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

2. The Scheduled Donors page is displayed. To schedule a Donor for a Drive, click [Schedule A Donor].
3. To schedule an Appointment for a particular Time, Donation Type or on the basis of Appointments Available, select the time link in the Time column.

4. Click [Schedule A Donor].
5. The Select a Donor page is displayed. To schedule an Appointment, select the Donor by selecting the arrow against the Donor’s name.

6. Click [Schedule Donor]. **Note:** To query for a Donor with an apostrophe (’) in their name, the name should be written in quotes. For example, “O’Malley”.

7. View the Appointment confirmation displayed on the Scheduled Donors page. The Appointment has been scheduled. The Drive schedule can be printed from the Scheduled Donors view.