



Thank you for creating a College Football Pick'em office pool on Fun Office Pools. Now that you've created the pool, here are some tips to help you run your pool

SETTING UP A NEW POOL

1) Invite your friends:

- From the main page (www.funofficepools.com) click the name of your pool, or click **Manage Pool** from your pool page.
- Next, click **Invite People** – here, you can invite anyone with an email address to join your pool.
- The Manage Your Pool page also contains tools to let you manage an Address Book - particularly helpful if you like to run multiple pools on Fun Office Pools.
- We recommend sending the invitation a few times as we've found some people don't respond to the first invitation. Anyone joining your pool is automatically shown at the bottom of the Invitation page if you haven't added them to the Address Book. The Invitation page shows you who in your Address Book have already joined this pool - making it easy for you to know who to send secondary reminders to.

2) Pick the games you want to play::

- First, you should select your favorite teams with a **Season Pass**. This will automatically select all the games for the season for each team you check. Make your Season Pass selections before selecting weekly matchups.
- Next, you can select **Manage Matchups** which allows you to select whichever games you want each week - go to the Manage Matchups tab. Make sure you get the first week's games in as soon as possible, and get each week's games after week 1 in by midnight Sunday of that week.
- You can go ahead and select games for the entire season if you want - just make sure your picks are finalized by the Sunday before the week starts (and as soon as possible for the first week)
- NOTE: Please get the games in by Sunday for the upcoming week – for all future weeks you can change them anytime during the season.
- If you don't want to select games each week, you can use our **Autopicks**. This will automatically select the best 10 games featuring top 25 teams. Look for this option on the Season Pass page, or the Manage Matchups page. You can also combine Autopicks with Season Passes (so select your favorite 5 teams as Season Passes and enable Autopicks to get 10-15 great games each week).
- If your pool is using the **Tiebreaker**, select the game you want to be the tiebreaker each week. The tiebreaker is used to break ties if two or more people tie for the best score each week. Tiebreakers are determined as follows:
 - Whoever picks the winner of the game correctly (had more points on the actual winner than on the loser of the game). If still tied, continue:
 - Whoever was closest to the winning team's score of the game. If still tied, continue:
 - Whoever was closest to the losing team's score of the game. If still tied, continue:
 - Whoever was closest to the combined score of both the winning and losing teams. If still tied, then the players tie



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OTHER IMPORTANT INFORMATION

From the main page (www.funofficepools.com) on the top left side is a list of the pools you are playing. There are 4 links of interest here:

1. If you click on the name of your pool, you will go to the Manage Your Pool page, where you can invite your friends, send messages to your pool members, manage your pool members (including kicking people out of the pool if you want), change the pool parameters (start week, vs. spread or not, automatic picks, etc.), and manage your Address Book. You CANNOT change whether a pool is weighted or unweighted. That can only be set up at the time you create a pool.
2. If you click on the name of your pool picks or selections, you will go to the pools main page. From here you can make your picks, see the results of the week, see the current standings, initiate pool trash talk, check team schedules and standings, get a Season Pass for your pool (see below), manage matchups (select games for your pool), and get an overview of the pool.
3. If you click on the number under Rank, you'll be taken straight to the pool standings page.
4. If you click on the status of your picks, you'll be taken straight to the picks page.



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MAKING PICKS WEEKLY:

WEIGHTED POOLS

- a) Select PICKS from left side navigation
- b) Pick winners of the game with or without the point spread, depending upon your pool type. If you are picking without the spread, just pick who you think will win. If you are picking with the spread, you are picking who you think will win once the spread is applied (added to the underdog's score).
- c) In addition to picking the winners, your players also assign a point value from 1 to n (n= the number of games in play that week). They should assign the highest values to the games they are most confident about, and the lowest values to the games they are least sure of.

NON- WEIGHTED POOLS

- a) Select PICKS from left side navigation
- b) Pick winners of the game with or without the point spread, depending upon your pool type. If you are picking without the spread, just pick who you think will win. If you are picking with the spread, you are picking who you think will win once the spread is applied (added to the underdog's score).
- c) All games are worth 1 point.

AS POOL COMMISSIONER:

YOU CAN

- Set your pool type Weighted or Not (Set when you Create Pool – you CANNOT change this)
- Set your pool to be vs. spread or not (can be changed – CHANGE POOL PARAMETERS page)
- Set whether your pool uses a tiebreaker or not (can be changed – CHANGE POOL PARAMETERS page)
- Configure your pool for game autopick (Under Season Pass)
- Invite people to your pool (Manage Pool)
- Kick people out of your pool (Manage Pool)
- See the suggested games from your pool players (Manage Matchups)
- Set the games for each week of your pool (Manage Matchups)
- Change your pool message displayed on your pool home page (Manage Pool)
- Send messages to members of your pool (Manage Pool)
- See status of everyone's picks (Pool Info)

EVERYONE:

CAN

- Make Weekly Picks (Picks)
- Suggested games for your pool (Suggest Matchups)
- See how they compare your in the Standings (Standings)
- See status of everyone's picks (Pool Info)
- See everyone's picks after noon on Saturday