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](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](https://www.pinwheel.us) 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](https://www.pinwheel.us). 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).