



ProVol Digital

Step by Step Guide

Doodle



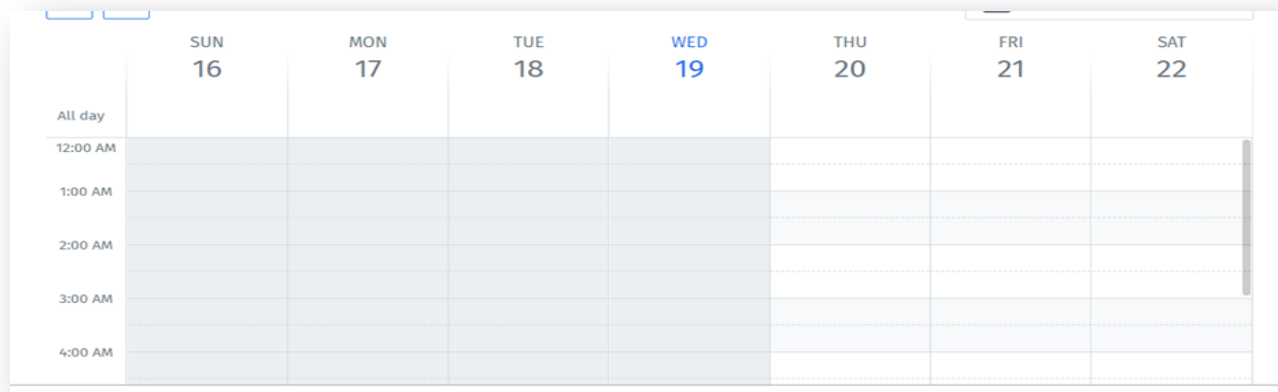
ProVol Digital

Professional volunteer management
and training through digitalisation



What is Doodle?

- Doodle is an online-service for creating **appointment polls** or simple **online polls**.
- Doodle is the fastest, easiest way to plan everything from meetings to that next big collaboration.



Step by Step to a Doodle

Step 1: Visit Doodle site:

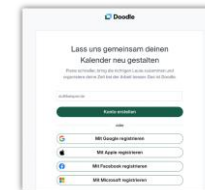
<https://doodle.com/de/>



Step 2: Create an account (it's also possible to create a Doodle without an account)

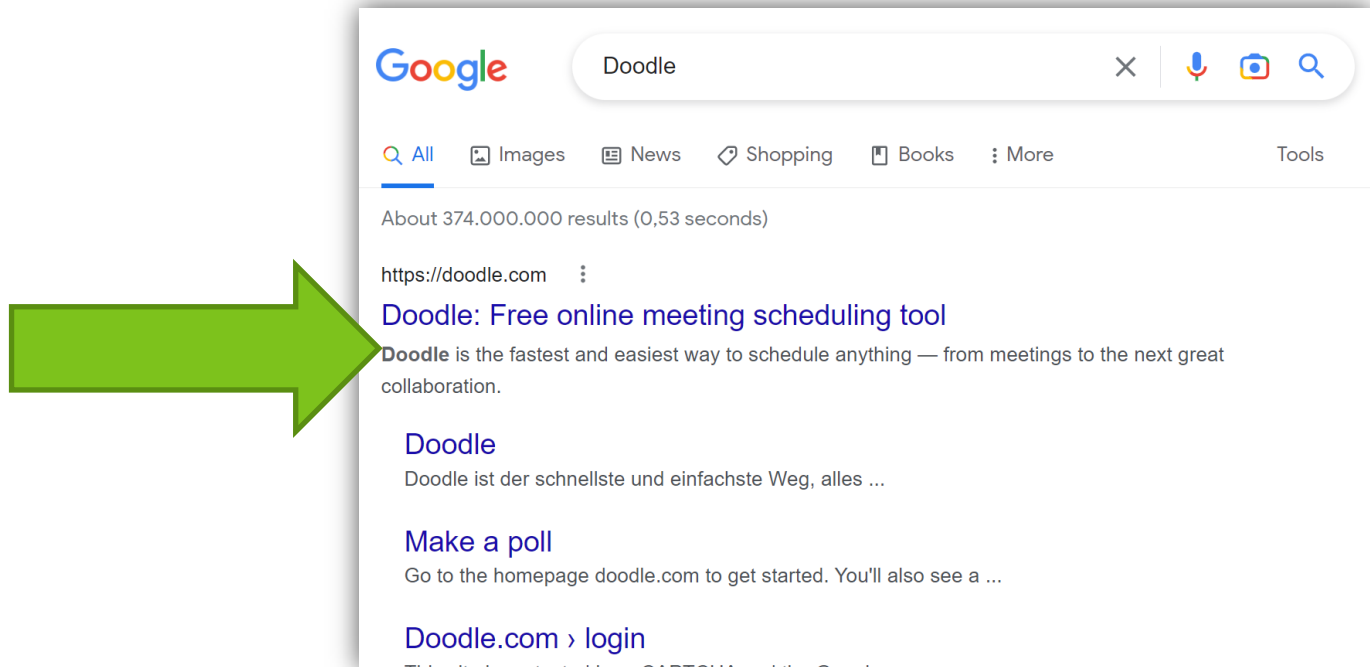
Step 3: Connect calendar

Step 4: Create a Doodle



Step 1

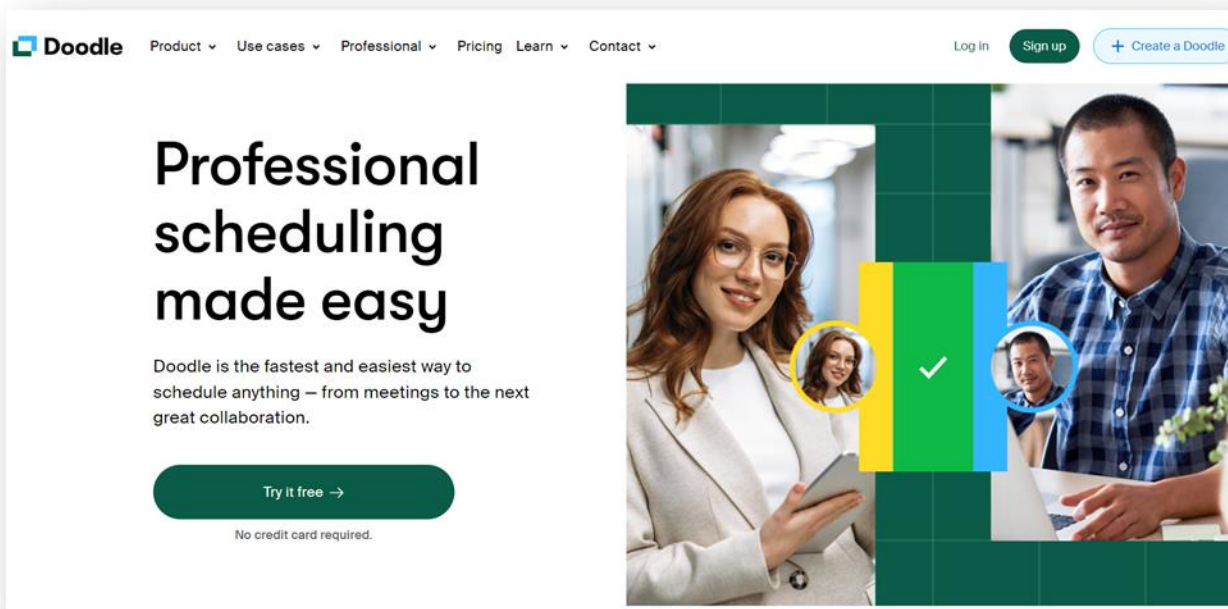
1. Search for „Doodle“ in the web browser.
2. Click or tap on the first result with the URL: <https://doodle.com>



Step 2

Create a survey without registering

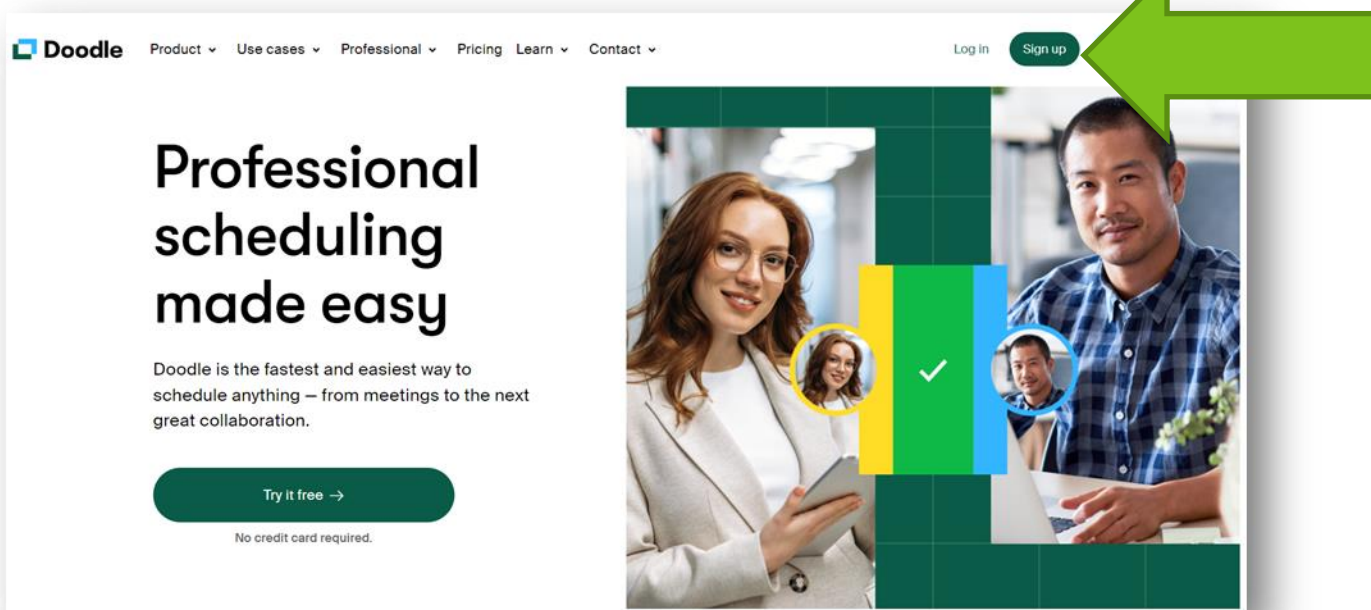
It is also possible to create a survey without registering! To do this, click on the Create a Doodle in the top right-hand corner!



Step 2

Create an account and sign up!

However, a Doodle account is necessary to use additional functions.



The image shows a screenshot of the Doodle website homepage. The navigation bar at the top includes the Doodle logo, menu items (Product, Use cases, Professional, Pricing, Learn, Contact), and links for Log in and Sign up. A large green arrow points to the 'Sign up' button. The main content area features the headline 'Professional scheduling made easy' and a sub-headline: 'Doodle is the fastest and easiest way to schedule anything – from meetings to the next great collaboration.' Below this is a 'Try it free →' button and the text 'No credit card required.' The background image shows two people, a woman and a man, in a professional setting, with a calendar grid overlaying the image.

Step 2


Registration either via Google, Apple, Facebook, Microsoft or simply create an account with an email address!


Let's retake your calendar, together


Schedule faster, get the right people together, and manage your time at work better. That's Doodle.


Create account

or

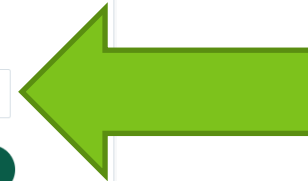
 Sign up with Google

 Sign up with Apple

 Sign up with Facebook

 Sign up with Microsoft

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply



Step 2

To create the account, the full name must be entered and then any password assigned.

Create your account

And we can get started right away

Your full name

Password

I agree to Doodle's [Terms of Service](#) and [Privacy Policy](#)

Create account




Step 3

Connect to calendar if available or just do it later.


Get your events sent to your calendar

Connect your calendar to check your availability and automatically sync all scheduled events.



Google
GMail or GSuite accounts

Connect

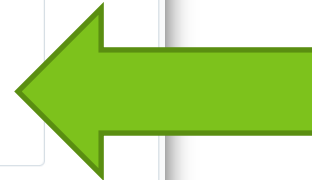


Office 365
Office 365, Outlook.com or hotmail accounts

Connect

[Do it later](#)


You can connect a calendar later in Account settings



Step 4


Create a doodle (Group poll).

Start by creating your first Doodle



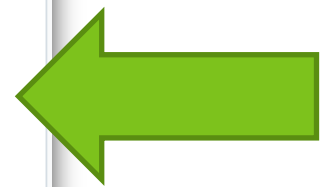
Group poll
Find the best time for everyone to meet

Create poll



1:1 meeting
The quickest way for two people to meet

Create 1:1 PRO



Step 4

Now create a group poll and enter the name, e-mail address and title of the event and then continue.

Create group poll

Title

 ←

Description (optional)

Location (optional)

 ←

Video conferencing

Step 4

Create a survey without registering

To enter the Location in optional. If your location is online, turn on the button Video conferencing and choose one option.

Create group poll

Title

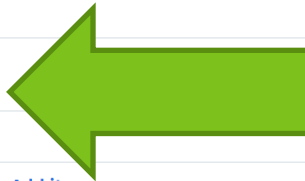
Description (optional)

Location (optional)

Video conferencing

Zoom

Zoom isn't connected to your account. [Add it now.](#)



Step 4

Add your times and choose the duration.

Add your times

Duration

Week Month **NEW**



October 16 - October 22

 Connect your calendar

	SUN 16	MON 17	TUE 18	WED 19	THU 20	FRI 21	SAT 22
All day							
12:00 AM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							

Step 4

The survey is now complete, and you can share the invitation.

Still waiting for responses

If you haven't shared your invite, copy the link or use Doodle to email it to your participants.

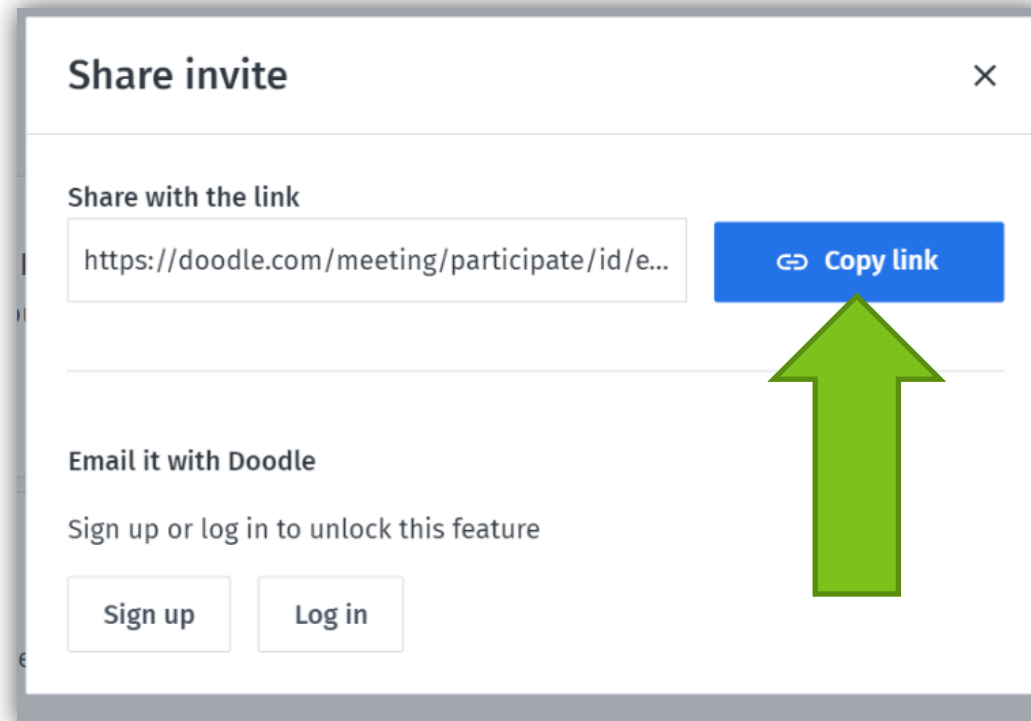
+ Share invite



Step 4

The survey is now complete, and you can share the invitation with the link as you wish.

To send the invitation via e-mail with Doodle you need to be registered.



Step 4

Check the availabilities. You will receive the information via email.

IO 1. Meeting More ▾

P You are the organizer of the group event.

1 hour

All times are in: Europe/Berlin (GMT+2:00)

Availabilities ✓ yes ✓ if need be ✗ cannot attend ? pending

	OCT 20 THU	OCT 21 FRI	OCT 22 SAT
	12:15 PM 1:15 PM	10:10 AM 11:10 AM	12:10 PM 1:10 PM
Participants	1	1	1
P ProVol You	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Further information

Tutorials

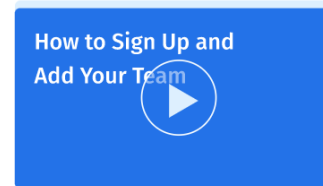
<https://doodle.com/en/resources/video-tutorial/>



Video Tutorial

Set Up Booking Page

The easiest way for someone to schedule time with you. Here's how to use it while staying in full control of your calendar.



Video Tutorial

How to Sign Up and Add Your Team

Welcome to Doodle. Looking for some help getting started? Check out this handy intro.

