



**American
Red Cross**

Self-scheduling Options

It is important that you encourage donors to schedule appointments for your blood drive. This helps the Red Cross plan for the amount of staff and equipment needed for your blood drive. We will still accept walk-in donors, but it is important that as many donors as possible schedule appointments in advance.

There are a couple of ways that you can schedule appointments for your blood donors or your donors can schedule themselves, below we outline those options for you so you can be prepared for any questions you may get from donors about the scheduling process.

Coordinator Scheduling –

- **Coordinator Assist** – you can schedule your donors using the online tools available to you with Coordinator Assist. This method is recommended because it allows you to capture your donors for future drives, send emails and allows your Red Cross representative to see the progress of your drive.
- **Manual** – You may schedule your donors manually using a paper schedule. This can be convenient when scheduling donors on-site at an event or gathering.

Donor Scheduling –

- **redcrossblood.org** – your donors can schedule themselves on our website by:
 1. visiting redcrossblood.org
 2. clicking on the Make a Blood Donation Appointment button in the upper right-hand corner
 4. searching for your blood drive (Note: If your blood drive is closed to the public, your donors will need your sponsor code to schedule online. Your sponsor code can be redeemed from your Red Cross representative.)
 5. clicking on the blood drive and logging in
- **1-800-RED CROSS (1-800-733-2767)** – your donors can schedule themselves by calling our 1-800 number and speaking with one of our representatives. (Note: If your blood drive is closed to the public, your donors will need your sponsor code. Your sponsor code can be redeemed from your Red Cross representative.)