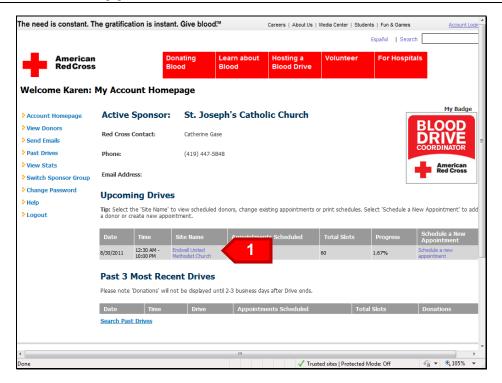
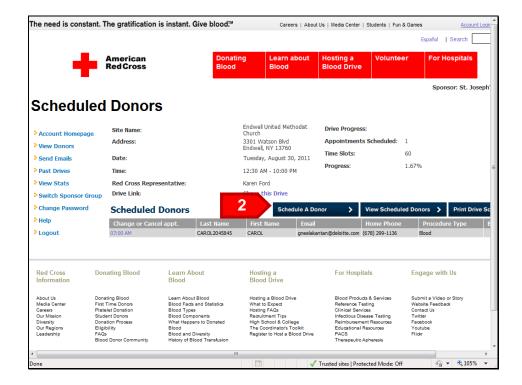


## **Schedule an Appointment**



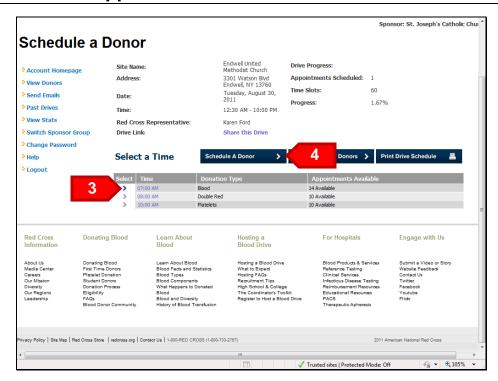
1. Log in to the BDC web account. To schedule an Appointment for a particular Drive, select *Site Name* from the upcoming Drives displayed on the *Account Homepage*.



2. The Scheduled Donors page is displayed. To schedule a Donor for a Drive, click [Schedule A Donor].

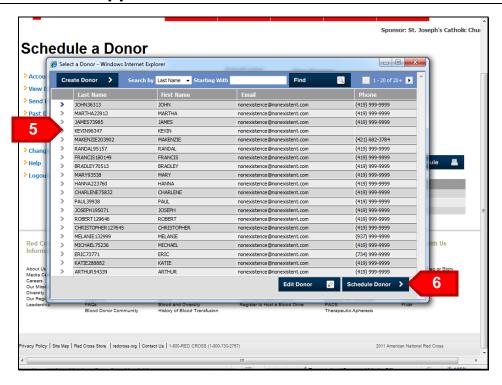


## **Schedule an Appointment**

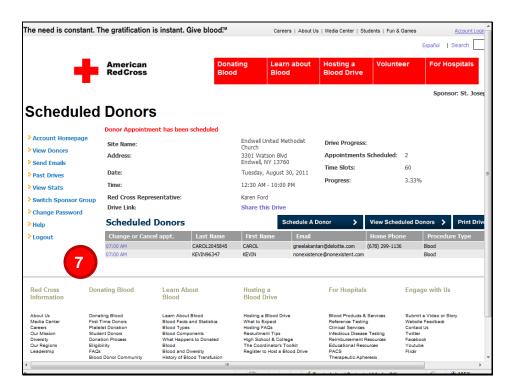


- 3. To schedule an Appointment for a particular *Time*, *Donation Type* or on the basis of *Appointments Available*, select the time link in the *Time* column.
- 4. Click [Schedule A Donor].

## Schedule an Appointment



- 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.

Deloitte.