Polling Station

2016 - Summer Edition

User Guide - Table of Contents

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**.
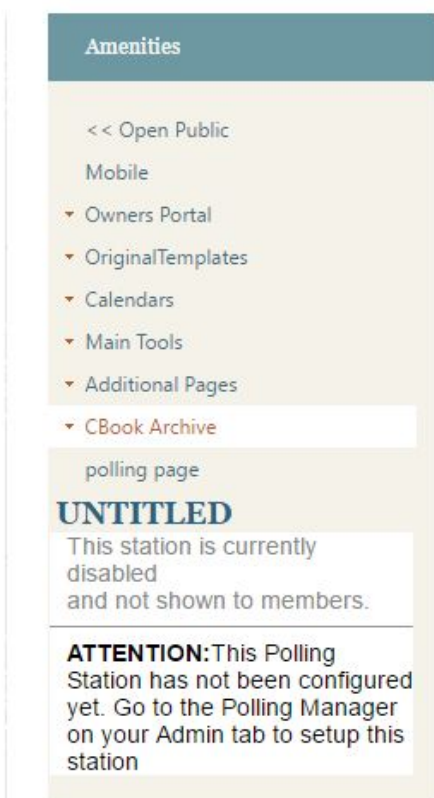
Accessing the Tool

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".**
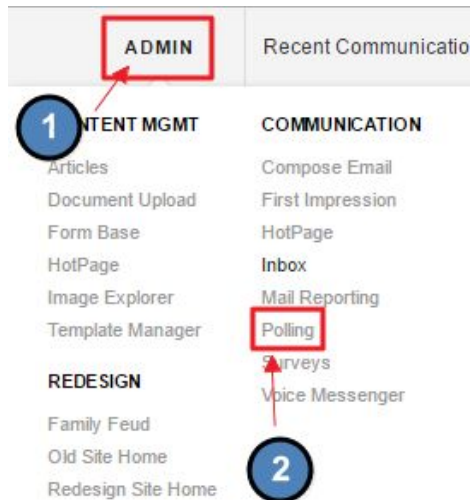
Once you have selected **"Polling"** within the Admin panel, you will be taken to a screen that contains two options. These options are:
- **Manage Polling Stations**
- **Manage Questions**

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

Docksider Lunch Service
Enabled
Location: Docksider at the Marina

Q. Would you like the Docksider to be open for lunch on weekdays?
3 total responses | View Results

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

Coffee Break Poll
Disabled
Location: My Club

Q. Which recent Coffee Break did you find most helpful?
1 total responses | View Results

Docksider Lunch Service
Enabled
Location: Docksider at the Marina

Q. Would you like the Docksider to be open for lunch on weekdays?
3 total responses | View Results

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

- **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.

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.

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.**

untitled
Disabled
Location:

Q. *-no question selected-*
0 total responses | View
Results

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	Coffee Break Poll
Location	My Club

Display Question   Which recent Coffee Break did you find most helpful?
(click on question to change)

Polling Options   ☐ Enable users to change their answer
☐ Poll expires on 11/4/2008   (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)

At this time, overall results are not being revealed on this website

Save Station | Delete This Station | Cancel

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

Location: The title of the page which the plugin is located. This is not displayed to members.

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.

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.

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 will be hidden from users. 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	Coffee Break Poll
Location	My Club
Display Question	Which recent Coffee Break did you find most helpful? *(click on question to change)*
Polling Options	☐ Enable users to change their answer
	☐ Poll expires on 11/4/2008 *(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)
	At this time, overall results are not being revealed on this website

Save Station   Delete This Station   Cancel

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

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**.

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:**

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

Save Question   Cancel

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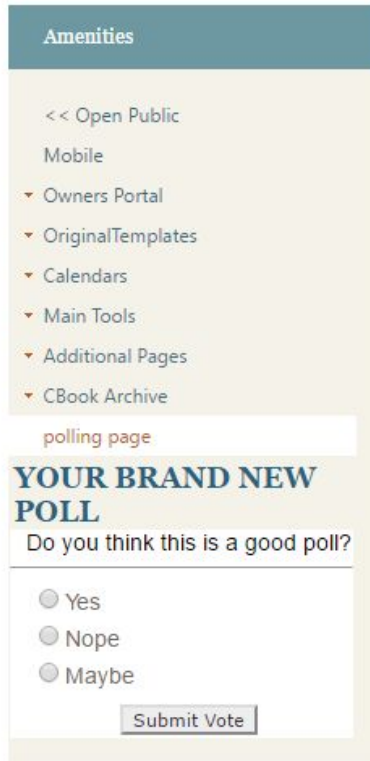
Once **members vote**, they will then be shown the information based on the settings set earlier. This information may be the current results, the total number of submissions and their own submission as well.

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, by 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.