

Doodle Tutorial

Creating an account

The registration of an useraccount isn't needed for Polls. Should you create more often a poll then is it recommended to use one for more simplicity and clarity.


To registrate: open the website www.doodle.de and click on „[Create account](#)“

MyDoodle: your polls at one glance

E-mail address	Log in
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[Forgot password?](#) · [Create account](#)

Schedule an event **Make a choice** **Help**



... such as a board meeting, business lunch, conference call, family reunion, film night, or any other group event.
[View example](#)

Schedule event »

The new opened site shows up an form where you can enter you personal data to creat an account. Be sure that your e-mail-address is correct!

MyDoodle: Create account

Please provide the following pieces of information and click "Create kept private and confidential.

First name(s):

Last name(s):

E-mail address:

Password:

Confirm password:

Receive Doodle news by e-mail
 I accept the [Terms of Service](#)

After you entered your personal data and clicked on "Create account", you will be redirected to the following site:



MyDoodle: Account created

Please follow the activation instructions in the e-mail from Doodle

Thanks! Your account has been created. Before you can log in, you need to activate your account. To this end, a message with activation instructions has been sent to the e-mail address that you have provided.

Now, you should have received an e-mail from doodle with some information and an activation link.

To complete the registration procedure: click on the activation link so your account gets activated and you're able to login.

If everything worked right then you should see the following site where you can add some optional data, or you can just skip it.



MyDoodle: Account activated

Your account has been activated.

Optional information

We would like to learn more about you. We use this information (Doodle into popular languages that are not supported yet) or to not share this information with third parties. Your information will

Year of birth:

Gender:

Country:

Save

[Skip](#)

Tutorial to Doodle

Now is your account ready to use and you can now login with your e-mail-address and password.

Login

MyDoodle: Log in

E-mail address:

Password:


[Forgot password?](#)

Log in

Type in your e-mail-address and password and press "Log In", after that you should see the following site:


MyDoodle

Personalize your polls with Premium Doodle!
[Learn more ...](#)



Schedule event »

Experimental: new calendar wizard!



Make choice »

Polls which you have created

Poll	Participants	Latest activity	Functions
You have not created any poll yet (at least not while being logged into your MyDoodle account).			

Polls which you have participated in

Poll	Participants	Latest activity	Functions
You have not participated in any poll yet (at least not while being logged into your MyDoodle account).			


This site is called "MyDoodle" and ist your personal site about your "scheduled events" and "choices". Also you can create a new "choice" or schedule a new event.

Schedule and event


Scheduling an event is easy and done in 4 simple steps. Click in "schedule an event" and go to the next site.

MyDoodle

Personalize your polls with Premium Doodle!
[Learn more ...](#)

 **Schedule event »**

Experimental: new calendar wizard!

 **Make choice »**

Polls which you have created

Poll	Participants	Latest activity	Functions
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You have not created any poll yet (at least not while being logged into your MyDoodle account).

Polls which you have participated in

Poll	Participants	Latest activity	Functions
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You have not participated in any poll yet (at least not while being logged into your MyDoodle account).

First of all enter a title of you event e.g. "Meeting" and your Name. Optional you can add an decription. It is recommended to enter your e-mail-address so you will be informed via e-mail when any changes where submitted.

Schedule event: General information (Step 1 of 4)

Title:

Description (optional):

[Add address](#)

Your name:

E-mail address (optional):

If you supply an e-mail address, you will receive a message each time somebody participates in or withdraws from your poll. If you do not wish to receive such messages, leave the field empty.

[« Back](#) | [Next »](#) | [Options](#) | [Finish](#)

Tutorial to Doodle

On the next site you click on the possible days where you want to have your event.

Schedule event: Select dates (Step 2 of 4)

Select days by clicking them (click as many date options as you wish to provide).

Tip: On average, 5 options are sufficient to successfully find a common date and time.

December 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Selected dates:	
06-Dec-2011	✗
14-Dec-2011	✗
22-Dec-2011	✗
30-Dec-2011	✗

« Back Next » Options Finish

Click on next; on the 3rd step you can enter the time for each day or you can enter an location for example.

Schedule event: Select times (Step 3 of 4)

Fill in as many time slots as you need. You can also leave them : immediately.

If possible, what you enter is interpreted as a time. For example, : interpreted as 9:00am, 1:30pm, 10:50pm, 1:00am, and 6:00pm, re

You can also use the fields for other purposes like time intervals : 11:30@room PA6, 15:00 Austin, 14-16 Zurich, AM, Noon.

[click to enable time-zone support](#)

	Time 1	Time 2	Time 3	Time 4	Time 5
Tue, 06-Dec-2011	10:00am				
Wed, 14-Dec-2011	5:00pm				
Thu, 22-Dec-2011					
Fri, 30-Dec-2011					

[Add further time slots](#)
[Copy and paste first row](#)

« Back Next » Options Finish

After that you're done with that poll and you can click on finish.

Schedule event: Invitation options (Step 4 of 4)

You send the invitation

Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.

Doodle sends the invitation

Track the progress and remind missing participants. You can also connect your Outlook or Google address book.

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Now you should have received two e-mails. One with your participant link and one with your admin link.

Use the admin-link to alter the poll if you need to.

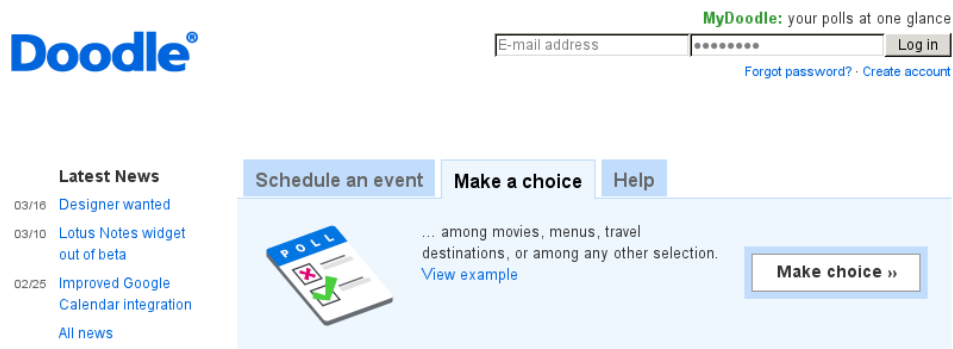
The participant-link is the one you need to send to your friends/people which you want to assign the poll.

Make an choice

The sconde functionality of doodle.com is to make simple choices.

This is done in 3 simple steps.

Click on "make a choice" on the front page or from your "MyDoodle".



Like "schedule an event" you need to type in a title and a name. It ist also recommended to type in your e-mail-address.

The image shows the 'Make choice: General information (Step 1 of 3)' form. At the top left is the 'Doodle' logo. To the right, there is an 'E-mail address' input field. The main content area contains the following fields and text:

- Title:** [input field]
- Description (optional):** [large text area]
- [Add address](#)
- Your name:** [input field]
- E-mail address (optional):** [input field]
- If you supply an e-mail address, you will receive a message each time somebody participates in or withdraws from your poll. If you do not wish to receive such messages, leave the field empty.
- Navigation buttons: [« Back](#), [Next »](#), [Options](#), [Finish](#)

Tutorial to Doodle

The 2nd step you type in your options. That can be a poll for anything you like. Click next when you're done.



Make choice: Enter options (Step 2 of 3)

Please enter all the options you want to offer in your poll. Participants votes for each of these options.

Option 1:	<input type="text" value="Chocolate"/>
Option 2:	<input type="text" value="coffee"/>
Option 3:	<input type="text" value="tea"/>
Option 4:	<input type="text" value="Icecream"/>
Option 5:	<input type="text"/>
Option 6:	<input type="text"/>
Option 7:	<input type="text"/>
Option 8:	<input type="text"/>
Option 9:	<input type="text"/>
Option 10:	<input type="text"/>

[Add further text slots](#)

Step 3: now is your poll created. Just click on next to see the participant-link and admin-link. Use them just like the other ones by "scheduling an event".



MyDoodle: you

[Forgot pas:](#)

Make choice: Invitation options (Step 3 of 3)

You send the invitation

Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.

Doodle sends the invitation

Track the progress and remind missing participants. You can also connect your Outlook or Google address book.

participate a poll on doodle.com

To participate on any kind of poll on doodle.com you just need the corresponding link to the poll. When you click on that link, a website like the following one should appear.

In the last row above the "save"-button you can see the count of people who agree with the different options.

Doodle®

MyDoodle: your polls at one glance

E-mail address

[Forgot password?](#) · [Create account](#)

Poll: choice

Summary: 1 participant, 0 comments, 0 files [more ...](#)

Max has created this poll.

	Chocolate	coffee	tea	Icecream
Max	OK	OK		
<input type="text" value="Your name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Count	1	1	0	0

Functions

Edit an entry	Add a comment	File export	Subscribe to this poll
Delete an entry	Calendar export	Print	Embed this poll

Enter your name or nickname and check on the boxes where you agree with the shown option and click "save". The options can be a date, or a vote for something. Also you can see what others participant checked.

After you saved your opinion you see a new site, which tells you just that your vote has been saved and you can return to the poll to see your data.