Setting up a Doodle Tutorial
Step 1: Name & describe the event

- It is a good practice to use the same description here that I later send out in the email with the link to the doodle.
Step 2: select possible event dates

- Simply click on the calendar to select any dates you want participants to be able to choose from
**Step 3: enter possible times**

- Enter times in time slots being sure to include a.m. and p.m.
- If times are the same for each day you can just type the first row and select "copy and paste first row"
Step 4: pick how to send

- It is a good practice to always pick to send invitations myself so they can be customized how you would like.
Step 5: receive & send out email

- You will receive two emails from doodle.
- One is the “Admin link” – this is your link to view/edit the poll. Do not send this link out.
- The other is titled “Link for poll” – this is the link you should copy and paste into the email you send out to all participants.
- Copy and paste the link and send to participants with a message indicating what the doodle is for.
- You will receive an email each time someone fills in their information.
- When everyone you sent it to has finished you can schedule your meeting based on what is available!
- (See faculty handout for what the actual doodle poll will look like)