Doodle Quick and Easy

Do you need to schedule a meeting or event with many people? It is frustrating to schedule events through email, and not everyone uses the same calendaring system. Doodle is the answer to scheduling nightmares! It is an online tool that allows a scheduler to create a poll that includes multiple dates and times for an event. The scheduler sends the link to the poll to the participants and they select those dates and times that work in their calendar. Doodle shows the most popular date.

Using Doodle

Follow these steps to schedule an event using Doodle.

1. Direct your browser to www.doodle.com.
2. Click the "create poll" link.
3. Enter the required general information for the new poll.
    - Enter a title, optional description, your name, and your email address. Only provide your email address if you want to receive a message each time somebody participates in or withdraws from your poll. NOTE: the process for managing a poll is easier if you enter your email address!
4. Click the Next button.
5. Enter the date and time options for the poll. For example, enter 11/18 2 pm in option 1, 11/18 3 pm in option 2, 11/19 1 pm in option 3, etc.
6. Click the Finish button.
7. You will be directed to a page that provides additional information about your poll.
    - If you entered your email address, you will receive the following page:

Thanks!

Poll created

Your information has been stored. An e-mail has been sent to **julie.magadan@pcmail.maricopa.edu**. It contains the link to your poll.

What next...

You can invite participants by forwarding the link or the whole e-mail to them. With the link, they will be able to make their selection. You will receive updates via e-mail.

A second e-mail to the same address contains a link to your poll's administrative functions. You can use it to modify or delete your poll.

If you don't receive the mails ...

Possibility 1: You made a typo in your e-mail address. In that case, you need to set up a new poll.

Possibility 2: Doodle mails might get blocked by a spam filter on the way to your account. This is rare, but possible. Your best bet is to set up a new poll without e-mail functionality.

- If you did not enter your email address, you will receive the following page:

Thanks!

Your information has been stored. You can now invite participants to cast their votes. The best way to do this is to send the following URL by e-mail to all potential participants:
http://www.doodle.com/rbq3wugfq7bb8cuu

On that page, they will be able to make their selection. Please make sure that you copy the whole URL.

Important: You need to keep the link so you can later review the poll. You can save a bookmark in your web browser.

Use the following link when you want to edit or delete your poll:
http://www.doodle.com/rbq3wugfq7bb8cuu2h4xueyr/admin

8. If you did enter your email address, check your inbox for 2 messages – one with the link you will provide to the participants for their input and one with the administrative options for the poll.
9. If you did not enter your email address, use the first URL to gather responses from participants. Use the second URL to modify or delete the poll.
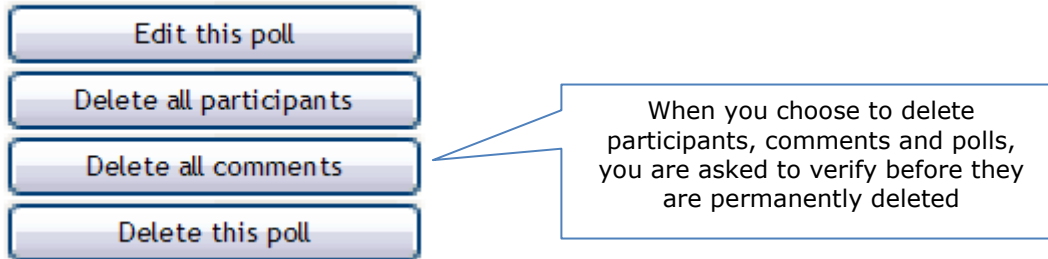
Participating in a Poll

Once you send out the URL, participants will enter their name in the "your name" field and select the checkboxes for the dates and times that work for them. When finished, they will click "Participate."

| Your name | ☐ | ☐ |

| Participate |

Follow Your Poll

Once you send out the URL for participants, you can track how folks are answering using either the link provided in the email for the administrative options OR the second URL provided if you did not enter an email address. These are the options you will see when you visit the administrative tools for a poll: edit this poll, delete all participants, delete all comments and delete this poll. Editing a poll (e.g. changing the title or adding new dates and times) after folks have participated will not delete their original answers.

Edit this poll

Delete all participants

Delete all comments

Delete this poll

When you choose to delete participants, comments and polls, you are asked to verify before they are permanently deleted

When clicking the participate link for a poll you own you also get the following options on the left sidebar of the page that allow you to manage the data you have collected (note you are not managing the poll itself but instead the individual participant data).

Link to your Doodle account

Edit or delete a participant entry

View printer friendly version or export to PDF and/or Excel

Doodle

MyDoodle

Edit an entry
Delete an entry
Comments
Print / Export
Subscribe

View comments left by participants