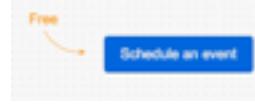# Doodle Poll Tutorial

Creating the Doodle Poll

Go to Doodle.com

If you have an account: Log in
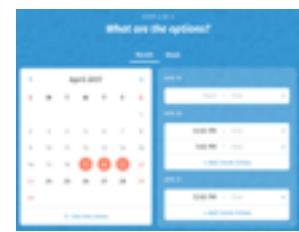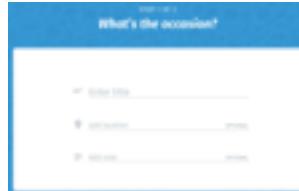Otherwise,
Select: Schedule an event or Create a Doodle.
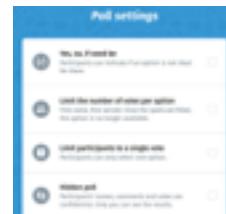
Name the Poll / Event.

Include what the meeting is for (AT-DMP), the Student's name or initials (K. Wilson, K.W.), location of the meeting (Estabrook, YCHS) and any notes you would like to add.

Select Dates and Times for the meeting.
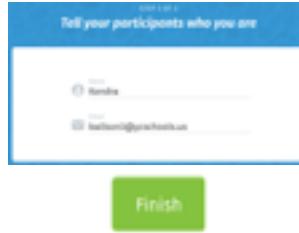
Provide a minimum of 3 options.

There are a few "Settings" options for more advanced users.

Tell your participants who you are.

Select Finish

Sharing the Poll

Copy and Paste the poll link into a GMail message. Send it to the team.

Participating in the Poll

Participants will access the poll by opening the link you send them. They will be able to select all of the date and time options that work with their schedule.
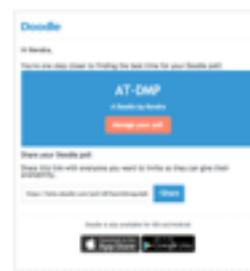
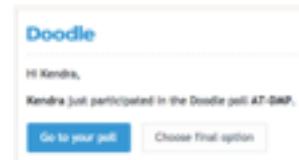If none of the dates and times work there is an "I cannot attend." option.

Provide the team with a couple of days to respond to the Doodle Poll. After a couple of days, send a reminder to anyone that has not participated.

You will receive e-mail notifications from Doodle.

You will receive a message after you create the poll with a button taking you to "Manage your poll." and a link to "Share" your poll.

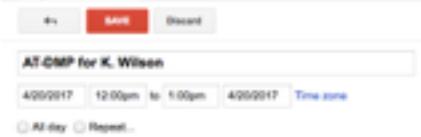You will also get an e-mail when each team member responds.

Finalizing the Meeting

Once everyone has participated, or you have given them ample time to participate, choose a final option and close the poll.

Please try to select the date and time with the most participants but certainly a date and time that the AT Coordinator is available to facilitate the meeting.

Send a Calendar invite to the team based on the Doodle Poll results.

You can copy and paste the results link into the Descriptions section of the invite if you choose.