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How do I arrange a meeting?

Software Support - 2017-06-21 - Calendars

Kahootz has a variety of ways to arrange a meeting (not just one)!

- Know the time and date of your meeting?
- Don't know the time and date of your meeting?

Know the time and date of your meeting?

If you know the time and date of your meeting you can create a calendar in your workspace and enter the details for each meeting - pretty straightforward.

To create a meeting in a calendar;

- 1. Go to the calendar.
- 2. Click on the date of your new event.
- 3. On the "Add Event" form, enter details such as Name, Description, Start date, End date.
- If you want to repeat the meeting, add an agenda, use conference calling or set permissions for the meeting, click on Add more details.
- 5. Click Save.

Don't know the time and date of your meeting?

If you don't know when you want your meeting to be, but need to collaborate to pick a date/time, you can do this via Quick Polls or Surveys.

You can start a discussion in your workspace about the meeting, and add a Quick Poll to it. Quick Polls work when you have one question to answer - for example, you could have a poll which asks which date and time combination is ideal and gives a list to choose from.

Surveys are handy if you need to gather several bits of information - for example, time and date of a meeting, whether people attending need to travel far / need overnight accommodation etc. To find out how to create a survey, see What can surveys be used for?

Related Content

- Using calendars for room / resource booking
- Multiple calendars
- Conference calling
- Adding events
- Getting started with calendars
- How do I record actions from a meeting?