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

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

4. The Confirm Appointment Cancellation page is displayed. Click [Yes].
5. The cancellation confirmation is displayed on the Scheduled Donors page. Note that the Donor/Contact is no longer visible in the Scheduled Donors page and the Appointment has been cancelled. The Donor will receive an email confirmation of their Appointment cancellation.