A guide to

Personal and Public Involvement (PPI)

How to set up a Doodle Poll for meetings

This guide will support you on how to set up a Doodle Poll for meetings. Setting up meetings is time-consuming and tedious and the process can take days if not weeks. The core feature Doodle offers is the ability to create a meeting poll. You select a set of dates and times for the meeting, send them to the meeting participants, and let them vote for the times that work best. Before you get started.
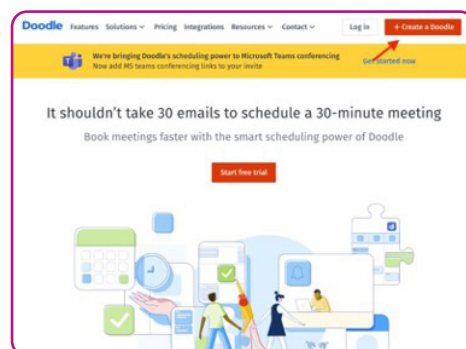
Top Tip

Keep your Doodle Poll to 3-4 options.

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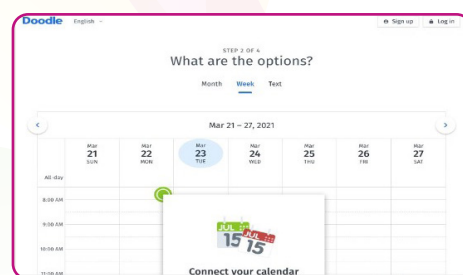|		
Step 1: Create a Doodle Poll	To schedule your meeting the first thing you'll want to do is setup a poll. Creating a poll on Doodle is straightforward and doesn't require account registration. Click the <u>Create a Doodle button on the home page.</u>	
Step 2:	Enter the name of the event under **Title**. On this page you can optionally add a meeting **Location** either as free form text or by selecting a video conferencing app such as ZOOM.	

KEY   Planning   Doing   Reviewing

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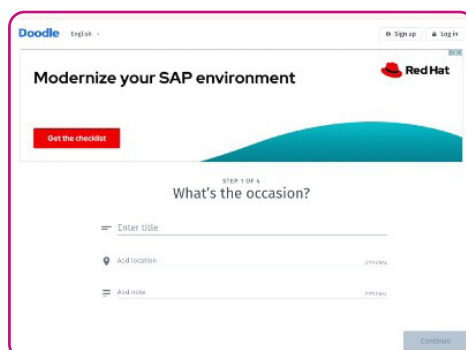
PPI - Involving you, improving care

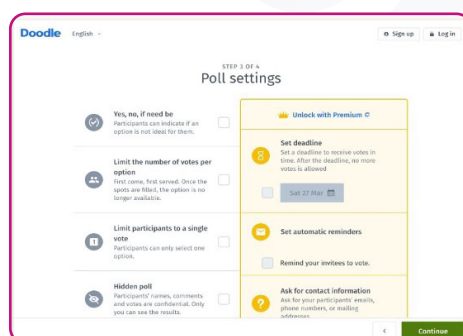## How to set up a Doodle Poll for meetings

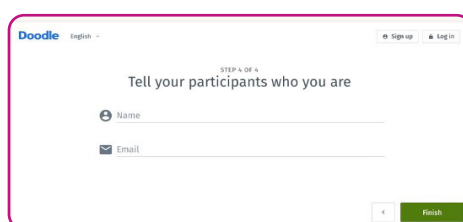|	
Step 3:	You will now see a calendar where you can select the time options for the poll (if you see a prompt that says Connect your calendar you can ignore it by clicking later). Click on the calendar where you want to add a time option. You'll need to select at least 1 time option to proceed to the next step. Once you've added a time(s) you can move it by dragging it to a new calendar slot. To delete a time, click the X in the corner of its box. The default event duration is set to 30 minutes, but you can increase or decrease it in increments of 15 minutes by dragging the bottom border of the time block.	
Step 4:	You will see various settings you can toggle to customize your poll. Activating **Hidden poll** hides participants' names and votes from each other, which might be preferable if you're posting the poll to a public forum and want to maintain privacy. Another useful setting you may want to consider is **Set deadline.**	
Step 5:	You will now be prompted to enter your **Name** and **Email**. Your name will appear as the first participant in the poll, and the email you enter will receive notifications with poll updates.	
Final Step:	Now it's time to share your poll with the people you want to collect responses from. The easiest way to share is to copy and paste the Doodle link under Invite participants. Take this link and put it into your email and send email to your participants**.** You've finished the hard part, now you can sit back and wait for the responses to come in. Each time someone responds to your poll you'll receive an email with an update.	
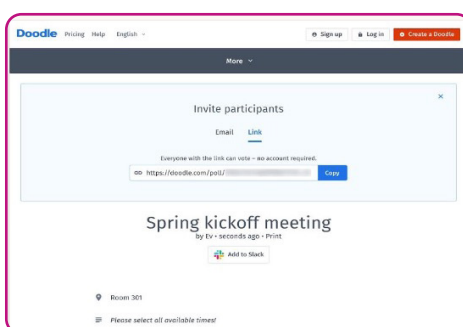
For more information on Involvement, Co-Production and Partnership Working
please visit the Engage website
http://engage.hscni.net

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