

# Partners For Life (PFL) Champion information sheet

## You'll find this tool very helpful

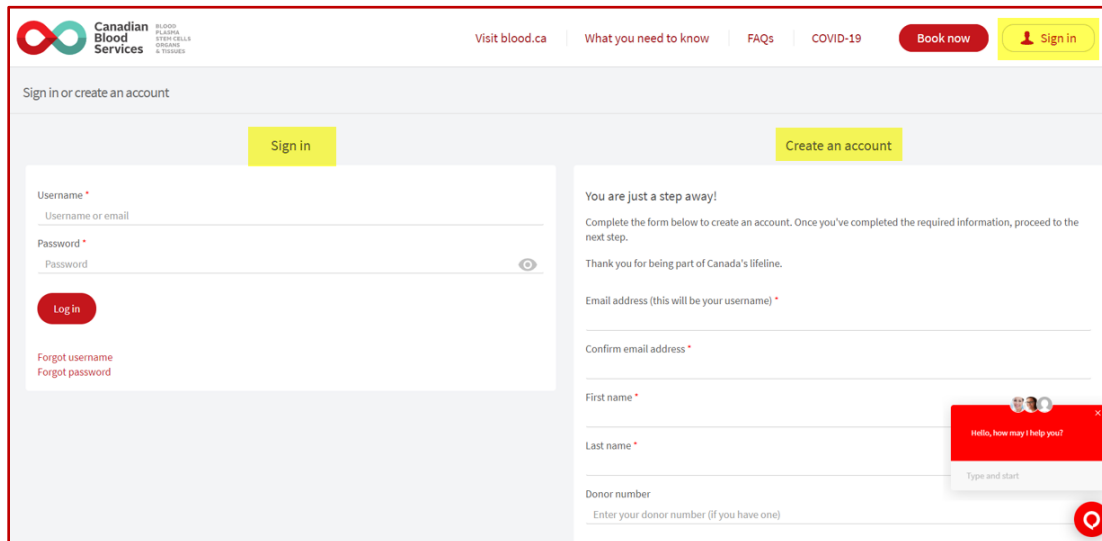
- Your team members who have successfully donated can complete the health questionnaire before their donation
- Pledge partners can see their team's pledge tracking thermometer.
- You can track the number of appointments your group has booked.
- Members of your group can check in automatically

### 1. Booking appointments for your team

- Contact your local Canadian Blood Services Territory Manager or Group Booker to reserve a block of group appointments.

### 2. Creating accounts and signing in

- Download the "GiveBlood" app or go to [www.blood.ca](http://www.blood.ca)
- Set up a new account OR
- Sign in (if you have an existing account)



The screenshot shows the Canadian Blood Services website interface. At the top, there is a navigation bar with the logo, the text "Canadian Blood Services", and links for "Visit blood.ca", "What you need to know", "FAQs", "COVID-19", "Book now", and "Sign in". Below the navigation bar, there are two main sections: "Sign in" and "Create an account".

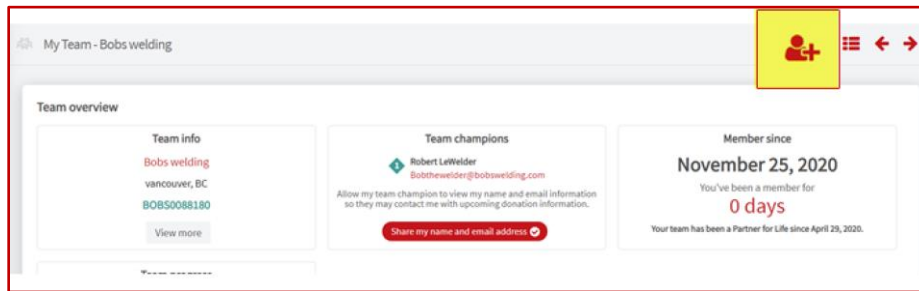
The "Sign in" section includes fields for "Username" (with a sub-label "Username or email") and "Password", a "Log in" button, and links for "Forgot username" and "Forgot password".

The "Create an account" section includes a heading "You are just a step away!", a sub-heading "Complete the form below to create an account. Once you've completed the required information, proceed to the next step.", a thank-you message "Thank you for being part of Canada's lifeline.", and fields for "Email address (this will be your username)", "Confirm email address", "First name", "Last name", and "Donor number" (with a sub-label "Enter your donor number (if you have one)").

A red chat bubble is visible in the bottom right corner of the form area, containing the text "Hello, how may I help you?" and a "Type and start" input field.

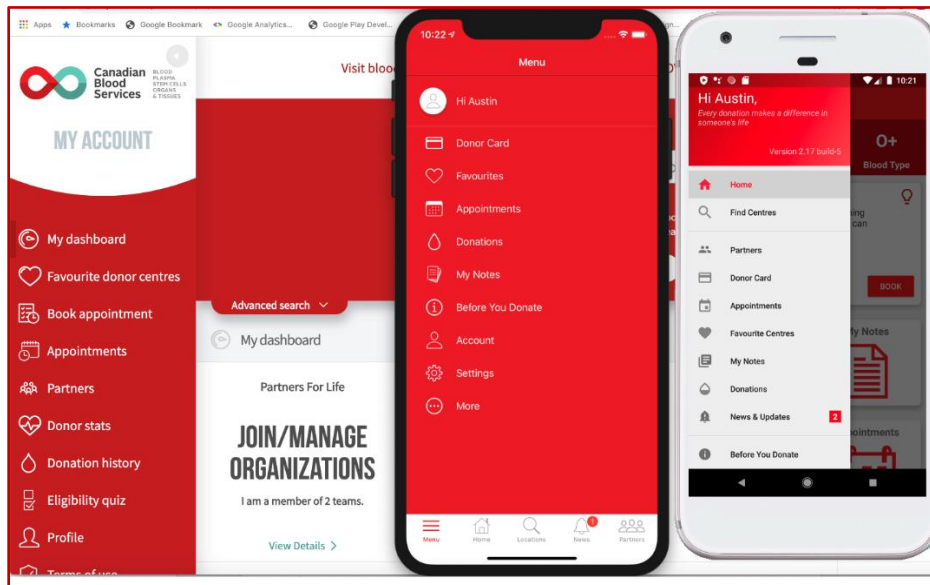
### 3. Joining a team

- If your members are already signed up to the PFL team no action is required if you have an existing donor account ([www.blood.ca](http://www.blood.ca) or GiveBlood app account)
- As the champion you can invite members through email to join by selecting this icon, located at the top right corner of the team screen.

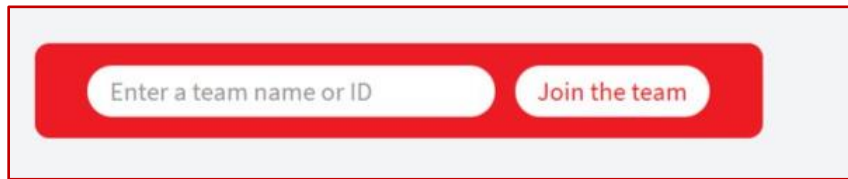


### 4. Joining as an individual

- In the menu select **“Partners”** or choose the **“join/manage organizations”** tile
- On the GiveBlood app choose **“Partners”** bottom right or in the menu

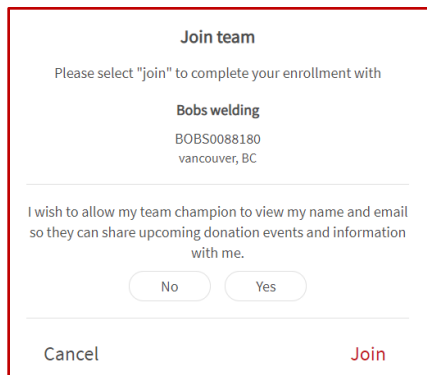


- Type in your team name or PFL ID and select **“Join the team”**



A red rounded rectangular button with a white input field on the left containing the placeholder text "Enter a team name or ID" and a red button on the right labeled "Join the team".

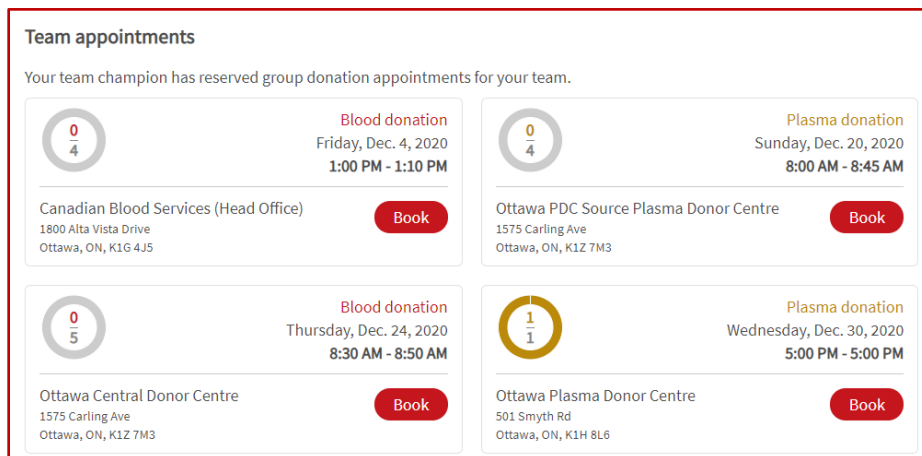
- Encourage your members to select **“allow my champion to view my name and email”** when they join so you can communicate with them about appointments.



**Join team**  
Please select "join" to complete your enrollment with  
**Bobs welding**  
BOBS0088180  
vancouver, BC  
I wish to allow my team champion to view my name and email so they can share upcoming donation events and information with me.  
 No  Yes  
Cancel Join

**5. Your members can book a reserved group appointment time:**

- Under the **“partners”** tab select your team **“view team”**
- Scroll down or select **“team appointments”**
- Select the appointment you wish to reserve, select **“book”**
- Then select appointment time
- Then select **“book”** again to confirm

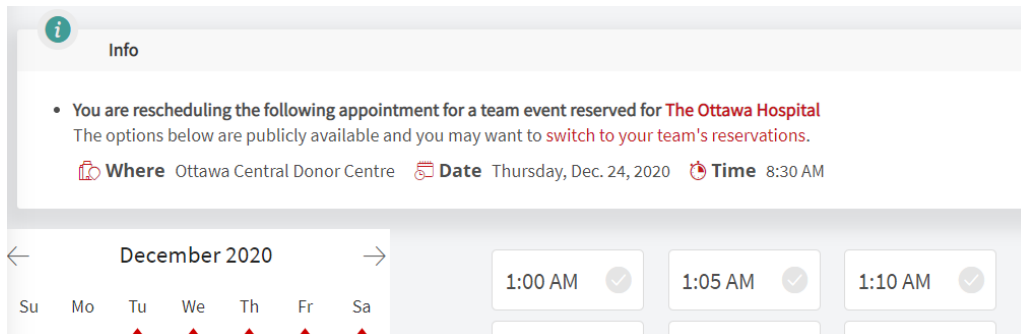


**Team appointments**  
Your team champion has reserved group donation appointments for your team.

<p><b>0/4</b></p> <p><b>Blood donation</b> Friday, Dec. 4, 2020 1:00 PM - 1:10 PM</p> <p>Canadian Blood Services (Head Office) 1800 Alta Vista Drive Ottawa, ON, K1G 4J5</p> <p><b>Book</b></p>	<p><b>0/4</b></p> <p><b>Plasma donation</b> Sunday, Dec. 20, 2020 8:00 AM - 8:45 AM</p> <p>Ottawa PDC Source Plasma Donor Centre 1575 Carling Ave Ottawa, ON, K1Z 7M3</p> <p><b>Book</b></p>
<p><b>0/5</b></p> <p><b>Blood donation</b> Thursday, Dec. 24, 2020 8:30 AM - 8:50 AM</p> <p>Ottawa Central Donor Centre 1575 Carling Ave Ottawa, ON, K1Z 7M3</p> <p><b>Book</b></p>	<p><b>1/1</b></p> <p><b>Plasma donation</b> Wednesday, Dec. 30, 2020 5:00 PM - 5:00 PM</p> <p>Ottawa Plasma Donor Centre 501 Smyth Rd Ottawa, ON, K1H 8L6</p> <p><b>Book</b></p>

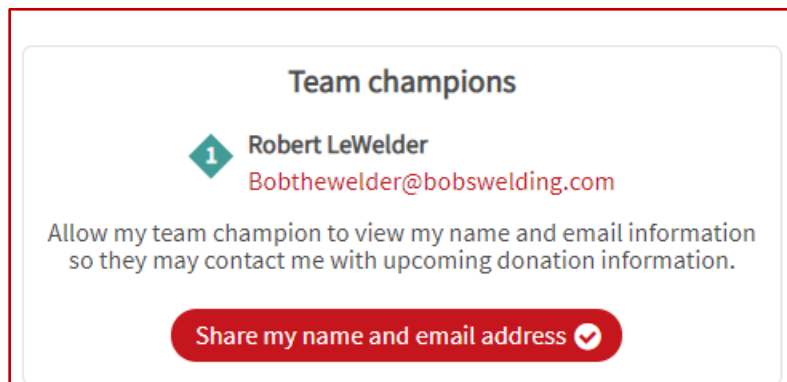
## 6. Easy to cancel or reschedule a group appointment

- Select “appointments” from the menu
- Select “reschedule” or “cancel”
- If you select reschedule it will take the member to this screen
- They must select “switch to your team’s reservations” to continue in the group block of appointments
- Then the members can restart the booking process
- If they need a different day – have them cancel the appointment and redo step 4



## 7. Your members can contact you

- Members can contact you through the site by selecting “team champions” from the menu in the team information.
- It will be hyperlinked with your email address so they can email you directly from the platform.



## 8. Who to contact for support:

- Your Territory Manager and/or Group Booker name is in the email that this document is attached to.
- You can always email [bookagroupbc@blood.ca](mailto:bookagroupbc@blood.ca) if you have questions and either the Territory Manager or Group Booker will respond.