Audience Polling

As a speaker or administrator at your conference, you can poll your audience during your presentation, receive immediate feedback, and display the results entirely through the app. This tutorial will show you how to create questions, and control audience access to answers and to response results.

Creating Poll Questions in the App

The event organizers must first opt to allow speakers to create poll questions for the event. Please contact your app administrator if you are unsure.

To get started, go to the Audience Polling feature on the app by clicking the Audience Polling navigation icon as shown in Figure 1.

Figure 1

As shown in Figure 2, at the top of the screen there will be two options:
1. Poll Questions
2. Add Question

Figure 2

To add your poll question, click "Add Question" (Figure 2).

Fill out the question form shown in Figure 3:

1. Select the agenda session for which you are creating the poll question. If you are a speaker, you will only be able to add questions for the sessions you are the speaker.
2. Enter the poll question. Each question must have multiple choice answers.
3. Enter the answers to your question. You can have up to ten answers per question.
4. Select whether you want to allow the question to be answered. If you are not ready for attendees to answer the question, then select "No, disable answers". Make sure to change this to "Yes, allow answers" when you are ready for the attendees to answer the question. This setting can be changed any time.
5. Select whether you want to show the results of the answered poll question. If you are not ready to show the results, then select "No, disable results". Make sure to change this to "Yes, show results" when you are ready for the attendees to see the results. This setting can be changed at any time.
6. Select whether you want to allow multiple answers per question. If this is set to "Yes, enable multi-answer" then multiple answers may be selected. If this is set to "No, disable multi-answer" then the user will only be allowed to select one answer.
7. Click save to save your question.

Figure 3

Answering Poll Questions and Viewing Results in the App

At the top of the polling screen as shown in Figure 4:

1. Click the "Poll Questions" link
2. Select the session for which you want to answer the polling question.
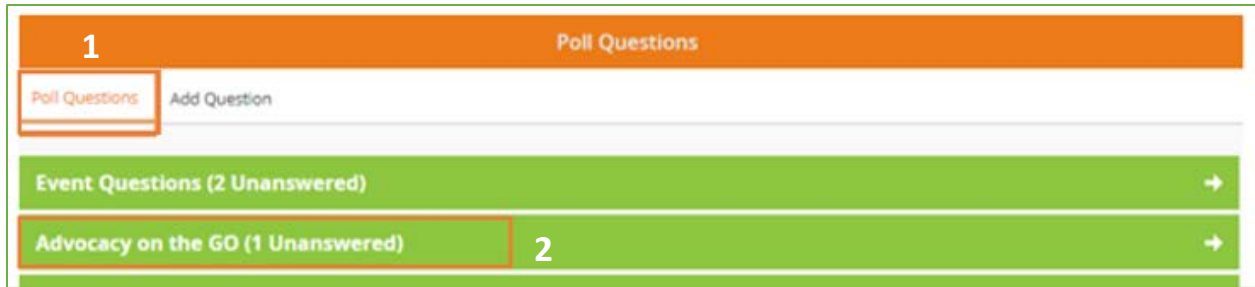
Figure 4

Once the session has been selected, click on the question you would like to answer as shown in Figure 5.
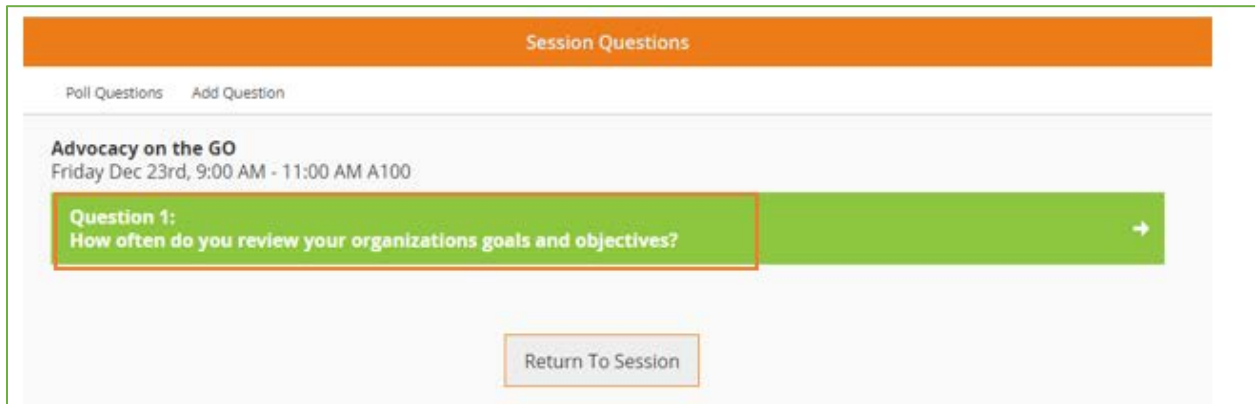

Figure 5

Select your answer to the question as shown in Figure 6. The icons at the top of the page help you navigate to the results and other questions for the selected session:

1. Th left arrow lets you go to the previous question
2. The pencil icon allows you to edit your question
3. The pie graph icon shows the results of all the responses to this question in a donut chart
4. The bar chart icon shows the results of all the responses to this question in a bar chart
5. The people icon shows all the people who have responded to the question
6. The refresh icon allows you to refresh the answers to see the latest results.
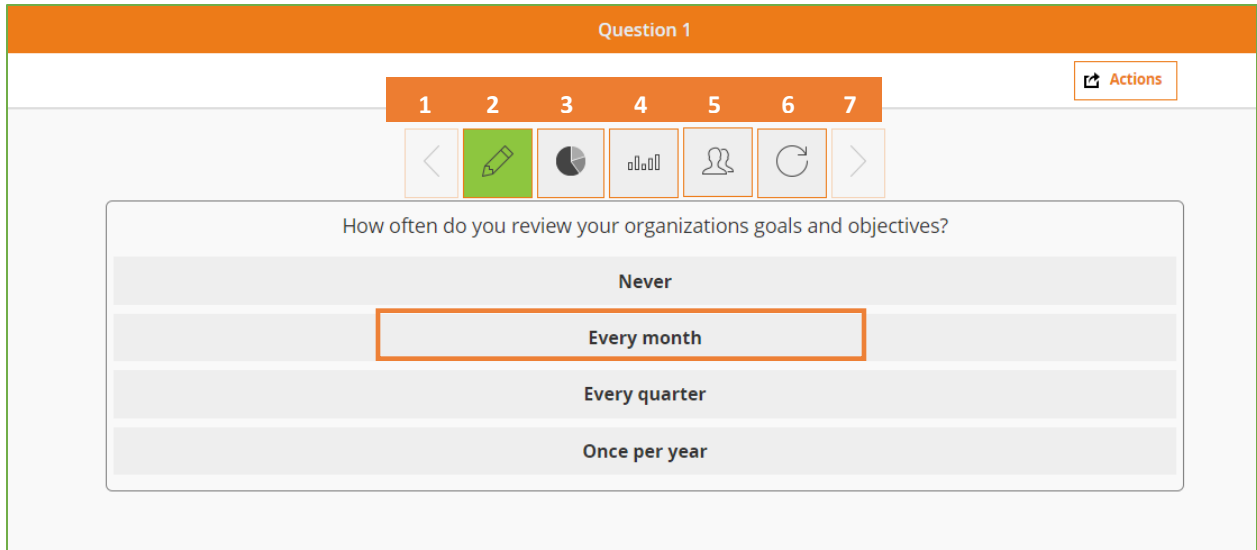7. The right arrow takes you to the next question

Figure 6

Managing Poll Question in the App

You can also manage the settings for your poll question(s) in the app. As shown in Figure 7, click the Actions button in the upper right-hand corner of the screen. An Action box is displayed from here you can update the settings for the currently selected question:
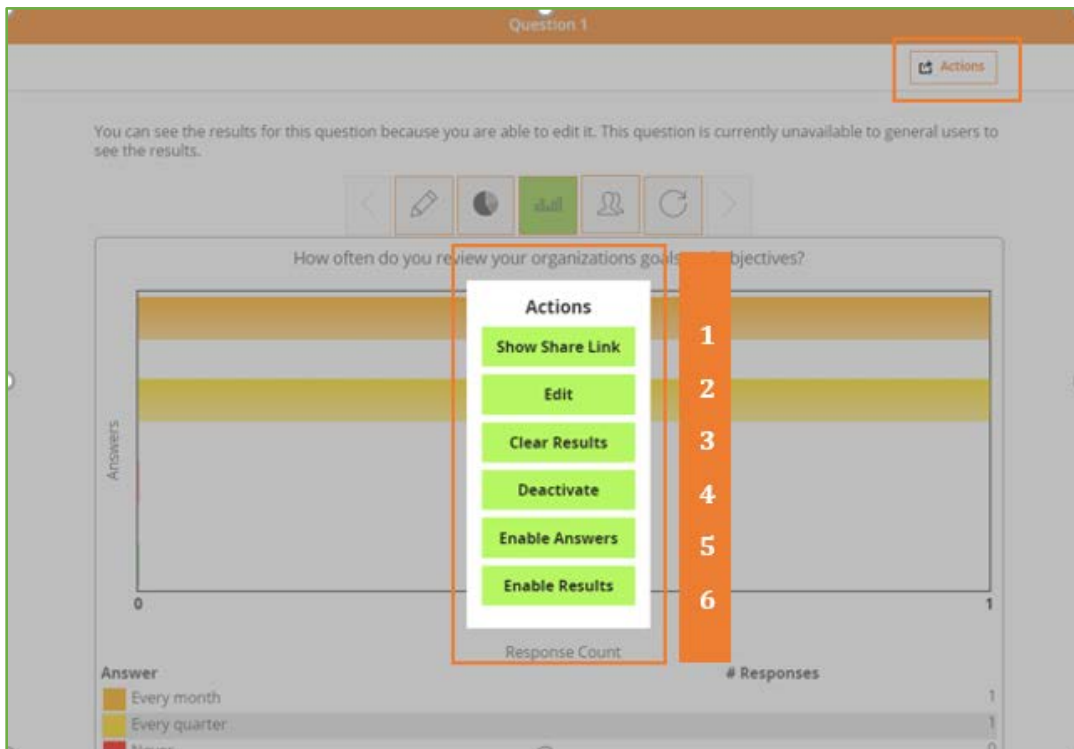

Figure 7

1. **Show Share Link –** this feature allows you to share a link on the presentation screen with your attendees during a session. The results MUST be enabled to use this feature.
2. **Edit –** allows you to edit the question
3. **Clear Results –** allows you to clear all the current results for the question
4. **Deactivate –** allows you to deactivate the question so the question can't be accessed
5. **Enable answers** – allows you to enable the answers so the question can be answered
6. **Enable results –** allows you to enable the results so they are available to view

Display Poll Results

As a speaker you can manage your poll questions and see results details in the Speaker portal. You can copy the results screen link to incorporate the results graph into your presentation. This can also be done from the app using the Show Share Link discussed above.

To access the speaker portal, first login into the web app from your laptop or tablet. Use the app's side navigation link "Speaker Portal" to access the orange speaker portal. For detailed instructions regarding the speaker portal and how to access the speaker portal, please see the Speaker Portal Instructions linked from the App Welcome email to Speakers.

Portal Access to Poll Questions

Select the Polls Action button next to the session of interest (Figure 8).

Figure 8

Next select Results action button for the poll question of interest (Figure 9).

Figure 9

Results Screen

Figure 10

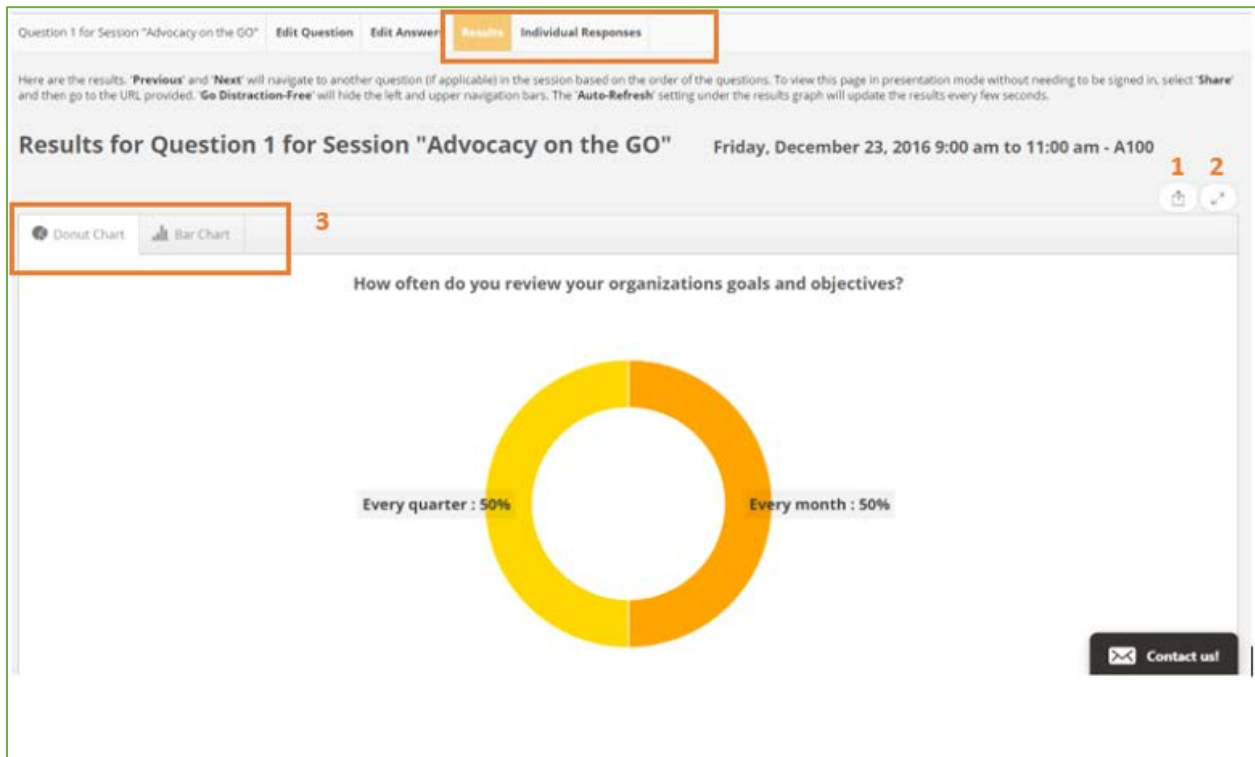If you wish to see Individual Responses to the poll question, select the Individual responses tab to the right of the results tab from the top navigation. (Figure 10)

The results screen shows the polling question in chart format. You can scroll down to see the results in a table.

1. Share this results screen: Select the Share button on the upper right- hand side of the screen (see 1 in Figure 10) and a URL box will appear allowing you to paste the results screen in your browser or into your presentation or email etc. Once the URL is visible, select the copy button highlighted in the below *Share Results* image (Figure 11 below). You can embed this link in your presentation for live polling results.
2. Full Screen: To see the results screen in full screen view, simply select the fill the screen button (see 2 in Figure 10). From the full screen view, you can navigate to the previous or next question via the buttons at the top of your chart (if you have more than one question for the session).
3. See the results in a Donut chart or tap the Bar Chart tab to see the results via Bar Chart.

Share Results

Figure 11

To see **Automatic updates to the results chart** as new answers are submitted, select the Auto-refresh "YES" option below the chart.