

Doodle simplifies scheduling

# Doodle®

The scheduling tool you'll actually use.

Find a date for a meeting 2x faster!

*If you're trying to find a convenient time to meet several people try a simple scheduling app like Doodle.*

– The Wall Street Journal

Doodle is a free scheduling/polling tool that allows others to see your availability and easily select a time that is convenient to you and the group you are attempting to meet with.

Pilot Details:

- Use only for regular hearings
- Obtain email addresses for both parties
- Poll title should be \_\_\_\_ vs \_\_\_\_\_ docket number \_\_\_\_\_
- Location will be the office the hearing will be held in
- Description should be regular hearing
- Once the poll is completed the chosen dates are to be sent/mailed to the requesting party
- Be sure to close the poll when you are finished

**Let's get started:**

In your web browser enter the following URL: <http://doodle.com/>

If you choose to create an account, be sure to use your state email address. You will need to enter the authentication code that is sent to your email address and create a password to finish your account set up.

## Complete the following information

**Title:** Name of meeting.

**Location:** Where the meeting will be held.

**Description:** Allows free text for meeting attendees to understand what the meeting will address.

**Your Name:** Meeting scheduler.

**E-mail Address:** Who will handle the administration of the poll?

★ Features 👑 Pricing Sign up | Log in

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1. **General** ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite



Title

Location (optional)

Description (optional)

Your name

E-mail address

You will receive the link to administer your poll at the address. This will NOT automatically open any Doodle account.

Back

 Internet

Next you will enter your availability by selecting the appropriate dates you are willing to meet with your group.

All dates selected will appear to the right of the calendar.

You have the ability to deselect the date by simply clicking on the date a second time to remove that date from your availability.

**Doodle**      ★ Features      👑 Pricing      Create account | Sign in

## Schedule an event

1. General ▶ 2. **Time proposals** ▶ 3. Settings ▶ 4. Invite

**Date proposals** ↗ Calendar view | Free text

Select multiple dates or [date ranges](#). *What's new?*

AUGUST 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	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	1	2	3	4	5

**Selected dates:**

- 🗑️ Fri, 8/7/15
- 🗑️ Mon, 8/10/15
- 🗑️ Thu, 8/13/15

[Back](#) [Next](#)

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<b>Doodle</b>	<b>Features</b>	<b>Support</b>	<b>Legal</b>
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● Now that the dates have been selected you will need to enter the times you are available for each date you selected.

**Please note:** Meeting times are not required and if left blank the time will not be specified. Meeting attendees will only have a date with no time associated.

When all times have been entered click "Next". ●

**Tablet Meeting Technology**  
- Easy to use tablet interface - Powerful reporting capability

**Doodle**    ★ Features    👑 Pricing    Create account    Sign in

## Schedule an event

1. General ▶ 2. **Time proposals** ▶ 3. Settings ▶ 4. Invite

### Time proposals

Enter any number of time proposals for each day. If you do not enter an actual time span, the proposed date is shown as all-day.

Enable time-zone support ▼

	Time 1	Time 2	Time 3
🗑 Fri, 8/7/15	2:30 PM	3:00 PM	4:30 PM
🗑 Mon, 8/10/15	10:00 AM	1:30 PM	
🗑 Thu, 8/13/15	4:00 PM		

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

[Back](#)    [Next](#)

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Doodle does have a paid version that allows for additional features. We will not address those features in this manual. The Doodle tool we are using is the free version and as a result we will run only the: Basic Poll

Click "Next" on this screen

The screenshot shows the Doodle website interface for scheduling an event. At the top, there is a header with the title "Tablet Meeting Technology" and a sub-header "- Easy to use tablet interface - Powerful reporting capability". A green button with a white right-pointing arrow is visible in the top right corner. Below the header, the Doodle logo is on the left, and navigation links for "Features", "Pricing", "Create account", and "Sign in" are on the right. The main heading is "Schedule an event", followed by a progress indicator: "1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite". The "Basic Poll" section is highlighted in light blue. It features an icon of a calendar with a question mark and the text "Basic Poll". Below this, it says "For a basic poll you can just skip this step, otherwise choose from the settings below." There are two buttons: "Back" and "Next". A callout box with a black border and a black dot at the top left points to the "Next" button. Below the "Basic Poll" section is the "Settings" section, which includes a gear icon, the text "Settings (optional)", and a list of options: "Yes-No-Ifneededbe, Hidden poll, Limits and Extra fields". At the bottom of the page, there is a footer with four columns of links: "Doodle", "Features", "Support", and "Legal".

Doodle	Features	Support	Legal
Home	Overview	First Steps	Terms
About	Doodle Mobile	Help	Privacy
Blog	Premium Doodle	Lost admin links	Acknowledgments
Team	Calendar Connect	Contact	Imprint
Jobs	MeetMe	Use-cases	
Media Corner	API	Online Survey	
Advertise on Doodle		Meeting Scheduler	

You are now ready to invite your group to take the poll. Be sure to select the option:

*Only invited people can participate.*

You do have the option to participate in the poll by selecting the check box.

Enter the email addresses for your poll. You have the ability to invite up to 20 individuals to participate in the poll.

Provide participants with any special instructions in this free flow text area.

Click finish when all addresses have been entered.

The screenshot shows the 'Doodle' poll creation interface at the 'Invite' step. The navigation bar includes 'Doodle', 'Features', 'Pricing', 'Create account', and 'Sign in'. The progress indicator shows '1. General', '2. Time proposals', '3. Settings', and '4. Invite'. The main content area is titled 'Sharing settings' and asks to 'Decide who can participate in your poll.' It offers three options: 'Everyone with a link can participate', 'Only invited people can participate' (selected), and 'I also want to participate' (checked). Below this is the 'Invite participants' section with a text input field containing two email addresses: 'jessica.webb@dol.ks.gov' and 'kristi.schmidt@dol.ks.gov'. A 'Presentation Display' text area contains the text 'Presentation Display'. A 'Contacts' section offers 'Google' and 'iCloud' buttons. At the bottom, there are 'Back' and 'Finish' buttons. Annotations with arrows point from the text instructions to these specific UI elements.

This is a preview of the E-Mail your participants will receive.

Any special instructions provided from the screen will display in this area.

The e-mail contains a link for your contact to immediately participate in the poll.

## E-mail preview ×

**From:** Sheryl Linton <sheryl.linton@dol.ks.gov>

**Subject:** Lets test doodle

# Doodle

Hi there,

Sheryl Linton (sheryl.linton@dol.ks.gov) invites you to participate in the Doodle poll "Lets test doodle."

`Presentation Display` ←

**Participate now**

 What is Doodle? Doodle is a web service that helps Sheryl Linton to find a suitable date for meeting with a group of people. [Learn more about how Doodle works.](#)

You have received this e-mail because "Sheryl Linton" has invited you to participate in the Doodle poll "Lets test doodle."

Doodle is also available for iOS and Android.

 

Doodle AG, Werdstrasse 21, 8021 Zürich

You will receive a notice in your mail box each time one of your participants completes the poll. Once all participants have completed the poll, you will need to close your poll.

Go to the Administration Tab.

Click on "close poll".

The date and time all participants are available will be highlighted in the Table View. You are now ready to schedule your meeting for the date and time indicated by the completed poll.

**Doodle**

## Lets test doodle

Edit your poll | 3 | 0 | less than a minute ago

Where: 401 SW Topeka Blvd

Presentation Display

Table view | **Administration** |

Most popular date: Mon 8/10/15 1:30 PM | Close poll ▲

August 2015

Fri 7 | Mon 10 | Thu 13

	2:30 PM	3:00 PM	4:30 PM	10:00 AM	1:30 PM	4:00 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
2	2	1	2	3	2	

3 of 3 invitees

Who is missing? Cancel Save

	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2	2	1	2	3	2

**Comment**

Add a comment ▼