

Setting up Polls

The Polls section of event setup allows you to configure polls and questions you intend to ask the audience.

New event polls

You should have completed your initial event setup and you will see the below screen. This screen is the Events Dashboard for your new event. From this screen, click on the Polls option on the left hand side.

The main content area displays the event details: **Jugo All Hands Meeting**, **Monday 13th December 2021**, **11:00 - 13:00**. Below this is the **Event Summary**:

Welcome to final Jugo All-Hands meeting for 2021. We want to celebrate the extraordinary growth and success in 2021 and say a big thank you to everyone. Watch out for the surprise guest!

 To the right is a photograph of a person using a laptop in a video conference, and a timer at the bottom right indicating **18 d 19 h 10 m** until the event.

Below the event summary are sections for **Complete your event setup** (Basic Details, Agenda, Venue & Branding, all marked as completed with green checkmarks) and **Your Speakers** (Confirmed 0 / 1, showing one speaker named Cathy Walters with an 'Email All' button).

At the bottom is a chart titled **Number of Registrations** showing 3 / 150 registrations over time, with a bar chart from 17/11 to 20/11 and a line extending to 21/11.

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You should now see the below screen.

Click on Create New Poll.

You now have the option to edit the poll or simply create a new one. In the above example we have created a new one and saved it. You can create as many polls as you like for your event.

The 'YOUR POLLS' section shows a single poll: **Is Jugo the worlds best event experience**. The 'EDIT POLL' section shows the poll details:

QUESTION: Is Jugo the worlds best event experience

OPTION 1: Yes

OPTION 2: For Sure

OPTION 3: 100%

Buttons for **+ Add Option**, **Delete Poll**, and **Save Changes**.