

# Reports & Templates

## In the South Region, selections for Richmond are being displayed as Dayton when viewing them from a web-generated bracket. How do I fix?

Since this was a data entry error on the 2010 NCAA Men's Teams files, you can fix this one of two ways. Here are the step-by-step instructions:

1) **Re-Import the Tournament Teams.** The process is:

- Select the File->Get Tournament Teams menu item
- Select "Yes" if there is a prompt saying "The pool already has brackets..."
- Select the "Check For Files" button
- Select either the "2010 Men's Bracket" or "2010 Men's Bracket (Playin)", depending on which file you imported before
- Select the "Download & Import" button.

2) **Manually change the team name from Preferences, Teams tab.** The process is:

- Select the "Preferences" toolbar button
- Select the "Teams" button
- Under the "Regions" list, Select "South"
- Select the "7 Richmond...." line and then Select the "Edit" button
- Change "Abbr" field from "Dayton" to "Richmond" and select "OK"
- Select "OK" one more time to save the changes made to your preferences.

**NOTE:** This data entry error does not affect your Web Entry form so you do not need to regenerate this form. This error only shows up when you generate web reports.

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Author: OfficePool

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