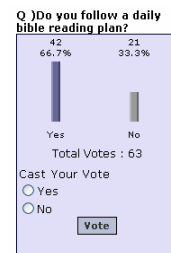


## Voting Polls

The poll feature allows Churches to create a voting poll with a question and up to 4 possible choices of answers. Visitors to the site can then vote their answer.

If your Church decides to have a poll, then it will be displayed on the homepage of your website.



### Activating or Removing the poll feature

If the poll is not activated then will need to do this before you first add the poll. This is done by clicking on the activate button on the poll page of the control panel. If you add a poll but have not yet activated the feature on the website, then the poll will not be displayed until it is activated.

If you decide to remove the poll feature, you will need to update the site features by going to Home > Options > site features and selecting NO for Poll.



### Setting up a new poll

Once you have activated the poll, the next task is to add a poll. Do this by clicking on the 'Add Poll' link from the main poll page.

You will then be asked to enter your question and then upto 4 possible answers. You must enter at least 2 choices of answers. If you want the poll you are adding to be the current one on the site then leave the box ticked that says 'Make this the current poll'. If this box is not ticked then the poll will not be seen on the site. When you have done this, click on the 'Add' button and your new poll will be added.

To replace existing polls with a new one press 'Add Poll'



### Maintaining Polls

Old polls can be kept on the site so that they still are viewed by visitors, however they cannot be voted as only the current poll at the time can be used for voting.

Clicking on 'View All Polls' will display any polls that are still on the system - this includes all polls that have not been deleted by the site manager. From this page you can view, delete and reactivate polls.



### Deleting Polls

A poll will not be deleted until the administrator manually deletes it.

To delete a poll go to the poll you wish to delete on the 'View All Polls' page and click the delete button next to the graph. You will then be asked to confirm you wish to delete the poll. When you confirm it, the poll will then be permanently destroyed.



If you decide to display past polls then you need to select this option in the Polls Options. This feature will display a link on the homepage below the current poll. The link will take site visitors to a new page that lists past polls.