



Create A Pinwheel Login for Attendance App and Web Access

Volunteers and Site Liaisons

As a volunteer/site liaison you can now login to the Pinwheel website and view a list of participants for your teams, as well as access a number of reports. Creating your login is simple! Just follow the steps below to create your username and password. (If your organization has a license to use the Pinwheel Attendance App, this login will also work for the app.)

1. Open a browser and go to <https://www.pinwheel.us/account/LoginRequest>.
2. Enter the email used on your volunteer application, complete the security question, and click **Create My Login**.
3. A Volunteer Login Request is then initiated and a verification link is sent to the email provided.
4. Check your email account for an email from notify@pinwheel.com with a link to complete the login process.
5. Click the link, enter the password you would like to use for Pinwheel, and click **Update My Password**.
6. Return to the [Pinwheel Sign In Page](#) and log into Pinwheel using your email address and new password.
7. Once logged in to Pinwheel, you will see your volunteer assignment(s) under **My Volunteering** on the green *Pinwheel Navigation Bar*. Your current teams appear in the *Active Volunteer Assignments* list; past teams will appear in the *Previous Volunteer Assignments* list.
8. Click the category name to see the team information such as Volunteers, Schedule, and Registration Details. Reports and Downloads are available, and a button to Email All Team Members (registered participants only).

Category Information

Volunteers			Schedule	
Name	Phone	Email	Weekday	Time
Freddie Rogers		freddie@volunteers.com	Tuesday	7:30 PM - 8:45 PM
Allegri Thompson	(530) 333-3333	allegri@volunteers.com	Thursday	7:30 PM - 8:45 PM

Details

- Registered: 0
- Waiting List: 0
- Library: 0
- Volunteers: 0
- Max Participants: 10

Participants

[Email All Team Members](#) | Reports: | Downloads:

Participant ID	Registration ID	First Name	Last Name	Street Address 1	Street Address 2	City	State	Zip	Telephone Number	Email	Date of Birth	Age	Gender	Status	Submitted Time (PST)
7711615-abca-e911-8106-02298981256	7711615-abca-e911-8106-02298981256	Lily	Johnson	540 1009 Avenue		Chico	CA	95926	(530) 222-2222	lyj@gmail.com	9/12/2007	14	Female	Registered	2/23/16 10:55 AM
35264160-abca-e911-8107-02298981256	35264160-abca-e911-8107-02298981256	Jill	Johnson	550 K Street		Chico	CA	95973	(204) 234-2423	jill@johnson.com	12/15/2005	15		Registered	7/25/2016 2:24 PM
e108872e-abca-e911-8106-02298981256	e108872e-abca-e911-8106-02298981256	Larry	Morgan	126 Market Street		Chico	CA	95926	(530) 299-0000	larry@gmail.com	2/19/2007	14	Female	Registered	2/23/16 9:33 AM
5462425-76db-4e11-8157-0234329C0dF	52642425-76db-4e11-8157-0234329C0dF	Sally	Smith	xxx		Mer	AL	99999	(999) 999-9999	sally@smith.com	9/20/2011	8		Registered	7/23/21 2:19 PM

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