



Module: Polling

Function: The Polling feature allows a club to ask interactive questions through the website. Administrators can use the polls as a way to collect data or simply as a fun interaction piece. Polls can either be displayed as a widget to a custom page or they can be displayed through the left navigation link in the polling module which will consolidate all polling questions. Reports can be run to view polling answers for administrative use.

Key Points to Remember:

- Polling questions can only be answered once by a member in a multiple choice style format
- Once a polling question has been answered, the member will automatically be able to view the results
- The most common way to use a poll is by displaying it on a specific webpage using the polling module in the Widgets tab

Contents:

- 1. How to create a poll.....P. 1
- 2. How to display a poll.....P. 2
- 3. Poll Results.....P.3

Create a Poll

1. Log in as an administrator
2. From the top navigation, click **Web>Manage>Polling>Polls**
3. Click the **New** icon to create a new poll
4. Enter the **name** of the Poll
5. Add a **Description** about your poll

6. Click the looking glass to **select a category** for your poll; if you do not see a category you wish to use, click the new icon to create a new category
7. **Set an open date**-when the poll will start
8. **Set a close date**-when the poll will close
*The open and close dates will allow you to create multiple poll questions at once and set them up on a rotation
9. If you wish the user to select **multiple answers**, place a checkmark in the “allow multiple selections” checkbox
10. On the **Choices Tab**, begin adding your choices. Place your curser in the first available field and type your answer
11. Continue to the next field to provide additional answers (you can have unlimited answers)
12. On the **Privileges tab**, select who can access the poll
13. **Save and close**

Display a Poll Question

From the Left Navigation in the Polling Module-This method consolidates all polling questions (past and current). It will display the most current poll; however the member can view a full list of past polling questions as well. This is a good way to display polls if your club uses polls on a daily/weekly basis.

1. From the top navigation, click **Web>Manage>Navigation Menu**
2. Select **Member Navigation** by double clicking
3. On the **Menu Items tab**, click the **New** icon
4. **Name the link** (Ex: Member Polls)
5. Under the Navigation Link section, select **Module>Polls**
6. **Save and Close**
7. To reorder the new link, use the blue up and down arrow keys
8. **Save and Close**

Members can answer current polling questions and can see the results of past polls on this module.

Add a widget on a custom page-This is the most common method.

1. Log in as an administrator
2. From the top navigation, select **Web>Manage>Custom Web Page**
3. From the list of **custom pages**, double click the page name to **select the page** you wish to add the widget
4. Note the tabs across the top, click the **Widget** tab
5. Here you will see a list of widgets on that page, click the **ADD icon** (Green + sign)

6. Select the **Poll widget** from the list by clicking it once
7. Click the Select button
8. The **Poll Widget editor** will appear, add the **Display Name**
9. **Select the category** by clicking on the looking glass
10. Double click or hit enter to select
11. **Save and close**
12. To change the order of the widgets, use the arrow keys
13. **Save and close**

Poll Results

1. From the top navigation, click **Reports>Reports Home>under Interactive Reports (top left)>Membership>Poll Results**
2. **Select a poll question** from the dropdown list
3. Click **view report**
4. Items on the report with a “+” next to them can be expanded for further details
5. Report results can be printed, saved, or exported using the appropriate icon

Note: Members who participated in a poll can be emailed by using poll results when creating an email in the Marketing module.