1. Log in to the BDC web account. To view Scheduled Donors for a particular Drive, select Site Name from the upcoming Drives displayed on the Account Homepage.

2. The Scheduled Donors page is displayed. To reschedule an Appointment for a Donor/Contact, select the time link in the Change or Cancel appt. column.
3. The Appointment Details page is displayed. Click [Change Appointment Time].

4. To reschedule the Appointment to a new time, select the time link in the Time column.
5. The **Confirm New Appointment Time** page is displayed. Click **[Confirm New Time]**.

6. View the rescheduling confirmation displayed on the **Scheduled Donors** page. The Appointment has been rescheduled. The Donor will receive an email confirming their appointment.