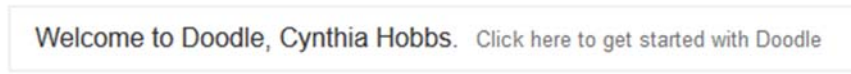


Using Doodle for Scheduling

Doodle.com is a great tool for finding the best meeting time for group. With Doodle, you can set dates and times that are available, email the link and find best time for everyone involved. To create a Doodle Poll:

1. Go to the site: [Doodle.com](https://doodle.com) and select “Schedule an Event”



Create new poll



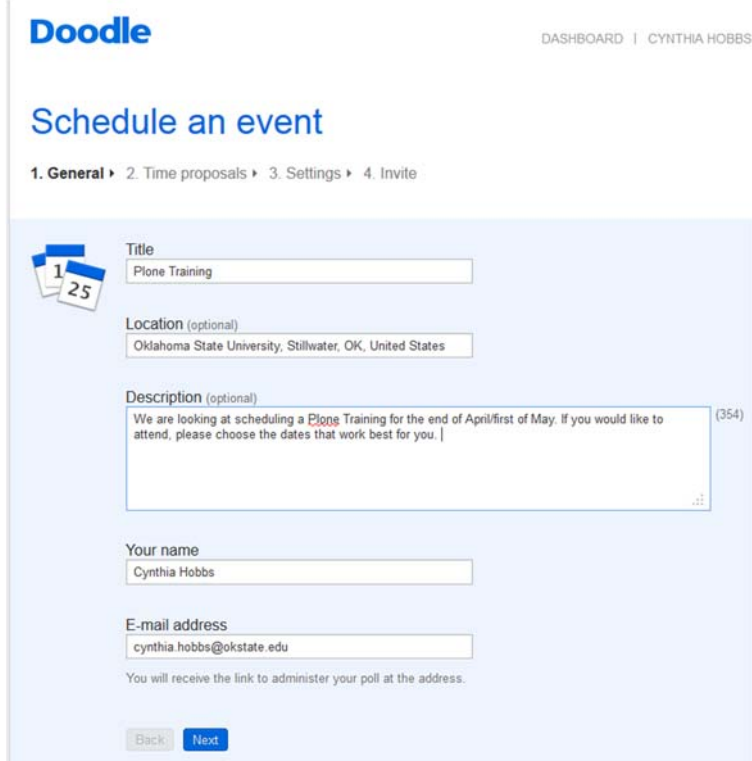
Schedule an event



Make a choice

2. Enter the required information and click “Next”

**Note: Entering a location and description is optional. While eliminating the location is trivial, including a description for the poll may be useful to explain what the poll is for.



**You may notice the option to create a doodle account. Creating an account in Doodle is free and can be created using your OSU email address. By creating an account, you will be able to easily locate and monitor the progress of your poll to see who has responded and what their selections are, as well as edit an already created poll.

Using Doodle for Scheduling

3. Select the possible dates and times that you would like the participants to choose from. You may select a variety of dates and times.

*Providing too many possible dates or too few could affect your results for narrowing down a date.

* You may enter a time frame for your meeting (10:00-3:00) or a specific time (1:00) based on your needs.

**You may also enter a several time options for a given date.

4. Once you have completed these steps, click next.

Schedule an event

1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite

Days

Click on the dates you would like to choose.

MAY 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Selected dates:

- Wednesday, April 16, 2014
- Thursday, April 17, 2014
- Tuesday, April 22, 2014
- Monday, April 28, 2014
- Tuesday, April 29, 2014
- Wednesday, April 30, 2014
- Thursday, May 1, 2014
- Friday, May 2, 2014

Back Next

Times

Enter any number of time proposals for each day. If you do not enter an actual time span, the proposed date is shown as all-day.

Switch on time-zone support ▼

	Time 1	Time 2	Time 3
Wed, 4/16/14	10:00 AM - 3:00 PM		
Thu, 4/17/14	10:00 AM - 3:00 PM		
Tue, 4/22/14	10:00 AM - 3:00 PM		
Mon, 4/28/14	10:00 AM - 3:00 PM		
Tue, 4/29/14	10:00 AM - 3:00 PM		
Wed, 4/30/14	10:00 AM - 3:00 PM		
Thu, 5/1/14	10:00 AM - 3:00 PM		
Fri, 5/2/14	10:00 AM - 3:00 PM		

Add further time slots

Copy and paste first row

Back Next

Using Doodle for Scheduling

5. Once you click “next” a new page will open, where you can adjust settings. Most of the time, you will want to choose “Basic Poll”. However, if you are needing to set up a hidden poll, require participants to choose only one option or limit the number of participants per option, you will want to scroll down the page to select these options.

*Hidden Polls are useful if you need to keep the responses hidden from the respondents. If you leave this selection unchecked, participants are able to view the selections of others.

The screenshot shows the 'Basic Poll' settings page. At the top, there's a calendar icon with '1' and '25' on it. The title is 'Basic Poll' and the text says 'For a basic poll you can just skip this step, otherwise choose from the settings below.' There are 'Back' and 'Next' buttons. Below that is a 'Settings' section with a gear icon and '(optional)' text. The settings include: 'Yes-No-Ifneedbe poll' (checked), 'Hidden poll' (unchecked), 'Participant can only choose one option' (checked), and 'Limit the number of participants per option' (checked). Each setting has a brief description. At the bottom, there are 'Back' and 'Next' buttons.

Once you have chosen your options, click “next”

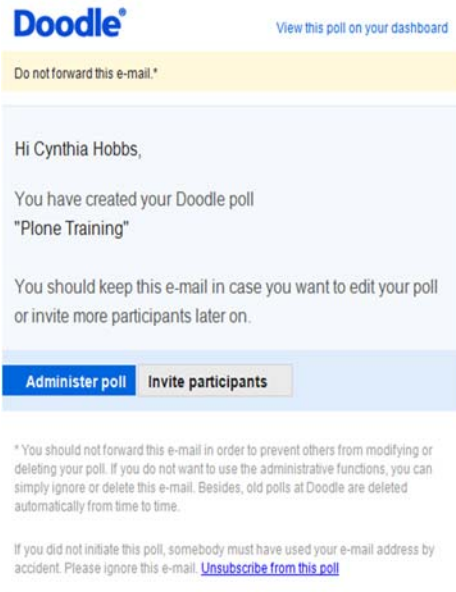
6. This will take you a page where you can choose to have the poll sent to you, or you can enter the address for the participants. It will probably be easier to select “You send the invitation”. This option will email you the link to the poll. This will allow you to have access to your Outlook address book, instead of having to enter each email address into the poll.

The screenshot shows the 'You send the invitation' page. It has a person icon and an envelope icon. The title is 'You send the invitation' and the text says 'Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.' There are 'Back' and 'Finish' buttons. Below that is the 'Doodle sends the invitation' section. It has an envelope icon and the title 'Doodle sends the invitation'. Underneath is 'E-mail addresses' with a text input field and a 'connect' link. Below the input field is a checkbox for 'I also want to receive an invitation at cynthia.hobbs@okstate.edu in order to participate in the poll.' There is a 'Message' section with a text area containing a sample invitation message. At the bottom, there is a checkbox for 'I would like to track whom I have invited and who is still missing. (With this setting, only the people you have invited via Doodle can participate in your poll.)' and 'Back' and 'Send and finish' buttons.

Using Doodle for Scheduling

7. Once you click “finish”, you will receive several emails. Look for the email that contains the link.

Email 1:



Email 2: Contains

Doodle: Link for poll "Plone Training"

Doodle <mailer@doodle.com>

Sent: Mon 3/10/2014 3:29 PM

To: Hobbs, Cynthia

You have initiated a poll "Plone Training" at Doodle. The link to your poll is:

<http://doodle.com/6uw5s5gdh2rdcz63>

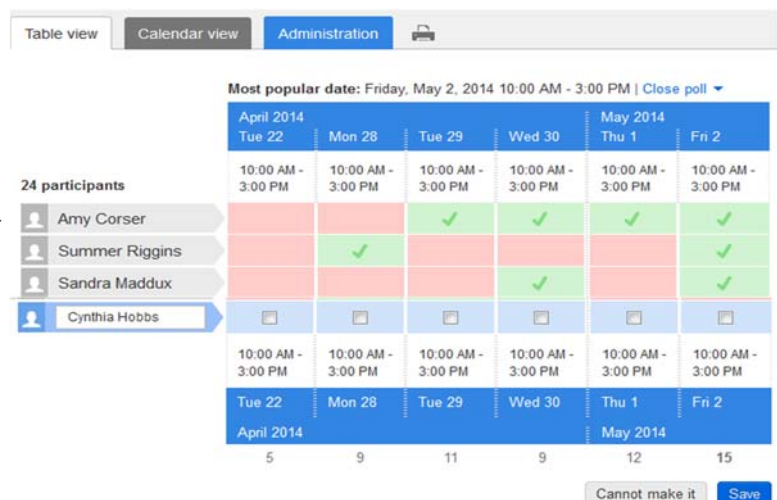
Share this link with all those who should cast their votes. Do not forget to cast your vote, too.

(If you did not initiate this poll, somebody must accidentally have used your e-mail address; simply ignore this e-mail, please.)

8. You may copy and paste this into a new email or simply forward this message to your participants.

At this point you can begin monitoring the responses using the participation link located at the end of the poll's creating. This is where setting up an account could be useful. (mentioned on the first page)

To the right is an example of what a completed poll might look like



If you have any questions regarding Doodle, please contact your DASNR IT Support Specialist