

## General

### **I go to the IMPORT feature: What do I put in for "copy SOURCE of the emails and paste it below"?**

Each email that is sent to you (after people submit their picks from the Web Entry Form), at the bottom of the email, in light-gray text is:

OfficePool Managers, Select & Copy the following for import:

followed by some more data. You can either select the **entire contents** of the email and COPY that (Edit->Copy menu item) OR you can select the light-gray text and copy that.

Once copied, you would then PASTE (Edit->Paste menu item) that into the field (below the text "Copy SOURCE of the Email and Paste it into the field below")

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