Creating a Poll

To create a new poll, from the Menu:

1. Select **Settings > Polls** from the Admin menu.

2. On the Admin Polls page, click the **Create Poll** tab to create a new poll.

   ![Create Poll Tab](image)

   *Note: Images are not included in the text representation.*

3. Enter the following information in each field on the page:
   - **Title**: Enter a title of the poll. This title will appear on the poll, when users vote.
   - **Options**: Click **Toggle Quick Options**. This allows you to create the poll options while creating the poll. Alternatively, you can create poll options after creating the poll.
     - In the option field, type the first poll option.
     - Click **Add Option** to add a second option.
   - **Publish Date**: Make sure the date and time reflects the current date and time.

   *TIP*
   You can use the **Publish Date** field to create a poll today, but make it active some time in the future.

   Leave the other fields with their default value.

4. Click **Add**. Tiki saves the information and reloads the page.

Your newly created poll appears on the Polls tab of the Admin Polls page.

![Polls Tab](image)

Now that you have a poll, you can add options to the poll.

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*Created by Rick Sapir (ricks99). Last Modification: Monday February 11, 2019 11:15:32 am EST by Rick Sapir (ricks99).*

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