



Go to www.doodle.com

Click schedule an event and follow the steps:

Title of event

Location

Description (best left for your personal email)

Your name

Email address so that the links can be sent to you

Click Next

Click on the dates for consideration

Click Next

Type in the times for each date (be sure your are in your time zone)

Click Next

Basic Poll is Yes/No options

Settings are optional for Yes/no/If need be, hidden polls, etc.

Click Next

Click Finish under "You send invitation" (otherwise the poll may go to spam)

Right Click on the participation link and hit Copy Shortcut

Paste into a personal email to your participants with the description

TIPS for Use:

Use last name only in title - confidentiality

Save the description for your personal email to participants

Have several dates and different times from which to choose

Give a deadline for responding to the poll - 24 to 48 hours is reasonable

Add your name first - after all you are organizing it

Tell participants add their name even if they cannot come at those times

Put a reminder on your calendar to check the poll at the deadline

Check your quarantine or spam for updates on the poll

Then generate your meeting notification with all the participants listed

description

Table View Calendar View Administration America/New York

Most popular date: Friday, March 18, 2011 8:00 AM | Close poll

MARCH 2011

	Fri 18		Mon 21		Tue 22	
	8:00 AM	10:00 AM	4:00 PM	7:00 PM	10:00 AM	12:00 PM
8 participants						
Organizer	✓	✓	Ⓢ		✓	✓
Mr and Mrs Noah Lot	✓	✓	Ⓢ		✓	Ⓢ
Ms Department Head	✓	Ⓢ	Ⓢ		✓	Ⓢ
Mr Gen Ed Teacher	✓		Ⓢ			✓
Mrs SPED Teacher	✓	✓			✓	Ⓢ
Ms Speech Therapist	✓		Ⓢ			✓
Mr Principal	✓	✓	Ⓢ		✓	Ⓢ
Everyone's brother	✓				✓	
Your name	Yes (Yes) No	Yes (Yes) No	Yes (Yes) No	Yes (Yes) No	Yes (Yes) No	Yes (Yes) No
Yes	8	4	0	0	6	3

Waiting for http://doodle.com/8qrry6bbwaty9ky9edbm7h9/admin...

start D... F... Tr... D... Mi...