

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 <u>https://www.pinwheel.us/account/LoginRequest</u>.
- 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 <u>notify@pinwheel.com</u> 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 <u>Pinwheel Sign In Page</u> 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).

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