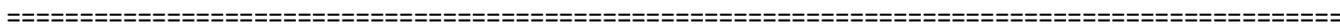




Benefits of using XOYONDO for polls (over the new Doodle app)

XOYONDO has the...

- Ability to allow the participant to enter responses from your leaders' name, and to enter multiple responses to the same poll (New Doodle app **no longer has** the feature to participate on behalf of another user; it has been removed and will not be added back).
- Ability to export poll results to Excel (Doodle no longer has this function)
- Ability for participant to enter Comments when filling out a poll (Doodle does not have this function)
- Ability to manage different time zones depending on the date/time (Doodle time zone functions are clunky)
- Ability to duplicate polls, so that you can re-use the same date/time options for polls to different groups (Doodle no longer offers this)
- Yes/No/Maybe offered as Green/Red/Yellow colors as well as Symbols allows XOYONDO to be Digitally accessible for all users. (Doodle shade banding in light grey and light green is challenging for any users with vision restrictions.)



General guidelines / Helpful hints

1. Set up an account for free at www.xoyondo.com



Sign in to Xoyondo

Your email

Password Forgot your password?

Sign in

You don't have an account yet? [Sign-up free.](#)

2. Go to the Dashboard to Create your first poll.

Schedule a meeting

Poll title*:

Additional descriptions (optional):

Your name*:

i We will send an email to **donna.williams@osumc.edu** with your poll links.

[Next](#)

3. Choose needed dates and times. **Take special care to type AM or PM.**

Xoyondo [Create](#)

[Dashboard](#) [Personal page](#) [My Account](#) [Go Premium](#)

Choose your dates.

[Full calendar](#) [Calendar](#) [Free text](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	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	1	2
3	4	5	6	7	8	9

CHOSEN DATES:

- 03/21/2022
- 03/23/2022
- 03/24/2022

Specify different times for each day (e.g. 1pm-3pm, 3pm-5pm)

[Back](#) [Next](#)

4. You can pick time zones too!

Choose times.

Please enter times (e.g. 3pm-5pm) or other information (e.g. places) for each day.

Activate time zone support ⓘ

ⓘ Please enter the times below in the format "3:30pm" or "9am-5pm". ✕

Time zone of the event:

🕒 03/21/2022 (Mon)	<input type="text" value="Time 1"/>	<input type="text" value="Time 2"/>	<input type="text" value="Time 3"/>
🕒 03/23/2022 (Wed)	<input type="text" value="Time 1"/>	<input type="text" value="Time 2"/>	<input type="text" value="Time 3"/>
🕒 03/24/2022 (Thu)	<input type="text" value="Time 1"/>	<input type="text" value="Time 2"/>	<input type="text" value="Time 3"/>

📄 Copy first row ➕ Add times 🗑️ Delete all

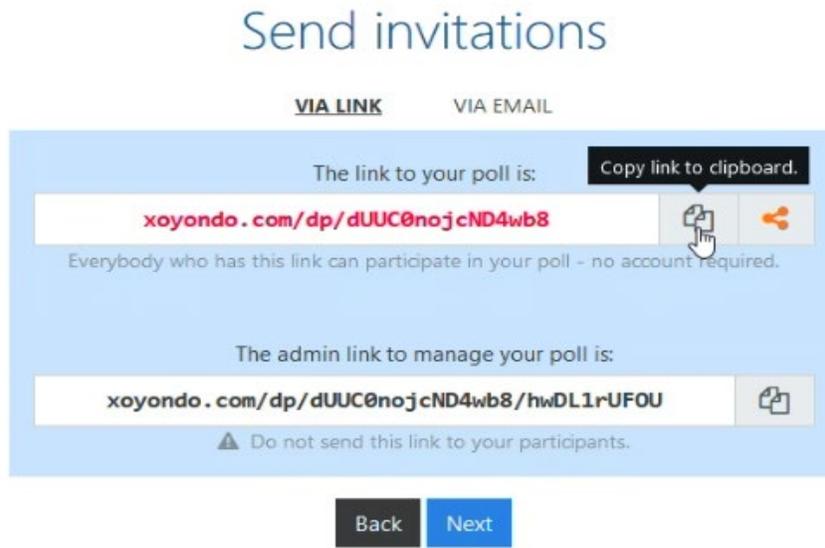
5. Use Advanced Options and pick/choose preferences. This is where you choose the option to be notified via email of poll completions.

Advanced options (optional)

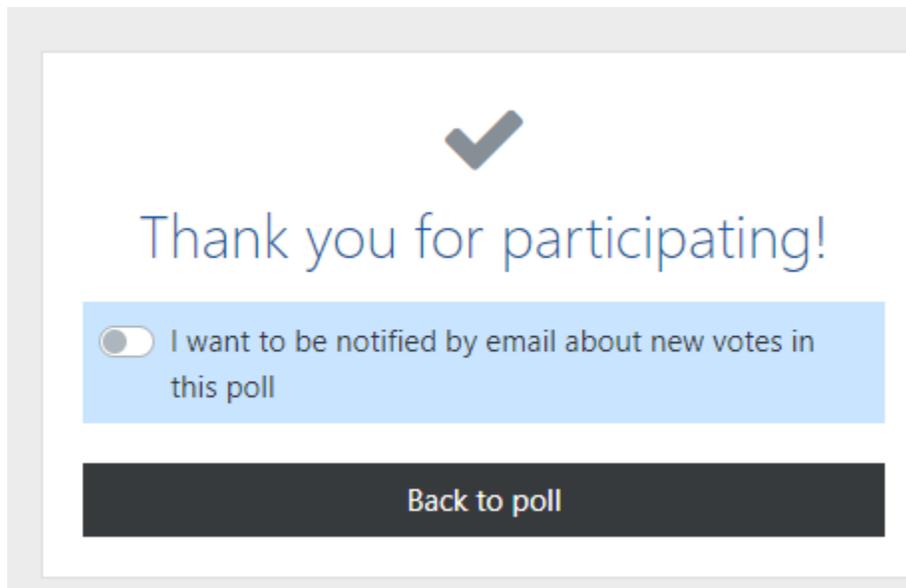
You can either proceed by clicking 'Next' or view and modify further options below.

<input checked="" type="checkbox"/> Yes-No-Maybe poll The participants can choose 'Yes', 'No' or 'Maybe' for every suggested date.	<input type="checkbox"/> Anonymous meeting poll Votes are confidential. Only you can see all votes in the admin area. Participants can only see their own votes.
<input type="checkbox"/> Limit the maximal number of participants per option With this option you can limit the maximal number of participants for each date. If the limit is reached the corresponding date cannot be chosen anymore. In this way the poll can be used as registration form.	<input type="checkbox"/> Participants can only vote for one date/option The participants can select only one of the options that you provide
Set expiration date: <input type="text" value="optional"/> Specify a deadline for the participants to vote in the poll. The poll remains active after the deadline has passed.	Specify location: <input type="text" value="optional"/>
<input type="checkbox"/> Simplified editing If activated, this option allows your participants to modify their vote from any device without any restriction. However, they will also be able to edit the votes of the other participants. Activate this option only if you can trust your participants.	<input checked="" type="checkbox"/> I want to be notified by email about activities in this poll You will be notified automatically about new votes and comments in your poll. Please make sure that you entered a valid email address.
<input checked="" type="checkbox"/> Allow participants to leave comments <input type="checkbox"/> Confidential comments: Only you (the administrator) can view the comments	ⓘ You can add additional opinion polls and anonymous polls via the admin menu once your meeting poll has been set up.

6. You will receive a link for the poll that you can copy into an email using the Clipboard or copy/paste, to send to participants.



7. Once the poll is sent, the participants can enter multiple names by clicking “back to poll” and enter a new Leader name/line item.



8. You can see the Poll Results and Activity log of the participants including Comments from the poll participant. You can choose Yes/No/Maybe and the results are shown as symbols as well as colors.

Activity log

Overview of recent activities in your poll.

Time (GMT -07:00)	Activity
 03/16/2022, 8:07am	Donna Williams left a comment.
 03/16/2022, 8:06am	Donna Williams voted in your poll.
 03/16/2022, 8:06am	Loren Wold voted in your poll.
 03/16/2022, 8:05am	Dr Timothy Huerta voted in your poll.
 03/16/2022, 7:57am	You created this poll.

Poll by **Teri Ryan**.

test meeting

Please indicate when you are available. Then click 'Save'.

	MAR 21 MON			MAR 22 TUE			MAR 23 WED	MAR 30 WED
	8am-10am	1-2	4-5	2-2:30	3-4	5-6	10-11	12-1
 Dr Timothy Huerta	✓	✗	✓	○	✗	✓	○	✗
 Loren Wold	○	✓	○	✓	✗	○	✓	○
 Donna Williams	○	✓	✗	✗	✓	✗	○	✓
Please vote: ○ Yes, ○ No, ○ Maybe	○	○	○	○	○	○	○	○
<input type="text" value="Teri Ryan"/>	○	○	○	○	○	○	○	○
Save   	1	2	1	1	1	1	1	1

Comments

 **Donna Williams** · 36 minutes ago
Hi Teri, I have just completed for three people. Please confirm you can see.

- Once you have created your first XOYONDO poll, go to the poll line entry and click on the middle section called Admin (orange font with box and arrow as below).

The screenshot shows the Xoyondo dashboard with a header bar containing the logo, navigation links (Dashboard, Personal page, My Account), and user options (Go Premium, Sign out). Below the header, the 'Meeting polls' section is visible, featuring a table with columns for Poll, Admin area, Participants, and Last activity. Three polls are listed: 'New Donna/Teri test', 'test meeting - Copy', and 'test meeting'. The 'test meeting' poll shows 3 participants and 1 comment, with activity from Donna Williams 17 minutes ago.

Poll	Admin area	Participants	Last activity
New Donna/Teri test		0	—
test meeting - Copy		0	—
test meeting		3	17 minutes ago by Donna Williams

10. The orange Admin button click through will take you to the window below where you can duplicate the poll, export to Excel if needed.

This screenshot shows the 'Admin area' menu for a poll. The menu is dark blue and contains the following options: General settings, Invite participants, Duplicate this poll, View activity log, and Export. The 'Export' option is expanded, showing sub-options for 'Export to/as': Excel (.xlsx), Excel (.xls), and CSV file.

11. When duplicating a poll, this box will appear. **Special note:** when you duplicate a poll, you can't change the name right away. You need to go back to the Dashboard >> click Admin area yellow arrow for the specific poll you want to duplicate. That will open another window and click on Poll Settings. That will allow you to rename the poll and also manage all needed / vital, including renaming the poll.

Duplicate this poll



By duplicating your poll you create a copy of this poll with a new link and admin link. Please review the options below.

Send the confirmation email (including the new links) to:

ryan.129@osu.edu

What is supposed to happen with the user votes of your poll?

Delete all users and their votes



What is supposed to happen with the comments in your poll?

Don't copy comments



Duplicate

Close

Poll settings



Poll title*:

test meeting - Copy

Additional descriptions (optional):

Set expiration date:

Specify location:

Yes-No-Maybe poll ⓘ

Anonymous meeting poll ⓘ

Limit the maximal number of participants per option ⓘ

Participants can only vote for one date/option

Activate time zone support ⓘ

Display participants in alphabetical order

Choose a default answer ⓘ Premium

Participants cannot edit or delete any votes (including their own) Premium

Request additional information from your participants ⓘ Premium

Save

Close

Poll settings ✕

Poll title*:

Additional descriptions (optional):

Set expiration date:

Specify location:

- Yes-No-Maybe poll ⓘ
- Anonymous meeting poll ⓘ
- Limit the maximal number of participants per option ⓘ
- Participants can only vote for one date/option
- Activate time zone support ⓘ
Select time zone:
- Display participants in alphabetical order
- Choose a default answer ⓘ Premium
- Participants cannot edit or delete any votes (including their own) Premium
- Request additional information from your participants ⓘ Premium

This is the last page of instructions. Please advise if you find any errors, typos etc., and more helpful hints.

Thank you!

Teri Ryan and Donna Williams