



Welcome to Pinwheel®!

Sign up is quick and easy.

STEP 1

Go to TryPinwheel.com

STEP 2

Create an account by clicking the Sign Up tab.




STEP 3

When you have successfully created your account, you'll receive 2 emails.

- The first will welcome you to Pinwheel®.
- The second will ask you to confirm/activate your email address.
 - You MUST activate your email as a contact point so you can receive any reminders or alerts from Pinwheel®.

STEP 4

Add your cell phone as a contact point to receive text message reminders and alerts by clicking the Account tab then the Add New Contact Point  link.







- An activation code will be sent to your cell phone.
- Select the link and login with your username and password to activate your phone.
- To receive messages via text, you MUST activate your account.
- When the icon next to the address or phone number is green, the contact point is activated.



STEP 5

Add Calendars

- Click the Menu Drawer  icon.
- Click the Calendar tab from the Menu Drawer.
 - Note you're signed up for your School's Calendar (so you will get alerts like closings and delays) and have a private Default Calendar.
- Add more calendars by clicking the  icon at the top of the column.
 - Subscribe to as many School Calendars as you would like by clicking the  icon next to the calendar that you want to add to your list.
 - Create your own calendar by clicking New Calendar.
- Click the  icon when finished.
- Your additional calendars will be in your calendar list.



STEP 6

Set Reminders, Share or Sync with Outlook/Google Calendar

- Click the calendar name for calendar options.
 - Reminders – receive emails and text messages when you want to be reminded.
 - Share – email static summaries to people or Pinwheel® subscription links to other Pinwheel® users.
 - Sync – export a link to any web calendar to have that Pinwheel® calendar sync on your calendar of choice.