TOOL SHEET

DOODLE

Doodle is a digital scheduling tool that allows you to find a date and time for group meetings.

Description

Whether you are a student involved in a group project, a professional working in a team, or just part of a large group of friends, you will inevitably have to organize large group meetings.

Organizing a meeting is time consuming and getting everyone's availability together can be extremely frustrating. It's even more complicated with homeworking and coordinating with people in different locations.

Doodle can simplify the task by making scheduling easier. Based on a polling system, it allows everyone to vote for a time to meet. The advantage is that the tool collects everyone's availability on a web calendar instead of you having to create an endless list of people's availabilities.

Use

You can create a Doodle directly on the website. You will be able to select dates and times for the meeting, send them to participants and allow them to vote for times.

There are three main steps to creating a Doodle:
1. Create a survey: Set a few dates and times over a period of time (feel free to select as many as possible). Doodle will then create a shareable link
2. Share the link to participants: People who receive the link will be able to vote on the time that suits them best
3. Set-up a meeting: Once the doodle is filled in, you will be able to set a date based on people's availibities

Testimony

Click on the TV on the right to discover a video testimony:

➤ Access
Go to:
https://doodle.com/en/

➤ Equipment

➤ Public

Anyone wanting to organise a meeting : students, teachers, professionals ....

➤ Level
★ ☆ ☆

➤ Video tutorial

Click on the monkey wrench: