

Create your first plan2gether event - for free

Follow these steps to get your first event and team up and running - for example a creche, security, reader or tea/coffee rota.

1. Set up your Account

Go to plan2gether.com Click **Sign up**. Create your account. Go to your email and open the email from plan2gether.com. (Check your Spam/Junk folders if you don't see it.) Click the **Verify email address** link.

2. Set up your Organisation

Log in to your account. Add your organisation. You can change the URL for accessing your rotas, keep the name short. Click **Go to <your organisation >** and login.



3. Add People

Click the People icon. Click **+ Add new** and add the person's details. For help see Support article "Adding and Editing People".



4. Add a Team

Click the Teams icon. Click **+ Add new**. Leave "Single role team" selected. Click **Add people** to add people to the team. For help see Support article "Teams and Roles"



5. Create an Event

Click the Events icon. Click **+ Add new**. Enter the properties of the event (recurrence, time). For help see Support article "Adding Events". Click **+ Add team** and add your team. Choose "No of people" you need.



6. View the Rota

Click the Rota icon to view the rota that has been automatically created. You can now edit the rota and change the people. For help see Support article "Rotas – Viewing and editing".



7. Next Steps

Tell people your organisation's [plan2gether](https://plan2gether.com) URL (web address).

Investigate the full power of [plan2gether](https://plan2gether.com) (roles, notifications, users, team managers, notes, etc). Read the articles in – support.plan2gether.com



Take out a subscription and get unlimited people, teams, roles, events and much more. Any questions? Contact us at support@plan2gether.com or phone 01355 246832.