

## How to Create a Poll

Go to the alaunit472 Yahoo Group

<http://groups.yahoo.com/group/alaunit472/>

Click **Polls** on left navigation bar

Follow the line under the word Polls to the right

Click on **Create Poll**

Follow directions:

Enter the motion

Enter choices

For/Against

Yes/No

Approve/Disapprove

Agree/Disagree

Select additional options

# of choices – Vote for one choice

Poll Results – Display results during poll

Voter ID – Display voter identity with each vote

Close Poll – On (Friday of meeting)

Poll Results – Send results to the entire group via email

Click **Create Poll**