



Doodle



Eccles Health  
Sciences Library



NANOS 2010

### Why Doodle?

Doodle can be used to quickly set up a meeting between a group of people without the headache of back and forth emails and crossed messages.

### What is Doodle?

Doodle is a free web-based polling service that simplifies the process of finding the best day and time for a group meeting. If meeting members do not share or use a common calendar system, like Outlook Calendar for example, Doodle can help.

### How does Doodle work?

One person takes responsibility for creating the poll. This person then forwards a URL link, (link provided by Doodle) to all poll participants via email. Once on the Doodle poll page, the participants enter their name and check the boxes reflecting their best day and time for a meeting. After everyone has “voted,” the poll creator sends an announcement to committee members informing them of the results.

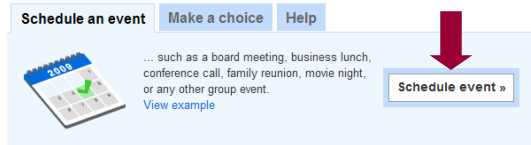
### Process for creating the poll:

1. Go to **<http://www.doodle.ch/main.html>**
2. Click on the **Schedule event** link
3. Fill in the general information template (step 1 of 4)
  - a. Title, description, your name and email
  - b. Click **Next**
4. Select dates by clicking on the month and day (step 2 of 4).
  - a. Click **Next**
5. Select times (Step 3 of 4)
  - a. Fill in as many time slots as you need
  - b. Click **Next**
6. Invitation options (Step 4 of 4)
  - a. **You send the invitation**
    - i. Doodle sends you two emails
      1. URL to the poll – used in the email you send to the participants to invite them to take the poll
      2. Administrative link to track progress and modify/delete poll
  - b. **Doodle sends the invitation**
    - i. Doodle sends the invitation
    - ii. Tracks progress
    - iii. Sends reminders
    - iv. Connect to Outlook or Google address book
7. Click **Finish**

### Process to participate in the poll

1. Click on the **URL** sent to you via email
2. Add your **Name** to the poll
3. Check the best days and times that work for you
4. Click **Finish**
5. After all respond the poll initiator informs the group of the best day and time to meet

## Visual Instructions for Creating a Doodle Event



Go to

<http://www.doodle.ch/main.html>

Start by clicking on **Schedule event**

### Step 1

Provide

- event **title**
- event **description**
- your **name** and **email**
- click **Next**

**Schedule event: General information (Step 1 of 4)**

Title  
NANOS - NOVEL Update

Description (optional)  
Reason for meeting -- to discuss issues related to NOVEL updates.

Add address

Your name  
Jeanne Le Ber (or Nancy Lombardo)

E-mail address (optional)  
jeanne.leber@dan.edu

If you receive 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.

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### Step 2

Click on appropriate dates for the meeting and click **Next**

**Note:** you can use the calendar arrows to select future months

**Schedule event: Select dates (Step 2 of 4)**

Select days by clicking them (pick as many date options as you wish to provide)  
Tip: On the average 5 options are sufficient to successfully find a common date and time

February 2010

Selected dates:  
Feb 10, 2010  
Feb 11, 2010  
Feb 12, 2010  
Feb 13, 2010  
Feb 14, 2010  
Feb 15, 2010  
Feb 16, 2010  
Feb 17, 2010  
Feb 18, 2010  
Feb 19, 2010  
Feb 20, 2010  
Feb 21, 2010  
Feb 22, 2010  
Feb 23, 2010  
Feb 24, 2010  
Feb 25, 2010  
Feb 26, 2010  
Feb 27, 2010  
Feb 28, 2010

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### Step 3

Enter potential times for the meeting and click **Next**

**Schedule event: Select times (Step 3 of 4)**

Fill in as many time slots as you need. You must provide at least one time per date.  
Use standard time designations, for example, 9:13:30, 2000, 01, and 10 would be interpreted as 09:00am, 01:30pm, 10:00am, 01:00pm, and 08:00pm, respectively.  
If you are in a different time zone than the one displayed, choose your time zone, too.

click to double time zone support  
America/Denver

Time 1	Time 2	Time 3	Time 4	Time 5
Wed Feb 10, 2010 09:13:30 AM - 10:00 AM				
Fri Feb 12, 2010 11:00am				
Tue Feb 23, 2010 09:00 AM - 09:30 AM				
Thu Feb 25, 2010 04:00 PM				

Add further time slots:  
Copy and paste first row

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### Step 4

Decide on an invitation option and click **Finish**

**Schedule event: Invitation options (Step 4 of 4)**

☒ You send the invitation  
Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.

☐ Doodle sends the invitation  
Track the progress and remind missing participants. You can also connect your Outlook or Google address book.

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