

## Using Doodle – The Web-Based Meeting Scheduler

### What is Doodle?

Doodle is a web-based scheduling service. It allows you easily to set up a web page where potential attendees of a meeting can go and declare their availability (or not) at a series of proposed times and dates by filling in a simple online form. You can then revisit the web site and easily see which is the most convenient time to schedule the meeting based on people's responses.

### Why use Doodle?

This tool is useful for helping you schedule meetings with people who are not members of staff at the University of Stirling and who thus do not have access to the Microsoft Outlook Calendar tool. If you are wishing to schedule a meeting only with University of Stirling staff, it would be best practice to use the Outlook Calendar tool as this places the appointment directly into people's Outlook calendar and allows you to set a reminder for them as well. Doodle allows you to arrange meetings more easily with people with whom you do have a shared calendar facility.

### Creating an Event and Inviting People to It

To create an event and invite potential attendees to it follow these steps:

1. Open a web browser and visit <http://doodle.com/>.
2. Click the **Schedule an event** button (Figure 1).



Figure 1 - The Schedule an event button

3. The Schedule an even form is displayed (Figure 2).

**Title**

**Location** (optional)

**Description** (optional)

**Your name**

**E-mail address** (recommended)

If you supply an e-mail address, you will receive the link to administer your poll. This will not create a MyDoodle account automatically.

Figure 2 - The Schedule an event form

4. In the **Title** field insert the event title.
5. In the **Location** field insert the event location. This is optional but recommended, otherwise people won't know where to go.
6. In the **Description** field insert the event description. This is optional.
7. In the **Your name** field insert your name.
8. In the **E-mail address** field insert your email address.
9. Click **Next**.
10. A calendar is displayed, showing the current month. Click the dates on which the meeting could possibly be held. Use the **Forward** and **Back** buttons either side of the current month title to move to the next or previous month. Any selected dates are shown to the right of the calendar under the **Selected dates:** heading. Figure 3 shows an example with several dates selected.

## Days

Click on the dates you would like to choose.

OCTOBER 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:**

- Wednesday, 26 October 2011
- Thursday, 27 October 2011
- Friday, 28 October 2011

Back
Next

Figure 3 - The Calendar, showing some selected dates

11. When all the possible dates have been selected click **Next**.
12. The **Times** page of the scheduling form is displayed. Enter the proposed possible times on each day for the meeting. If you require more than three time slots per day then click the **Add further time slots** link. This adds a further three time slots (you do not have to use them all). Use the **Copy and paste first row** to replicate the time slots on the first day into other rows and save typing them out again. Figure 4 shows an example of the completed form.

## Times

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


[Enable time-zone support](#) ▼

	Time 1	Time 2	Time 3
🗑 Wed, 26/10/11	<input type="text" value="12:00"/>	<input type="text" value="14:00"/>	<input type="text" value="16:00"/>
🗑 Thu, 27/10/11	<input type="text" value="10:00"/>	<input type="text" value="14:00"/>	<input type="text" value="16:00"/>
🗑 Fri, 28/10/11	<input type="text" value="10:00"/>	<input type="text" value="14:00"/>	<input type="text" value="16:00"/>

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

Figure 4 - Proposed time slots

13. Once all the time slots are set up, click **Next**.
14. The **Basic Poll** page appears. Click the **Settings** link to expand this part of the form where extra settings are available. Figure 5 shows this part of the form.



## Settings ▲ (optional)

Yes-No-Ifneedbe, Hidden poll, Limits and Extra fields

- Yes-No-Ifneedbe poll**  
Extra if-need-be vote for busy participants.
- Hidden poll**  
Confidential participation: Only you can see the answers.
- Participant can only choose one option**  
By default all options are selectable. This settings limits the choice to one option per participant.
- Limit the number of participants per option**  
Poll as registration form: As soon as the indicated limit has been reached, the respective option is no longer available.

Figure 5 - The Settings part of the Scheduling form

15. Once the required settings are selected click **Next**.
16. Under the **You send the invitation** heading (Figure 6) click **Finish** to send the invitation.

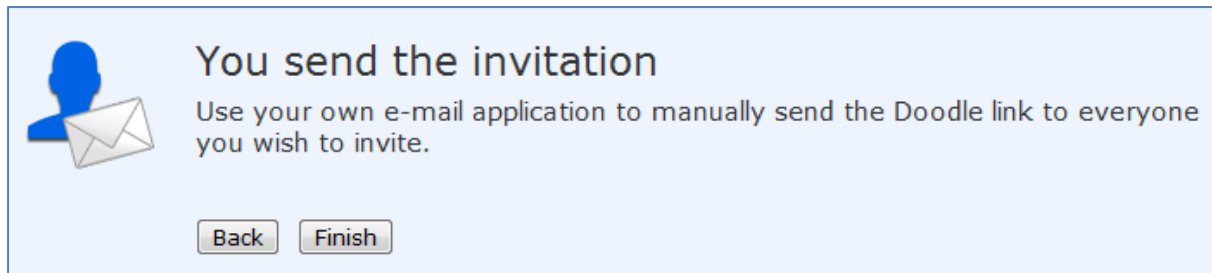


Figure 6 - You send the invitation

17. Doodle creates your 'poll' and emails you with details of it. Figure 7 shows an example of what this email looks like in Microsoft Outlook.

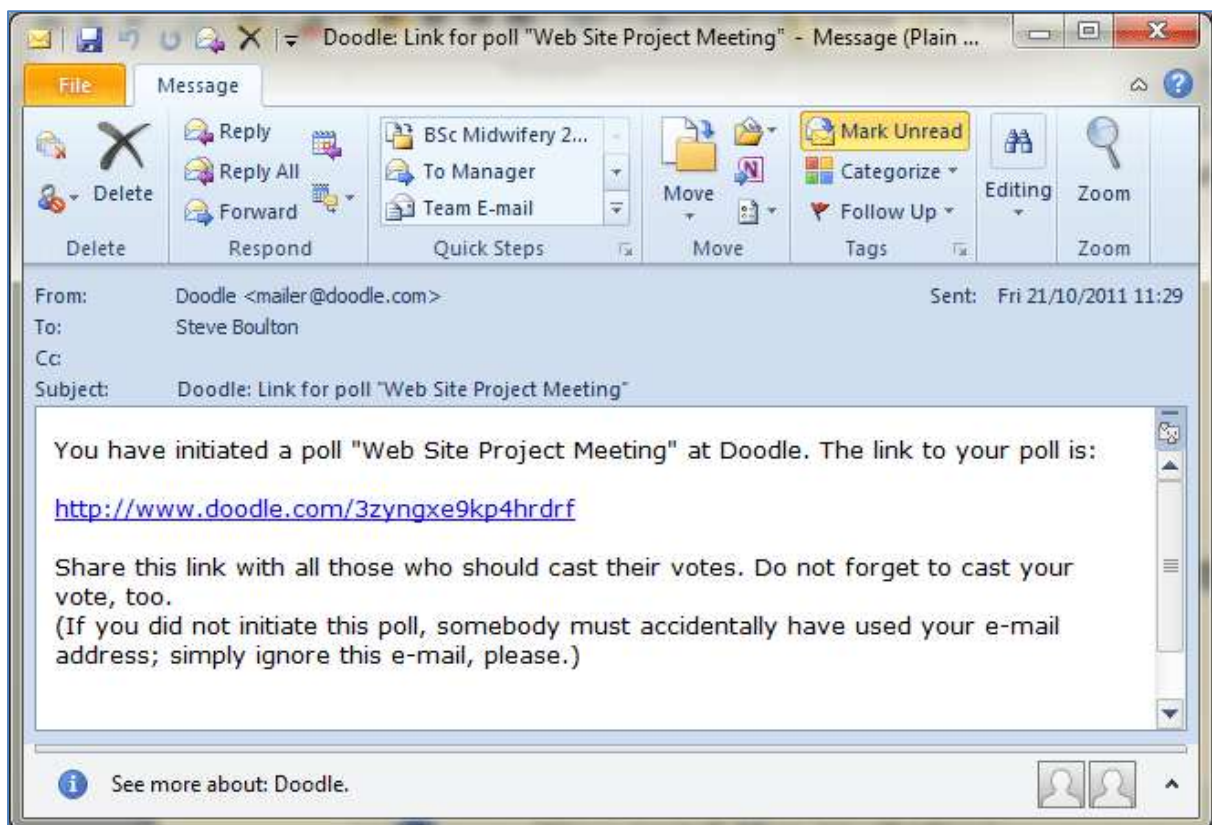


Figure 7 - The email sent to you by Doodle

18. The email contains a link to your poll's web page. Forward this email or copy and paste the link into an email to be sent to all the potential attendees of the meeting.
19. Recipients of your email invitation then click the link to visit the Doodle web site. There they enter their name and fill in their availability for the various time slots by ticking check boxes alongside the times they can then make. Figure 8 shows an example of how this looks to users completing the form. In Figure 8 two users, Joe Bloggs and Billy Nomates, have already completed the form and a third user, Jan Smith has entered her name, selected the times she can make and is about to click on **Save** to add her availability to the list.

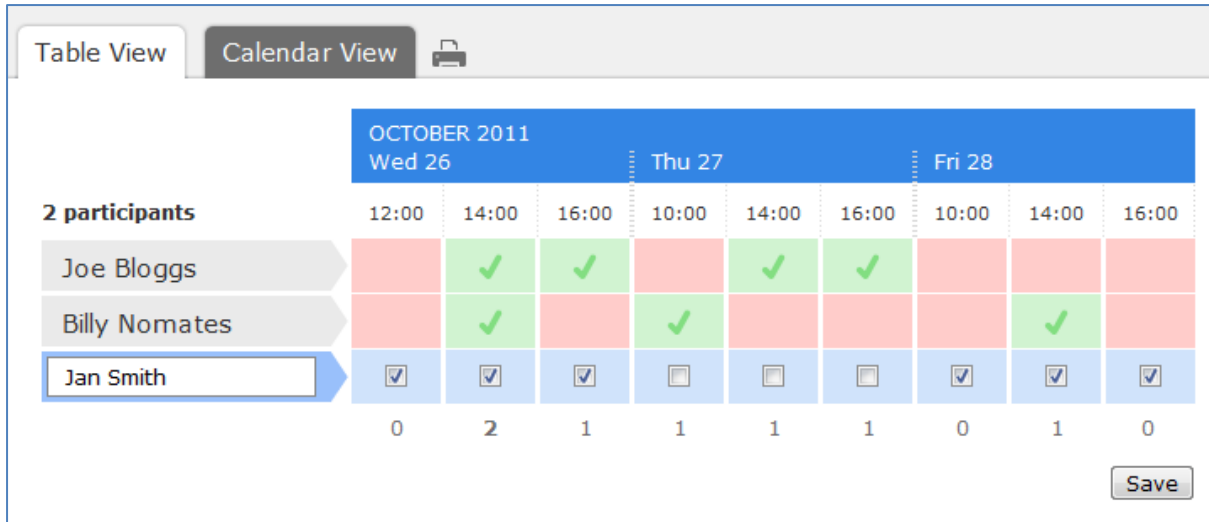


Figure 8 - Example of someone completing the doodle online form

20. This **Table View** can also be changed to a Calendar View. Figure 9 shows the calendar view.

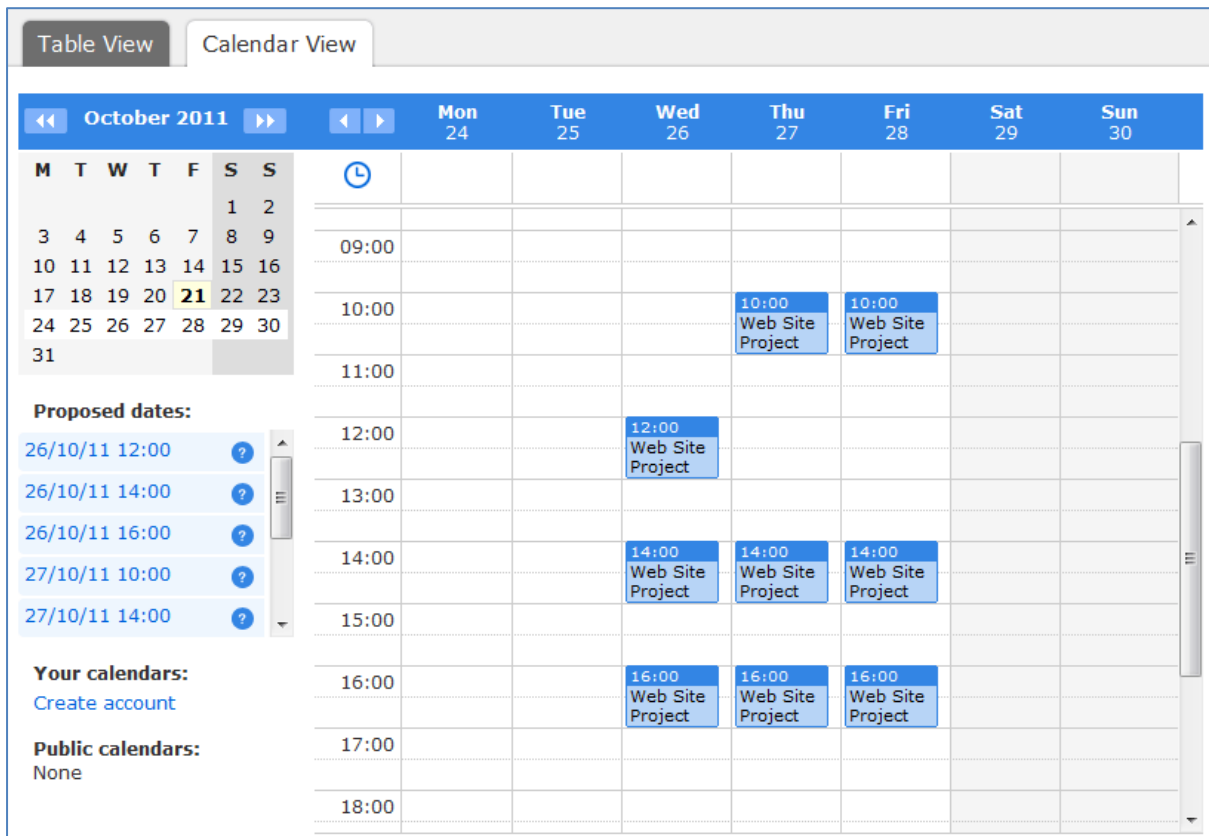


Figure 9 - The Calendar View

21. After an agreed time you can close the poll. To close the poll use the link in the email called **Doodle: Admin Link** which sent to you by Doodle at the time you created the poll. Figure 10 shows an example of this email.

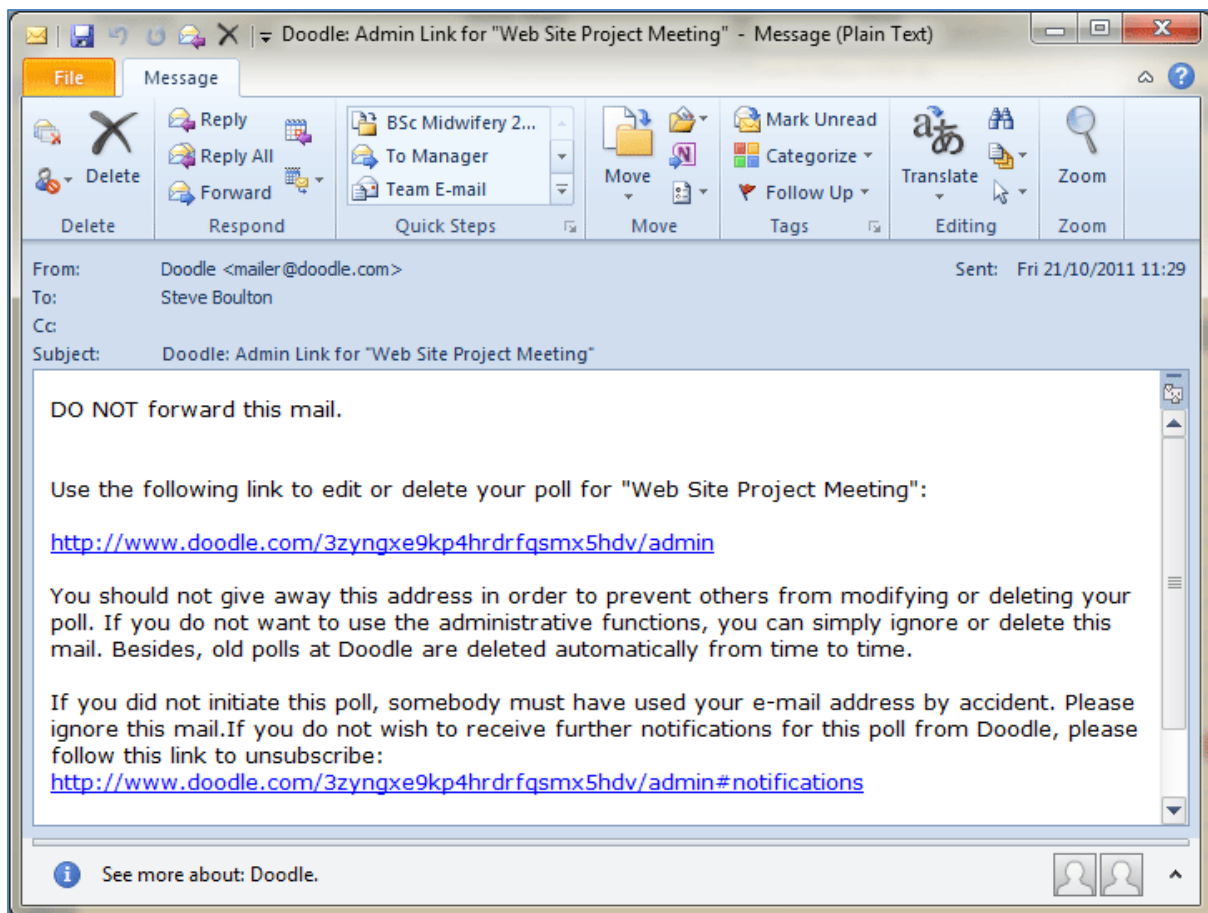


Figure 10 - The Admin Link sent to you by Doodle

22. Click the first link in this email to visit the Doodle web site as the administrator of the poll. A range of options will be available to you including **Close**. Click **Close** to view the latest state of the poll in **Table View** format. An example of this is shown in Figure 11. The most popular date and time in this example is 14:00 on Wednesday, 26<sup>th</sup> October, as shown in green.

The screenshot shows the Doodle administration interface. At the top, there are tabs for 'Table View' and 'Administration'. Below this, a header indicates the 'Most popular date: Wednesday, 26 October 2011 14:00 | Close poll ▲'. The main area displays a calendar for 'OCTOBER 2011' with columns for 'Wed 26', 'Thu 27', and 'Fri 28'. Time slots are listed as 12:00, 14:00, and 16:00 for each day. The number of votes for each slot is shown below the checkboxes. The 14:00 slot on Wednesday has 3 votes, highlighted in green. Below the calendar, there are 'Cancel' and 'Save' buttons. A section titled '3 participants' lists three names: Joe Bloggs, Billy Nomates, and Jan Smith. Each name has a row of checkboxes corresponding to the time slots, with green checkmarks indicating their selections.

	12:00	14:00	16:00	10:00	14:00	16:00	10:00	14:00	16:00
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	3	2	1	1	1	1	2	1
<b>3 participants</b>									
Joe Bloggs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billy Nomates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jan Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 11 - The poll before closing, with the most popular meeting time (the one most people can make) shown in green

23. Click **Save** to save and close the poll.
24. Now merely notify the attendees by email of the time and date of the meeting.

### Further Services via Doodle

Doodle offers other services to enhance meeting scheduling. To access these services it is necessary to create a Doodle account. More details about the services can be found by clicking the More about the advantages link on this web site: <https://www.doodle.com/mydoodle/open.html>.