



# Insert Polls

If you would like to create and insert a polling question into your meeting to obtain live feedback from your meeting participants, follow the steps below.

1. Go to [www.readytalk.com/host](http://www.readytalk.com/host) and log in as the **Chairperson**.
2. Once logged into your **Conference Center**, select a meeting and click the **Open Meeting Controls** button.
3. Once the meeting controls are open, click on the  **Add Polls** option near the bottom of the screen to open the **Media Management** window.
4. Select the **Create New Poll** button to create a poll for your meeting.
5. In the **Question Text** field, add your poll question, choose the **Question Type** using the drop down menu (e.g. Multiple Choice, Yes/No, etc), and then decide whether or not you want participants to see the results of the poll during the live conference by using the **Display Results to Participants** check box.
6. If applicable, type in the **Answers** for your poll question and then click the **Add** button.
7. When complete, click the **Save** button.
8. Click on the **Insert** button to add the poll to your slide deck. You may then click and drag the poll thumbnail to the desired location within your presentation.

## Notes:

- Poll results will be available in your Conference Center after the conference has concluded.
- Polls cannot be edited or deleted if the 'Start Meeting' button has been selected. Edit or delete your poll prior to starting the meeting.

The screenshot displays the ReadyTalk Conference Controls interface. On the left, there are sections for Participants, Audio, and Participant Feedback. The main area shows a toolbar with buttons for Stop Meeting, Start Recording, Share, Add Co-Presenters, Enable Webcams, Invite Others, Settings, and Help. Below the toolbar is the Media Management window, which is divided into Poll Management and Video Management. The Poll Management section shows a list of three polls: 'What is your favorite animal?', 'What is your favorite color?', and 'Who are your favorite Superheroes?'. The 'Create Poll' dialog box is open, showing the 'Question Text' field with 'What is your favorite animal?', the 'Question Type' dropdown set to 'Select type...', and the 'Display Results to Participants' checkbox checked. The 'Answers' field contains 'Bigfoot' and 'Add' and 'Remove' buttons. The 'Presentation' section at the bottom shows a slide deck with a red box around the 'Add Polls' button.

## Need Help?

<https://www.readytalk.com/contact>