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 checks 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

Step 2
Click on appropriate dates for the meeting and click Next
Note: you can use the calendar arrows to select future months

Step 3
Enter potential times for the meeting and click Next

Step 4
Decide on an invitation option and click Finish