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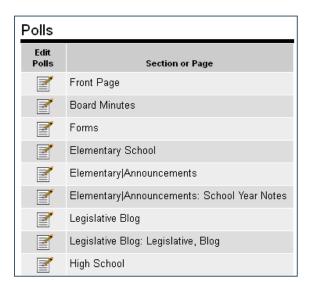


Create Polls

Your site comes with a built-in online polling feature. You can create, maintain and remove polls. You can set the start date, end date and voting end date 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.

Create a Poll

- Select Extras, Polls from the SOCS Toolbar.
- Select Edit Polls for the section or sub-section where you wish to create a poll.



• Select the Add Poll button to create a new poll.

Edit Polls				
Section: Eler	mentary School			
Edit Poll	Poll Topic	Start Date	End Date	
There are currently no polls.				
Add Poll Finish				

• Type the poll question into the text field **Poll Topic** and select **Add Choices**.

A	dd Poll					
Г	Basic Inform	nation —				
	Section:	Elementary	/ Scho	ol		
	Poll Topic:	What is	your	favorite color?		
					.::	
	Choices 1. No cho	pices have	been e	entered. Add Choices		

• Select the Add Choice button to add each new poll choice.

Edit Choices
Poll Topic: What is your favorite color?
Choices No choices have been entered for the poll.
Add Choice Back to Poll

- Type in the choice in the field labeled **Choice Text**.
- You can also enter a URL in the **Choice URL** field to link to web sites, specific web pages, or images.
- Select Add Choice button to complete the addition of this choice.

Add Choice		
Choice Text:	red	
	(Example: http://socsdemo.fes.org/) http://www.colors.com	
	Cancel Add Choice	

• When you have all choices, you can **Reorder Choices** or select **Back to Poll**.

Edit Cho	ices			
Poll Topic:	What is your favo	orite color		
Choices				
• <u>red</u> • gree	<u>en</u>			
• gree	<u>en</u>			
	Add Choice	Reorder Choices	Back to Poll	

• In the Vote Options area, set the **Start** and **End** dates for the poll to display. By default the poll is set to start on the current date, and expire the following day.

_ Vote Options	
Start Date:	August 💙 17 💙 2011 💙
End Date:	August 💙 18 💙 2011 💙
Vote End:	August 🕑 18 💙 2011 💙
Require Vote to See Results:	⊙ Yes ○ No
	Cancel Add Poll

• Set the Vote End date.

Note: You can set the Vote End date prior to the poll End Date. By doing this, voting ends but final poll results display.

• Select Yes or No for the Require Vote to See Results option.

Note: 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.

• Select the Add Poll button at the bottom of the page.

Note: 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 any time prior to the expiration date.

Edit a Poll

- Select Edit Poll in the Section/Page you wish.
- Select **Update Poll** to record your changes.