



Doodle for Meeting Planning

[Doodle](#) is a free online tool that helps you identify the best date/time for a meeting. We use Doodle to identify who is able to attend each monthly Administrative Council meeting.

Suggest Dates and/or Times

You can select things like dates, places, or preferences for your Doodle poll.

The first step in scheduling a meeting with Doodle is to fill out a simple form with the title, location, and description of your meeting. This information will be visible on the poll, letting everyone know exactly what the meeting is. The next screen asks you to choose days and times that you are considering for the meeting.

Invite Participants

With the invitation, participants can select their preferences. They do not even need an account. Doodle has two different methods of sharing your poll with others. First, you can copy the participation link and send it from your own email or Facebook etc. You also have the option to add email addresses and send your invitations directly from Doodle. For smaller or internal meetings, email is the way to go.

Confirm the Best Date/Time

Once the votes are in, pick the final option for your Doodle poll!

