Blood Donation Camp Management System

Organizer User Guide & Feature Overview

1. Introduction

Welcome to our Blood Donation Camp Management System. This platform is designed to streamline the entire process of organizing blood donation camps. It replaces manual paperwork with a digital, real-time dashboard, making it easier for you to manage donors, track donations, and run a successful event.

2. How It Works: The Workflow

Our system simplifies the camp organization process into four easy steps:

1. **Inquiry:** You express interest in hosting a camp via our website.
2. **Approval:** Our Admin team verifies the details and approves your request.
3. **Setup:** You receive access to a dedicated Organizer Dashboard along with a unique registration link and QR code.
4. **Management:** Donors register digitally, and you manage the flow in real-time on the day of the camp.

3. Getting Started: Registration & Approval

Step 1: Camp Inquiry

- Visit our website and fill out the “Organize a Camp” inquiry form.
- Submit details such as requested date, location, and estimated donor count.

Step 2: Admin Approval

- Once our team reviews your request, your camp will be approved.
- You will receive login credentials to access your private Organizer Dashboard.

4. The Organizer Dashboard

Your Command Center for a Successful Camp

The Dashboard is the heart of the system. It gives you full control over your donor list and camp status.

Key Features:

- **Real-Time Statistics:** View total registrations, collected units, and pending donors at a glance.
- **Digital Donor List:** No more paper sheets. All registered donors appear automatically.
- **Status Management:** Update the status of every donor instantly.
- **Camp Tools:** Copy registration link, show QR code, and export PDF reports.

5. Donor Registration Process (QR & Link)

We provide digital tools to share with potential donors before and during the camp.

- **Unique QR Code & Link:** Each camp gets a custom link and QR code specific to that camp.

- **Share Anywhere:** Print the QR on posters or share the link via WhatsApp / Social Media.

Donor Experience:

1. Donor scans the QR code or clicks the link.
2. They fill out a simple registration form on their phone.
3. They see the exact location and details of your camp.
4. **Instant Sync:** As soon as they submit, their name appears on your Dashboard.

6. Managing the Donation Drive (Live Action)

On the day of the camp, your team can use the Dashboard to track progress. You can update the status for each donor:

- **Pending:** Default status when a donor registers.
- **Donated:** Mark when blood collection is successfully completed.
- **Rejected:** If a donor is ineligible (e.g., low hemoglobin, recent illness), mark as rejected.
- **Done:** For fully completed processes (e.g., certificate issued, final verification).

How to Update Status:

1. Locate the donor’s name in the list.
2. Click the “Action” button.
3. Select the appropriate status (Donated / Rejected / Done).
4. Dashboard statistics update immediately.

7. Benefits for Organizers

- **Zero Paperwork:** Eliminate the hassle of maintaining physical files and illegible handwriting.
- **Real-Time Data:** Know exactly how many people have registered and how many units have been collected instantly.
- **Professional Experience:** Offer a modern, digital experience to your donors.
- **Secure Records:** Donor information is stored securely and is easily accessible for your records.

8. Support

If you face any issues accessing your dashboard or generating your QR code, please contact our support team:

Email: info@worknai.online
Helpline: 9923400442