

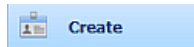
Create Poll

Note: A poll entails one question with only one answer.

From the Dashboard:

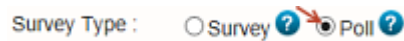
1. Select the icon you have chosen for 'Surveys'.

2. Select 'Create'.



3. Enter a name for your poll. * Survey Name : Note: The name will be displayed on the App.

4. For Survey type, select the 'Poll' radio button.



5. Click 'Save & Continue'.

Save & Continue

6. Enter your poll question in the text box.

* Question :

7. Enter your answer options. If you need additional answer fields

Answer Options :

Option 1:

Option 2:

click 'Add'.

Add

8. Select 'Submit'.

Submit

9. Enter a thank you message that survey participants will read

* Thank You Message :
(This message will appear on the app.)

upon completing the poll.

10. Enter an expiration date,

* Expiration Date & Time : and
time if you wish, and the system will automatically remove the poll
from the App on that date.

11. Choose whether you would like to display it on your App or
keep it private by selecting the appropriate radio buttons.

☐ Private ☒ Publish

12. If you chose Publish, you may pick a date to publish it.

* Publish Date: (MM/DD/YYYY)

13. Select 'Finish'.