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In the **Poll** tab, you will be prompted for the actual Poll Entry Names or Numbers, Responses and Voter Poll Options. Blank forms are displayed for reference. How you will fill out these forms will be explained later.

Start New Thread

Thread Title

Discussion **Poll**

Thread Title and Discussion field entered from the Discussion tab will also be shown here in the Poll tab.

Attach files

Question:

Possible responses:

Maximum selectable responses: ☒ Single choice ☐ Unlimited ☐ + -

This is the maximum number of responses a voter may select when voting.

☒ Hide poll results

☒ Hide until poll closes

If the above checkbox is checked then the results of this poll will remain hidden until the poll closes. If the poll does not have a close date or the above checkbox is unchecked then the results will be hidden until the poll is edited and the checkboxes unchecked.

Tags:

Multiple tags may be separated by commas.

Options: ☒ Watch this thread... ☒ and receive email notifications

Set thread status: ☒ Unlocked People may reply to this thread ☐ Sticky Sticky threads appear at the top of the first page of the list of threads in their parent forum

Start New Thread

The Hide check marks should be checked on both options.

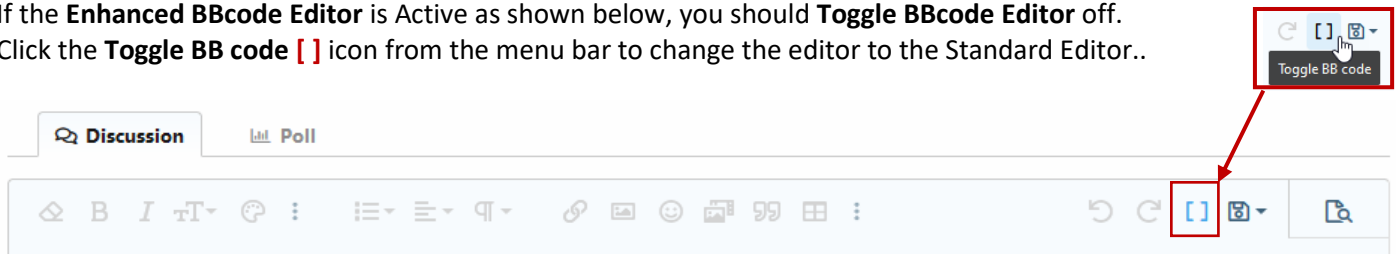
Options: should probably be set on both Watch and Email.

Thread Status: if checked it will allow members to add replies to you poll.

This is the Complete list of required Thread/Poll Options that you need to consider when creating the Thread/Poll.

- Thread Title
- Discussion field
 - Text describing the Poll Purpose.
 - Rules if required.
 - Poll Options.
- Choose one Question for the Poll.
- Create Possible responses for the question.
 - A maximum of 100 responses.
- Determine Maximum selectable responses of voter.
 - Single choice.
 - Unlimited.
 - Selectable amount.
- Options:
 - Allow voters to change their votes.
 - Display votes publicly.
 - Allow the results to be view without voting.
 - When to Close the poll.
 - Hide poll results.
 - Hide results until the poll closes.
- Tags, used for searching for this Poll. (Not required)
- Options: (For you)
 - Watch this thread.
 - Receive email notifications from Poll.
- Start New Thread.

If the **Enhanced BBcode Editor** is Active as shown below, you should **Toggle BBcode Editor** off. Click the **Toggle BB code** **[]** icon from the menu bar to change the editor to the Standard Editor..



This will enable the **Standard Editor (Default)** which is shown below.



After toggling to the **Standard Editor (Default)** it will be displayed below the **Discussion** tab.

Let's Begin to Create a Thread with a Poll.

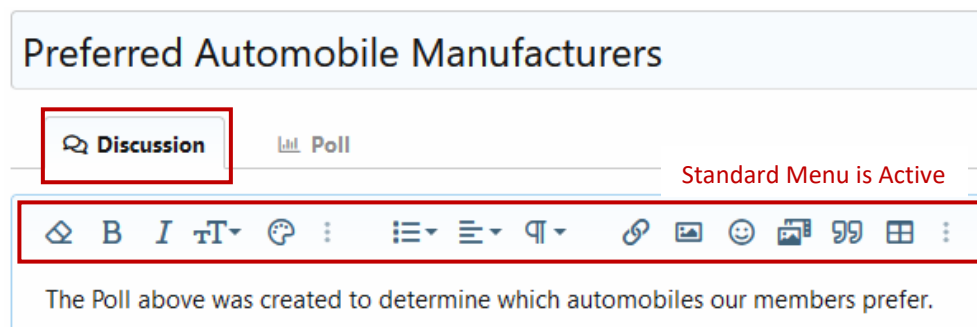
Begin in the **Discussion** tab. Add a **Thread Title** that should be Accurate, Concise and describes the purpose of the poll. Add text in the **Discussion** field with a Complete Description for this Poll and some of the Poll Options in the as they are set. See the bottom of **Page 2** for these Options.

It's important that the voters understand the Options which you have set for the Poll. Here are a few examples.

How many choices of responses? Can they change their votes? Will the results be displayed publicly? When will the results be displayed? Can they view results without voting? When is the closing date of Poll?

When you **Start New Thread** including a Poll it is best to include these Options and Response choices in the Poll.

Here's an Example Poll for Preferred Automobile Manufacturers.

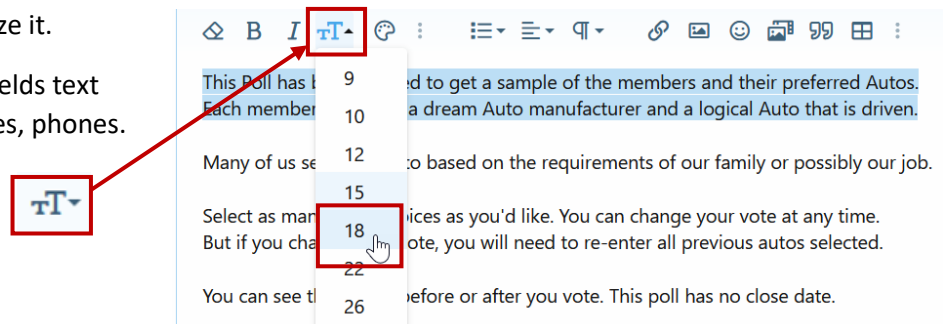


Begin in the **Discussion** tab. Add a **Thread Title** that should be Accurate, Concise and describes the purpose of the poll. Add text in the **Discussion** field with a Complete Description for this Poll and some of the Poll Options as you set.

After adding some text, you can resize it.

You might Increase the **Discussion** fields text font size to be larger for small devices, phones.

Highlight your text, Select the Font size icon, select 18.
Default font is 15.



Include the Instructions and Response choices before the Poll. Each Response and its Description should be added to condense the Thread/Poll.

Important, after Initial Start New Thread, you have **only 120 minutes** to Edit, add to, or publish the Thread/Poll.

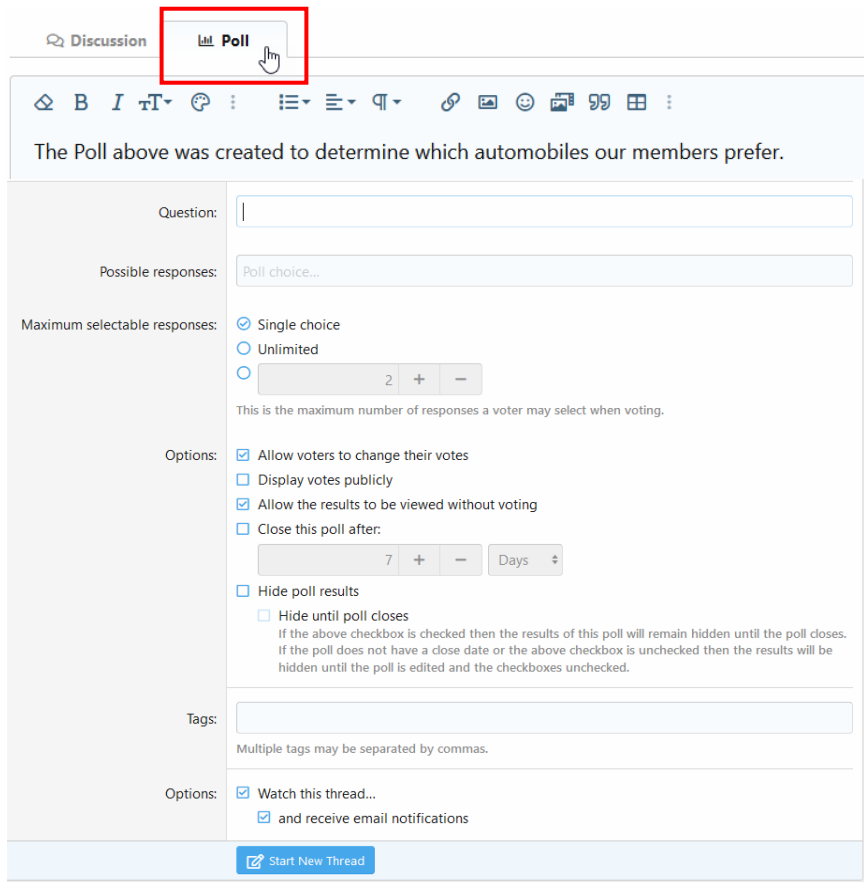
If you are Finished adding Text to the **Discussion** field, continue to add the **Poll Options** Options as below.

Poll Options.

When finished with the Threads **Discussion** field, select the **Poll** tab.

The Poll form expands as shown on the right to create the Poll.

(Unedited Poll form Displayed)

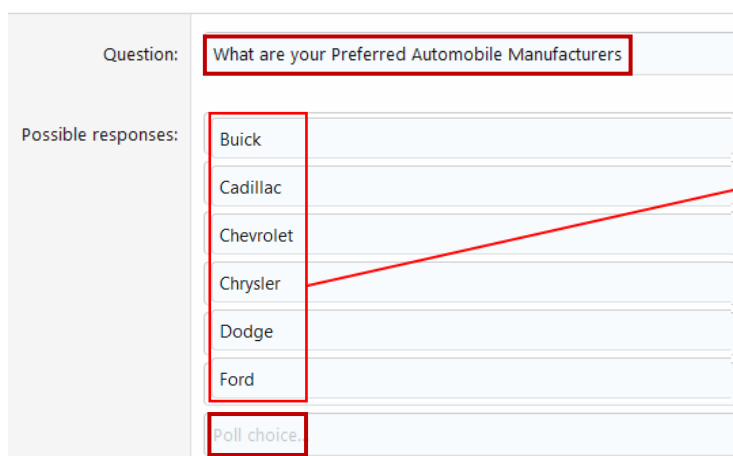


The screenshot shows a discussion thread interface. At the top, there's a 'Discussion' tab and a 'Poll' tab, with the 'Poll' tab highlighted by a red box and a hand icon. Below the tabs is a rich text editor with various formatting options. The main content area shows a poll question: 'The Poll above was created to determine which automobiles our members prefer.' Below this, the poll form is expanded. It includes fields for 'Question:', 'Possible responses:', 'Maximum selectable responses:' (with radio buttons for 'Single choice' and 'Unlimited', and a numeric input set to '2'), 'Options:' (with checkboxes for 'Allow voters to change their votes', 'Display votes publicly', 'Allow the results to be viewed without voting', 'Close this poll after:' (with a date picker set to '7 Days'), and 'Hide poll results' (with a sub-option 'Hide until poll closes'). There are also 'Tags:' and 'Options:' (with checkboxes for 'Watch this thread...' and 'and receive email notifications') sections. At the bottom, there's a 'Start New Thread' button.

Starting with the Poll **Question**, Enter an Accurate, Concise and Thorough **Question**.

Next enter the Polls **Possible responses** (Votes) *Name, Item or Descriptive text*. Only Simple text is needed. (100 characters is max for each response)

To add more than one **Possible response**, after each Response, **Select (Enter)** and click into the next rows response box to add more.



The screenshot shows the 'Possible responses' section of the poll form. The 'Question:' field contains 'What are your Preferred Automobile Manufacturers'. Below it, the 'Possible responses:' section has a list of text boxes. The first five boxes contain 'Buick', 'Cadillac', 'Chevrolet', 'Chrysler', and 'Dodge'. The sixth box contains 'Ford'. The seventh box is labeled 'Poll choice:'. A red box highlights the first five response boxes, and a red arrow points from this box to the 'Example in Poll' section on the right.

Example in Poll.

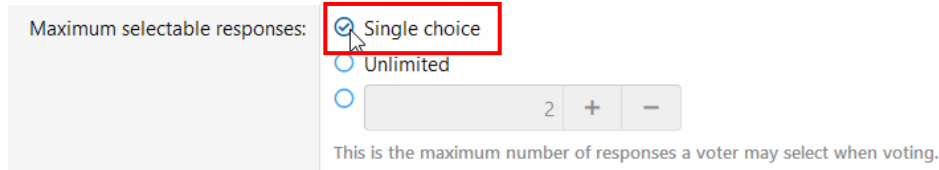
- ☐ Buick
- ☐ Cadillac
- ☐ Chevrolet
- ☐ Chrysler
- ☐ Dodge
- ☐ Ford

When you have entered the **Question** and all **Possible responses**, Continue to the **Check Boxes** instructions below.

Check Boxes

Determine the **Maximum selectable responses** that voters can enter.

- When checked, the Poll only allows a **Single choice**.

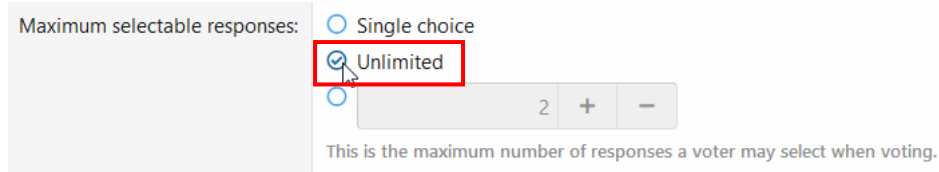


Maximum selectable responses: ☒ Single choice ☐ Unlimited

☐ + -

This is the maximum number of responses a voter may select when voting.

- When checked, the Poll allows **Unlimited** responses.

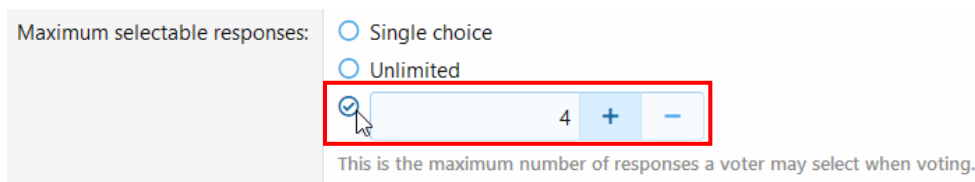


Maximum selectable responses: ☐ Single choice ☒ Unlimited

☐ + -

This is the maximum number of responses a voter may select when voting.

- When checked, the Poll allows you a determined number of responses. Here it's set to allow 4 responses.



Maximum selectable responses: ☐ Single choice ☐ Unlimited

☒ + -

This is the maximum number of responses a voter may select when voting.

Determine Additional Options.

- When checked, the Poll will **Allow voters to change their votes**.

NOTE: IF MEMBER ADDS OR CHANGES A VOTE, THEY MUST RE-ENTER ALL PREVIOUS VOTES!

The above Note in Red, should be added in the **Discussion** field.



Options: ☒ Allow voters to change their votes

☐ Display votes publicly

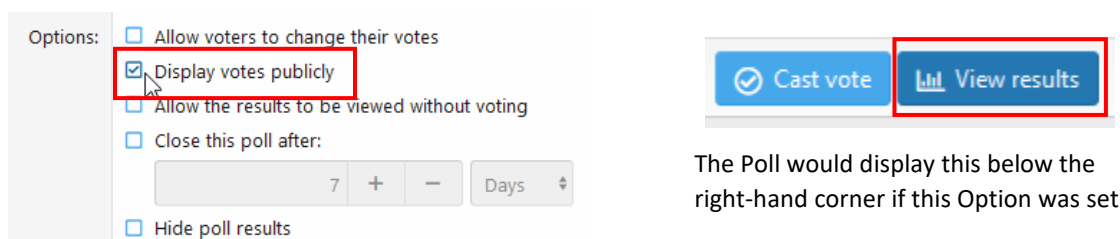
☐ Allow the results to be viewed without voting

☐ Close this poll after: + - Days

☐ Hide poll results

The Poll would display this below the right-hand corner if this Option was set.

- If the **Display votes publicly** was Checked, re-consider if you really want the results displayed at all. This could sway members choices if they knew other voters selections.



Options: ☐ Allow voters to change their votes

☒ Display votes publicly

☐ Allow the results to be viewed without voting

☐ Close this poll after: + - Days

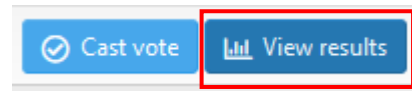
☐ Hide poll results

The Poll would display this below the right-hand corner if this Option was set.

- If the **Allows the results to be viewed without voting** was Checked, re-consider if you really want the results displayed at all. This could sway members choices if they knew other voters selections.

Options:

- ☐ Allow voters to change their votes
- ☐ Display votes publicly
- ☒ Allow the results to be viewed without voting
- ☐ Close this poll after: Days
- ☐ Hide poll results



The Poll would display this below the right-hand corner if this Option was set.

- Setting this time to **Close this poll after** a certain amount of time. [Hours, Days, Weeks, Months]

Running a poll requires understanding how long it should be run. Review this carefully or check with others that have run similar polls.

Options:

- ☐ Allow voters to change their votes
- ☐ Display votes publicly
- ☐ Allow the results to be viewed without voting
- ☒ Close this poll after: Days
- ☐ Hide poll results

Days
Hours
Days
Weeks
Months

The time starts and ends based on Time that you **Start New Thread**.

- This Option would Not allow members to see any results, even after voting.

☒ Hide poll results

☐ Hide until poll closes

If the above checkbox is checked then the results of this poll will remain hidden until the poll closes. If the poll does not have a close date or the above checkbox is unchecked then the results will be hidden until the poll is edited and the checkboxes unchecked.

- This Option would allow members to see results, only after voting poll closes. Determined by closing time set. This could sway members choices if they knew other voters selections.

☒ Hide poll results

☒ Hide until poll closes

If the above checkbox is checked then the results of this poll will remain hidden until the poll closes. If the poll does not have a close date or the above checkbox is unchecked then the results will be hidden until the poll is edited and the checkboxes unchecked.

- Setting Tags (Not required), allows searching polls. After each Tag is entered, hit an [Enter] on your keyboard.

Tags:

- When Option is checked it will Alert you if anyone votes in the poll.

Options: ☒ Watch this thread...

☒ and receive email notifications

- When Option is checked it will email you if anyone votes in the poll.

Options: ☒ Watch this thread...

☒ and receive email notifications

Now that you know which Poll Options are set, you should note them in the **Discussion** field immediately.

Before you **Start New Thread**, Check the Thread **Discussion** field and the **Poll Options** carefully. Add or Fix the items.

Important, after Initial Start New Thread, you have **only 120 minutes** to Edit, add to, or publish the Thread/Poll.

Immediately after you finalize with **Start New Thread** the Thread/Poll will appear on the forum.

The Thread/Poll is now Online. **Note:** the **Poll** is always displayed above the **Discussion** in the thread.

Now that you know how the **Poll Options** are set, if you haven't added them to the **Discussion** field do that now.

Check the Poll for errors. For a short time, you can fix errors after Thread/Poll is finalized.

You might see an **Oops!** as below after you **Start New Thread**. It will normally give you a hint as to what is wrong.

If you cannot resolve this, start a conversation with [@jeff](#). **Do not close or force the Thread to start!**

Oops! We ran into some problems.

Please enter a valid message.

X

Here, you Must Enter Some Text in the **Discussion** field or Poll will not Post.

Click the **X** to Close this Oops! pop-up. For this, return to your Thread/Poll and Enter Text in the Discussion Field.

Just for reference, the message below will appear under the Poll as someone completes their Poll voting.

Messages have been posted since you loaded this page. [View them?](#)

Viewing Actual Thread and Poll when Posted.

After **Start New Thread**, the Poll is always displayed in the thread before the Discussion.

Preferred Automobile Manufacturers

Wayne · A moment ago · automobile | car | drive

What are your Preferred Automobile Manufacturers

☐ Acura

☐ Audi

☐ BMW

☐ Buick

☐ Cadillac

☐ Chevrolet

☐ Chrysler

☐ Dodge

☐ Ford

☐ General Motors

☐ Honda

☐ Infiniti

☐ Jeep

☐ Kia

☐ Lexus

☐ Lincoln

☐ Mazda

☐ Plymouth

☐ Porsche

☐ Toyota

☐ Volkswagen

☐ Volvo

Poll is Shown before Discussion.

Shown before any selections are made.

This poll will close: Feb 12, 2022. Multiple votes are allowed.

Cast vote

View results

Some Poll information is displayed here.

Below, the Poll shows 4 Checks to Vote added by a member. They should add check marks carefully.

The Discussion is always displayed after Poll.

What are your Preferred Automobile Manufacturers

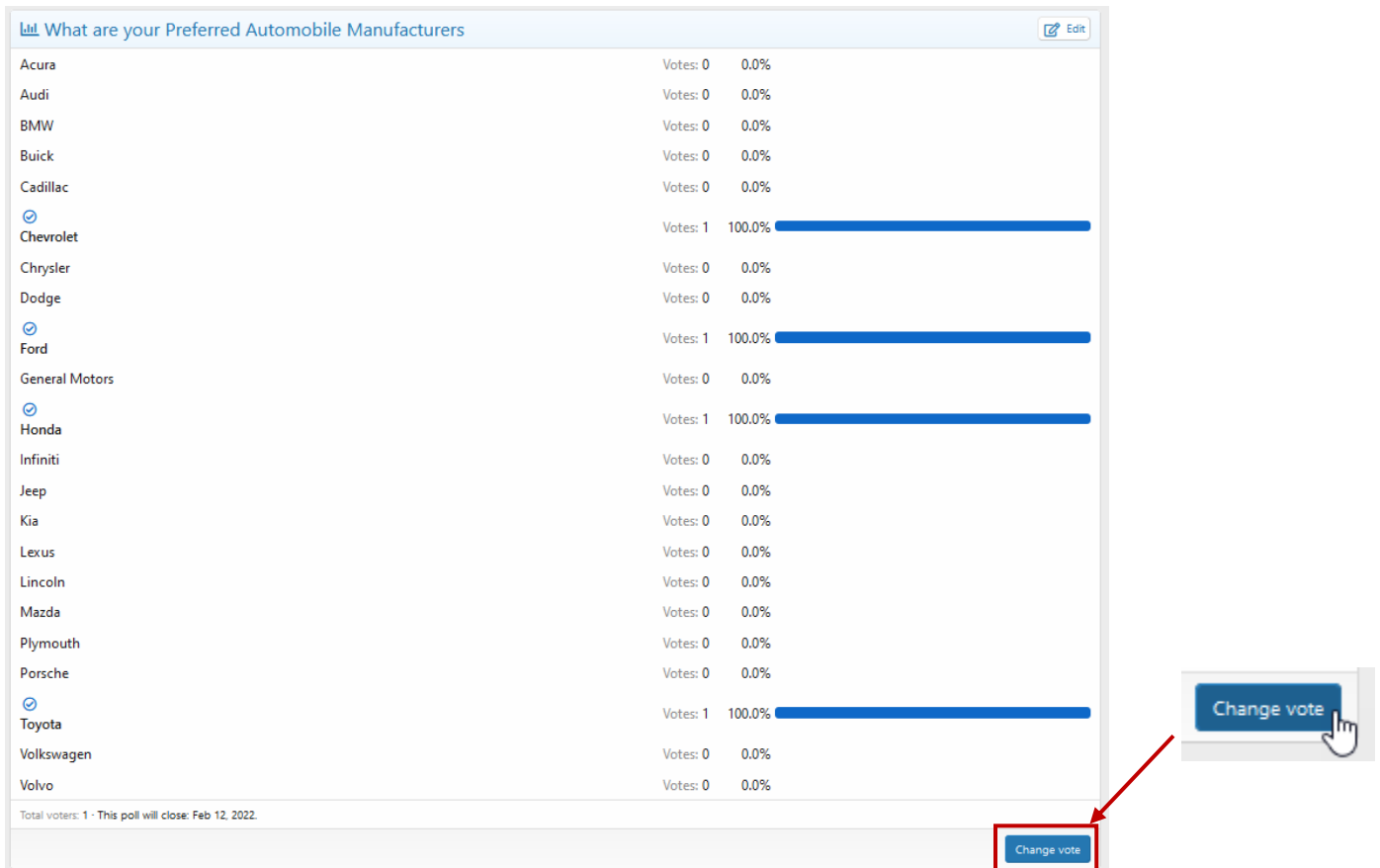
- ☐ Acura
- ☐ Audi
- ☐ BMW
- ☐ Buick
- ☐ Cadillac
- ☒ Chevrolet
- ☐ Chrysler
- ☐ Dodge
- ☒ Ford
- ☐ General Motors
- ☒ Honda
- ☐ Infiniti
- ☐ Jeep
- ☐ Kia
- ☐ Lexus
- ☐ Lincoln
- ☐ Mazda
- ☐ Plymouth
- ☐ Porsche
- ☒ Toyota
- ☐ Volkswagen
- ☐ Volvo

This poll will close: Feb 12, 2022. Multiple votes are allowed.

[Cast vote](#) [View results](#)

After **Cast Vote**, the results will show Immediately if you set it to allow this in the Options of the Poll.

Here the results as they may be displayed below.



Member/Voter Changing Votes

What are your Preferred Automobile Manufacturers

- ☐ Acura
- ☐ Audi
- ☐ BMW
- ☐ Buick
- ☐ Cadillac
- ☐ Chevrolet
- ☐ Chrysler
- ☐ Dodge
- ☐ Ford
- ☐ General Motors
- ☐ Honda
- ☐ Infiniti
- ☐ Jeep
- ☐ Kia
- ☐ Lexus
- ☐ Lincoln
- ☐ Mazda
- ☐ Plymouth
- ☐ Porsche
- ☐ Toyota
- ☐ Volkswagen
- ☐ Volvo

This poll will close: Feb 12, 2022. Multiple votes are allowed.

A voter could possibly **Change vote**.

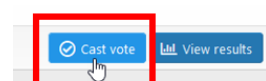
If this Option was selected when setting up the Poll, voters can select this icon to change votes.

This icon will not appear if the Option was not selected.

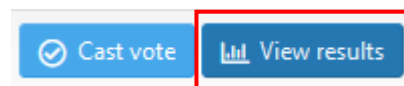
NOTE: IF MEMBER ADDS OR CHANGES A VOTE, THEY MUST RE-ENTER ALL PREVIOUS VOTES!

The original votes are removed from the poll if they don't also re-enter the original votes.

Finally, they would **Cast vote**.



If a voter who wants to view the results without Casting vote, they could select **View Results**, only available if this Option was selected when setting up the Poll.

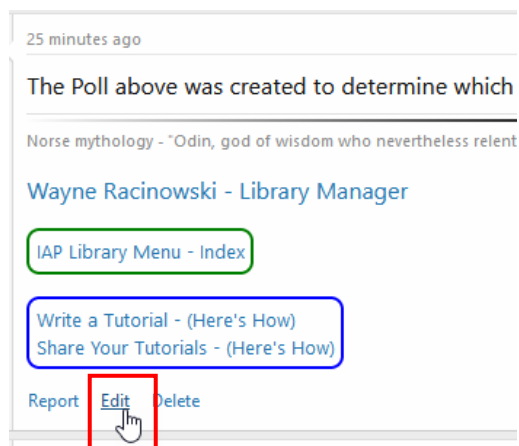


Edit Discussion field is Available for Creator after Starting New Thread.

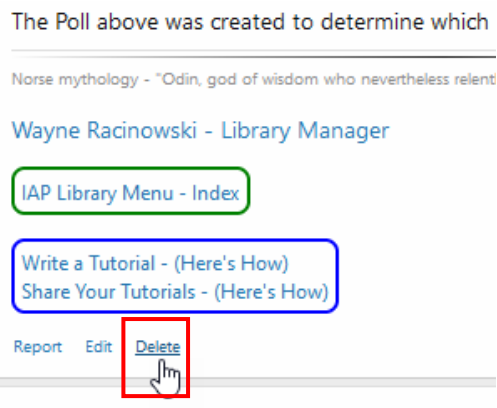
Need to add more information to the **Discussion** field? Do this with the **Edit** icon at its bottom left-hand corner.

Important, after Initial Start New Thread, you have **only 120 minutes** to Edit, add to, or publish the Thread/Poll.

The creator of the thread can edit the **Discussion** field after posting.

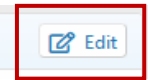


If the creator wants to **Delete** the entire Poll, it can be done here. It would be best to Delete it before anyone votes.



Change Poll Options are Available for Creator after Starting New Thread.

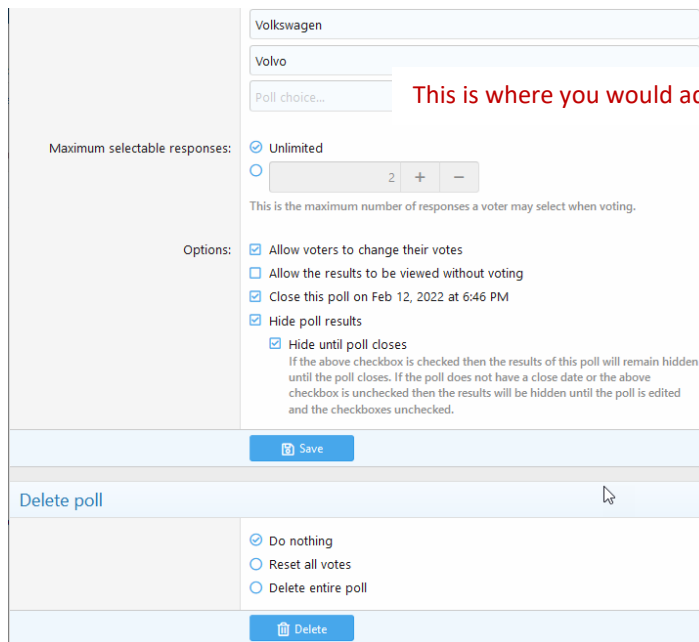
Need to add more Responses after the Start New Thread? Do this with the Poll **Edit** icon at its top right-hand corner. See below for Options available to change.



Important, after Initial Start New Thread, you have **only 120 minutes** to Edit, add to, or publish the Thread/Poll.

Never delete any of the original responses that you created. If you Delete a response, or replace it with another response, this will corrupt the Poll results. You can only correct an error in spelling or adding text.

You can Edit to correct Poll responses, add more responses, or change any other settings as below.

A screenshot of a poll editing interface. It shows a list of poll choices: 'Volkswagen' and 'Volvo'. Below them is a 'Poll choice...' input field with a red text annotation 'This is where you would add an additional response.' To the left of the choices is a section for 'Maximum selectable responses' with a radio button for 'Unlimited' and a numeric input set to '2'. Below that are 'Options' with several checkboxes: 'Allow voters to change their votes' (checked), 'Allow the results to be viewed without voting' (unchecked), 'Close this poll on Feb 12, 2022 at 6:46 PM' (checked), 'Hide poll results' (checked), and 'Hide until poll closes' (checked). At the bottom are 'Save' and 'Delete' buttons. The 'Delete' button is highlighted with a mouse cursor.

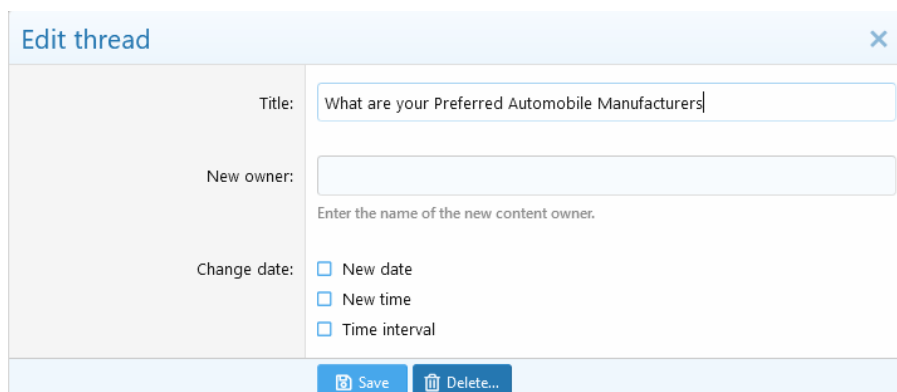
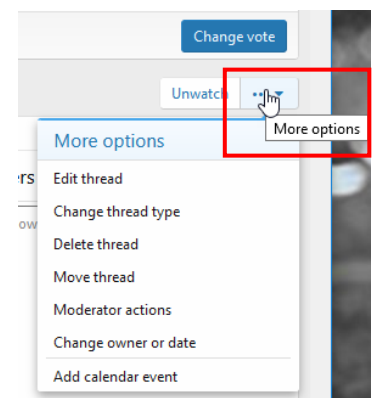
As the Creator of the Poll, here are some items that can be changed.

The only suggested items that may be used are the following.

At the bottom right-hand corner of the Poll select **More options**.

Edit thread, Delete thread, Move thread (category), Change owner or date.

Choosing the **Edit thread** would allow you to change the items below.

A screenshot of the 'Edit thread' form. It has a title field with the text 'What are your Preferred Automobile Manufacturers'. Below the title is a 'New owner' field with a placeholder 'Enter the name of the new content owner.' To the left of these fields is a 'Change date' section with three checkboxes: 'New date', 'New time', and 'Time interval'. At the bottom are 'Save' and 'Delete...' buttons.

General Thread and Poll Statements

Important, after Initial Start New Thread, you have **only 120 minutes** to Edit, add to, or publish the Thread/Poll.

Check the Thread/Poll for any errors. Add or Fix any items before you **Start New Thread**.

Immediately after you finalize, with **Start New Thread** the Thread/Poll will appear on the forum.

View the Poll after you **Start New Thread**. Review the Discussion field and Poll choices to verify accuracy.

Mention some of the Poll Options in the **Discussion** field as they will be set. See bottom of **Page 2** for examples. It's important for the voters to understand the Options that have been set for the Poll.

To vote in a Poll, members simply select which response(s) that they want to vote for and click the **Cast vote** icon.

Voting in a poll is entirely optional. One may vote for any of the available options or cast no vote at all.

Whether or not a poll is a public poll, any votes cast will be attributable to the voter.

Questions, Additions, Changes please contact me [@wayne](#)

[Wayne Racinowski - Library Manager and Moderator](#)