

How to do a Doodle!

1. Go to <http://doodle.com>
2. Click "Create poll":

Schedule an event...
... such as a board meeting, business lunch, conference call, family reunion, movie night, or any other group event.
[View example](#), [create poll](#)

Click here to create your poll!

3. Fill in your information:

General information (Step 1 of 3)

Choose a meaningful title and provide further information in the description.

Title:

Description (optional):

Your name:

E-mail address (optional):

If you supply an e-mail address, you will receive a message each time somebody participates in or withdraws from your poll. If you do not wish to receive such messages, leave the field empty.

When form is completed, click "Next"!

4. Select dates:

Select dates (Step 2 of 3)

Select days by clicking them. Click a selected day to deselect it. Click << and >> to change month.

<< November 2008 >>

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

1. Just click the date(s) you want on the calendar ...

2. A list of selected dates will appear

3. When you have selected your date(s), click "Next"!

5. Enter times:

Select times (Step 3 of 3)

Fill in as many time slots as you need. You can also leave them all empty and click "Finish" immediately.

If possible, what you enter is interpreted as a time. For example, 9, 13:30, 2250, 01, and 18 would be interpreted as 09:00 AM, 01:30 PM, 10:50 PM, 01:00 AM, and 6:00 PM, respectively.

You can also use the fields for other purposes like time intervals and locations: 08:15-09:00, 11:30@room PA6, 15:00 Austin, 14-16 Zurich, AM, noon.

[with time-zone](#)

Time 1 Time 2 Time 3 Time 4 Time 5 [Add further time slots](#)

Tue, Nov 18, 2008

« Back Next » Finish Cancel PowerDoodle

Put one possible time selection here.

Put a second possible time selection here, and so on.

Click "Finish" when you have entered your times.

6. Get the links:

Thanks!

Your information has been stored. You can cast their votes. The best way to do this is by e-mail to all potential participants:

<http://doodle.com/iv5b376wd4uty29d>

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 share it. You can save a bookmark in your web browser.

Use the following link when you want to edit or delete your poll:

<http://doodle.com/iv5b376wd4uty29d5u6amghy/admin>

Use this URL to send to participants. This URL will also be sent to you via email, if you provided it in the previous form.

Use this URL if you want to make any changes, or to delete your poll.

7. Use the link to your Doodle in an email, in your Blackboard Announcements page, in your PBwiki, or anywhere else you would include a "hot" link.