How to set up a doodle *- It is easy, honest!*

To start - Google search for "Doodle" or go to https://doodle.com/en_GB/

Step 1 of 5

1- Click orange box top RH corner "Create a doodle"
   If you have an account you can sign in, they are free
2- Enter title e.g. "Ilminster walk Sunday 6 March"
   You can leave "location" and "Note blank" or type into these boxes
3- Click on "Continue"

Step 2 of 5

1- Click on "month" and choose your date
2- Click on "Add times"
3- To add the meet points just type into the box which says "start time", then hit return on your keyboard (or click on 'Done')
4- Click on "Add more times" and type in next meet point
5- When you have added all meet points etc Click on "Continue"

Step 3 of 5 Poll settings

1- Click on "Finish"

Step 4 of 5

Under "Continue without an account" or "Tell your participants who you are" add your name and email address

1- Click on "Finish"

Step 5 of 5

1- Under "Invite Participants" click on "this link"
2- Then click on "Copy" - You can now paste into the email you are going to send to the group
3- Make your own entry and click 'send'

--------------------- ***You are done!*** ----------------------------

To Edit a poll

1- On the same browser you used to create the poll click on "edit" or find Edit under "more"
2- Then just go through the poll step by step as above and alter the bits you need to alter

How to Close a Doodle poll

The easy way to "close" the poll is to open the poll link again and type into the name entry box "POLL CLOSED" you can re-open it easily if you want to (see below)

Participants: To change or delete your participation

• To change - click on the pencil to the right of your name, then tick/untick the relevant boxes
• To remove yourself - click on the pencil to the right of your name, then click on the "bin" to the left of your name
• Please don't just leave your name with no boxes ticked.

Any problems contact:-

John W, Stan L or Mike W - Contact details here (you will need to login)