

## 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**.
4. 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?](#)