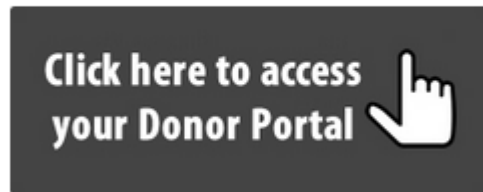


Donor Portal Walk Through –Making an appointment

1. Find the link for the **DONOR** portal at our home page www.fourhearts.org (see link photo below)
Note: There are TWO DIFFERENT portals, one for donors and one for donor chairs only.



2. On your first log in you will need to create your account. You will need your donor ID which can be obtained by calling us at 456-4206. Please use the name you typically use when filling out the donor history card (ex: If your name is Johnathan but you fill out the paperwork using John, use John to create the account).

Welcome! Please log in.

Please login to access the online donation portal.

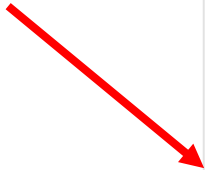
Username:


Password:

Don't have an account? [Create One Now](#)
Forgot your [username](#) or [password](#)?

3. Once you create the account for the first time, you will see a confirmation and be asked to login using the credentials you just created.

Account Registration




 Your account has been successfully registered.

We have created your account in our system and you are ready to go.

[Proceed to Login](#)

4. Upon your first log in you will be asked your preference regarding text messaging alerts. Please enter your cellphone number if you wish to opt-in.

Text Messaging? ✕

 The Community Blood Bank would like to text you about your eligibility to donate, the need for your type of blood and giveaway details. Would you like to receive information via text message?

Cell Number:

*Message and Data Rates May Apply

5. You will be redirected to the donor homepage. From here you can view your donation history, your account preferences, make appointments for blood donations and visit the on-line point store. This guide will show you how to make appointments ONLY.

Welcome, John

 **John Donor**
Your profile Logout

It's easy to view donations, manage rewards, and more.
Where would you like to begin?

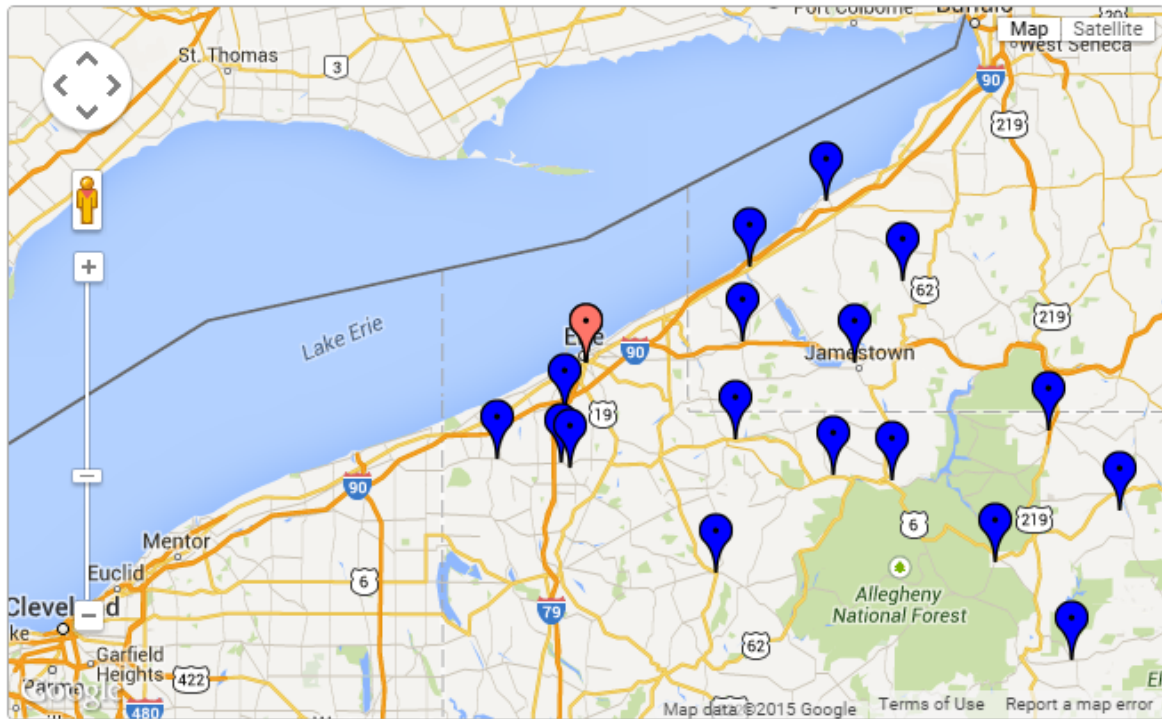


- To find a donation location, select Donate Now. A map with current drives will appear. Hoover over the drive to see the location and time.

It's easy to find convenient donation opportunities using the filters provided below and custom search options contained in the Quick Links to the left.

Mobiles **Start Date**

Donor Centers **End Date**



You can also search by various criteria by using the menu on the left side of the page.

Quick Links:

Search Schedules:

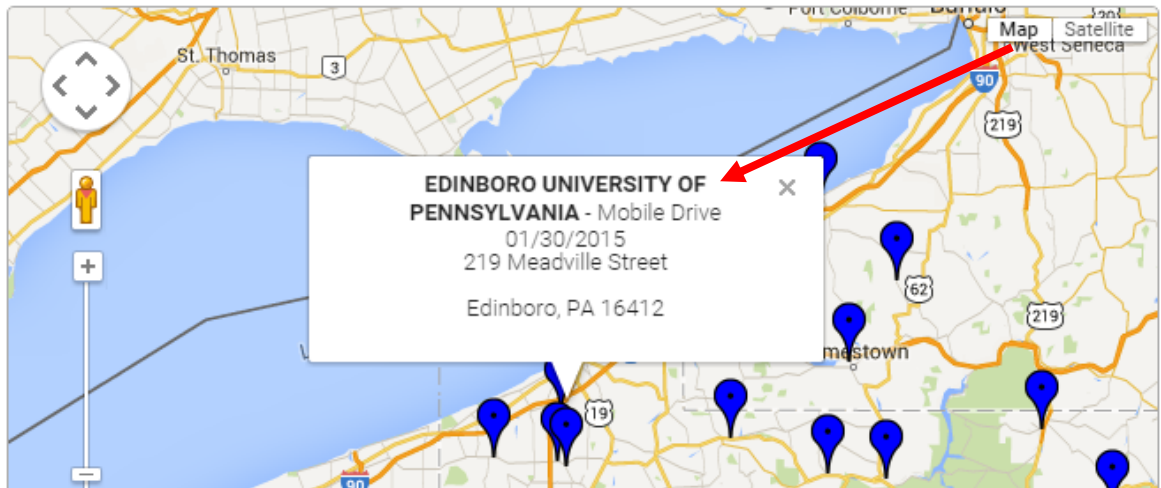
- [Donor Centers](#)
- [Map Based](#)
- [Zip Code Search](#)
- [County Search](#)
- [City Search](#)
- [Donor Group Name Search](#)
- [Donor Group Code Search](#)

Appointments:

- [My Appointments](#)


Note: If you do not see your drive under other search options, please contact your donor chair or call the Blood Bank to obtain your group's unique Group Code. Some drives are ONLY shown when searching by group code. Community drives are shown publically at this time, private business drives are not shown.

7. After finding a convient drive, select the name of the drive. You will be redirected to the current appointment schedule showing available times only. Select an appointment time.



WB - Whole Blood

Time	Appointment Slots
11:00 am	3 Available
11:10 am	3 Available
11:20 am	3 Available
11:30 am	3 Available
11:40 am	3 Available
11:50 am	3 Available
12:00 pm	3 Available
12:10 pm	3 Available
12:20 pm	3 Available
12:30 pm	3 Available
12:40 pm	3 Available
12:50 pm	3 Available
01:00 pm	3 Available
01:10 pm	3 Available
01:20 pm	3 Available
01:30 pm	3 Available
01:40 pm	3 Available
01:50 pm	3 Available
02:00 pm	3 Available
02:10 pm	3 Available
02:20 pm	3 Available
02:30 pm	3 Available
02:40 pm	3 Available
02:50 pm	3 Available



8. Enter your donor information for the available time slot. Make sure to confirm appointment by selecting the confirm button at the bottom of the screen.

Schedule an Appointment:

EDINBORO UNIVERSITY OF PENNSYLVANIA
Friday, January 30, 2015
219 Meadville Street
Edinboro, PA 16412

Primary Blood Drive Chairperson

Appointment Details:

Date: 01/30/2015
Time: 11:00 am
First Name: John
Last Name: Donor
Contact Phone:
Contact Email:

Text Message Reminder? *Message and Data Rates may apply.

Notes:*

*Associated with this appointment only

Confirm **Cancel**

9. You will be notified of your upcoming appointment via your choice of communication (e-mail or text).

10. You can see your upcoming appointments in the My Appointments screen.



My Appointments:



Your future appointments and appointment history are organized in the tables below. Click the details to the right of each appointment to view more information.

Future Appointments

Date	Time	Procedure	Type	Location	
------	------	-----------	------	----------	--

No data available in table

Showing 0 to 0 of 0 entries

Past Appointments

Date	Time	Procedure	Type	Location	
------	------	-----------	------	----------	--

No data available in table

Showing 0 to 0 of 0 entries

If you have any questions, please contact the Community Blood Bank at 456-4206.