OFFICE POOLS

HOW TO CREATE A POOL WITH

THE POOL LAB

THE POOL LAB

WELCOME TO

THE POOL LAB

Create a pool for anything you can think of!

WE OFFER 3 POOL TYPES:

Type 1- Single Event Style

- One time/ one day event
- Customizable scoring
- One time results
- Examples: Baby Pools, The Oscars, Office Party Predictions

Type 2 - Pick'em Style

- Scheduled matchup with no rounds
- Can be over multiple days
- Each correct pick earns points
- Examples: Boxing Card, Regular Season Pick'em, Tennis Tournament

Type 3 - Tournament Style

- Each round represents a different stage of a tournament e.g round robin, semi-finals, finals
- Rounds can be spread across multiple days
- Each correct pick earns points.
- Examples: Minor League Tournament, Pickleball League, Playoffs.

OFFICE POOLS

HOW TO CREATE A SINGLE EVENT POOL (TYPE 1)

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SINGLE EVENT POOL (TYPE 1)

Round 1 Girl or Boy (2pts)

GIRL | BOY

Round 2 Day of Birth (2pts)

MON | TUES | WED | THURS

Round 3 Time of Birth (3pts)

12AM - 8AM | 8AM - 12AM | 12PM - 8PM | 8PM - 12AM

Round 4 Height of Baby (3pts)

18 inches | 19 inches | 20 inches | 21 inches

Round 5 Weight of Baby (10pts)

2.5kg | 3kg | 3.5kg | 4kg

- **Set the number of rounds and number of answers available**
- **Customizable points per round**
- **One time results**

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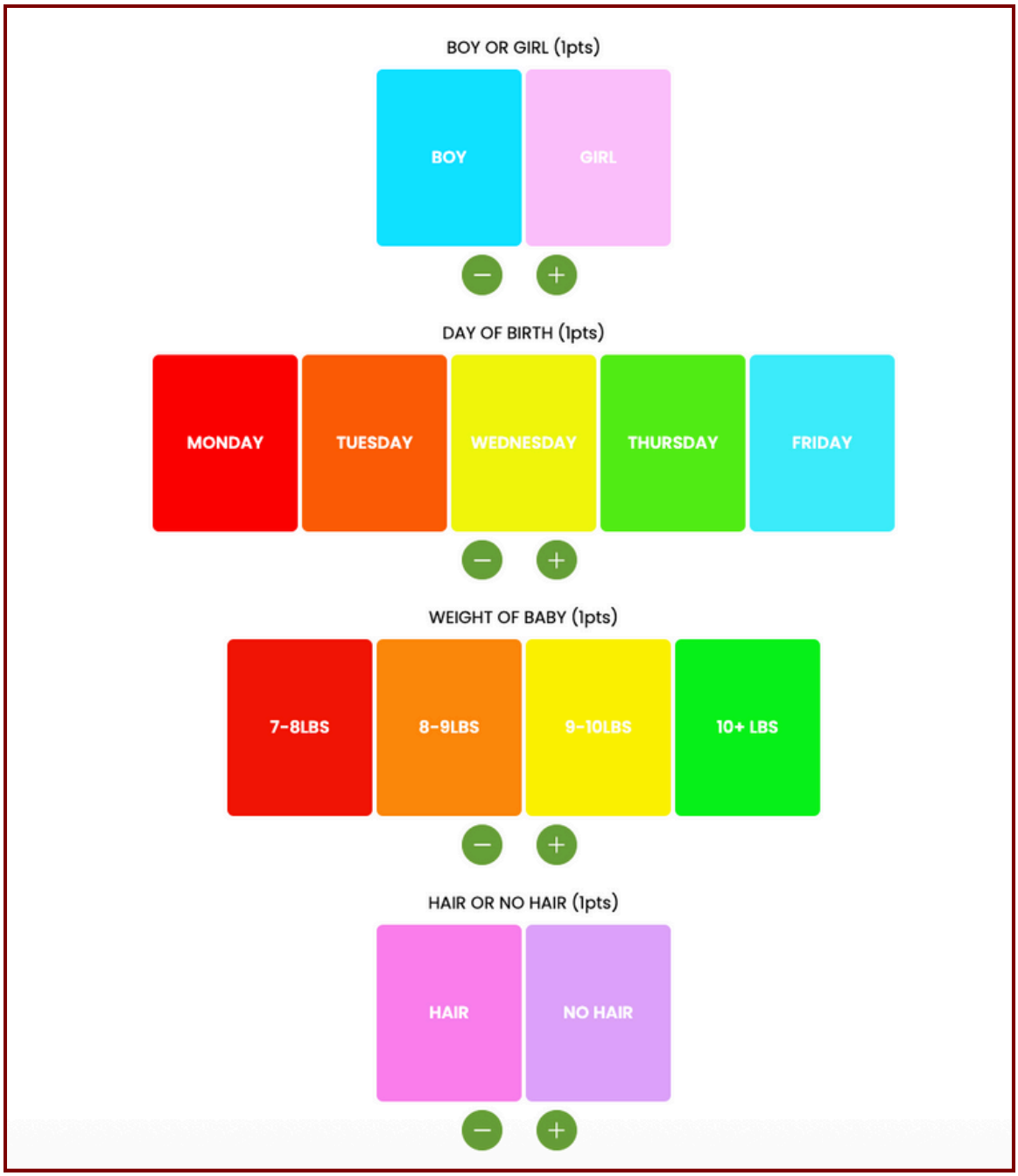
EXAMPLE:
BABY POOL



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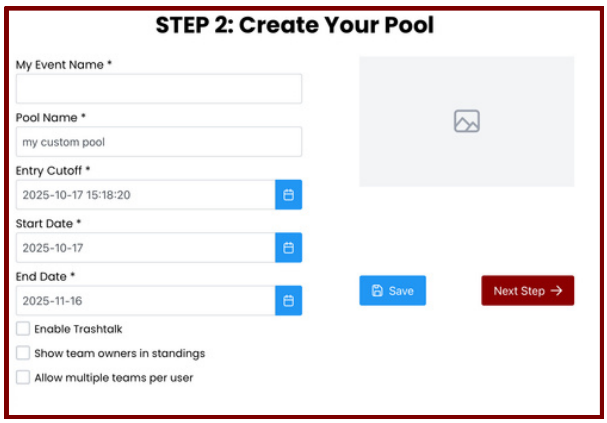
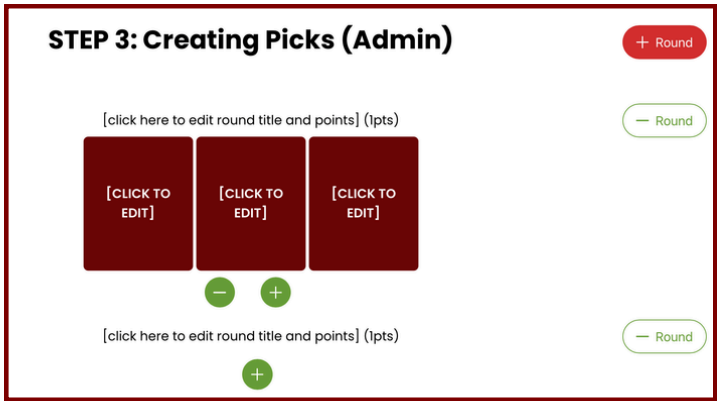
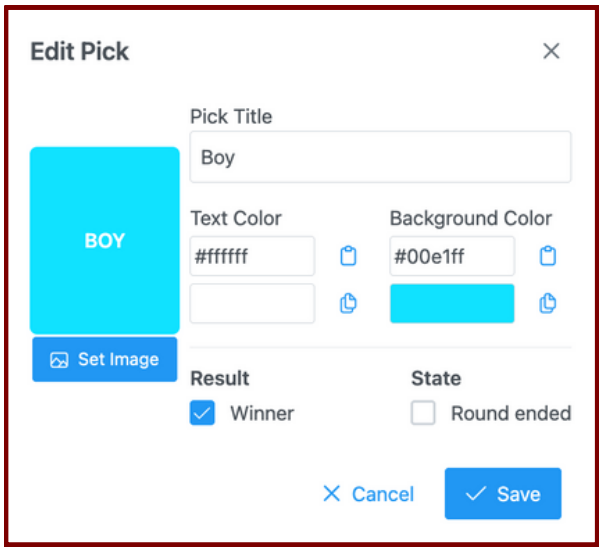
HOW TO SET UP A SINGLE EVENT POOL



1. Go to The Pool Lab page on our site and click "Create Pool".
2. Select 'TYPE 1' as your pool type.
3. Fill in all the details here and add a photo or logo.

4. Click the red '+ Round' to create a round of your pool. This will be the question the poolies will be picking the answer to.
5. Click and enter the round title and assign how many points will be awarded for this round.
6. Click to edit each box pick.





7. When you click to edit the picks you will be brought here.
8. Enter the answer (Pick Title) and you can edit the colour of the picks to make your pool more fun!
9. Hit Save.
10. You will be re-directed to Step 3 where you can create the next round.
11. Once you hit save at the bottom of the page, you can go back into each pick and add an image. You must click save first.

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HOW TO CREATE A PICK'EM STYLE POOL (TYPE 2)

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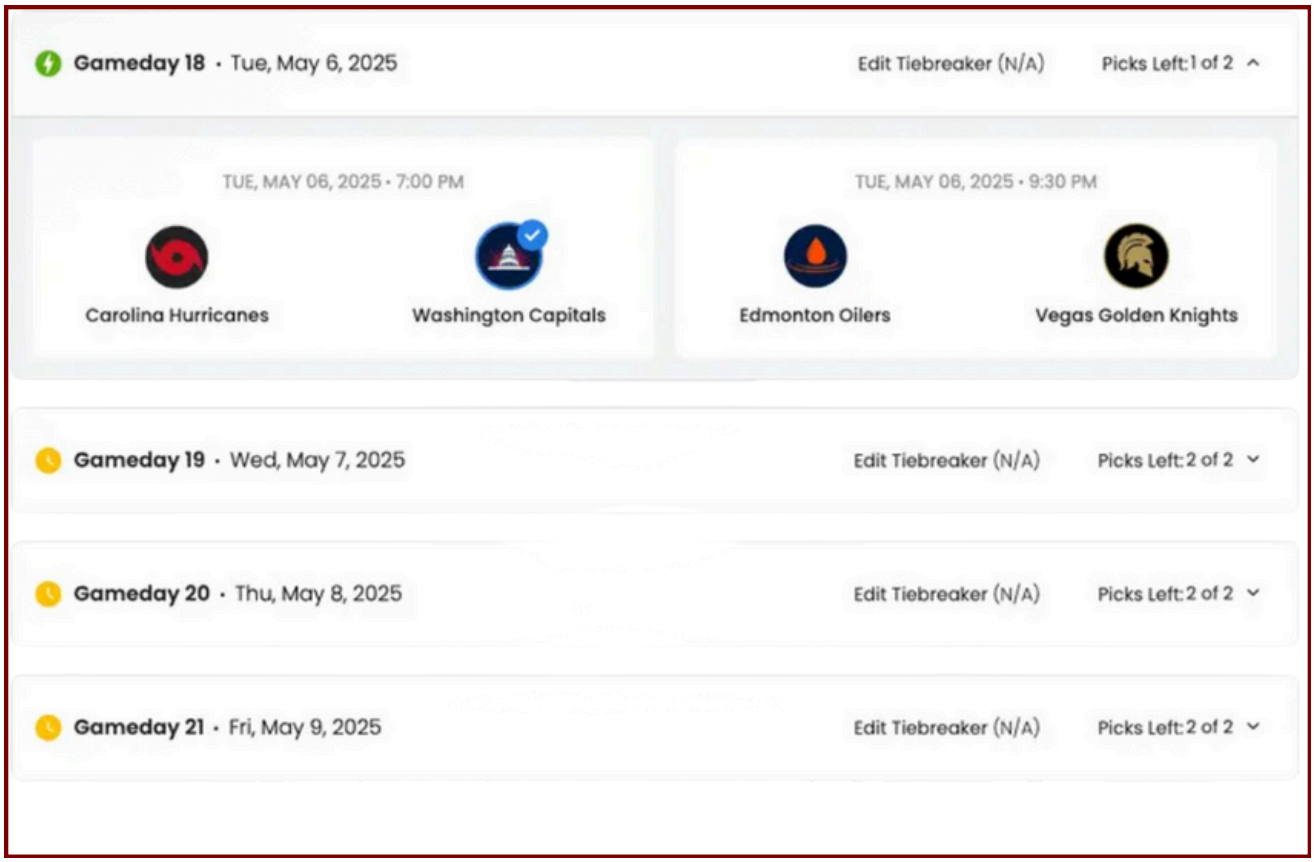
PICK'EM STYLE POOL (TYPE 2)



- **Scheduled matchup with no rounds**
- **Can be over multiple days**
- **Each correct pick earns points**

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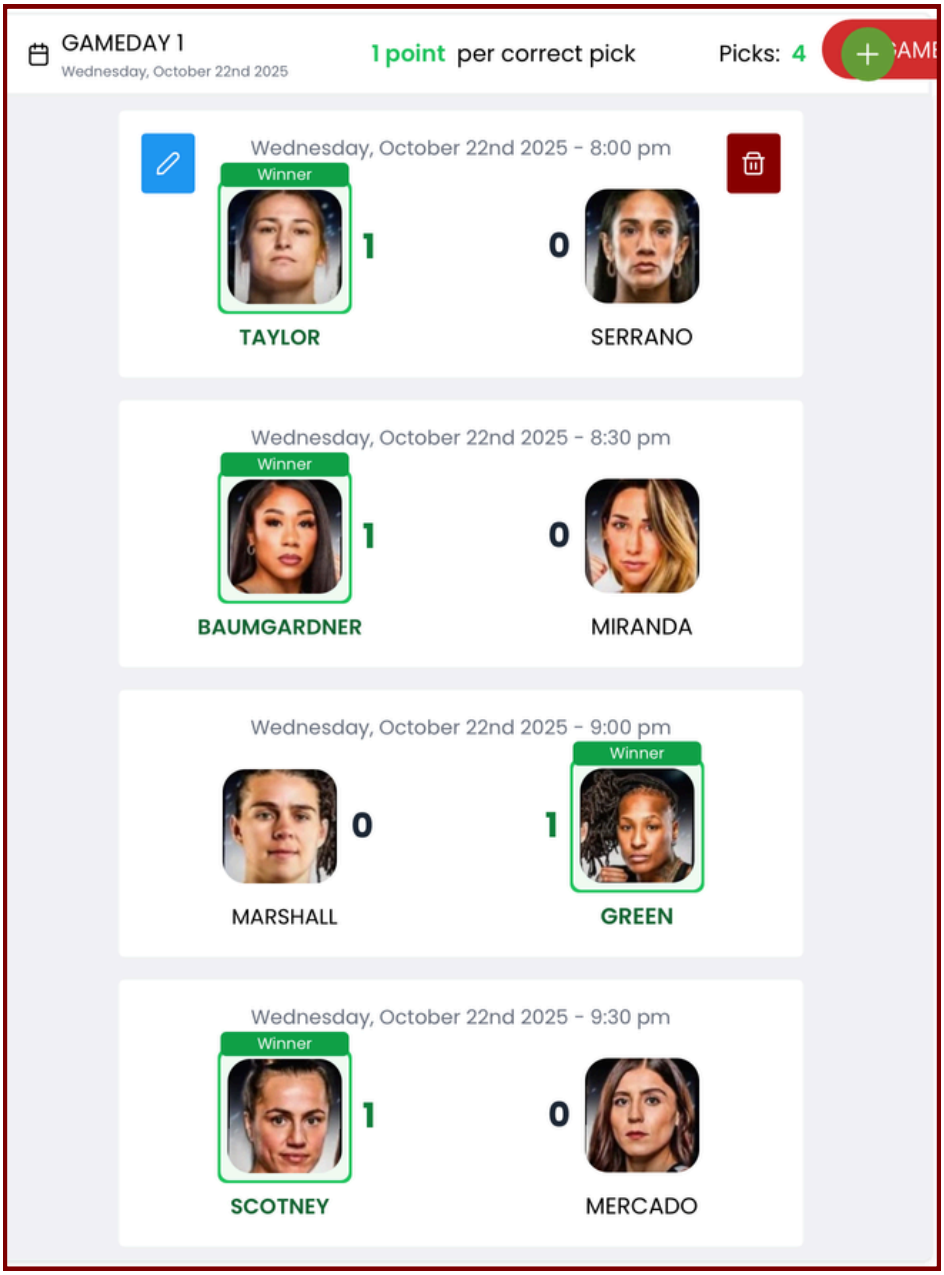
EXAMPLE:
BOXING CARD



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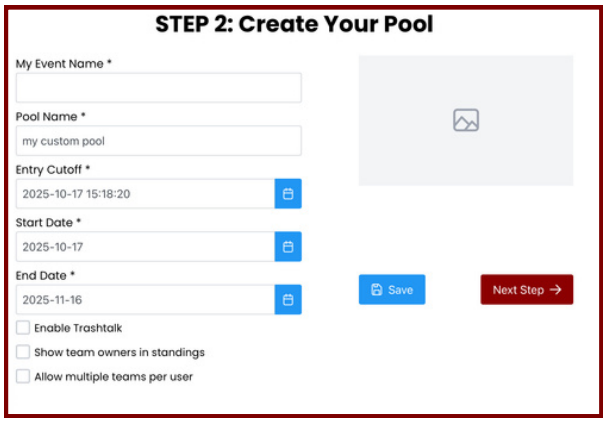
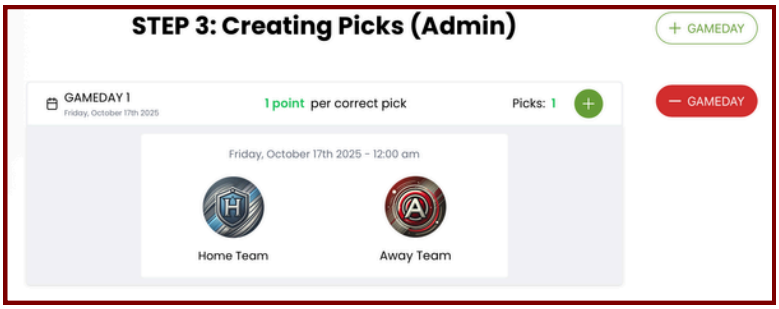
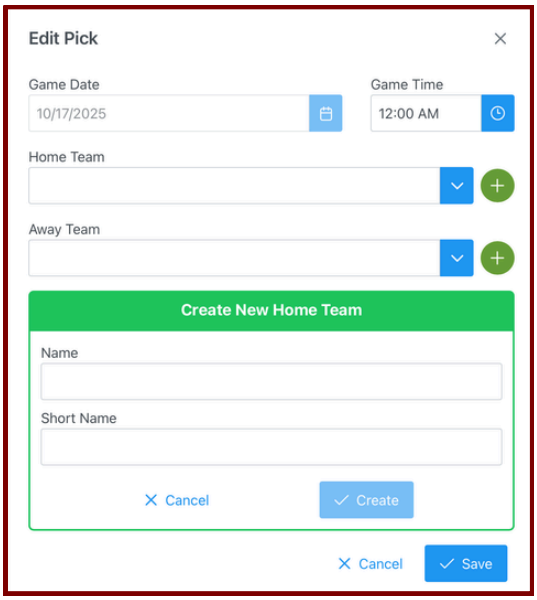
HOW TO SET UP A PICK'EM POOL



1. Go to The Pool Lab page on our site and click "Create Pool".
2. Select 'TYPE 2' as your pool type.
3. Fill in all the details here and add a photo or logo.

4. Click the red '+ Round' to create a round of your pool. This will be the question the poolies will be picking the answer to.
5. Click and enter the GameDay time and date.
6. Click the team logo to add your team's specific logo
7. Click the blue pencil icon to start adding the team details.





8. Edit the game time.
9. To add the home team for the first time, click the Green '+'
10. Add the team name and if there's a nickname or shorter name you can add it.
11. Hit create and don't forget to hit save.
12. You will be re-directed back to Step 3 where you can add the next GameDay and follow the steps again.

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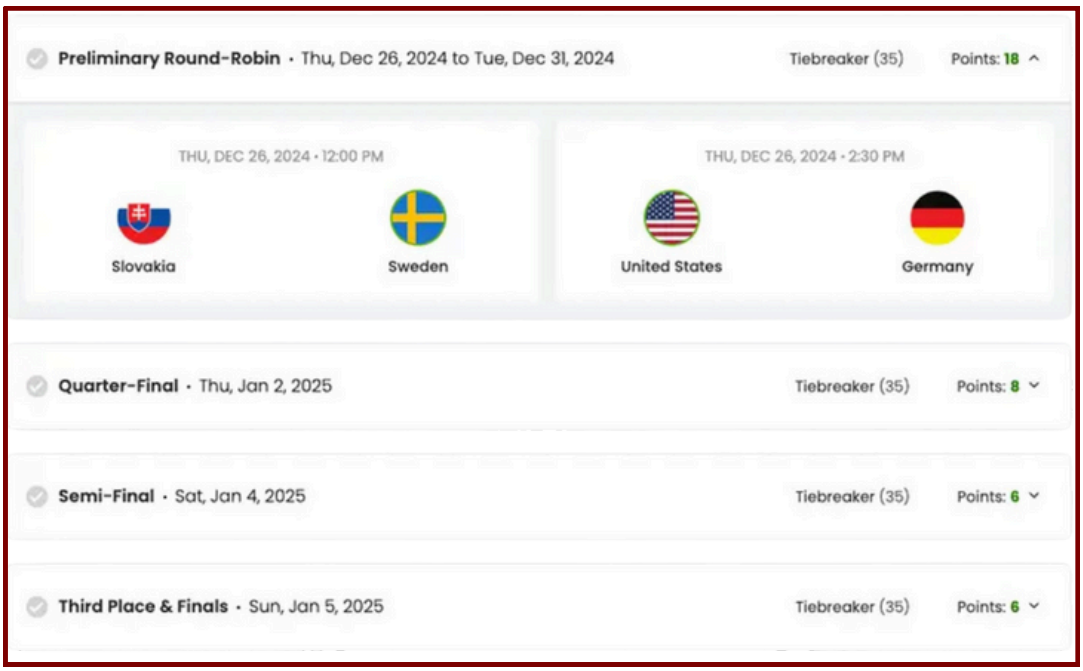
HOW TO CREATE A TOURNAMENT STYLE POOL (TYPE 3)

TOURNAMENT STYLE POOL (TYPE 3)



- **Each round represents a different stage of a tournament e.g round robin, semi-finals, finals.**
- **Rounds can be spread across multiple days**
- **Each correct pick earns points.**

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EXAMPLE:
LOCAL SOCCER CLUB TOURNAMENT

Round Robin
Saturday, October 18th 2025 - Saturday, October 18th 2025

1 point per correct pick — Picks: 4

Match	Home	Away
Saturday, October 25th 2025 - 11:00 am	VANUFC 0	0 VAFC
Saturday, October 25th 2025 - 12:00 pm	VAN RANGERS 0	0 KLM SOCCER
Saturday, October 25th 2025 - 12:30 pm	BURNABY FC 0	0 COSTAL FC
Saturday, October 25th 2025 - 1:00 pm	ICSF 0	0 MARPOLE SOCCER

Semi-finals
Sunday, October 19th 2025 - Sunday, October 19th 2025

1 point per correct pick — Picks: 2

Match	Home	Away
Sunday, October 19th 2025 - 12:00 pm	COSTAL FC 0	0 MARPOLE SOCCER
Sunday, October 19th 2025 - 12:00 pm	VANUFC 0	0 VAN RANGERS

Finals
Monday, October 20th 2025 - Monday, October 20th 2025

1 point per correct pick — Picks: 1

Match	Home	Away
Monday, October 20th 2025 - 12:00 pm	VANUFC 0	0 MARPOLE SOCCER

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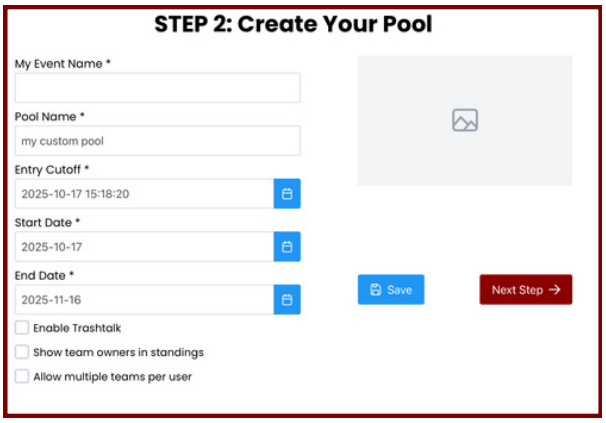
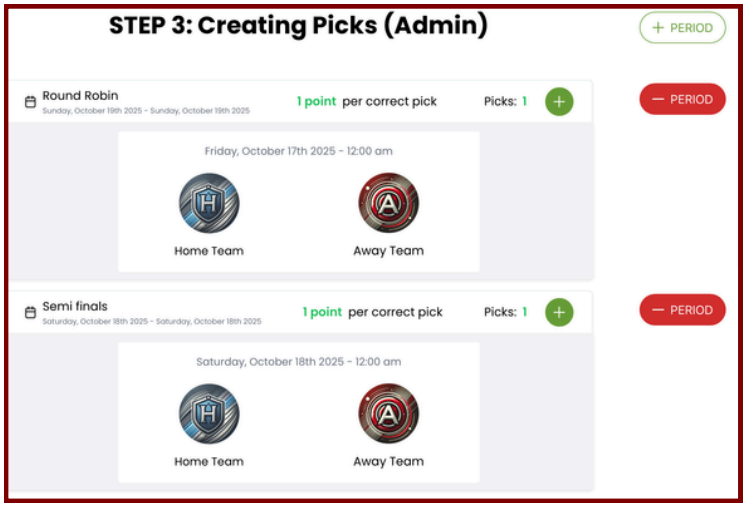
HOW TO SET UP A TOURNAMENT POOL

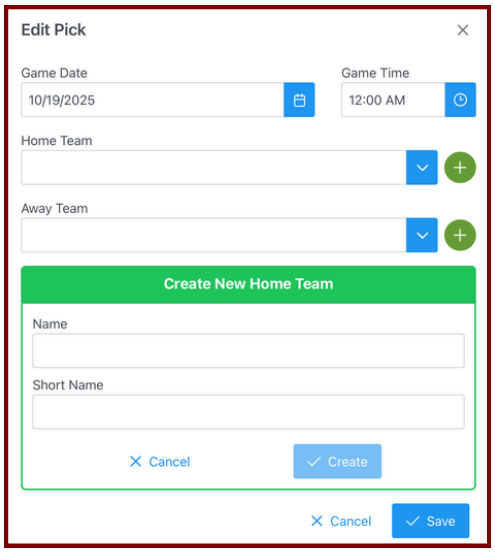


1. Go to The Pool Lab page on our site and click "Create Pool".
2. Select 'TYPE 3' as your pool type.
3. Fill in all the details here and add a photo or logo.

4. Click the red '+ Round' to create a round of your pool. This will be the question the poolies will be picking the answer to.
5. Click and enter the GameDay time and date.
6. Click the team logo to add your team's specific logo
7. Click the blue pencil icon to start adding the team details.



8. Edit the game time.
9. To add the home team for the first time, click the Green '+'
10. Add the team name and if there's a nickname or shorter name you can add it.
11. Hit create and don't forget to hit save.
12. You will be re-directed back to Step 3 where you can add the next GameDay and follow the steps again.



OFFICE POOLS

HOW TO UPDATE SCORING AND RESULTS

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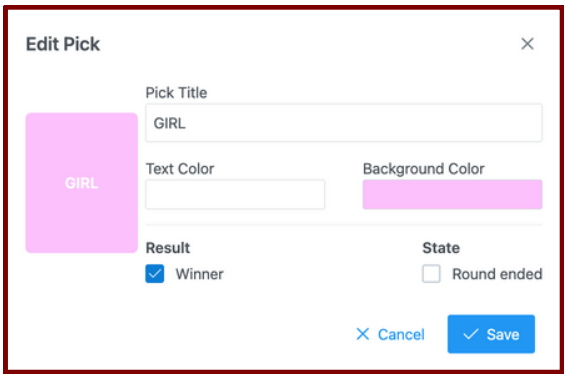
HOW TO UPDATE SCORING & RESULTS

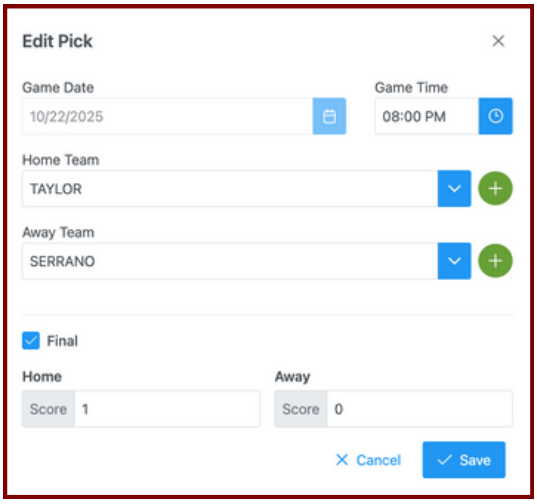
SINGLE EVENT

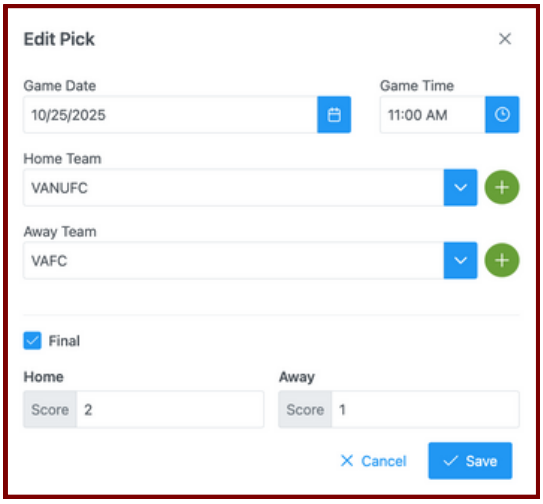


1. Click the green button that says 'Scoring & Events'.
2. Click the pick that is the correct one for each round and click the bvox that says 'winner'.
3. Hit save.

PICK'EM

1. Click the green button that says 'Scoring & Events'.
2. Click the blue pencil icon on the top left corner to edit.
3. Click the 'Final' Box and add in each teams final score.
4. Hit save.





TOURNAMENT STYLE

1. Click the green button that says 'Scoring & Events'.
2. Click the blue pencil icon on the top left corner to edit.
3. Click the 'Final' Box and add in each teams final score.
4. Hit save.

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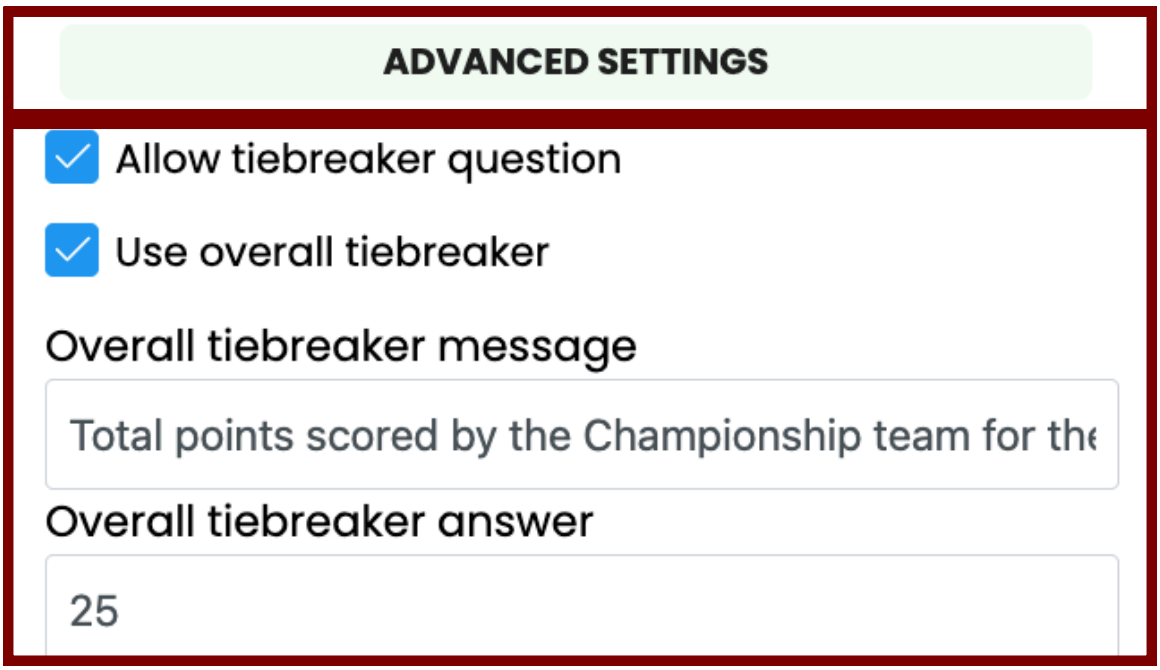
WHAT HAPPENS IF THERE'S A TIE?



TIE BREAKERS

1. On the Settings page, scroll to Advanced Setings.
2. Click to allow Tiebreakers and create your own tiebreaker rules.
3. Hit Save.