How to set up a Doodle

Updated September 2019.

Best done on a computer rather than a phone or tablet.

- Go to https://doodle.com/en_GB/

- If you want to be able to edit your Doodle after you have created it, first sign up.

- Click on the top right block '+ Create a Doodle'.

- This takes you to a screen called 'What's the occasion?' Enter the walk title. The other lines (location and note) are optional, e.g. you can include the detailed location, or maximum number of people. Click 'Continue'.

- The next screen is 'What are the options?'. The default is 'Week'. Select 'Text', and enter your options e.g. walk start 10.30, Taunton Silk Mills 10.00, Ilminster 9.30. As you type in the second line, a third line appears, and so on.   Click 'Continue' when you have finished.

- Ignore the next screen ('Poll settings') – just click 'Continue'.

- Add your name and email, and 'Finish'.

- Copy the link from the next screen, and paste it into your email to members.

- Remember to add your own name as a participant on the Doodle!

You will receive an email with a link back to your Doodle. If you have signed up, you can log in and edit the Doodle if necessary (go back through the steps above). Even if you haven't, you are still able to delete it and start again ('More' > 'Delete poll' at the bottom).   Particularly if people leave personal information such as phone numbers or emails in comments, delete it after the walk.

If you want to close the Doodle, the easiest way is to add an entry called 'WALK FULL' or 'DOODLE CLOSED' after the last participant. If you close the poll through Doodle, it will stop anyone who has already signed up from changing their details.

Any problems? Contact John W, Stan or Mike. Contact details here (you will need to log in to Footloose).