



### To create an account:

1. [www.polleverywhere.com](http://www.polleverywhere.com)
2. Click **Sign Up** in top right corner
3. Fill in Name, Email, Password, check *I am an educator*, Country is US, check that you agree (creators of accounts have to be 13 years or older, those who answer polls, there is no required age)
4. Click **Sign Up for my Poll Everywhere Account**

### To create a poll:

1. First time in, the creation box pops right up. Otherwise click on **Create New Poll** on left side of screen
2. Type your multiple choice or open ended question in the text box.
3. To make sure your question is multiple choice (if that's what you want) click **Convert to Multiple Choice** in the yellow box.
4. Type in at least 2 multiple choice answers
5. Press **Continue** when all choices are filled in
6. Poll is generated
7. Customize and share your poll from the options on the right (how it is viewed, how to respond, download slide or share and publish)

### To use a poll:

1. You can download the poll as a PowerPoint slide. A PowerPoint presentation will download to your computer with directions and the poll slide. You can copy and paste the poll slide right into another PowerPoint presentation  
**-or-**
2. When you **Share and Publish** the poll
  - you can get a direct and private URL link – shows results live
  - download for a Prezi presentation
  - embed in to a blog or website
  - share on Twitter
  - share through email

### Other features:

- start and stop a poll
- edit the poll question and responses
- copy a poll
- delete the poll
- change visual settings of the poll



Open ended questions:

1. When viewers submit their answer for an opened ended question, they will have to include a 6-digit numerical code given to them by Poll Everywhere to include in the beginning of their text message or their computer submitted answer.
2. If you want to, you can customize the code to be a keyword. Not necessary though.



Text **298620** and your  
message to **37607**



Submit **298620** and your  
message to **<http://PollEv.com>**