



# 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 e-mails.

- a. The first will welcome you to Pinwheel™.
- b. The second will ask you to confirm/activate your e-mail address.
  - i. You MUST activate your e-mail 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 (Image) link.



- a. An activation code will be sent to your cell phone.
- b. You can select the link or reply with the code listed to activate your phone.
- c. To receive messages via text, you MUST activate your account.



## STEP 5

Add Calendars

- a. Click the Menu Drawer icon.
- b. Click the Calendar tab from the Menu Drawer.
  - i. 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.
- c. Add more calendars by clicking the icon at the top of the column.
  - i. 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.
  - ii. Create your own calendar by clicking New Calendar.
- d. Click the icon when finished.
- e. Your additional calendars will be in your calendar list.



## STEP 6

Set Reminders, Share or Sync with Outlook/Google Calendar

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