes the American Red Cross logo and navigation links like 'Donating Blood', 'Learn about Blood', 'Hosting a Blood Drive', 'Volunteer', and 'For Hospitals'. The main content area displays 'Active Sponsor: St. Joseph's Catholic Church' and 'Red Cross Contact: Catherine Gase'. A 'My Badge' section shows a 'BLOOD DRIVE COORDINATOR' badge. Below this is a table for 'Upcoming Drives' with columns for Date, Time, Site Name, Appointments Scheduled, Total Slots, Progress, and Schedule a New Appointment. A 'Past 3 Most Recent Drives' section is also visible.

1. Log in to the BDC web account. Select **View Donors** on the *Account Homepage*.

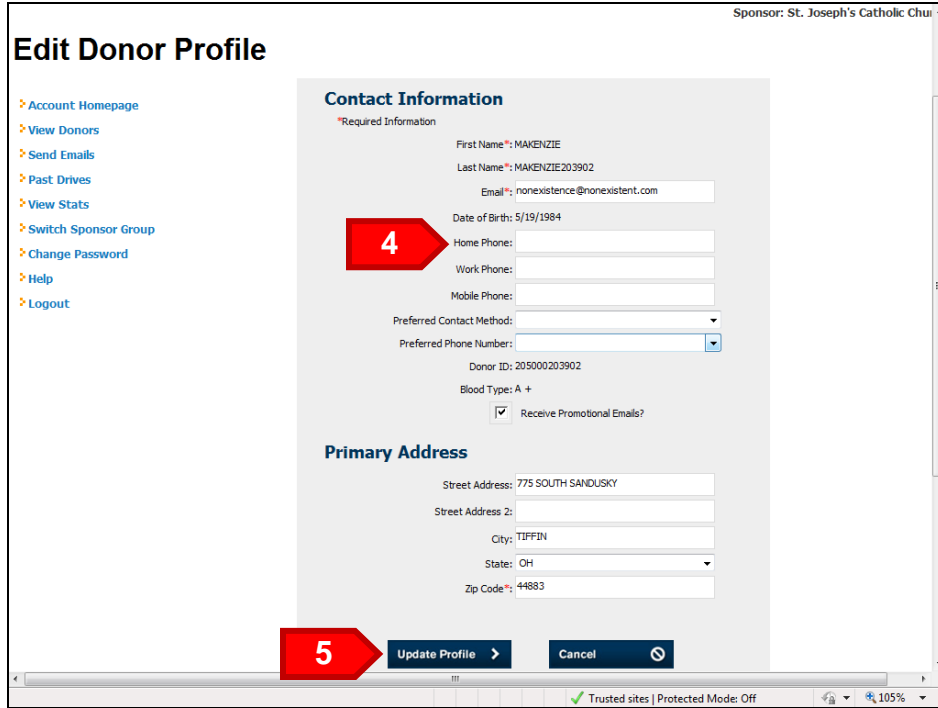


The screenshot shows the 'View Donors' page. A red arrow labeled '2' points to the 'View Donors' link in the left-hand navigation menu. A red arrow labeled '3' points to the 'Edit Donor Profile' button. The page displays 'Your Donor Sponsor: St. Joseph's Catholic Church' and a tip: 'Click on [arrow] to select the donor and click the desired button.' Below the tip are four action buttons: 'Edit Donor Profile', 'Schedule Appointment', 'Change Appointment Time', and 'Cancel Appointment'. A table lists donors with columns for Select, Scheduled?, Last Name, First Name, Email, and Home Phone. The 'Select' column contains arrows, and the 'Scheduled?' column contains smiley face icons. The table lists 18 donors.

Select	Scheduled?	Last Name	First Name	Email	Home Phone
>	😊	JOHN36313	JOHN	nonexistence@nonexistent.com	(419) 999-999
>		MARTHA23913	MARTHA	nonexistence@nonexistent.com	(419) 999-999
>		JAMES73985	JAMES	nonexistence@nonexistent.com	(419) 999-999
>		KEVIN96347	KEVIN	nonexistence@nonexistent.com	(419) 999-999
>		MAKENZIE203902	MAKENZIE	nonexistence@nonexistent.com	(419) 999-999
>		RANDAL95157	RANDAL	nonexistence@nonexistent.com	(419) 999-999
>		FRANCIS180149	FRANCIS	nonexistence@nonexistent.com	(419) 999-999
>		BRADLEY70513	BRADLEY	nonexistence@nonexistent.com	(419) 999-999
>		MARY193538	MARY	nonexistence@nonexistent.com	(419) 999-999
>		HANNA223760	HANNA	nonexistence@nonexistent.com	(419) 999-999
>		CHARLENE75832	CHARLENE	nonexistence@nonexistent.com	(419) 999-999
>		PAUL39938	PAUL	nonexistence@nonexistent.com	(419) 999-999
>	😊	JOSEPH195071	JOSEPH	nonexistence@nonexistent.com	(419) 999-999
>		ROBERT129646	ROBERT	nonexistence@nonexistent.com	(419) 999-999
>		CHRISTOPHER127645	CHRISTOPHER	nonexistence@nonexistent.com	(419) 999-999
>		MELANIE132999	MELANIE	nonexistence@nonexistent.com	(337) 999-999
>		MICHAEL75236	MICHAEL	nonexistence@nonexistent.com	(419) 999-999
>		ERIC73771	ERIC	nonexistence@nonexistent.com	(734) 999-999

2. The Donors associated with the Sponsor Group are displayed. To update the Contact information, select the Donor/Prospect by selecting the arrow in *Select* column.
3. Click **[Edit Donor Profile]**.

Update Contact Information for Donors



Edit Donor Profile

Sponsor: St. Joseph's Catholic Church

Contact Information

*Required Information

First Name*: MAKENZIE
 Last Name*: MAKENZIE203902
 Email*: nonexistent@nonexistent.com
 Date of Birth: 5/19/1984
 Home Phone:
 Work Phone:
 Mobile Phone:
 Preferred Contact Method:
 Preferred Phone Number:
 Donor ID: 205000203902
 Blood Type: A +
 Receive Promotional Emails?

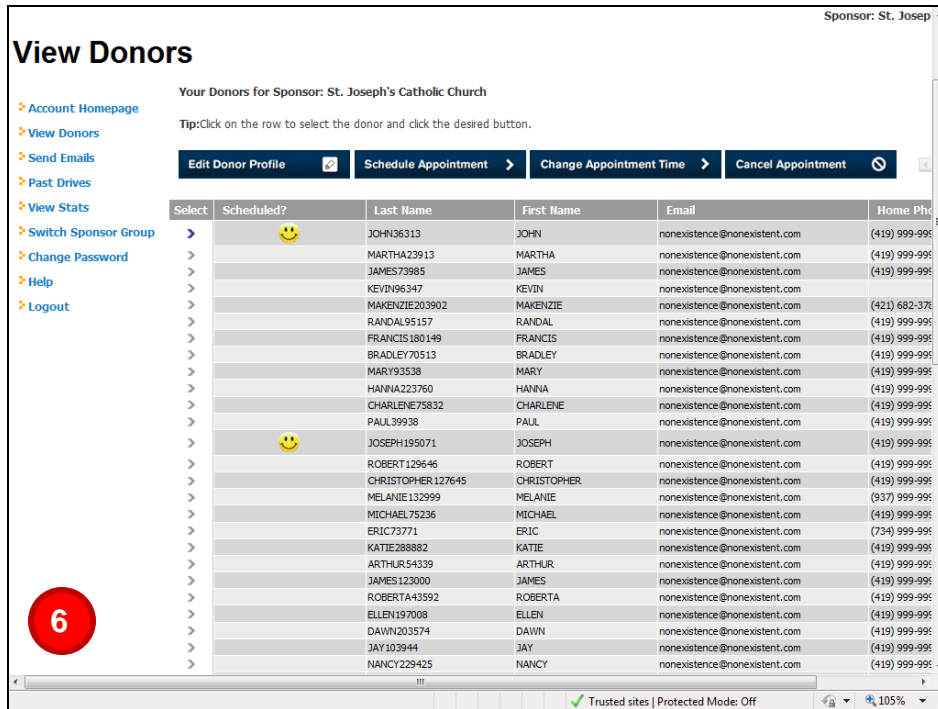
Primary Address

Street Address: 775 SOUTH SANDUSKY
 Street Address 2:
 City: TIFFIN
 State: OH
 Zip Code*: 44883

4 **5** **5**

[Update Profile](#) [Cancel](#)

- The *Contact Information* view is displayed. The Contact information can be updated from this view. Type data in the field which has to be updated. For example, type the home phone number in the *Home Phone* field. Click **[Update Profile]**.



View Donors

Your Donors for Sponsor: St. Joseph's Catholic Church

Tip: Click on the row to select the donor and click the desired button.

[Edit Donor Profile](#) [Schedule Appointment](#) [Change Appointment Time](#) [Cancel Appointment](#)

Select	Scheduled?	Last Name	First Name	Email	Home Ph
<input type="checkbox"/>	😊	JOHN36313	JOHN	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		MARTHA23913	MARTHA	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		JAMES73985	JAMES	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		KEVIN96347	KEVIN	nonexistence@nonexistent.com	
<input type="checkbox"/>		MAKENZIE203902	MAKENZIE	nonexistence@nonexistent.com	(421) 682-376
<input type="checkbox"/>		RANDAL95157	RANDAL	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		FRANCIS180149	FRANCIS	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		BRADLEY70513	BRADLEY	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		MARY93538	MARY	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		HANNA223760	HANNA	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		CHARLENE75832	CHARLENE	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		PAUL39938	PAUL	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>	😊	JOSEPH195071	JOSEPH	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		ROBERT129646	ROBERT	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		CHRISTOPHER127645	CHRISTOPHER	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		MELANIE132999	MELANIE	nonexistence@nonexistent.com	(937) 999-999
<input type="checkbox"/>		MICHAEL75236	MICHAEL	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		ERIC73771	ERIC	nonexistence@nonexistent.com	(734) 999-999
<input type="checkbox"/>		KATIE288882	KATIE	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		ARTHUR54339	ARTHUR	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		JAMES123000	JAMES	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		ROBERTA43392	ROBERTA	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		ELLEN197008	ELLEN	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		DAWN203574	DAWN	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		JAY103944	JAY	nonexistence@nonexistent.com	(419) 999-999
<input type="checkbox"/>		NANCY229425	NANCY	nonexistence@nonexistent.com	(419) 999-999

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- Note the Contact is displayed on the *View Donors* page with the updated *Home Phone*. The Contact information has been updated. The Donor will receive an email stating their account has been updated.