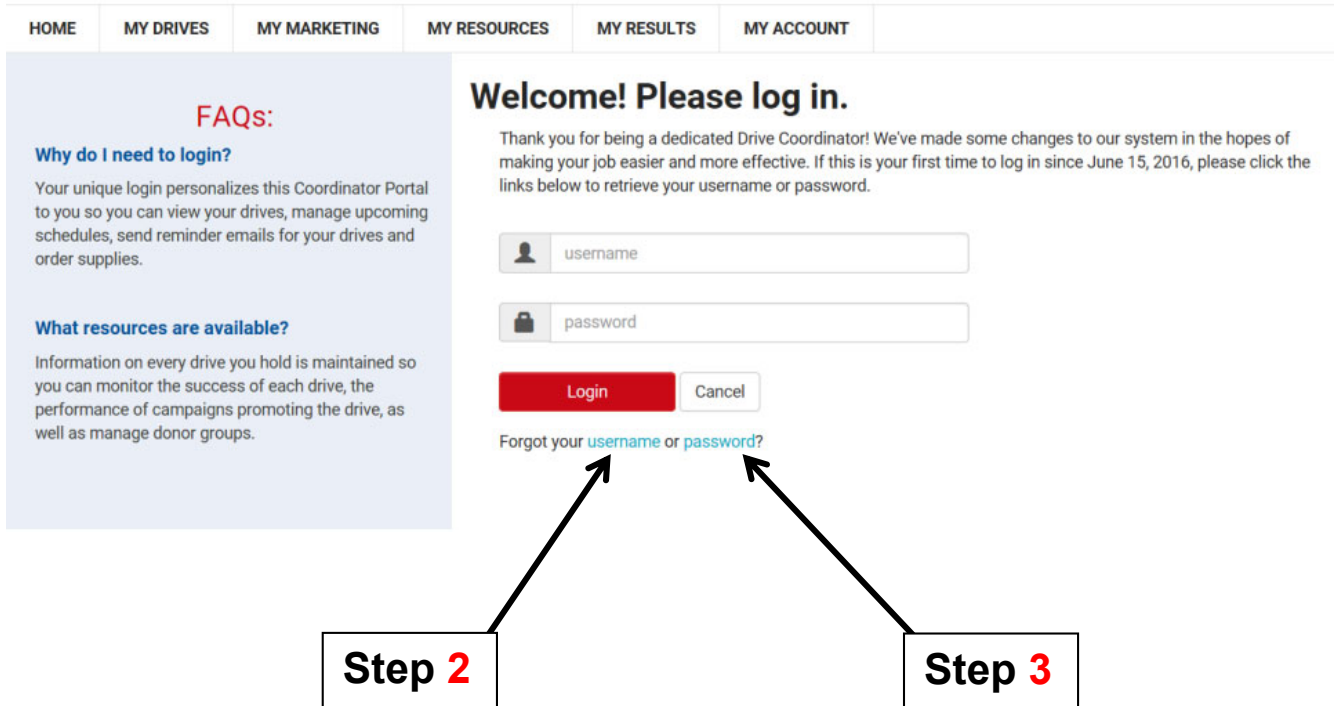


Blood Drive Management Guide for Coordinators

Accessing the Blood Drive Management Portal

1. To access these features, open your Internet browser and go to:
<https://donate.bbd.org/coordinator>
2. Click on **Forgot Your Username**
 - a. Enter email address to retrieve your username
 - i. ****Must use your email address on file at BBD****
3. Click on **Forgot Your Password**
 - a. Enter your email address
 - b. Follow steps outlined in the email to reset your password.
4. Return to the login screen and now enter your username and password:



HOME MY DRIVES MY MARKETING MY RESOURCES MY RESULTS MY ACCOUNT

FAQs:

Why do I need to login?

Your unique login personalizes this Coordinator Portal to you so you can view your drives, manage upcoming schedules, send reminder emails for your drives and order supplies.

What resources are available?

Information on every drive you hold is maintained so you can monitor the success of each drive, the performance of campaigns promoting the drive, as well as manage donor groups.

Welcome! Please log in.

Thank you for being a dedicated Drive Coordinator! We've made some changes to our system in the hopes of making your job easier and more effective. If this is your first time to log in since June 15, 2016, please click the links below to retrieve your username or password.

username

password

Login Cancel

Forgot your [username](#) or [password](#)?

Step 2

Step 3

5. Once successfully logged into the portal you will see a home page similar to the example shown below:



HOME MY DRIVES MY MARKETING MY RESOURCES MY RESULTS MY ACCOUNT LOG OUT

My Snapshot

Units Collected YTD:
Whole Blood - 1034
Double Red Cells - 288
Plasma Only - 7

Units Collected Last Year:
None

Emails Sent: 0

Campaigns Sent: 0

Donor Pool:
Donors in Pool - 10702
Donors in Groups - 0
Groups - 0
Lapsed - 27497
Scheduled - 10

Welcome, Betty
Managing your mobile drives is easy with these helpful tools.
Where would you like to begin?

My Drives (Bus icon) → Schedule your donors
Print drive schedules
View past blood drive results
Manage donor information

My Marketing (Target icon) → Send e-mails
Track e-mail results
Target groups of donors
Manage donor information

My Resources (Folder icon) → Order blood drive supplies
See tips for running a blood drive

My Results (Bar chart icon) → View past blood drive results
View past blood drive appointments
View past blood drive donors

Rate My Drive (Clipboard icon) → Take a blood drive survey

My Account (ID card icon) → Update your contact information

If you have questions, please contact your
Account Manager
Once again, thank you for helping save lives in your community.

Scheduling an Appointment

1. Click the **My Drives** icon on the homepage.

Welcome, Betty

Managing your mobile drives is easy with these helpful tools.
Where would you like to begin?

My Drives My Marketing My Resources

My Results Rate My Drive My Account

2. Click **Schedule** by the appropriate blood drive from the menu.

My Drives

The list of drives is displayed below. You can click on the schedule link to schedule donors for the blood drive.

[View Tentative Drives](#)

Name	Date	Goal	Appointments	
Hiawatha Hospital and Community	11/28/2018	45	0	Schedule
Princeton Area	11/28/2018	30	0	Schedule
SSM Health St. Francis Hospital	11/27/2018	34	0	Schedule
Maryville Community	11/20/2018	115	0	Schedule
Hiawatha High School	11/07/2018	45	0	Results
Albany Area	11/03/2018	30	0	Results

Showing 61 to 70 of 84 entries

[First](#) [Previous](#) [Next](#) [Last](#)

4. Search for the **donor** you want to schedule. If you cannot locate the donor, click **Schedule a New Prospect** and enter at least the name.

Appointment Details:

Date: 11/20/2018

Time: 11:00 am

Schedule an Existing Donor or Prospect

Search for an existing donor by entering all or part of their name below.

Name:

Schedule a New Prospect

3. Select an applicable time.

Drive Schedule

Maryville Community

Tuesday, November 20, 2018

11:00 am - 07:00 pm

United Methodist Church

United Methodist Church

102 North Main Street

Fellowship Hall

Maryville, MO 64468

[Drive Overview](#)

WB Goal: 115

[Donor Link](#) [Printable Schedule](#) [Schedule Walk In](#)

WB - Whole Blood

Total Appointment Slots: 274

Total Appointments: 0

Total Walk-Ins: 0

[11:00 am \(5 Available\)](#)

[11:15 am \(5 Available\)](#)

5. Click **Confirm**.

Schedule a New Prospect

First Name:

Last Name:

Contact Phone:

Contact Email:

Notes:*

[Cancel](#) [Confirm](#)

Emailing Donors



1. Click the My Marketing icon on the homepage.

Welcome, Betty
Managing your mobile drives is easy with these helpful tools.
Where would you like to begin?

My Drives My Marketing My Resources
My Results Rate My Drive My Account

2. Click the New Email icon.

Drive Marketing
Recruit donors via email campaigns or view the results of past emails

New Email Email Results Target Groups
My Donor Pool

3. Select a sponsor from the dropdown, check the box by the applicable blood drive date, and click Next Step.

Drive Marketing

Step 1: Select a Sponsor and Drive(s)

Sponsor: Deluxe

Select a drive (or drives) that you would like to target:

Name	Date
Deluxe	01/10/2019

Showing 1 to 1 of 1 entries

Next Step Cancel

4. Click Select by the template you want to use.

Drive Marketing

Select a template you would like to use for the email design:

Step 2: Select a Design Template

Name	Description	Last Updated	Preview
delete	winter drive	10/24/2018	Select
delete2	winter drive	10/24/2018	Select
delete3	winter drive	10/24/2018	Select
Generic (Coordinator)	Red bar header	10/15/2018	Select
Generic 5		10/24/2018	Select

Showing 1 to 5 of 5 entries

Back to Step 1

5. Select the box next to the donors you want to send an email to. Then, click Next Step.

Drive Marketing

You can use a target group or select from one of the predefined queries. Click [here](#) to manage target groups.

Step 3: Select a Target

- All available donors and prospects.
- All donors donating at this sponsor in the last year.
- Select from your Target Groups.
- Extra Filters (no prospects will be in the target if checked)

Next Step Back to Step 2

6. Click Select This Message and format your email. To preview your email, click Preview. When finished, click Next Step.

Drive Marketing

Construct the message content for your donors below.

Step 4: Design Your Message

Subject Line: We Are Holding a Blood Drive!

Message Body:

Next Step Load Message Preview Back to Step 3

7. Schedule a send date and click Submit Email.

Drive Marketing

Please take this opportunity to review the message content.

Step 5: Preview and Schedule

Targeted Drive(s): Deluxe

Subject Line: We Are Holding a Blood Drive!

Email Design/Message: [Click to Preview](#)

Target List: Total targets: 17 (17 Donors, 0 Prospects) [Details](#)

Schedule Send Date: As soon as possible

Submit Email Back to Step 4