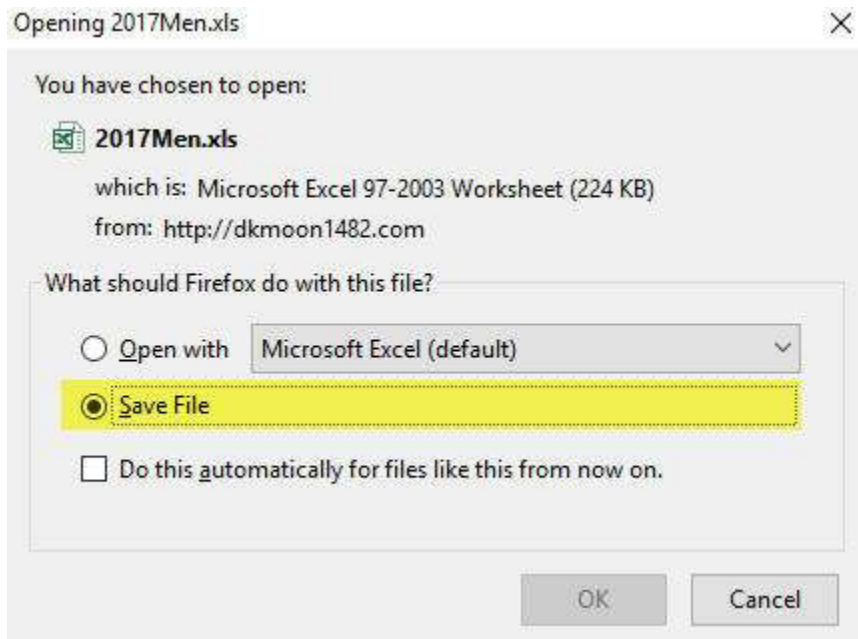


**Step 1:** Upon selecting the pool you are downloading, you will want to **Save** the file to your PC



**Step 2:** Please adhere to my policy of not utilizing Wells Fargo resources for any purpose related to the pool. Click **Proceed** to continue.

Wells Fargo company policy prevents from participating within a pool during work hours and on company property. Because of this policy, **I can not / will not be able to accept payment of pool entry fees at work.** This includes in person or via Interoffice Mail.  
**Nor will I accept or reply to any e-mail from/to a Wells Fargo e-mail account.**

The preferred method of payment is via PayPal (dkmncaa@yahoo.com). If you are unable to make payment through PayPal, please contact me at dkmncaa@yahoo.com. I will provide my mailing address



**Step 3:** You will be advanced to the Information tab on the spreadsheet. This information is utilized within the database to make the results easier to process as well as providing me a means to contact you in the event that you finish within the money.

Click **Complete Bracket** to continue.

Please complete the information below prior to completing your bracket  
Upon Completion, click on the "Complete Bracket" button at the bottom

First Name:   
Last Name:   
Entry # (if more than one):  @  
E-mail address:  \*  
Contact:  #



*Complete  
Bracket*

@ If you enter more than one pool, you must  
identifey which entry this is for (ie: 3 of 4 - select 3)

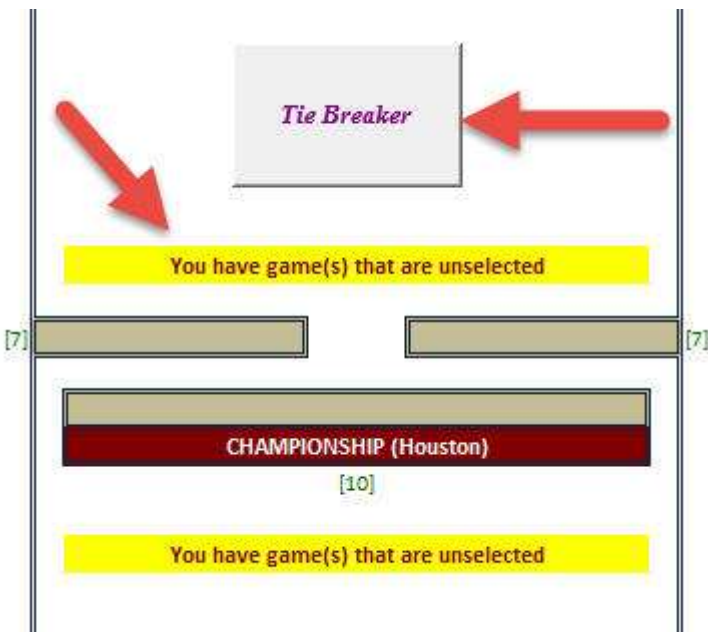
# This is the person who you received the pool from,  
who will submit your entry fee to me, and who I will  
make payment to in the event you finish in the cash.  
(Please make it someone that I would know).

\*Your e-mail address is used to determine who receives an invtie to the next year's pool

**Step 4:** Finally, you are at the point you want to be at ... filling out your bracket !! It is suggested that you complete the entire Round of 64 prior to moving on to the Round of 32, etc. But, it is your bracket to do as you would like. Each game has a point value, as identified by the circled numbers below (this is outlined within the [Rules](#) page of the web site. To select your winning team, click the drop-down arrow and choose from the two available teams.



Throughout the bracket completion process, there are yellow highlighted areas to indicate that you have at least one game where you have not made a selection. If these areas appear on your bracket, please do not submit your selections. These will disappear once you have selected all 63 games. Click **Tie Breaker** to continue.



**Step 5:** When you advance to the Tie Breaker section, you can, not only make your tie break count, you can also confirm your final four selections. Please read the instructions carefully. The are picking the **COMBINED** scores for a total of **THREE GAMES**. Once the tournament begins, this **CAN NOT BE CHANGED**. Click **Finalize Pool** to continue.

The pool tie breaker is the Total Points scored in the THREE Final Four games. This is the two Semi-Final games plus the Championship game. Input the total number of points for these three games. The total of all three games will be your tie breaker. Upon Completion, click on the "Finalize Pool" button

|                                                                   | Total Points |
|-------------------------------------------------------------------|--------------|
| Input the total points for your Villanova/Oklahoma game >>>       | 146          |
| Input the total points for your North Carolina/Syracuse game >>>  | 149          |
| Input the total points for your Villanova/North Carolina game >>> | 151          |
|                                                                   | <b>446</b>   |

^  
^  
^

**This is your tie breaker**

Upon clicking on the "Finalize Pool" button, your data will be placed into a sepatate file with the team numbers of your selections. **THIS IS THE FILE THAT NEEDS TO BE E-MAILED TO ME**

*Finalize Pool*

**Step 6:** Upon clicking the **Finalize Pool** button, a spreadsheet that contains a series of numbers will pop up. This series of numbers represents the team that you selected to win each game. Prior to e-mailing your submission file, please validate the file to insure that all is good.

- \* If any of the games contains red highlighted #N/A, you have not selected a winner for that game.
- \* Have you provided an e-mail address?
- \* The Games column says "OK". If it says "Problem", you have not selected a winner for at least one game.
- \* The Tie Breaker column says "OK". If it says "Problem", you have not completed the Tie Breaker screen of the spreadsheet.
- \* The Pool Column represents the correct pool you are submitting for (Men, Women, NIT).

If any of the above represent an issue that will cause your pool to be invalid, close the pop up spreadsheet, make your correction, and re-Finalize Pool.

**Step 7:** If everything is OK, save the pop up spreadsheet to your PC and e-mail it to [dkmncaa@yahoo.com](mailto:dkmncaa@yahoo.com)

| Name       | Game 1 | Game 2 | Game 3 | Game 4 | Game 5 | Game 6 | Game 7 | Game 8 | Game 9 | Game 10 | Game 11 | Game 12 | Game 13 | Game 14 | Game 15 | Game 16 | Game 17 | Game 18 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Moon, Doug | 1      | 3      | 5      | #N/A   | 9      | 12     | 13     | 16     | 17     | 20      | 21      | 24      | 25      | 28      | 30      | 32      | 33      | 35      |

**Your pool is almost finalized. TWO MORE STEPS...Please save this spreadsheet with your name (example: dmoonMEN.xls) and e-mail ONLY THIS FILE to dkmncaa@yahoo.com**

| Finals  |         |         |             |                 |         |         |             |      |
|---------|---------|---------|-------------|-----------------|---------|---------|-------------|------|
| Game 61 | Game 62 | Game 63 | Tie Breaker | E-Mail          | Contact | Games   | Tie Breaker | Pool |
| 1       | 64      | 64      | 446         | email@yahoo.com | 0       | Problem | OK          | Men  |

**Step 8:** Upon clicking on **Finalize Pool**, the downloaded spreadsheet (the one where you entered your bracket), will change to a Summary Screen. This screen represents the winners for every game you have selected. If you did not select every game, a yellow highlight that says "You have game(s) that are unselected" will be on the screen in a couple of places. If this does not appear, you have completed the selection of all games successfully.

If you want to print the Summary to keep track during the tournament, now is the time to do this. **Once you close (if you don't save) the downloaded spreadsheet, it can not be retrieved in this format.**

# 2016 Men's Basketball Tournament

You have game(s) that are unselected

|         | Round of 64             | Round of 32      | Round of 16      | Round of 8       |              |
|---------|-------------------------|------------------|------------------|------------------|--------------|
| South   | 1 Kansas                | 2 Kansas         | 4 Kansas         | 5 Kansas         | Louisville   |
|         | 3 Connecticut           | 4 Maryland       | 4 Miami (FL)     |                  |              |
|         | 2 Maryland              | 3 Miami (FL)     |                  |                  |              |
|         | 2 Villanova             | 3 Villanova      |                  |                  |              |
|         | 2 Miami (FL)            |                  |                  |                  |              |
| West    | 2 Arizona               |                  |                  |                  | Anaheim      |
|         | 3 Iowa                  |                  |                  |                  |              |
|         | 1 Villanova             |                  |                  |                  |              |
|         |                         |                  |                  |                  |              |
|         |                         |                  |                  |                  |              |
| East    | 1 Oregon                | 2 Oregon         | 4 Oregon         | 5 Oklahoma       | Philadelphia |
|         | 3 Saint Joseph's        | 4 Baylor         | 4 Oklahoma       |                  |              |
|         | 2 Baylor                | 3 Texas          |                  |                  |              |
|         | 2 Duke                  | 3 Oklahoma       |                  |                  |              |
|         | 2 Texas A&M             |                  |                  |                  |              |
| Midwest | 2 Texas                 |                  |                  |                  | Chicago      |
|         | 3 Virginia Commonwealth |                  |                  |                  |              |
|         | 1 Oklahoma              |                  |                  |                  |              |
|         |                         |                  |                  |                  |              |
|         |                         |                  |                  |                  |              |
|         | 1 North Carolina        | 2 North Carolina | 4 Kentucky       | 5 Kentucky       |              |
|         | 3 Providence            | 4 Kentucky       | 4 West Virginia  |                  |              |
|         | 2 Indiana               | 3 West Virginia  |                  |                  |              |
|         | 2 Kentucky              | 3 Wisconsin      |                  |                  |              |
|         | 2 West Virginia         |                  |                  |                  |              |
|         | 2 Notre Dame            |                  |                  |                  |              |
|         | 3 Wisconsin             |                  |                  |                  |              |
|         | 1 Xavier                |                  |                  |                  |              |
|         |                         |                  |                  |                  |              |
|         |                         |                  |                  |                  |              |
|         | 1 Virginia              | 2 Virginia       | 4 Virginia       | 5 Michigan State |              |
|         | 3 Butler                | 4 Purdue         | 4 Michigan State |                  |              |
|         | 2 Purdue                | 3 Utah           |                  |                  |              |
|         | 2 Iowa State            | 3 Michigan State |                  |                  |              |
|         | 2 Utah                  |                  |                  |                  |              |
|         | 2 Gonzaga               |                  |                  |                  |              |
|         | 3 Dayton                |                  |                  |                  |              |
|         | 1 Michigan State        |                  |                  |                  |              |
|         |                         |                  |                  |                  |              |
|         |                         |                  |                  |                  |              |

|        |              |                  |                    |        |
|--------|--------------|------------------|--------------------|--------|
| Finals | Houston      |                  | Tie Breaker<br>446 | Finals |
|        | Semi-Final 1 | 7 Kansas         |                    |        |
|        | Semi-Final 2 | 7 Michigan State |                    |        |
|        | Championship | Michigan State   |                    |        |
|        |              |                  |                    |        |
|        |              |                  |                    |        |
|        |              |                  |                    |        |
|        |              |                  |                    |        |

Name Moon, Doug  
 All Games Picked?  
 Tie Breaker? Yes  
 Pool Type Men

You have game(s) that are unselected