Create a Doodle Poll

- Go to [www.doodle.com](http://www.doodle.com)
- Click on “Schedule an Event”
- Enter the Title, Location, your name, and email address – click NEXT
- You will then choose the dates you are proposing for the meeting (you may choose as many as you like, just keep clicking!) – click NEXT
- Enter the times you propose these meetings on the corresponding day – click NEXT
- You just want a Basic Poll, so just click NEXT
- You then want to send the invitation by selecting FINISH – this will send TWO emails to you. One will be the link you will copy and paste and send to everyone else and the second will be the link for you to close, delete, or edit the poll (you will not forward this one).
- Lastly, you send an email to the attendees with the link and they can enter their name and availability. When each person responds, you will receive an email.