

Create Polls

Your site comes with a built-in online polling feature. A Manager has the ability to create, maintain and remove polls. If your site has more than one Manager, they all will have access to create and manage polls.

The Manager sets start and end dates for the poll. Voting end dates can come prior to the display end date so that final results can be displayed for visitors without further voting taking place.

To begin using this feature, follow these simple steps:

Login to the Manager module

Click on the “Polls” button to proceed. You will see a list of sections for your site.

Select Section/Sub-section

Click on the section or sub-section for which you wish to create a poll. Click the “Add Poll” button to create a new poll.

To Create a Poll

Add Poll

Basic Information

Section: Front Page

Poll Topic:

Choices

1. *No choices have been entered.*

Vote Options

Start Date:

End Date:

Vote End:

Require Vote to See Results: Yes No

Type the poll question into the text field labeled “Poll Topic”.

After entering the poll topic, you are ready to add options for visitors to select. Click the “Add Choice” button to add a new choice. Simply type in the choice in the field labeled “Choice Text”. You can also enter a URL in the “Choice URL” field. You can link to Web sites, specific Web pages, or images.

Add Choice

Choice Text:

Choice URL: (Example: http://socsdemo.fes.org/)
(optional)

When finished, click the “Add Choice” button to complete the addition of this choice. Repeat these steps as many times as necessary until you are happy with your choices. When you are done adding all your choices, click the “Back to Poll” button.

Set the start and end dates for the poll to display. You will also need to set the vote end date. By default, the poll is set to start on the current date and expire the following day.

You can set the vote end date to fall prior to the end date. This way you can display the final poll results and prevent further voting from taking place.

Vote Options

Start Date: February 12 2007

End Date: February 13 2007

Vote End: February 13 2007

Require Vote to See Results: Yes No

Finally, select “Yes” or “No” for the **Require Vote to See Results** option. If you select “Yes”, the visitor cannot see the results until they vote. If you select “No”, a small link will appear in the poll allowing visitors to view the current poll results before voting.

Once everything is setup, you need only click the “Add Poll” button at the bottom of the page. You can come back and edit this poll (reword the topic, add/delete/edit choices, change the dates and move the poll to another section) at anytime, as it is now listed on the **Online Poll Administration** page.

Please note: After the poll expires it will no longer be displayed on the **Online Poll Administration** page.

Click the “Close Window” button to close the pop-up window and return to the manager module.