

# Web Entry Form

## 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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