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Disclaimer: All screenshots in this document are taken from the following websites:

- Doodle section screenshots are taken from www.doodle.com
- When is Good section screenshots are taken from www.whenisgood.net
-SignUpGenius section screenshots are taken from www.signupgenius.com
Introduction: Doodle, whenisgood, and SignUpGenius are online tools used for creating and managing meetings, events, and sign up lists.

Doodle:
Doodle is a great tool for creating an event with different timeslots that each person can sign up for. If you are planning to have an individual meeting with each one of your team members and would like to meet with them in a specific date/time, then you can utilize Doodle to automate this process by enabling your team members to register for their desired time slot.

You can also use this tool to come up with a time that all members can meet together.

Creating an Account
- Visit doodle.com to create an account
- Creating an account is optional but recommended
- If you choose not to create an account, you can still use this tool
- You can also sign in using your Facebook or Gmail account

Creating an Event
- Click on Schedule an event
- Then type in the title, location, and description of your event as well as your name and email address
- Click Next
Schedule an event

Select the day(s) of your event and click **Next**

Days

Click on the dates you would like to choose.

Selected dates:
- **Monday, September 15, 2014**

Next
Select the times for the event and click **Next**

Sharing the Event:
- Once you are done creating your event, you will see a confirmation page displaying 2 links:
  - **Participation Link:** Copy this link and email it to the people that you would like to share the event with
  - **Administrative Link:** Use this link to make changes to your event or delete it
Participation Link:
- Click on the participation link to view who has registered for the event and how many members can make it at the same time. Your participants will use the same link to register for a time slot.

Editing an Event:
- You can edit your event anytime by clicking on the Administrative Link and selecting the desired option.
- Following are options available for editing your event, managing the participants, and printing/exporting your event results.
Whenisgood

Creating an Account

- Visit whenisgood.net to create an account
- Creating an account is optional but recommended
- If you choose not to create an account, you can still use this tool

Creating an Event

- Click on Get Started

- Highlight the dates and times of your event

- Type a name for your event and click on Create Event

- A code will be displayed on the next page (please record this code in order to access your event results and make changes to it in the future).
Sharing the Event:
- Click on I Have Saved The Result Code button
- The next screen will display 3 links:
  - Participation Link: Send this link to your invitees
    - [Send this link to your invitees ...](http://whenisgood.net/yn8ebhf)
  - Results Link: Click on this link to view the participation results and add/delete participants
    - [This is where your results will appear ...](http://whenisgood.net/yn8ebhf/results/yr8b99g)
  - Edit Link: Click on this link to make changes to your event
    - [And use this link to edit your event ...](http://whenisgood.net/yn8ebhf/edit/yr8b99g)

SignUpGenious
Creating an Account
- Visit [www.signupgenius.com](http://www.signupgenius.com)
- Click on Create a Signup
- Fill out the form and click Register

Creating an Event
- Click on Create a Sign Up button
- Fill out the general details section (group name, event title and description) and click Continue

- Select a theme and click Continue
- Select the event type, date, and time. Then, click Continue
- Select your time slots and click **Continue**

![Add New Sign Up Slots](image)

- Select the information you need your participants to fill out and click **Continue**

![Contact Info](image)

- **Public Sign Up Comment**: Your group members can enter a comment for each item they sign up for. This will be seen by others.

  Call this field: **My Comment**  
  Required?  
  - Yes  
  - No

- **Miscellaneous Preferences**
  - Notify me by email when people sign up or edit/delete their sign up slot
  - Send reminders to people **2** days before the date they signed up
  - Allow a list member to "swap" slots with another member
  - Encourage my members to share about this sign up on Facebook or Twitter
• A preview of your form will be displayed
• If you are satisfied with your settings, click **Proceed to Invite and Publish**

**Sharing the Event**
• The last page will include options to email the participant link to your invitees
• Click on **Manually Enter Emails**
• Enter your invitees’ email addresses
• Customize your email message
• Click on **Take my Sign up Live and Send my Invites**
• Alternatively, you can click on **Save as draft for later** to save your event as a draft

**Send to emails that I enter below:**

- **Manually Enter Emails**
  - Enter emails for: **Group A**
  - Enter one email per line or a list of emails separated by commas:

- I need to enter a group email alias

- **Import from Address Book**

**Your Custom Email Text:**

Enter up to 255 characters.

![Your Custom Email Text](image)

**Viewing the Results and Editing the Event**
• The next screen will display a confirmation message with a link to view the participation results as well as options to edit your event

**Your Sign Up is Complete**

Congratulations! Your sign up page is now live!

To view your sign up page, go to:

- Clicking the link will take you to the following screen which allows you to:
  - Edit your event content
  - Send invites
  - Send email
  - View the report and statistics of your event
  - Manage your participants
  - Print a hard copy of your event

<table>
<thead>
<tr>
<th>Available Slot</th>
<th>Organizer (5)</th>
<th>Speaker (2)</th>
<th>Note Taker</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1 of 5 slots filled</td>
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<td></td>
<td>Edit</td>
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<td>Sign Up</td>
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