

How to Use a Doodle

Question: I've received an email containing a link to a Doodle to sign up for an event. What's a Doodle and how do I use it?

Answer: A Doodle is on-line sign up tool. To sign up for an event using a Doodle, first click on the link.

You will be guided to a registration form. Enter your name, and then select the session(s) you wish to attend. When finished with your selection, click on the SAVE button. On a mobile device the instruction might say DONE.

You should receive a pop-up that acknowledges your activity.

Question: I have done everything right, but it won't take my registration. What did I do wrong?

Answer: Check capacity. If the session is full, it will not complete your registration. Your name might appear on the list, but unless there is a session indicated, you have not registered for a session.

Question: How do I get on a waitlist for this?

Answer: Leave a comment at the foot of the registration. We will contact you if space becomes available.

Question: What if I have to cancel?

Answer: Go back into the Doodle. Hover your mouse over your name. Two icons will appear: a pencil and a trash can. If you want to delete your registration, click on the trash can. If you wish to edit your registration (change time or day) click on the pencil, make your edits and click SAVE.

Question: Will I get a reminder for the event?

Answer: Not usually. Please make a note of your commitment on your calendar. We'll be expecting you!

