



# Polling Station

2016 - Summer Edition

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## Overview

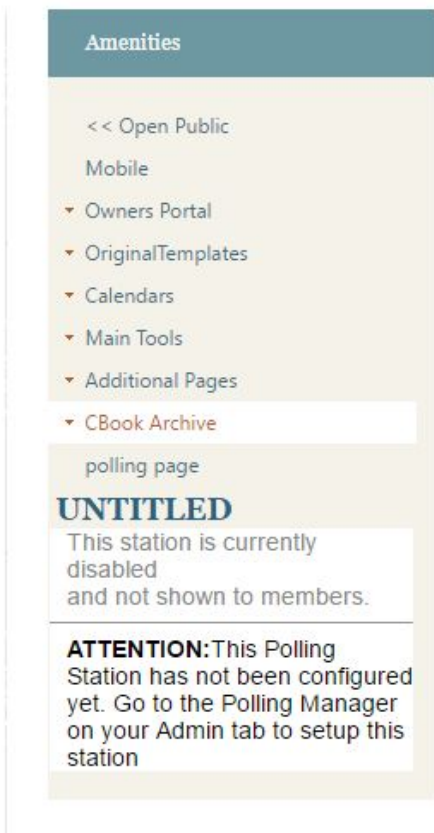
The **polling plugin** may be used for a **one question survey** in order to gauge and record the opinion of the club. The **Polling Plugin** can be placed on any page to be easily accessible to logged in members.

## Use Cases

Clubs who are looking to get feedback on a single question, with the variability of different answers will be interested in utilizing this feature.

## Initial Setup

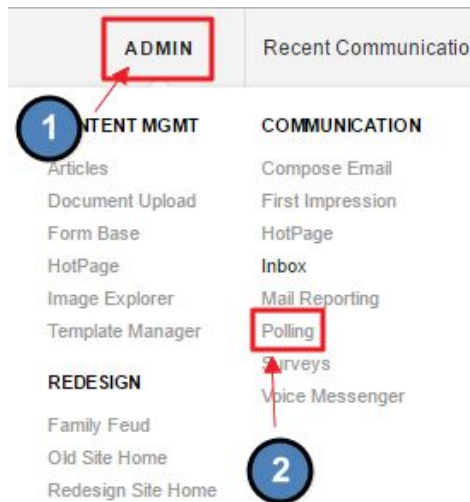
After choosing which webpage you would like the poll placed on, the first step will be to contact your dedicated support team who will place the **plugin** in a specified location. Once placed, the **Polling Plugin** will be **untitled** and **hidden from members**.



## Accessing the Tool

Once your **Polling Plugin** has been inserted into the page, now it is time to access the **Polling Manager** to complete the setup.

Access the **Polling Manager** by hovering over **Admin** then click **“Polling”**.





Once you have selected **“Polling”** within the Admin panel, you will be taken to a screen that contains two options. These options are:

- **Manage Polling Stations**
- **Manage Questions**

## POLLING MANAGER

You may control the questions displayed in each 'Polling Station' throughout your site by clicking the 'Manage Polling Stations' button. You may also create and edit questions by clicking the 'Manage Questions' button. Questions you create are available to be displayed in any polling station.

 **Manage Polling Stations**  
Choose questions to display, and enable or disable stations


 **Manage Questions**  
Create/edit questions and view voting results


# Manage Polling Stations

Click **Manage Polling Stations** to choose questions and to enable the **polling station**.

## POLLING MANAGER

You may control the questions displayed in each 'Polling Station' throughout your site by clicking the 'Manage Polling Stations' button. You may also create and edit questions by clicking the 'Manage Questions' button. Questions you create are available to be displayed in any polling station.

 **Manage Polling Stations**  
Choose questions to display, and enable or disable stations

 **Manage Questions**  
Create/edit questions and view voting results

After accessing the **Polling Station interface** all available polling stations will be listed.

**Coffee Break Poll**  
**Disabled**  
Location: My Club

Q. Which recent Coffee Break did you find most helpful?  
1 total responses | [View Results](#)

**Dockside Lunch Service**  
**Enabled**  
Location: Dockside at the Marina

Q. Would you like the Dockside to be open for lunch on weekdays?  
3 total responses | [View Results](#)

Click on the **title** to **edit the settings** of that specific plugin.

---

<u>Coffee Break Poll</u> <b>Disabled</b> Location: My Club	Q. Which recent Coffee Break did you find most helpful? 1 total responses   <a href="#">View Results</a>
<u>Dockside Lunch Service</u> <b>Enabled</b> Location: Dockside at the Marina	Q. Would you like the Dockside to be open for lunch on weekdays? 3 total responses   <a href="#">View Results</a>

---

Underneath the title, it will either say “**enabled**” in green or “**disabled**” in red.

---

<u>Coffee Break Poll</u> <b>Disabled</b> Location: My Club	Q. Which recent Coffee Break did you find most helpful? 1 total responses   <a href="#">View Results</a>
<u>Dockside Lunch Service</u> <b>Enabled</b> Location: Dockside at the Marina	Q. Would you like the Dockside to be open for lunch on weekdays? 3 total responses   <a href="#">View Results</a>

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- **Enabled:** plugin will appear to members on the page
- **Disabled:** plugin is not active and currently hidden from members.

**Location:** displays the page title that the plugin is on.


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<u>Coffee Break Poll</u> <b>Disabled</b> Location: My Club	Q. Which recent Coffee Break did you find most helpful? 1 total responses   <a href="#">View Results</a>
<u>Dockside Lunch Service</u> <b>Enabled</b> Location: Dockside at the Marina	Q. Would you like the Dockside to be open for lunch on weekdays? 3 total responses   <a href="#">View Results</a>

---

To the right will be the **question associated** with that specific **polling station** and information about the **total amount of responses** and the option to view the results.

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<u>Coffee Break Poll</u> <b>Disabled</b> Location: My Club		<b>Q.</b> Which recent Coffee Break did you find most helpful? 1 total responses   <a href="#">View Results</a>
<u>Dockside Lunch Service</u> <b>Enabled</b> Location: Dockside at the Marina		<b>Q.</b> Would you like the Dockside to be open for lunch on weekdays? 3 total responses   <a href="#">View Results</a>

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**NOTE:** The first time you access your **polling station** in the manager, it will be titled “**untitled**” and have “**-no question selected**” to the right. Ideally, the station will be the only one with the settings (“**untitled**” and “**-no question selected**”) assuming all other polls have been set up or discarded if not in use. Keeping organized will help in the long run when implementing new **stations** or editing existing **polls**.

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<u>untitled</u> <b>Disabled</b> Location:	<b>Q.</b> <i>-no question selected-</i> 0 total responses   <a href="#">View Results</a>
---	---

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## Setting the Options & Save

Once you have **clicked** on the **title** of the **poll**, you will see the options for that **specific plugin**. It will look similar to this:

### EDIT POLLING STATION

Edit the information below, then click the Save Station button when finished

[< Back to Station Listing](#)

Station Title	<input type="text" value="Coffee Break Poll"/>
Location	<input type="text" value="My Club"/>
Display Question	<u>Which recent Coffee Break did you find most helpful?</u> <small>(click on question to change)</small>
Polling Options	<input type="checkbox"/> Enable users to change their answer <input type="checkbox"/> Poll expires on <input type="text" value="11/4/2008"/> <small>(mm/dd/yy)</small>
Display Options	<input type="checkbox"/> Enable this station to be viewed by users <input checked="" type="checkbox"/> Show user's answer <input checked="" type="checkbox"/> Show border around poll <input type="checkbox"/> Show total vote count to user <input type="checkbox"/> Hide overall voting results from user <small>(if hiding results display following text)</small> <div style="border: 1px solid black; padding: 5px;"><p>At this time, overall results are not being revealed on this website</p></div>

**Station Title:** The name of the poll. This will be displayed on the poll itself as well as the polling manager page.

### EDIT POLLING STATION

Edit the information below, then click the Save Station button when finished

[< Back to Station Listing](#)

Station Title	<input type="text" value="Coffee Break Poll"/>
Location	<input type="text" value="My Club"/>
Display Question	<u>Which recent Coffee Break did you find most helpful?</u> <small>(click on question to change)</small>
Polling Options	<input type="checkbox"/> Enable users to change their answer <input type="checkbox"/> Poll expires on <input type="text" value="11/4/2008"/> <small>(mm/dd/yy)</small>
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**Location:** The title of the page which the plugin is located. This is not displayed to members.

**EDIT POLLING STATION**  
Edit the information below, then click the Save Station button when finished [< Back to Station Listing](#)

---

Station Title	Coffee Break Poll
Location	My Club
Display Question	<u>Which recent Coffee Break did you find most helpful?</u> <small>(click on question to change)</small>
Polling Options	<input type="checkbox"/> Enable users to change their answer <input type="checkbox"/> Poll expires on <input type="text" value="11/4/2008"/> <small>(mm/dd/yy)</small>
Display Options	<input type="checkbox"/> Enable this station to be viewed by users <input checked="" type="checkbox"/> Show user's answer <input checked="" type="checkbox"/> Show border around poll <input type="checkbox"/> Show total vote count to user <input type="checkbox"/> Hide overall voting results from user <small>(if hiding results display following text)</small> <div style="border: 1px solid black; padding: 2px;">At this time, overall results are not being revealed on this website</div>

**Display Question:** The question that is shown to the member. The question can be added or changed here. Editing the question can be done here or within the question manager.

**EDIT POLLING STATION**  
Edit the information below, then click the Save Station button when finished [< Back to Station Listing](#)

---

Station Title	Coffee Break Poll
Location	My Club
Display Question	<u>Which recent Coffee Break did you find most helpful?</u> <small>(click on question to change)</small>
Polling Options	<input type="checkbox"/> Enable users to change their answer <input type="checkbox"/> Poll expires on <input type="text" value="11/4/2008"/> <small>(mm/dd/yy)</small>
Display Options	<input type="checkbox"/> Enable this station to be viewed by users <input checked="" type="checkbox"/> Show user's answer <input checked="" type="checkbox"/> Show border around poll <input type="checkbox"/> Show total vote count to user <input type="checkbox"/> Hide overall voting results from user <small>(if hiding results display following text)</small> <div style="border: 1px solid black; padding: 2px;">At this time, overall results are not being revealed on this website</div>



## Polling Options

- **Enable users to change their answer:** Allows users to re-submit their entry as a different choice, as long as the poll has not expired.
- **Poll expires on:** sets the auto-expiration date to make the poll no longer active. This can be left empty.

**EDIT POLLING STATION**  
Edit the information below, then click the Save Station button when finished [< Back to Station Listing](#)

Station Title   
Location   
Display Question   
[\(click on question to change\)](#)

**Polling Options**

- Enable users to change their answer
- Poll expires on  (mm/dd/yy)

**Display Options**

- Enable this station to be viewed by users
- Show user's answer
- Show border around poll
- Show total vote count to user
- Hide overall voting results from user

(if hiding results display following text)

## Display Options

- **Enable this station to be viewed by users:** Allows this poll to be seen by any member status. If unchecked, only admins will see the station on the page.
- **Show users answer:** Displays the input submitted after they have made their choice.
- **Show border around poll:** Displays a border around the plugin once it is displayed.
- **Show total vote count to user:** Displays the total number of submissions a specific poll has received.
- **Hide overall voting results from user:** If checked, the users submission and the total number of submissions. If this is checked then you can edit the message that will be displayed once a choice has been submitted.

### EDIT POLLING STATION

Edit the information below, then click the Save Station button when finished

[< Back to Station Listing](#)

Station Title   
Location   
Display Question   
[\(click on question to change\)](#)

Polling Options

- Enable users to change their answer
- Poll expires on  (mm/dd/yy)

Display Options

- Enable this station to be viewed by users
- Show user's answer
- Show border around poll
- Show total vote count to user
- Hide overall voting results from user

(if hiding results display following text)

Once you have set the desired settings, you will want to press “**save station**”.

### EDIT POLLING STATION

Edit the information below, then click the Save Station button when finished

[< Back to Station Listing](#)

Station Title	<input type="text" value="Coffee Break Poll"/>
Location	<input type="text" value="My Club"/>
Display Question	<u>Which recent Coffee Break did you find most helpful?</u> <small>(click on question to change)</small>
Polling Options	<input type="checkbox"/> Enable users to change their answer <input type="checkbox"/> Poll expires on <input type="text" value="11/4/2008"/> <small>(mm/dd/yy)</small>
Display Options	<input type="checkbox"/> Enable this station to be viewed by users <input checked="" type="checkbox"/> Show user's answer <input checked="" type="checkbox"/> Show border around poll <input type="checkbox"/> Show total vote count to user <input type="checkbox"/> Hide overall voting results from user <small>(if hiding results display following text)</small> <div style="border: 1px solid black; padding: 5px;"><p>At this time, overall results are not being revealed on this website</p></div>
<input type="button" value="Save Station"/> <input type="button" value="Delete This Station"/> <input type="button" value="Cancel"/>	

After you have **saved** the settings, you will receive a message that says **“The polling station has been updated”**. From here you can **“click here to continue”** and you will be taken back to the **station manager screen**.

### EDIT POLLING STATION

Edit the information below, then click the Save Station button when finished

[< Back to Station Listing](#)

Station Title	<input type="text" value="Coffee Break Poll"/>
Location	<input type="text" value="My Club"/>
Display Question	<u>Which recent Coffee Break did you find most helpful?</u> <small>(click on question to change)</small>
Polling Options	<input type="checkbox"/> Enable users to change their answer <input type="checkbox"/> Poll expires on <input type="text" value="11/4/2008"/> <small>(mm/dd/yy)</small>
Display Options	<input type="checkbox"/> Enable this station to be viewed by users <input checked="" type="checkbox"/> Show user's answer <input checked="" type="checkbox"/> Show border around poll <input type="checkbox"/> Show total vote count to user <input type="checkbox"/> Hide overall voting results from user <small>(if hiding results display following text)</small> <div style="border: 1px solid black; padding: 5px;"><p>At this time, overall results are not being revealed on this website</p></div>
<p><b>The polling station has been updated</b> <input type="button" value="Click here to continue"/></p> <input type="button" value="Save Station"/> <input type="button" value="Delete This Station"/> <input type="button" value="Cancel"/>	

# Manage Questions

The **Manage Questions page** can be accessed in two ways:

- From the **main Polling Manager page**.
- From the **“Display Question” option** while editing a specific polling question

This will launch the **Manage Questions Page**:

## CHOOSE POLL QUESTION

[Choose Question](#) [< Back to Station Edit](#)

Choose a question to display in the Polling Station by checking the option circle next to the question. If necessary, you may edit a question from here, or add a new question.

Click a question to edit | [Click here to add new question](#)

Question	Votes
<input type="radio"/> What is the best site?	1
<input type="radio"/> Do we want to do this for ClubLink	0
<input type="radio"/> Do you think this is a good poll?	1
<input type="radio"/> How awesome is this poll question?	1
<input type="radio"/> In which month are you getting married?	1
<input type="radio"/> What added feature, listed below, would enhance your Golf Experience at the Grand Key Club?	1
<input type="radio"/> What has been your favorite event this past year?	1
<input type="radio"/> What is your favorite entree at the Dockside?	1
<input type="radio"/> What services do you use most frequently at the Club?	1
<input type="radio"/> When should we have our 2014 Independence Day Big Bash?	0
<input type="radio"/> When will you be here?	1
<input type="radio"/> Which of the recent wine-related events at Grand Key have you most enjoyed?	0
<input type="radio"/> Which recent Coffee Break did you find most helpful?	1
<input type="radio"/> Who's your favorite PGA Tour golfer?	1
<input type="radio"/> Will you be here next week (6/14 - 6/20)?	1
<input type="radio"/> Will you be here next week (6/7 - 6/13)?	0
<input type="radio"/> Would you like the Dockside to be open for lunch on weekdays?	3
<input checked="" type="radio"/> Would you use Wireless internet access (WiFi) if installed in the clubhouse?	130

[Choose Selected Question](#) [Cancel](#)

This page will **list** any **questions** that have already been created. You will also see the **amount of submissions** for each question on the right hand side. You can either **click** on a **pre-existing question to edit it**, or **click** on the **link** that will say **“Click here to add a new question.”**

## Create a New Question

Clicking on the link that says “Click here to add a new question” will open the **Polling Question Edit Screen**:

### POLLING QUESTION EDIT

Enter the question text, and enter up to 15 possible answers to be displayed, then click the Save Question button when finished

Question:

Answers:

Show?	Answer Value	Votes
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	

Type the **question** for the **poll** in the **Question box**.

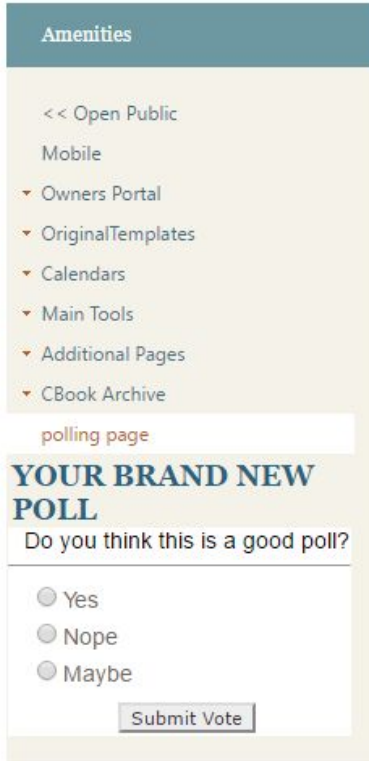
Underneath are sections for up to **15 answers**.

The “**Show?**” **check box** needs to be **checked** for each **answer** that you wish to be **displayed**.

Once you have a **question** and **answers** you will want to **select** “**Save Question**”.

## Active Plugin View

Once you have the **polling station** set up and your question selected, visit the page where the plugin was placed to view the **active poll**:



Once **members vote**, they will then be shown the information based on the settings set earlier. This information may be the current results, the total number of submissions and their own submission as well.

# Polling Results

While viewing the **polling stations**, on the right hand side where the **questions** are listed, there will be a **link** that says “**view results**”.

Clicking “**view results**” will take you to a page with **poll results**.

## POLLING RESULTS

 **Docksider Lunch Service**

[<< Back To Poll Manager](#)

Question

Would you like the Docksider to be open for lunch on weekdays?

[Export Poll Results](#)

[Show Graph](#)

Click on a choice to view detailed results

Answer	Responses	% of Total
Yes, I would use weekday lunch service frequently.	1	33.33%
Yes, I would use weekday lunch service occasionally.	2	66.66%

This page displays the **answers** to the **question**, the **number of responses**, and the **percentage of the total**. You have several options on this page:

- **Export Poll Results:** This will download the results in an excel file that displays the answer data.
- **Show Graph:** This will take you to a page that will visualize the answers in a bar graph.
- **Rest all votes to zero:** This will reset all previous answers of the poll to zero.

## FAQs

**Q:** Once a poll is **disabled** can I reuse it?

**A:** You can **enable** a **disabled** poll, but going to the **Polling Manager**, and click the **Poll Title**. On the **Edit Polling Station Interface**, use the **Polling Options** section to update the **Poll Expires On** section to a later date by using the **Date Picker**. **Save**, and the **disabled poll** will now be **enabled**.

**Q:** Can I **export poll results**?

**A:** **Export poll results**, by accessing the **Polling Manager**. On the right hand side of the **listed polls**, under the **Question**, click **View Results**. Once in the **Polling Results**, click the button **Export Poll Results** to export to a CSV.

## Best Practices

- Placing a poll on your homepage will guarantee that it will have the maximum amount of exposure.
- It is important to maintain your polls and disable or delete any that do not need to be used any longer.
- Polls are perfect for one off questions. If there are multiple questions that need answered, ask your dedicated support team about forms and surveys.
- Bring attention to any poll you may have with an email and link to the corresponding page.