Go to http://doodle.com to schedule a meeting
Enter in meeting information

Doodle

Schedule an event


Title

Demo Meeting

Location (optional)
e.g., 1600 Amphitheatre Parkway, Mountain View

Description (optional)

A meeting to show how to schedule a meeting to help advance doodle users manage their calendar.

Your name

David Green

E-mail address (recommended)

d.green@ieee.org

If you supply an e-mail address, you will receive the link to administer your poll. This will not open a MyDoodle account automatically.
Pick days to choose from...
Enable time zone support

Times
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

<table>
<thead>
<tr>
<th>Fri, 5/4/12</th>
<th>Time 1</th>
<th>Time 2</th>
<th>Time 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, 5/5/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun, 5/6/12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add further time slots
Copy and paste first row
Choose times (in the chosen time zone)

Choosing time zones both helps when participants span multiple time zones and properly displays and populates the calendar of an advanced Doodle user.
Save poll and choose to send out mail manually

While not illustrated in this example, there are some useful options available for schedulers.
Done -- don't forget to mail link out
Here are the links (also in your e-mail).

Thanks, David Green
Your poll has been created.

The following two links have been sent to d.green@ieee.org in one e-mail each. If you do not receive the e-mails ...

Participation link
Send this link to anyone you wish to invite.
http://www.doodle.com/7fvk/sr3zzixxzp5c

Administration link
Access this link to change, close or delete this poll.
http://www.doodle.com/7fvk/sr3zzixxzp5c7595am9h/admin
Sample (basic) participant following participation link and choosing times
Admin Link for "Demo Meeting" in owner's inbox

From: Doodle <mailer@doodle.com>
Subject: Doodle: Admin Link for "Demo Meeting"
Date: April 29, 2012 12:22:25 PM CDT
To: David Green <d.green@ieee.org>

DO NOT forward this mail.

Use the following link to edit or delete your poll for "Demo Meeting":

http://www.doodle.com/7fykxr3zzixxzxpr5c7595am9h/admin

You should not give away this address in order to prevent others from modifying or deleting your poll. If you do not want to use the administrative functions, you can simply ignore or delete this mail. Besides, old polls at Doodle are deleted automatically from time to time.

If you did not initiate this poll, somebody must have used your e-mail address by accident. Please ignore this mail. If you do not wish to receive further notifications for this poll from Doodle, please follow this link to unsubscribe:

http://www.doodle.com/7fykxr3zzixxzxpr5c7595am9h/admin#notifications
Demo Meeting Administration Page - close poll, choose date...

![Doodle demo meeting administration page](image)

**Doodle Demo Meeting**

*Edit your poll | 2 | 0 | less than a minute ago*

A meeting to show how to schedule a meeting to help advance doodle users manage their calendar.

**Participation link**

http://www.doodle.com/7fkksrzzizxkxpx5c

**Poll**
- Close
- Edit
- Notifications
- History
- Delete

**Participants**
- Invite participants
- Contact invitees
- Delete all participants
- Delete all comments

**Print/Export**
- Print View
- Export poll to Excel
- Export poll to PDF
Choose date

Choosing the date has the impact of eliminating the non-chosen available choices of the advanced user from his/her calendar and leaves the chosen meeting on their calendar.