NFL Pool Manager

Quick Start Guide

1) Decide and set which pools you will offer, under the Menu item > Options

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1) **Decide and set which pools you will offer under the Menu item > Options**
   a) General Pool Options
      i) Pool Wins: Wins are vs. the point spread. If this box is checked, then player wins are determined by whether the team they selected covered the NFL point spread.
      ii) Confidence Points: This item is for Confidence Pools. 16 down to XX means that no matter how many games are on the schedule, the top pick will always be worth 16 points. 1 to Max games means that the top pick is worth the number of games on the schedule down to 1 point for the lowest pick. If there are 13 games scheduled, then the top pick is worth 13. Allow Duplicate Points: This is for pools that use a "bonus game". For instance, all games count as one point, except the bonus game, which counts as two points. If this option is checked, no error checking is performed for duplicate points.
      iii) Entering Spreads in Pool: You don't use a negative number when entering NFL spreads in the pool, you have the option to place the point spread next to the favorite or underdog.
      iv) Ties Count as... Wins: Players get a win if their team tied. If you are running a Confidence pool, they get all the points they wagered. Tie: This is the normal way. Players are given a tie if their team ties. If you are running a Confidence pool, players receive one half the number of confidence points they wagered. And when calculating winning pct. a tie counts as 1/2 win, 1/2 loss. Loss: Players receive a loss if their team ties. And they lose all the confidence points they wagered. NOTE: The next two options carry through to the Weekly Pool Options, Season Pool Options and Set Pool Membership screens and can be set there also.
      v) Select Side Pools You Are Playing: Select all side pools you will be offering. The digit and sport box membership are administered in their respective pool screens. If selected the Super Bowl Squares Grids 1 and 2 Player Entry web pages will be included in the Top Menu or as links in the other home page types you use.
   b) Import Signup and Pick Files are Located: Select "On the nflppoolmanagers Site" to have NFLPM process all your web player signups and weekly picks. The "On my Site" option is for 2014 users only and will be discontinued in 2016 and going forward. This required a working knowledge of Perl scripting and we suppled these as requested. Please note that some pool features are NFLPM server based and as such cannot be processed on your server. We cannot support this option due to the different server configurations specific to your web host.
   c) Weekly Pool Options: Determine Winners By: This is what determines the weekly winner. If there is a tie, you can use the tiebreakers (see below). Tiebreaker Game You are given the option here of whether you want the tiebreaker game to be determined by adding the scores of the two Monday night NFL teams together, (Total Points) or subtracting the losing teams score from the winnings teams score (Winning margin). Bust If Over: If your predicted total is over the actual total or winning margin you lose. An example: You predict the Monday Night total to be 45. John Doe predicts 10. The Monday Night total is 44. John Doe wins because you were over by one. The exception to this rule is if everyone busts. Then, the person that was closest to the actual score (it will be the person with the lowest predicted score) is moved to the top. Personally, I feel the Bust If Over option should not be used. Players become afraid to predict what they really think will happen in the Monday night game, and everyone starts predicting low so as not to go over. It takes all the skill out of predicting the Monday Night game. First Tiebreaker: Pretty self-explanatory. If you don't want tiebreakers in your pool, just set the No Weekly Tiebreakers

Second Tiebreaker: If there is still a tie after the First Tiebreaker, the program will look for a second tiebreaker to break the tie.

d) Season Pool Options: Determine Season Winners By: Self-explanatory except for the minimum weeks/games option. It is only needed if you are using Winning % as the pool sort. Many pools don't require their members to play every week to win a season pool, but if they are sorting by winning percentages, there should be a minimum # of weeks or games a pool member must play to win. Following are how the minimum weeks/games options work: Minimum Weeks: If you use this option, you will notice that players in the Season standings screen will have an asterisk * next to their weeks if they haven't played the minimum weeks. After the current NFL week becomes greater than the minimum weeks, the program will put all players who haven't played the minimum weeks below the players who have. Minimum Games: This option gives more flexibility to the pool member than the minimum week's option. They don't have to worry how many weeks they play, how many games they play each week, as long as they play the minimum number of games that you specify. Players will have an asterisk next to their game count until they played the minimum games. When the first player achieves the minimum games, then the program will put all players who haven't played the minimum games below the players who have. Season Tiebreak Methods: These work the same as the Weekly Tiebreakers, except for the Tiebreaker Game Differential. It looks at the average Tiebreaker Game difference between what you predicted and the actual total or winning margin. For instance, if you were off by 8, 10, 6 in weeks 1-3, then you differential will be 8. If you are using the Bust If Over option in the weekly pool, it has no effect on your Season Tiebreaker Game average.

e) Set Pool Membership: if you want to allow poolmeisters to join only the season pool, then set them to Season Pool Only. They will not show in the weekly standings, and their records will not interfere with the Still Alive feature or the weekly rankings. If you want to allow poolmeisters to join the weekly pool only, set them to Weekly Pool Only. They will not show in the season standings, and will not interfere in the Season Rankings.

f) Include In Both Pools: Naturally, if you are tracking a weekly and season pot, and a player wants to join both, they should be assigned this option. But there are other times when you would want to use it. If you are going to require players to join both pools, then all players should be set to this option. Also, if you running a weekly only or season only pool, then you can use this option, so weekly players can see how they are doing on a season basis, and season players can see how they are did for any particular week. HINT: You can move players from weekly->season or season->weekly at any time during the season by clicking on their name and setting them to a new option. The pool standings screens will instantly reflect the change. In fact, it is a good idea to make a small "test" pool to try this feature out. HINT: Don't forget to click the "SAVE" button if you want to save any changes. HINT: Clicking the SHOW ALL button in any of the Pool Standings screens will show all players, regardless of what pool they belong to. If they are not a member of that particular pool, they will have an "S" or "W" (season or weekly) instead of a ranking. If they are a member of that pool, but haven't played, their ranking will be marked with an "X".

g) Create Signup Page: Creates a webpage for players to sign up for pools that can then be imported directly into the software.

2) Build your Web Pages under the Menu item > Web Page Manager

a) Designs Tab: Select the design to edit, your Pool web pages or your NFL web pages. Set your Background Graphic from one of the included images, none, or Users Choice. Selecting Users Choice will bring up a browse windows to select an image from your PC. After setting all the other options if desired click the Design NFL Pages radio button and repeat. Use the Test Pool Design to check your handy-work. Click the Start New Week button to delete the previous week's web pages (optional).

b) Password Tab: If you would like to secure your webpages or at least make then harder to find you can password protect them. Check the box "Include This Password Page" and a small password page is created as your home page. There are 2 Graphics you can select, or a Java animation and choose a password, this is the password you give out to all your pool member and becomes your pool Home page. Add your email address and that's it.

c) The NFL Web Pages tab: check the box next to the pages you want to include.

d) The Pool Web Pages tab: check the box next to the pages you want to include.

e) The Mobile Layout tab: The bottom row of 5 links is hard coded into the web page manager. "NFL Pages" links to all the NFL pages you include in your NFL Web Page tab "Pick Sheet" links to your weekly Pick Sheet "Home " links to your Mobile Index, or Home page. The pages available for the Home page are all the pages in your web pages folder "Picks " links to your All Picks Web page

f) "Pool Pages" links to Pool these pages id you included in your Pool Web Pages, Weekly, Season, Combined, Stats, Rules, Signup, High 5, Survivor I, Survivor II, Experts, Pool Room, Pool Stats, Analysts, Digit, Bracket 8, Bracket 16, Bracket 32, Sport box, Low Position(s)

g) Create Pool Website
   i) Weeks Tab: Set the week number for the various reports.
   ii) Home Page Tab: Set Title Graphic and choose Home Page style
   iii) Rules Page Tab: Create, View and Edit your rules page
   iv) Page Effects Tab: Set various page transitions
   v) Monday Night Football page options

3) Upload your Pool Pages under the Menu item > Pool Site Manager The Pool Site Manager allows you to manage the pool webpages on your server without using a separate FTP program. While it is quite simple, it provides enough functionality to upload, download and delete files on your server etc.

a) When the Pool Site Manager opens up, all the pool webpage files will be in the two upload list boxes. The left list box contains all the webpages you created in the Web Page Manager, the music files and JavaScript files, and the right list box contains all the Web graphics, Java files, and music/sound files supplied with the NFLPM.

b) In the HOST textbox, type the ftp name of your Internet provider. Usually, this is ft.yourdomain.com.

c) Type your username and password and if you know the directory where you are located, you can fill that in also.

d) Click on the CONNECT button. The server list box should soon start filling up with the server's file and directory listings.

e) Changing Directories: There are three ways to navigate directories on your server.
   i) Fill in the directory name in the Directory list box and click the Change Dir button
   ii) Double-click on the directory name in the Server list box.
   iii) Click on the directory name, and then right-click the mouse. Choose "Change Directory" from the pop-up menu.
   iv) After you are in the correct server directory, it is time to upload your pool web files. Simply check the files you want to upload, and click the upload button.

If you want to store the Host, Logon Name, and Password information, click the "Save Settings" button. TIPS: You only need upload the Graphic and Java files once, since they will not change from week to week. Any files in your Webpages directory that have an .htm, .html, js, or rpm extension will be included in the HTML upload list box. Any Binary files with a .gif, .jpg, .class, .mid, jar or rm extension will be included in the Binary file upload list box. No other file extensions will be included. There will be no files in the HTML upload box until you either create some in the Web Page Manager or copy some from another directory into the Webpages directory. If you are uploading or downloading a large file, you can minimize the Pool Site Manager and perform other tasks in the pool while the file is being transferred.

HOW-TO'S: To Download a file from your server: Either double-click the file in the server list box, or click on the file, right-click your mouse, and choose "Download File". It will be placed in the \Webpages directory. To Delete a file from your server: Click on the file, right-click your mouse, and choose "Delete File from Server". To Go Up one Directory: Click on any file or directory in the server list box, right-click your mouse, and choose "Go Up One Directory". Or, you can type " ../ " (without the quotes) in the directory textbox and then click the ChDir button. If you are having trouble connecting: Click on the Disconnect button. Change the connect type from Passive to Active, or vice-versa, and try to re-connect again. If you still cannot connect, then you are behind a firewall that the FTP client cannot navigate through. The FTP client is built to navigate through most, not all, corporate firewalls.

4) Promoting, advertising and distributing you pool
   a) Word of mouth: At the Office, Health Club, Country Club, Bar, Church or anywhere people gather.
   b) Email: Friends, Family, Work contacts etc.
   c) Social Media: Facebook, Instagram, YouTube, Twitter, Discussion Boards etc.

5) Weekly maintenance routine – a basic primer
   a) Tuesday:
      i) If you are using point spreads enter them using one of the several "Gambling/Sports" sites available, you can Google "latest NFL lines" > Edits > NFL Point Spreads
      ii) Create the Weekly Pick Sheet > Internet
         (1) Enter any special weekly instructions and set cut-off if you use one.

iii) Create any one of the many printable Pick Sheets if you hand them out for players without Internet access (is there any out there still)? You can also create a PDF version to upload to use as a work sheet, some players like that.

iv) Upload all these file to your website

b) Soon after your Pool deadline to submit picks:

    i) Import Picks from Host File > Menu Item Imports > Picks from Host File > Current Week

    ii) Create a Player Picks page > Pool Displays > All Picks Report

    iii) Create any Side Pool Reports/Standings you run > Side Pools >

c) Update website with game and Pool Standings after games complete:

    i) Download scores > Imports > NFL Scores from NFL Sites

    ii) Create a Player Picks page > Pool Displays > All Picks Report

    iii) Create any Side Pool Reports/Standings you run > Side Pools. You may decide to update scores and results after the Thursday Night game (if you use it), the early Sunday games, the late Sunday games, the Sunday Night game and Monday Night game, or a combination of any of those, it's up to you.

d) Update the complete website: See Chapter 3