



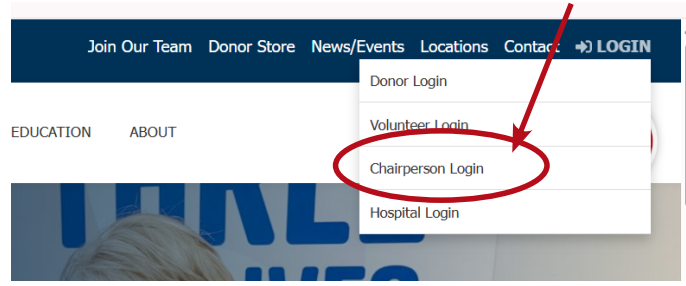
# HOW TO USE THE CHAIRPERSON PORTAL

Our chairperson portal is now live. Please follow the instructions below to start using the portal to book your drives. If you have any questions, please reach out directly to your territory representative.

## 3 WAYS TO LOCATE THE CHAIRPERSON PORTAL

1 lifeserve.info/MyDrives

3 lifeservebloodcenter.org > Login > **Chairperson Login**



## LOGGING INTO YOUR CHAIRPERSON PORTAL

### FIRST TIME USERS:

The first time you access the portal, you will need to click "[Login without password](#)"  
Enter your email **OR** phone number and click Send **Link**  
Check your email **OR** text messages for the link  
Once you are logged in, create a password to use for future login

*If you have trouble receiving the link:  
Reach out to your LifeServe Territory Representative. They can verify that your email and phone number match what is in our system. If they do not match, you will not be able to access your account.*

### Chairperson Login

[Login without password](#)

*This link can also be used if you have forgotten your password.*

### RETURNING USERS:

Enter your email and password and click **Log In**

## ACCESSING YOUR ACCOUNT AND UPCOMING DRIVES

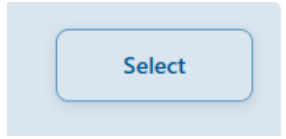
1 Click your organization name under "**Accounts**"

2 All scheduled drives will show up under "**Upcoming Drives**"

**Upcoming Drives**

- Iowa Falls Comm**  
Date: 12/21/2026  
Hours: 01:30 PM - C
- Iowa Falls Comm**  
Date: 11/16/2026  
Hours: 01:30 PM - C
- Iowa Falls Comm**  
Date: 10/19/2026

3 Click **Select** next to the drive you wish to edit.

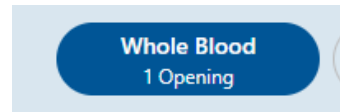
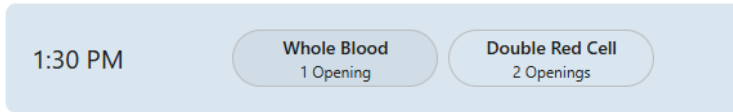


4 Review the date, time, location, and available spots to ensure accuracy and the correct drive is selected.

**12/21/2026**  
Hours: 01:30 PM - 06:00 PM •  
Address: 709 S Oak St , Iowa Falls, IA 50126 (Inside) •  
Spots Available: 38

# SCHEDULE A DONOR

After confirming the correct drive, Locate the time and Click the procedure you want to schedule. Example: Whole Blood



Button will change to dark blue when selected.

Click **Confirm Appointment** at the end of the schedule/page



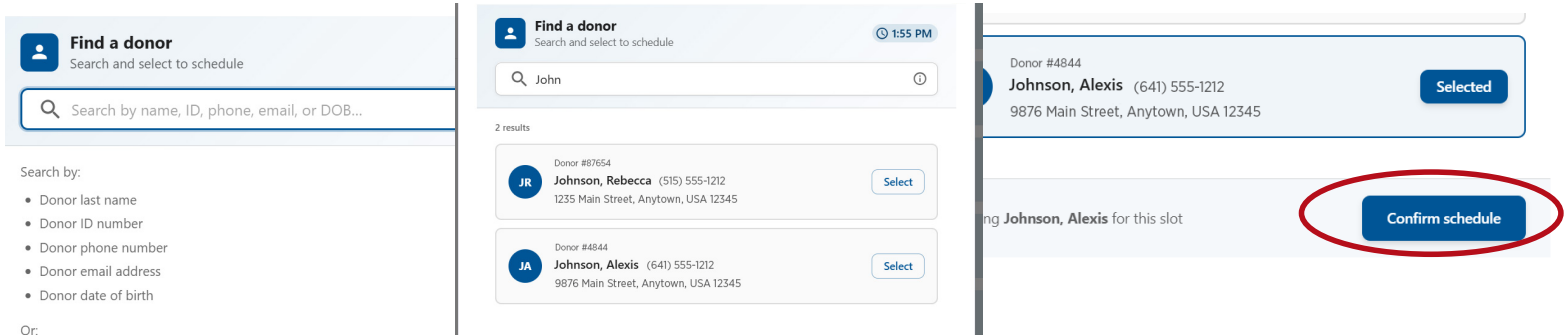
## PREVIOUS DONORS AT THIS DRIVE:

Enter donor information in the popup box to locate a donor. Only donors who have donated at your drive before will appear in the results.

**1** Enter donor's information, then hit **enter**

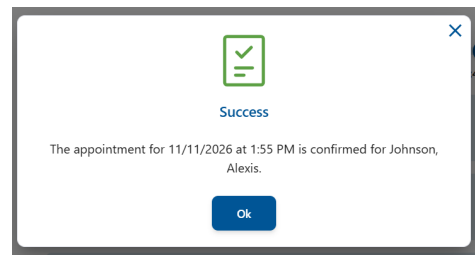
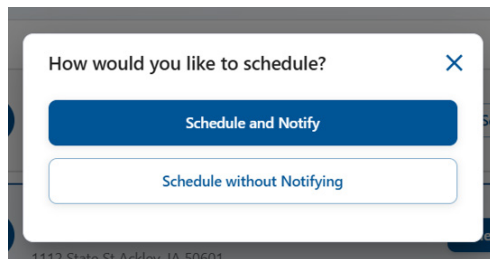
**2** Locate the correct donor and click **Select**

**3** Confirm the Appointment  
Click **Confirm Schedule**



**4** Choose **Schedule and Notify**

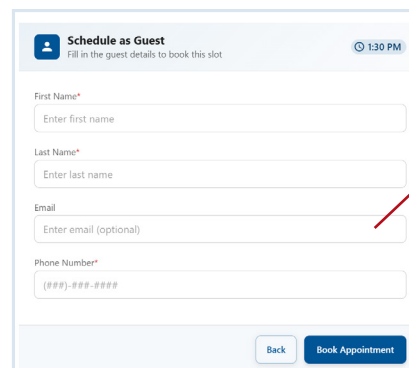
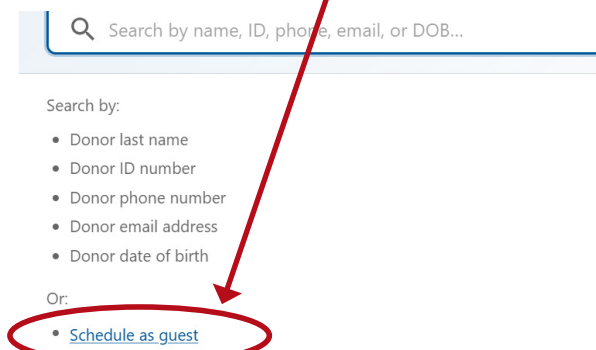
**5** Confirmation of appointment.



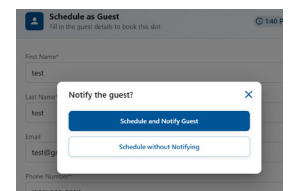
## SCHEDULING A FIRST-TIME DONOR OR SOMEONE WHO HAS NOT DONATED AT YOUR DRIVE BEFORE:

**1** Select the option to **Schedule as guest**

**2** Fill in the required fields: First Name, Last Name and Phone Number, select **Book Appointment**



Entering in the donor's email will allow a notification to be sent to the donors. (This is recommend)



## VIEW THE SCHEDULE

On the drive view, Click "**View Donor Schedule**" to see all appointments

Click **Print Schedule** for printable version

The default view shows all appointments, click on **ZWB** will show only **whole blood**, **2RBC** will show only **double red**.

Hall

View Donor Schedule

Print Schedule

ZWB

2RBC

## CANCEL AN APPOINTMENT

1

View Donor Schedule.

View Donor Schedule

2

Locate donor from list.

1:55 PM

Alexis Johnson (603130)

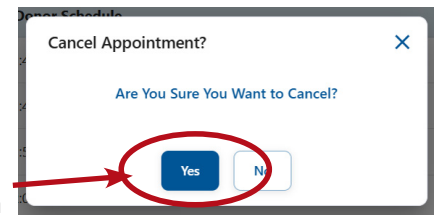
ZWB

3

Click the red minus icon.

4

Confirm Cancellation



## RESCHEDULE AN APPOINTMENT

1

Cancel the donor from their current appointment.

2

Follow the steps to register a donor for the new time

Thank you for hosting drives with LifeServe Blood Center. Because of you, donors show up, lives are changed, and our community stays strong. We couldn't do this without you.

Your leadership truly makes a difference.

# Your Blood. Your Hospital. Your Neighbors.