

ANNEX 2. GUIDE TO USE DOODLE



? What is Doodle?

Doodle is an online tool that helps you to:

- Create polls to set a common date or time
- Invite participants to vote on the available options
- Quickly see which choice is best for the group
- Avoid endless e-mail or chat exchanges.

⚙️ Using Doodle

1. Access Doodle

- Open Doodle using the following link: <https://doodle.com/it/>
- It can be used for free by creating an account or by signing in with Google/ Apple/ Facebook or Microsoft.

2. Creating a Doodle: group pool

This feature is used to find the most suitable time and day for all group members.

- Once logged in, select “Create a Doodle” from the top section and choose the tool you want to use, in this case, “Group survey” (**Fig. 1**).

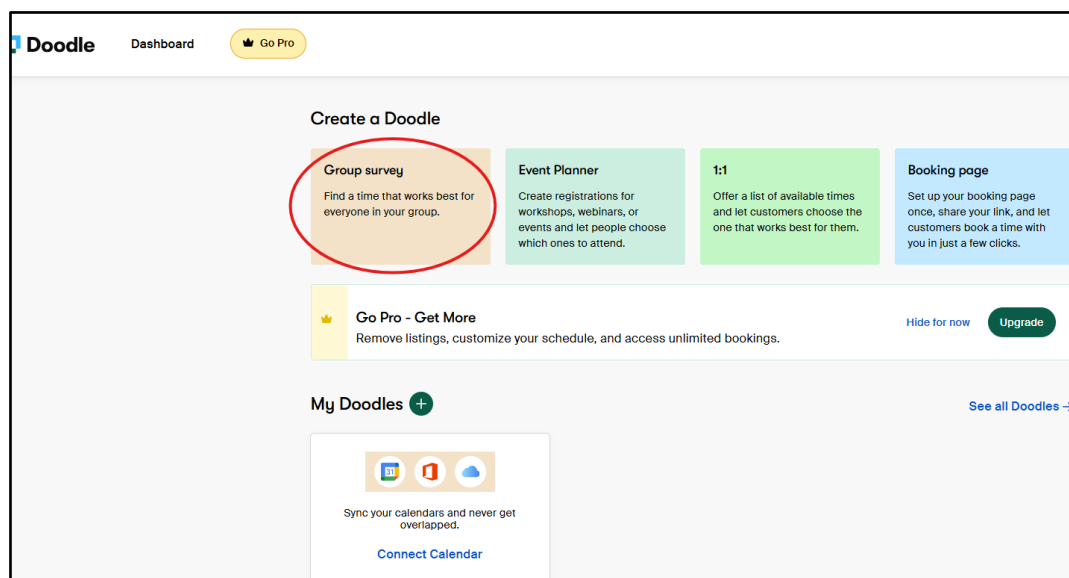
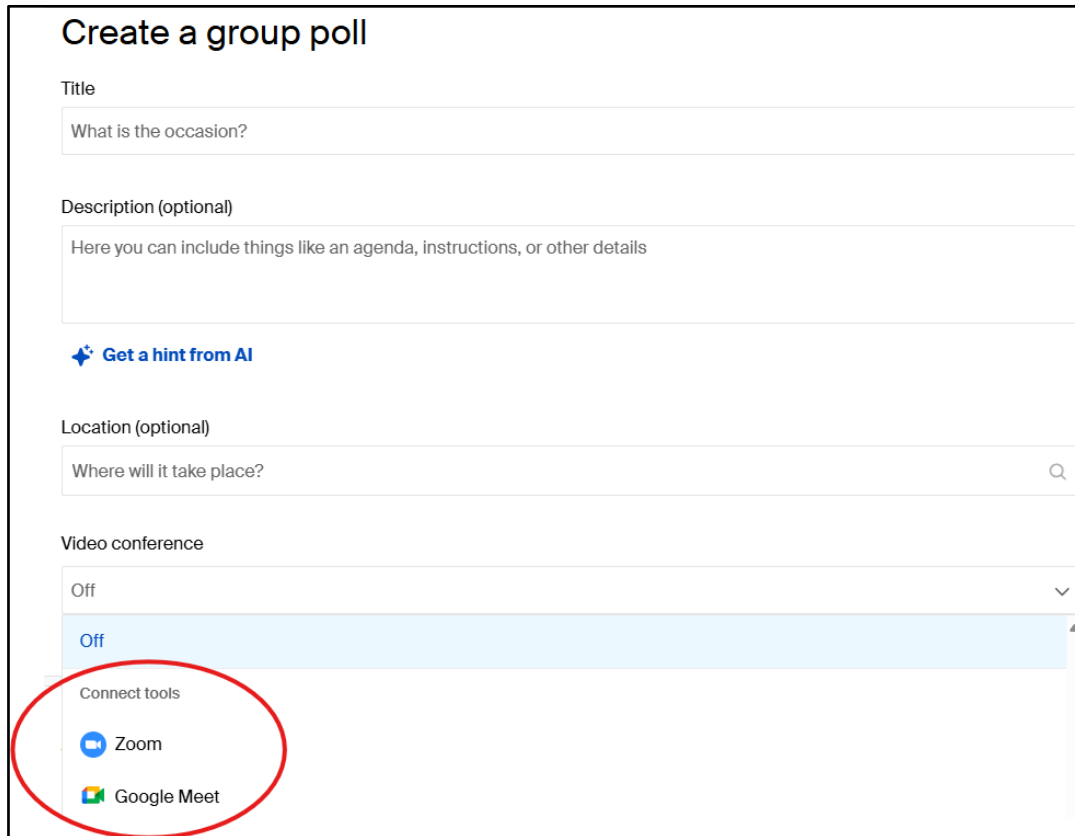


Figure 1. Doodle Homepage

- Enter a title, an optional description, and an optional location.
- If the meeting will be a video conference, check the “video conference” box and specify the platform to be used: Zoom, Google Meet, Microsoft Teams (Pro), Cisco Webex (Pro) (**Fig. 2**). If the platform is not connected yet to Doodle, click “connect” and enter your credentials to link the platform.



Create a group poll

Title

What is the occasion?

Description (optional)

Here you can include things like an agenda, instructions, or other details

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Location (optional)

Where will it take place?

Video conference

Off

Off

Connect tools

Zoom

Google Meet

Figure 2. Create a group pool

- In the “Add your schedules” section, select the duration. You can also set a custom duration by clicking the specific box “custom duration” and entering the number of minutes.
- You can view the calendar in weekly or monthly format and connect your Google, Office 365, or iCloud calendar.
- Select the chosen days and times, which will appear as green boxes in the calendar. With the free version, you can select up to 20 date and/or time options. It is also possible to specify the time zone in the section above the calendar by entering the city or time zone (**Fig. 3**).

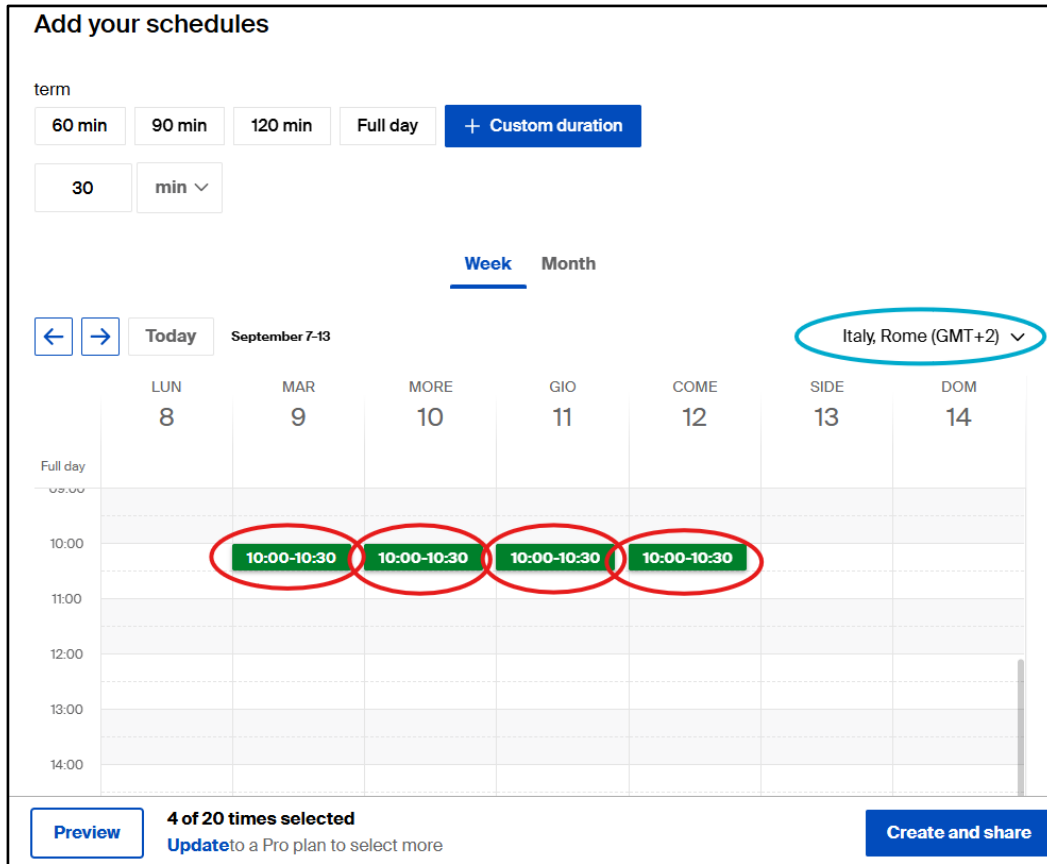


Figure 3. Selection of proposed date and time for the meeting

- Select any additional settings (Pro version only).
- Click “create and share” to generate a link that can be copied or shared directly on LinkedIn, Facebook, WhatsApp, Twitter, or via email (Pro).
- Once all participants have voted, the organizer will confirm the chosen date.
- In the Home Page, under “My Doodles,” you can view the polls you created and copy the link.
- In the “Upcoming Events” section, you can see the events scheduled through Doodle.

Other scheduling tools on Doodle include:

- **“Event Planner”** – creates registrations for workshops, webinars, or events, and let people choose which ones to attend.
- **“1:1”** – offers a list of available times where clients can pick what suits them best. There is also a “Collect payments from attendees” option: the booking will only be confirmed once participants have paid the fee.
- **“Booking Page”** –set your booking page once, then share your personal link so the customers can book a time in just a few clicks. This requires connecting your personal calendar.