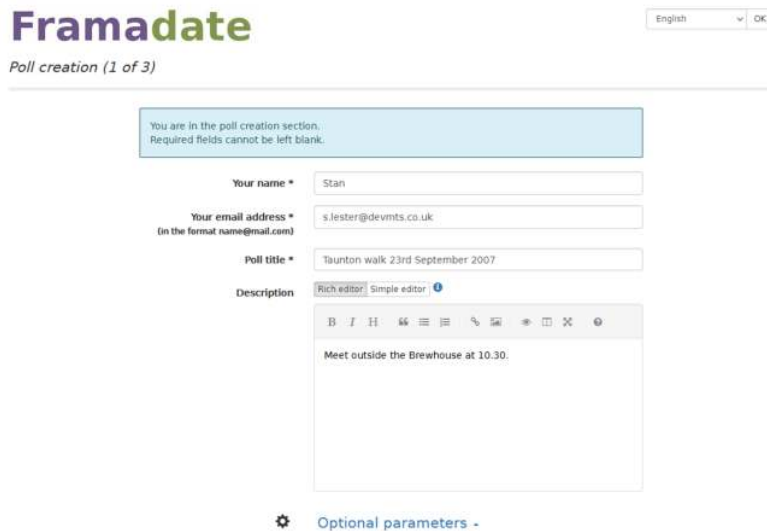


## Creating a poll using Framadate

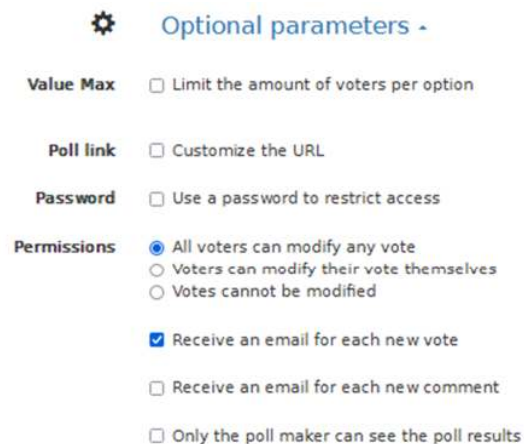
Framadate is simple to use. It should recognise that you are in the UK and use English, but if not you may need to change the language (the default is French).

1. Go to <https://framadate.org/abc/en/> and click 'Create a poll'. Select 'Make a standard poll'.
2. Enter your name and email. Give your poll a name e.g. 'Taunton walk 23rd September'. The 'Description' box is optional e.g. you can add details of the starting point.



The screenshot shows the Framadate website's poll creation page. At the top left is the Framadate logo, and at the top right is a language dropdown menu set to 'English' with an 'OK' button. Below the logo is the text 'Poll creation (1 of 3)'. A light blue box contains the message: 'You are in the poll creation section. Required fields cannot be left blank.' The form includes several fields: 'Your name \*' with the value 'Stan', 'Your email address \* (in the format name@email.com)' with the value 's.lester@devmts.co.uk', and 'Poll title \*' with the value 'Taunton walk 23rd September 2007'. The 'Description' field is a rich text editor with a toolbar and the text 'Meet outside the Brewhouse at 10.30.'. At the bottom of the form is a gear icon and the text 'Optional parameters -'.

3. If you want to receive an email every time someone signs up, click 'Optional parameters' and then 'Receive an email for each new vote'. Leave everything else as it is.



The screenshot shows the 'Optional parameters' settings page. It features a gear icon and the title 'Optional parameters -'. The settings are organized into sections: 'Value Max' with a checkbox for 'Limit the amount of voters per option'; 'Poll link' with a checkbox for 'Customize the URL'; 'Password' with a checkbox for 'Use a password to restrict access'; and 'Permissions' with three radio button options: 'All voters can modify any vote' (selected), 'Voters can modify their vote themselves', and 'Votes cannot be modified'. Below these are three checkboxes: 'Receive an email for each new vote' (checked), 'Receive an email for each new comment', and 'Only the poll maker can see the poll results'.

Go to step 2

- Enter the options – e.g. walk start and car share points, plus refreshment options if you need them.

- Continue to ‘Create the poll’.

- You should now see a screen like this. Put the public link in your invite to members, and keep the admin link (or bookmark the poll) in case you need to change it. Don't forget to select your own options.