

The Automated ScoreBook™ ***for Basketball Conference***

User Guide

(Version 4.22)



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1 Basketball Conference Package

Conference Package

The Automated ScoreBook For Basketball (BBCONF) Conference Package lets you generate conference-level basketball statistical summaries, schedules and game reports. Key features of the software include:

NCAA reporting forms:

NCAA team and individual reporting forms (NCAA)
 NCAA Single-Game Highs reporting form
 NCAA Rating Percentage Index (RPI) Questionnaire
 XML output for electronic reporting to the NCAA

Conference reports:

Conference team and individual reports
 Conference standings with last and next week game schedule
 Conference composite schedule and results (single-page)
 Conference game high/low analysis reports (team, opponent, individual)"
 Double-double" reports for points, rebounds, blocks, steals, assists
 Season cumulative statistic reports for each team in your database
 Individual and team game-by-game reports
 Database management reports to help manage your game inventory

Report customization:

Specify stats minimum criteria for NCAA reporting forms
 Specify separate conference team and individual stats criteria
 Customize the number of players to appear in each stats category
 Identify up to 4 divisions within a conference

Also...

Import game data produced by STAT CREW FOR BASKETBALL software
 Automatically generate "ready-to-display" statistics pages for your website

Entering game data into the system

Game statistics are entered into the conference system using one of the following functions:

1. **Import BPK or BXP:** Files received from teams using Stat Crew System for Basketball will be in the "BXP" or "BPK" format. Use the
2. **Import ASCII game:** Use this function to import game data from standard basketball layout files. The standard layout is a series of ASCII "quote-comma delimited" records containing basketball game data. These files can be automatically created from STAT CREW FOR BASKETBALL game files by using software utilities include in the BBCONF package. Third-party software can also create these files by adhering to the "Basketball game stats layout".
3. **Import game:** Use this function to import game files that were created by the BB CONF package. Normally you use the Import ASCII game function and not this function to import game files sent to you by member teams.
4. **Manual game entry:** Or, you can use the Manual game entry function of the software to key in stats from hardcopy box scores that are sent to you by your teams.

Starting BBCONF **Using the Stat Crew Control Panel**

Double-click on the "Stat Crew Software" Control Panel application on your desktop. Select the "Basketball" tab and enable the "Conference" radio button. Then, single-click on the program function you want to run.

Quick conference setup

The following is a checklist of the setup steps you might perform to get ready for a season.

Add the conference team and roster entries:

1. Press U to start Utilities from the BBCONF Menu.
2. Select Directories to identify the location of your game files.
3. Select the Roster maintenance, Edit rosters function.
4. Add each team in your conference to the Teams List.
5. Optionally, enter the player rosters for each team.
6. Exit back to the BBCONF menu.

Customize the Conference reports functions:

1. Run the Conference Reports program.
2. Select Settings | Conference setup to enter general conference information.
3. Select Settings | Conference teams to identify the teams in your conference.
4. Select Settings | Minimums | ... functions to specify minimum criteria for various categories.

Setup the game schedule for the conference:

Entering the conference schedule ahead of time is completely optional. The benefit you get is that you can print a more complete composite schedule for your teams. The flip-side is that you need to remember later to import each actual played game that you receive or enter into the system into the appropriate game file name slot in your original schedule.

1. Press **M** to start Manual game entry from the BBCONF Menu.
2. For each game on the schedule, perform steps 3 thru 6.
3. Select File | New game.
4. Select Game setup | Teams to select or add the teams for the game.
5. Select Game setup | Game info to enter general game information.
6. Select File | Save game to save the scheduled game to disk. Be sure to choose a game file name that is unique for each game and that makes sense.
7. Exit to the BBCONF Menu. Print the Conference Schedule from the Conference Pack-

age.

Starting the Conference Software

This chapter describes the DOS conference package features. Refer to Chapter 5 "Using Windows Reports" for information the Windows Conference Reports features.

Directories

To select a games directory in the Windows Game Reports or Windows Conference Reports programs, click on Directories in the menu bar.

To select or create a new directory, use the DOS Utilities | Directories function. You should create a separate games directory for each new season, and also a separate games directory for men and women. The drive/path and games directory fields must follow the rules for DOS path names (refer to your DOS User's Guide for additional information).

```

          Directories

      Drive/Path: C:\BBCONF
      Games directory: 1996
  
```

Conference setup

Use Conference setup to identify the name of your conference and the names of each division in the conference (if any). This window also lets you customize the layout of some of your conference reports.

```

          Conference Setup

      Conference name: Central Conference
          Season: 1995

      Division 1 name: Eastern Division
      Division 2 name: Western Division
      Division 3 name:
      Division 4 name:

      Landscape Sched: N
      Break Sched at#: 3
      UndLin in sched: Y
          Show conf rcd: Y
  
```

Conference name: Enter the name of your conference as you want it displayed in your conference report titles. Note: This heading is only used in conference reports. You should also change the Heading field in the Report Options window for printing individual game and team reports.

Season: Enter the season (1996-97, etc.) that will appear in your conference report titles.

Division 1 name: Enter the name for the first conference division, or leave this field blank if not applicable. This entry affects the Conference teams setup and the Conference Standings report functions only.

Division 2 name: Enter the name for the first conference division, or leave this field blank if not applicable.

Division 3 name: Enter the name for the first conference division, or leave this field blank if not applicable.

Division 4 name: Enter the name for the first conference division, or leave this field blank if not applicable.

Landscape Sched: This option affects the layout of the Conference Schedule and Results report. Enter "Y" if you want this report to be printed in "landscape" orientation, or "N" if you want this report to be printed in "portrait" orientation. Break sched at #: This setting defines the page break cutoff when generating the Conference Schedule report. For example, a setting of "3" tells the software to page break every 3 teams. The normal settings would be "3" if you are generating your report in "portrait" orientation, or "4" if you are generating your report in "landscape" orientation. Early in the season you might want to double these values to "6" or "8", respectively to fit more teams on a single page.

UndLin in sched: Enter "Y" in this field to display an underline row underneath the team name in the Conference schedule report. This is intended to be a space-saving option to help fit the entire conference schedule onto one page. Occasionally, if one or more teams play in post-season play you may need to set this to "N" to fit the schedule onto one page.

Show conf rcd: Enter "Y" in this field if you want to display the conference record in addition to the overall record in the Conference Schedule report.

Conference teams

Use the Conference teams function to identify the teams that are in your conference. If you have defined separate divisions in your conference, you can also identify the specific teams that are in each division. Use the spacebar to select/deselect individual teams. A marker (*) is displayed next to each team that is included in the conference.

All Conference Teams		
>	CHAN	Chantilly
*	FAIR	Fairfax
*	FC	Falls Church
	JEF	Jefferson
*	LAN	Langley
*	LEE	Lee
*	MAD	Madison
*	MAR	Marshall
*	MCLEAN	McLean
	WS	West Springfield
	YORK	Yorktown

If you have setup divisions within the conference, you must also identify the teams that are in each division. Be sure to identify "All Conference Teams" before identifying individual teams in each division. Use the **SPACEBAR** to select/deselect teams in a division as described above.

Conference report stat minimums

Use the statistics minimum windows to specify the maximum number of entries and statistical minimum/maximum criteria for sections of your NCAA and conference reports for teams and individuals.

NCAA team minimums

Use the NCAA Team Minimums window to customize the NCAA Team Leaders report.

NCAA Team Minimums			
SCORING OFFENSE	#lines:	5 >>	Min per game: 81.0
SCORING MARGIN	#lines:	5 >>	Min margin: 8.0
FIELD GOAL PCT	#lines:	5 >>	Min FG pct: 0.470
FREE THROW PCT	#lines:	5 >>	Min FT pct: 0.710
3-POINT FG PCT	#lines:	3 >>	Min pct: 0.380
		>>	Min per game: 3.0
SCORING DEFENSE	#lines:	5 >>	Max per game: 68.0
WON-LOST PCT	#lines:	5 >>	Min W-L pct: 0.750
FG DEFENSE	#lines:	5 >>	Max FG def %: 0.420
REBOUND MARGIN	#lines:	5 >>	Min margin: 4.5
3-POINT FG MADE	#lines:	3 >>	Min per game: 6.0

NCAA individual minimums

Use the NCAA Individual Minimums window to customize the NCAA Individual Leaders

report.

NCAA Individual Minimums			
Pct team games played:	75.0		
SCORING #lines:	10 >> Min per game:	19.0	
STEALS #lines:	3 >> Min per game:	2.0	
FIELD GOAL PCT #lines:	7 >> Min FG pct:	0.570	
	>> Min made/gm:	5.0	
3-PT FLD GOAL % #lines:	3 >> Min 3-pt FG%:	0.440	
	>> Min made/gm:	1.5	
REBOUNDING #lines:	5 >> Min per game:	9.0	
BLOCKED SHOTS #lines:	3 >> Min per game:	2.0	
ASSISTS #lines:	3 >> Min per game:	6.0	
FREE THROW PCT #lines:	7 >> Min FT pct:	0.840	
	>> Min made/gm:	2.5	
3-POINT FG MADE #lines:	3 >> Min per game:	1.5	

Conference individual minimums

Use the Conference Individual Minimums window to customize the Conference individual leaders reports. Typically, the minimum criteria for your conference medial reports will not be as stringent as those required by the NCAA for conference reporting forms, and you will include a longer list of players in each category.

Conference Individual Minimums					
Pct team games played: 75.0					
Category	-- # lines ---			- Minimums -	
	Stats	Short	Long	Per/G	Pct
SCORING:	10	10	30	...	0.0
REBOUNDING:	10	10	20	...	0.0
FIELD GOAL PCT:	10	10	20	...	3.0 ... 0.000
3-PT FLD GOAL %:	10	10	20	...	1.0 ... 0.000
FREE THROW PCT:	10	10	20	...	2.0 ... 0.000
ASSISTS:	10	10	20	...	3.0
BLOCKED SHOTS:	10	10	20	...	0.0
STEALS:	10	10	20	...	0.0
TURNOVERS:	10	10	20	...	0.0
3-POINT FG MADE:	10	10	20	...	1.0
OFF REBOUNDS:	10	10	20	...	0.0
DEF REBOUNDS:	10	10	20	...	0.0

For each category listed you can customize:

Stats: Enter the number of players to list in a category for the Individual Statistics report.

Short: Enter the number of players to list in a category for the Individual Statistics Summary (short) report.

Long: Enter the number of players to list in a category for the Individual Statistics (long) report.

Per/G: Enter the per-game minimum for a player to appear in the individual reports. Enter "0.0" to indicate there is no minimum.

Pct: Enter the minimum percentage for a player to appear in the individual reports. Enter "0.000" to indicate there is no minimum.

High/low stat minimums

Use the statistics minimum windows to specify the maximum number of entries and statistical minimum/maximum criteria for sections of your NCAA and conference high/low reports for teams and individuals. You can access the minimum settings windows from Options/customize, or from the report menus for Conference Highs/Lows and NCAA Highs.

NCAA high/low minimums

Use the NCAA Team High/Low Minimums window to customize the team section of the NCAA Single-Game Highs report.

NCAA Team High/Low Minimums			
SCORING:	>> Min points:		100
FIELD GOAL PCT:	>> Min FG pct:		0.600
	>> Min FG made:		0
FREE THROW PCT:	>> Min FT pct:		0.850
	>> Min FT made:		15
3-POINT FG MADE:	>> Min 3FG made:		15

Use the NCAA Individual High/Low Minimums window to customize the individual player section of the NCAA Single-Game Highs report.

NCAA Individual High/Low Minimums			
SCORING:	>> Min points:		40
FIELD GOAL PCT:	>> Min FG pct:		0.800
	>> Min FG made:		10
3-POINT FG MADE:	>> Min 3FG made:		8
FREE THROW PCT:	>> Min FT pct:		0.900
	>> Min FT made:		10
REBOUNDING:	>> Min rebounds:		20
ASSISTS:	>> Min assists:		14
BLOCKED SHOTS:	>> Min blocks:		8
STEALS:	>> Min steals:		8

Notes: There are no fields for the number of lines to include for game highs in the NCAA Single-Game Highs report. The software always includes all performances that meet or exceed the minimum criteria.

Conference high/low criteria

Use the Conference Team High/Low Criteria window to customize the maximum number of entries to display for each category in the Team or Opponent High/Low reports.

Conference Team High/Low Criteria

```

SCORING #lines: 2
REBOUNDING #lines: 2
FIELD GOAL PCT #lines: 2
3-PT FLD GOAL % #lines: 2
FREE THROW PCT #lines: 2
BLOCKED SHOTS #lines: 2
ASSISTS #lines: 2
STEALS #lines: 2
3-POINT FG MADE #lines: 2
TURNOVERS #lines: 2

```

Use the Conference Individual High/Low Criteria window to customize the maximum number of entries to display in the Conference Individual Highs report.

Conference Individual High/Low Criteria

```

SCORING #lines: 2
REBOUNDING #lines: 2
FIELD GOAL PCT #lines: 2 >> Min FG made : 8
3-PT FLD GOAL % #lines: 2 >> Min 3FG made: 5
FREE THROW PCT #lines: 2 >> Min FT made : 8
BLOCKED SHOTS #lines: 2
ASSISTS #lines: 2
STEALS #lines: 2
3-POINT FG MADE #lines: 2
TURNOVERS #lines: 2

```


2 Manual box score entry

Startup for manual box scores

Select Manual game entry from the BBCONF menu to start the Manual box score entry program. This program lets you enter game data for new games from hardcopy box score printouts, or to "tweak" the stats for a games that your have brought into your database with the Import ASCII game function.

Manually entering stats for a new game

The basic procedure for adding a new game to your database using Manual game entry is:

1. If you have not already done so, setup team rosters using the Utilities Roster maintenance function.
2. From the BBCONF Menu, select Manual game entry.
3. Select Game setup to access the game setup functions.
4. Select Teams to identify the teams for the game.
5. Select Game info to enter general game information.
6. Exit the Game setup menu to return to the Main menu.
7. Select Scoresheet from the Main menu to display the Scoresheet menu.
8. Select Line score to enter the score-by-period stats.
9. Select Team stats to enter deadball rebound stats.
10. Select Visitor stats to add visiting player stats to the game.
11. Select Home stats to add home player stats to the game.
12. Select Balance stats to perform cross-check on your data entry.
13. Exit the Scoresheet menu and return to the Main menu.
14. Select File | Save game to save the game to disk.
15. Select Quit to return to the BBCONF Menu.

Game setup

Use the Game setup menu to perform functions like identifying the teams, entering general game information, game notes, and modifying team rosters for a specific game.

Teams

If you are entering a new game into the system, use the Teams function to identify the Visitor and Home teams.

Teams			
Abbrev	Team ID	Team Name	
Visitor...	V	MBC	Morris Brown
Home.....	H	JOHNSON	Johnson C. Smith
V)istor team H)ome team A)bbreviations			
Press V,H,A or Enter to exit ->			

Press **V** to select the visiting team from the teams list. Point to a team from the Teams List using the up arrow or the down arrow cursor keys, then press **ENTER** to select the team. Note: you can add a new team to the Teams List by pressing the "A" key and entering information for the new team. The roster for the team is loaded and the Teams window is updated to show the team you selected.

Press **H** to select the home team from the teams list. When you have completed your team selections, press **ENTER** to exit the Teams window.

NOTES: The Team Abbrev field is not currently used in the software. You can just leave these values set to the default abbreviations assigned by the software.

Game info

Select Game info to enter general game information.

Game info	
V Morris Brown	Record:
H Johnson C. Smith	Record:
Date: 11/19/93	Schedule note:
Place: Charlotte, NC	
Arena:	
Conference game: N	Officials: Whites
Neutral site: N	: Steed
Night game: N	: Turner
Post-season: N	Scorer:
Start Time: 0	
End Time: 0	
Total Time: 0	
Attendance: 0	

Date: Enter the date in any format you choose.

Sched note: If applicable, enter a special schedule note character for this game that will appear in the Game Results report. For example, you might enter "@" to indicate a tournament appearance. Leave this field empty if no special notes apply.

Notes: Use the Schedule Legend function in the Game-by-Game reports program to explain the meaning of Sched note characters. Do not use this field to indicate a conference game. Set the Conference game field to **Y** instead; the software automatically displays an asterisk (*) in the Game Results report next to conference games.

Place: Enter the location/site of the game.

Arena: Enter the name of the arena where the game was played.

Conference game: Enter "Y" if this is a conference game, or "N" for a non-conference game.

Neutral site: Enter "Y" if the game is being played at a neutral site, or "N" if the game is being played at the home team's field.

Night game: Enter "Y" if the game is being played at night, or "N" if it is a day game.

Start time: Enter the start time of the game in any format you choose.

End time: Enter the end time of the game in any format you choose.

Total time: Enter the total elapsed time of the game in any format you choose.

Attendance: Enter the attendance. **Officials:** Enter the names of the officials.

Scorer: Enter the name of the official scorer if desired.

Line score

Select Line score from the Scoresheet menu to access the Line score window. This window lets you enter the number of periods that were played and the score-by-period results for a game.

Line score							
Periods:	2						
Score by period	1	2	OT	O2	O3	O4	O5
-----	--	--	--	--	--	--	--
Morris Brown	43	33	0	0	0	0	0
Johnson C. Smith	45	32	0	0	0	0	0

Games: Enter the number of periods played in the game, including overtime periods.

Scores: Enter the number of points scored by each team for each period.

Team stats

Select Team stats from the scoresheet menu to display the Team Stats window. This window lets you enter deadball rebound statistics for both teams in the game.

Team Stats		
	MBC	JOHNSON
Off deadball reb	5	5
Def deadball reb	0	0

Off deadball reb: Enter the number of offensive deadball rebounds for each team.
Def deadball reb: Enter the number of defensive deadball rebounds for each team.

Individual stats

Before entering individual box score statistics you can press **ALT+I** to switch between "SELECT" and "INPUT" data entry methods. The "INPUT" method is designed to enter data directly from a box score by player uniform number. The "SELECT" method is designed to let you select identify each individual player by selecting them from the master roster for the team.

Select Visitor stats or Home stats from the scoresheet menu to display the Player Stats List window for the selected team. This window lets you add players to the stats sheet and access the detailed Individual Stats window to enter individual stats for a player.

Johnson C. Smith										
>		--Fld Goals--		-FTs-		-REB-		FOULS	-DEF-	
##	Name	FG-Att	3PT-Att	Mad-Att	TP	Off-Def	PF-TF	Blk-Stl		
03	BOYD, Ron	1-1	0-0	0-0	2	1-2	2-0	0-0		
05	COATES, Eric	5-7	0-0	4-5	14	2-5	3-0	1-0		
10	JOYNER, Ed	1-4	0-0	1-4	3	0-1	2-0	0-0		
15	ABRAMS, Melvin	7-12	1-2	1-2	16	1-2	3-0	0-1		
21	JACKSON, Shawn	3-6	0-1	0-0	6	2-2	2-0	0-1		
25	DIXON, Larry	2-2	0-0	0-1	4	2-1	2-0	1-0		
30	BLACK, Chon	2-3	0-0	0-0	4	0-0	2-0	0-0		
35	SATTERFIELD, T	4-7	0-0	5-5	13	0-5	1-0	0-1		
40	BOYKINS, Rober	5-10	0-0	3-5	13	2-10	3-0	0-1		
42	STOWE, Jason	1-4	0-1	0-0	2	0-2	1-0	3-0		
TM	TEAM	0-0	0-0	0-0	0	1-3	0-0	0-0		

The Player Stats List shows a condensed summary of the stats you have entered for each player. The list is initially blank; players are added to the Player Stats List as you add stats to the stats scoresheet.

Note: Add a player to each team with a uniform number of "TM" to enter team rebound or team turnover statistics. It is recommended that you make the player name "TEAM" for this pseudo-player.

The Player Stats List is initially blank. Player stats are added to the display as you enter the data to make it easier to see what you have entered.

To add a player to the Player Stats List:

1. Press "A" from anywhere in the list, or
2. Press **ENTER** when the cursor is in the header area of the list (the first two lines with the column headings).

NOTES: You can enter a single entry for the opposing team stats if you don't want to enter stats for each individual player on the opposing team. To do this, add a player named "TEAM" with a uniform number of "TM" to the opponents team roster. Then select "TEAM" as a player in the Player Stats List and enter the combined total opponent stats for this pseudo "player". For games that are imported from the STAT CREW SYSTEM, you will find a player line with a uniform number of "00" that contains individual player stats, and a second line with a uniform number of "TM" for team rebounds and turnovers. This method works just as well for "plugging" non-conference opponent stats. The important point is that the sum of total opponent team stats is derived by

adding up each "player" entry in the scoresheet, whether a "real" player or a pseudo-player such as "TEAM" or "Wolverines".

Morris Brown										
> ## Name	--Fld Goals--		-FTs-		-REB-		FOULS		-DEF-	
TM TEAM	FG-Att	3PT-Att	Mad-Att	TP	Off-Def	PF-TF	Blk-Stl			
	28-62	6-9	14-22	76	6-15	19-0	3-2			

To edit stats for a player already added to the Player Stats List, move the cursor to that player and press **ENTER**. The Individual Stats window for that player is displayed.

Individual Stats										
## 15 ABRAMS, Melvin						Starting at: G				
--FGAs-----3PT--		--FTs--		--REB--		--FOUL--				
Made	Att	Made	Att	Made	Att	Off	Def	PF	TF	
7	12	1	2	1	2	1	2	3	0	
----MISC-----			---DEF---							
Assist	Turnover	Block	Steal	Minutes						
1	2	0	1	32						

and name: Displays the uniform number and name of the player stats that you selected.

Starting at: Enter "C" (center), "G" (guard) or "F" (forward) in this field if the player was a starter. Otherwise, leave this field blank to indicate the player did not start the game.

FGAs: Enter the total number of field goals made and attempted. This number must include both 2-point and 3-point field goal stats.

3PT: Enter the total number of 3-point field goals made and attempted.

FTs: Enter the total number of free throws made and attempted.

REB: Enter the total number of offensive and defensive rebounds.

FOUL: Enter the total number of personal fouls and technical fouls.

MISC: Enter the total number of assists credited and turnovers committed.

DEF: Enter the total number of blocks and steals credited.

Minutes: Enter the total number of minutes played.

"Plugging" non-conf team stats

An example of "plugging" a non-conference team's stats:

Individual Stats									
## TM		Starting at:							
--FGAs-----3PT--		--FTs--		--REB--		--FOUL--			
Made	Att	Made	Att	Made	Att	Off	Def	PF	TF
28	62	6	9	14	22	5	12	19	0
----MISC-----		---DEF---							
Assist		Turnover		Block		Steal		Minutes	
9		7		3		2		0	

Balance stats

The software will automatically balance several statistical categories to alert you to possible discrepancies in the stats data entry. Select Scoresheet | Balance stats to display the Balance window.

Balance				
MORRIS BROWN				
Line score	76	OK	76	Individual scoring
Missed shots/rebs				5 Off deadball reb
-----				0 Oppt def d'ball reb
Missed FGs	34			6 Offense rebounds
Missed FTs	8			33 Oppt def rebounds
TOTAL MISSED SHOTS	42	**	44	TOTAL SHOT REBOUNDS
Press any key to continue...				

Each line shows a particular stats category, the total count found, an indicator column, followed by the category of stats being compared. When the stats for a particular line balance or fall within acceptable criteria, an "OK" is displayed in the indicator column. When the stats do not balance, an "***" is displayed to indicate an out-of-balance condition. The out-of-balance "***" indicators can help you identify and correct discrepancies in your data entry. Stats that are balanced for each team include:

The number of team points entered in the line score must match the sum of the points entered for individual players.

The sum of missed field goals + missed free throws for a team must match the sum of own team offensive rebounds + opponent defensive rebounds (including deadball rebounds).

Forfeits

To enter a forfeited game:

1. Run the Manual entry program.
2. Use Game setup to select the teams and enter Game Info.
3. On the Game info screen, enter the text "FORFEIT" in the Record field for the losing team.
4. Select Scoresheet | Line score and enter the line score for the forfeited game in accordance with your league/conference guidelines.

3 Utilities

This section describes the functions available in the Utilities program. Start this program by selecting "Utilities" from the BBCONF Menu.

Roster maintenance

The following sections describe Roster maintenance functions in the Utilities program.

Adding a new team

To add a new team to the Teams List, press "A" from the Roster maintenance Teams List. The Edit Team Info window is displayed.

```

      Edit Team Info

      Team ID: CU
      Team Name: Central University
  
```

Team ID: Enter a 1-8 character unique ID for the team.

Team Name: Enter the full team name in this field.

After typing the information in these fields, press **ENTER** to add the new team, or press **ESC** to cancel the add function.

Editing a team roster

To edit the roster for a team, move the cursor to the team on the Teams List and press **ENTER**. The roster for that team is displayed.

```

      C:\BBCONF\SAMPLES\CU.VRO

      > 1  Giraldo, Luis
         7  Tarmon, Willie
         .
         .
         .
  
```

To add a player to the roster, move the cursor to a blank spot in the roster and press **ENTER**. To modify an existing roster entry, move the cursor to the desired row in the roster and press **ENTER**. In either case, the Player Info window is displayed.

```

      Player Info

      Number: 1
      Name: Giraldo, Luis
      NCAA office code:
      Offense position: G  ?=List

      Class: SR
  
```


The fields on the Player Info window are:

Number: Enter the uniform number for the player. Enter a 1-digit number, a 2-digit number, or the special uniform number "TM" for team. The following are examples of valid uniform numbers:

7
95
TM

It is recommended that you add a "team" entry to each roster (if you don't, the in-game software will add it for you automatically). The "team" entry uses the special uniform number "TM" and may look like:

<p>Player Info</p> <p>Number: TM</p> <p>Name: TEAM</p>

Name: Enter the player name as you want it to appear in your reports. Note that the name spelling for a player must be consistent throughout your games to generate accurate cumulative season statistics. If you change the spelling of a player name midway through the season, you must go back and load each previously scored game to modify the roster spellings for that game.

NCAA office code: This field currently not used by the software and is provided in the software in the event this information is ever needed for reporting statistics to the NCAA statistics office.

Position: Enter "C", "G" or "F" in this field to indicate center, guard or forward.

Class: Enter "FR", "SO", "JR" or "SR" in this field, or leave it blank if not applicable.

Changing the team name

To change the spelling of a Team Name, move the cursor to the team on the Teams List and press 'E'. The Team Info window for that team is displayed to let you change the spelling for the Team Name field. You cannot change the Team ID field using this function.

Deleting a team

To delete a team from the directory, move the cursor to the team on the Teams List and press "D". You are asked to confirm you want to delete the team entry.

Note: You cannot delete a team that has at least one game in it's Games directory. You must first use the Delete game function in File maintenance to delete each game for the team.

Changing the team ID

To change the spelling of a Team ID, select Change Team ID from the Roster maintenance menu. This lets you change the 8-character unique Team ID for a team. The Team Info window for that team is displayed to let you change the spelling for the Team ID field.

File management

The following sections describe File management functions in the Utilities program.

Rearrange games list

Select Rearrange games list to change the display order of games in your games directory. Normally, the software will display information from games in the order in which you entered them. This function lets you correct the display order when you enter games out of sequence.

To use this function:

1. Select a team from the Teams List.
2. Move the cursor to a game you want to move.
3. Press 'M' or space bar to mark that line to **MOVE**.
4. Move the cursor to the location you want to move it to.
5. Press 'A' to move the marked line **AFTER** the current line.
6. Press 'B' to move the marked line **BEFORE** the current line.
7. Repeat steps 2 - 6 as desired.
8. Press **ENTER** to save your changes.
9. Press **ESC** to cancel your changes.

NOTES: When you choose "ALL GAMES" from the Teams List you will be rearranging your master combined games list -- not the list for any specific team. To rearrange games for a specific team you must choose that team from the Teams List.

Delete a game

Select Delete a game team to remove a game from the games directory for a selected team. To use this function:

1. Select a team from the Teams List.
2. Select a game from the team's Game List.
3. Type 'Y' to confirm you want to delete the game.

Backup game files

Select Backup game files to save your game files to another disk. You can save all files or only files that have been changed since the last time you used Backup directories for the selected game directory.

The current games directory is displayed when you select this function, in addition to the number and size of the files in the directory. The display also shows the date of the last backup and the number of files/sizes that were changed since the last time you performed a backup of the games directory.

To backup your games directory, specify the path you want to save the files to, whether

you want to save all or only files changed since the last time you performed a backup, and whether you want to save report files as well as game files.

NOTE: If you save only modified files, you may have to restore the files in the order in which you saved the game files to re-create your game directory. If you are not familiar with the concept of incremental backups, consult your system administrator or always backup all files.

```

                                Backup Game Files

    Current games path: C:\BBCONF\1996

                                Last backup: 09/11/94 13:45
    Game files/size: 22/63130 Modified:
5/65000
    Report files/size: 10/50284 Modified:
3/27500

    Backup games to: A:\BBCONF\1996
    A)ll or M)odified files: A
    Backup reports: Y
  
```

Current games path: Show the currently select games directory.

Last backup: Shows the date and time you last backed up the current games directory.

Games files/size ... Modified: Shows the total number of files and size for the current games directory. Also shows the total number of files and size of game files that have been modified since the last backup of the current games directory.

Report files/size ... Modified: Shows the total number of files and size for report files in the current games directory. Also shows the total number of files and size of report files that have been modified since the last backup of the current games directory.

A)ll or M)odified: Enter "A" if you want to backup all files in the directory. Enter "M" if you only want to backup files that have been modified since the last time you backed up the current directory. It is recommended you always enter "A" in this field to perform a complete backup each time.

Backup reports: Enter "Y" if you want to backup report files in addition to game files. Enter "N" if you only want to backup game files. Backing up reports files is not really important since you can recreate the reports at any time from your game files.

Restore game files

Select Restore game files to copy game files you previously saved using the Backup game files function. Normally you will backup game files to a jump drive and restore them from the same jump drive.

To use the restore function, first set the "current" games directory by using the Directories function. This is the directory where game files will be restored (copied) **into**. In the Restore game files window, enter the drive and path where the games you want to restore are located, and will be copied **from**.

```
Restore game files  
Current games path: C:\BBCONF\1996  
Restore games from: A:\BBCONF\1996
```

A list of the files in the "Restore games from" directory will be displayed for your confirmation. Press "Y" to restore the files.

Import/export game files

Select **Import BXP** to import a game file sent to you in the Stat Crew "basketball export" (BXP) format. This will be the most used import function.

Select **Export game** to copy a game from your computer system onto another disk, such as a jump drive. Conversely, select **Import game** to copy a game from another disk, such as a jump drive, onto your computer system.

4 Using Windows Reports Programs

The following sections explain common procedures for using all of The Automated ScoreBook Reports For Windows. A separate description of Game Reports, Season Reports, and so on follow.

Starting the software

Run the Control Panel, click on the "Basketball" tab and click on the desired program function.

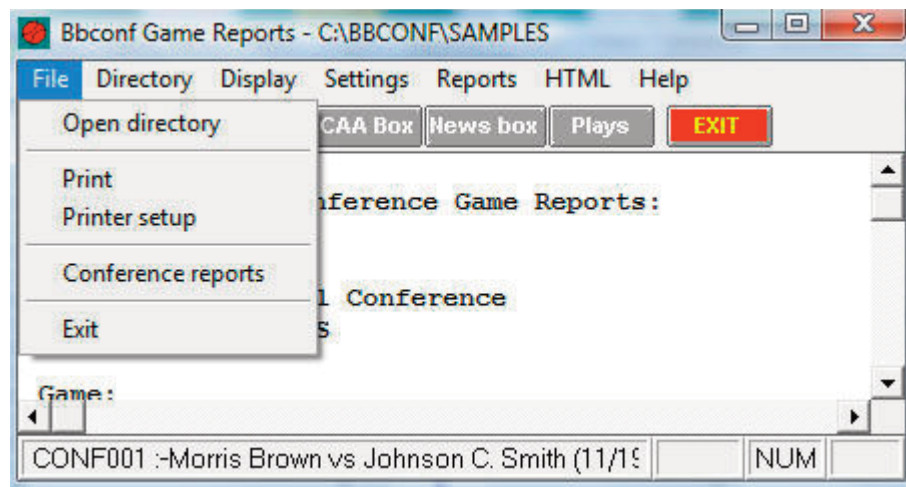
Windows reports: Although the available functions may vary from sport-to-sport, Windows Reports functions include Game Reports, Season Reports, Utilities, Career/Historical, and Conference Reports.

DOS (scoring): All game scoring, manual game entry, and utilities function are located in the DOS version of the software. To start the DOS scoring functions of the software, click on Game Scoring from the Stat Crew Control Panel.

Initial setup

Registration: When prompted, enter the registration code that was included with the software delivery. If desired, you can change the "Licensed to" text: Select Help | About. Click on the "License..." button.

Games directory: Choose your games directory by selecting File | Open directory, or by clicking Directory on the menu bar. Navigate to the desired games directory and open any file in that directory (it does not matter which file). The software will remember the last games directory you have selected.



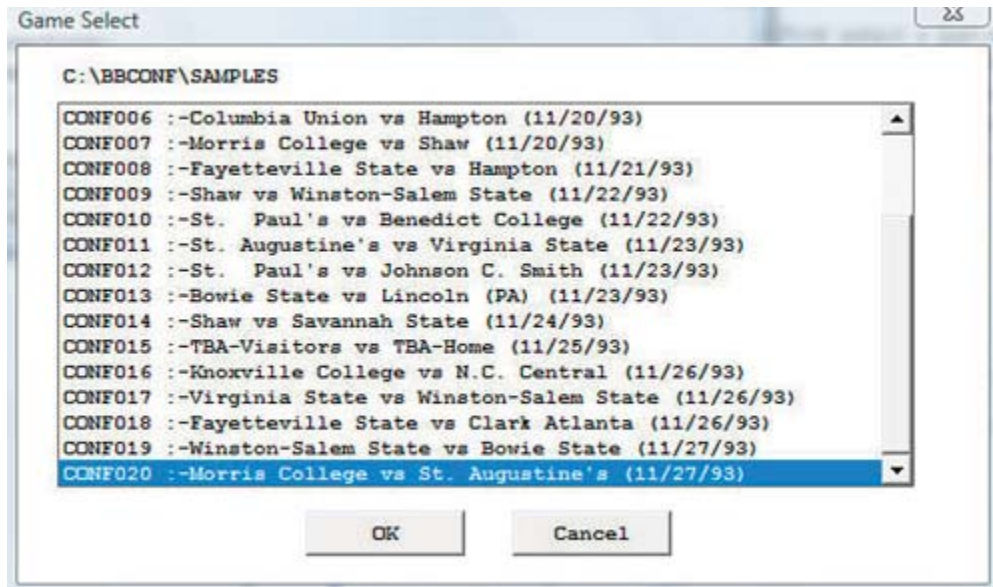
Teams list: In Season Reports or Utilities, click on the "Teams" button to select your team (or any other team). Reports and HTML generation automatically use the currently select team.

Settings: Review the items on the Settings menu for both Game Reports and Season Reports; you may need to tailor these settings for your venue. These software settings are saved separately for each games directory.

Display fonts: Select Display | Font settings to select a font for your reports. Normally, the system will default to the "Courier new" font. Refer to the section below on Font Settings for more information on fonts.

Generating reports

Game reports: First select a game. Press the "Games" button to display a pick list of games, or press the NEXT or PRIOR control bar buttons to move from game-to-game. Once you have selected a game you can select reports from the main menu, or press on the button icons on the control bar.

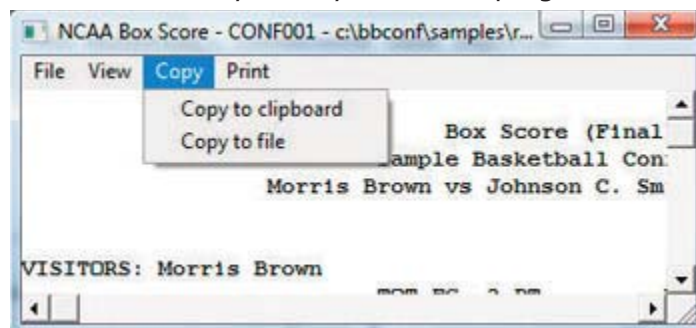


Season reports: If you have not already selected a team for the current games directory, press "Teams" to choose your team from the list. Once you have selected a team you can select a report from the main menu, or press on the button icons on the control bar.

Printing a report: To print a report, select File | Print or select Print on the report window menu. This displays the Print window where you can select a specific printer, number of copies, page range, page size setup and other device options. Press OK on the Print window to print the report.

Manipulating reports

Reports on the desktop: You can display as many reports as you wish on the desktop at one time. Each window can be printed, copied or resized separately. You can close a specific window by selecting File | Close or by pressing the "close" button for that window. Or you can close all open windows by selecting Display | Close all. All report windows are closed automatically when you exit the program.



Copying a report: You can copy any report to the clipboard or to a specified disk file. To copy the contents of a report to the Windows clipboard, first select Display | 'Style' report options and uncheck "enabled". Then select Copy | Copy to clipboard. You can then paste the contents into any other Windows application. To copy the contents of a

report to a disk file, select Copy | Copy to file. The report will be copied to the file you specify on your hard drive, jump drive, or other media.

Zoom in/out: The view menu of each report lets you select functions to Zoom in or Zoom out to change the size of a report. You can Revert to normal to restore the report to its original size. Note that when you print a report that it will retain the current "zoomed" in or out sizing.

Top/left margins: If the pages don't center properly on your printer, you can adjust the top and left margins for printing. Select View | Top margin to select a number of lines to indent the output from the top of the page. Select View | Left margin to select a number of columns to indent the output from the left of the page. The default value for both of these margin settings is "0" (zero), which causes the output to be printed according to the margins in effect for your specific printer, without any adjustments.

Scrolling a report: You can scroll through a report by either using the mouse to move the scrollbars on the edges of the report window, or by using the cursor keys (left, right, up, down) or **PAGEUP PAGEDOWN** to change the viewing area of the report.

Auto-display: You can setup the software to automatically display a pre-selected set of game or season reports by tailoring the Settings | Auto-display screen. If you enable the "Auto-display reports" checkbox, the software will automatically display the selected reports below when you select a new game (in Game Reports) or a new team (in Team Reports). Just de-select the "Auto-display reports" checkbox to disable the auto-display.

Editing a report: To edit (or "tweak") a report, select File | Edit report file. You can then modify the contents of the report in the notepad text editor window and save the file back to disk. Then, in the original report window select File | Reload report (after edit) to display or print the modified contents of the report. Note: Your edit changes are discarded when you later regenerate the report.

Combining reports: In some of the Windows Reports programs, you can generate a group of reports and optionally combine them into a single report window for faxing or printing. If available, select Display | All selected and check the reports you want to generate and click OK. When prompted, answer "Yes" if you want to combine the selected reports into a single report window. Answer "No" to display each selected report in a separate window. Combining the reports into a single window has the advantage of being able to print all of the reports with a single Print command.

Transmitting a file via TasFtp: To transmit a report file via TasFtp to a remote server select File | Transmit report on the report menu. Enter the institution and FTP info fields as required by the receiving server..

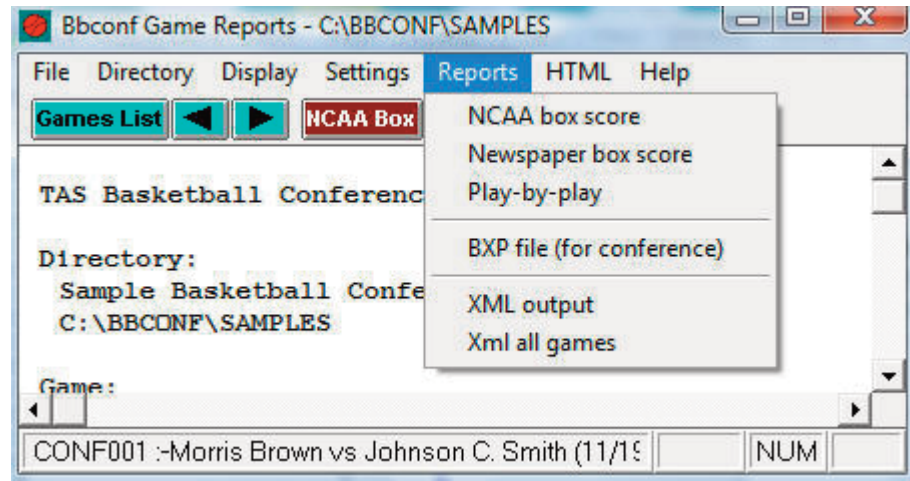
HTML generation

Overall process: The general procedure for generating your HTML files is as follows:

1. Select HTML | Setup in Game Reports and Season Reports to select reports to include.
2. In Game Reports load your last game and select HTML | Generate to build the web-page for that game.
3. In Season Reports select HTML | Generate to build the remaining web pages for your team.
4. Use an FTP tool to transfer the resulting files to your Web site.
5. Or, use the HTML | Copy to disk function to place the HTML files on disk for later up load to your website.

6. Create a link on your Web site to the "teamstat.htm" file -- which is the statistics "home" page file.

Selecting reports: Select HTML | Setup to choose the reports you want to include in the HTML pages that are generated. The Game Reports and Season Reports programs each have their own HTML setup functions.



Game box score HTML: To generate the HTML box score for a particular game, run the Game Reports program, load the game from the games list, and then select HTML | Generate. Or, you can select HTML | Generate all games to automatically generate the HTML files for each game in the database. You might use this to "catch up" on HTML game files, or if you're not sure if you've missed generating the HTML files for earlier games. **Note:** After you generate the box score HTML files, run Season Reports HTML | Generate -- links to each box score page will be automatically built into the cumulative statistics pages.

Season cumulative statistics HTML: To generate the complete package of HTML pages, run the Season Reports program and select HTML | Generate. A number of HTML files will be generated, and a message is displayed indicating where these files were built on your computer. A message is displayed indicating where the HTML files were generated. **Note:** One of the files created is named "confstat.htm" -- this file contains links to all of the game box score and season cumulative statistics pages that were generated. You can create a single link to the "confstat.htm" file on your website to provide access to the stats pages. Or you can skip the teamstat.htm file and create separate links yourself to any or all of the HTML pages.

Moving the HTML files to your website: You can either (1) FTP the files directly from the HTML subdirectory where the HTML files are built, or (2) Use the "Copy to disk" function to copy the HTML files to a jump drive - useful if you need to pass the files to another person or department to perform the file upload to your website.

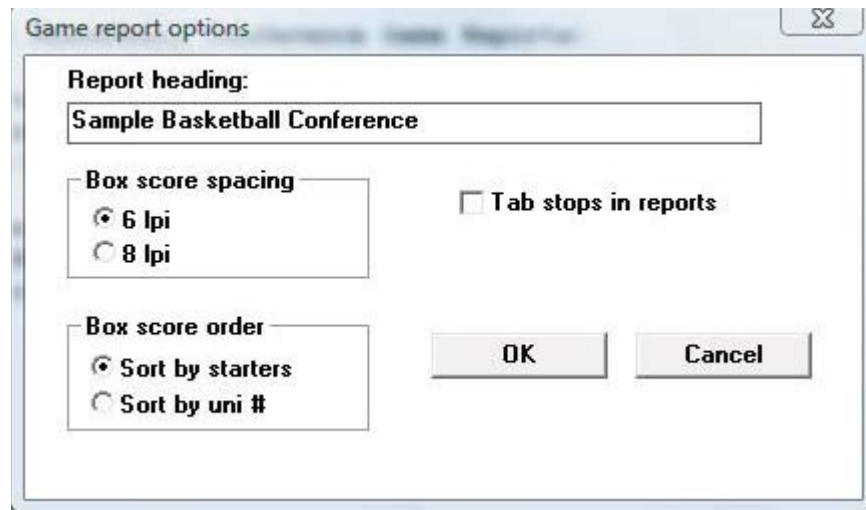
Preview Html: After generating HTML files you can preview the generated output on your local computer before posting the files to your web site. In the Season Reports program, select HTML | Generate and then select HTML | View Html to display the results in a browser.

Using tab stops

You can use the tab stops function to generate reports that contain "tab stops" instead of "spaces" between columns. Reports can then be "dropped into" your word processing or desktop publishing software so you can format and align the information as you wish. You can then easily apply your own fonts, underlining, italics, etc., so the report output

meets your desired style guidelines. This feature eliminates the need to either manually change spaces between columns to "tab stops", or use a non-proportional font to force columns to align properly. To generate reports containing "tab stops":

1. Select Settings | Report options.
2. Enable the "Tab stops in reports" checkbox.
3. Generate a report (each tab stop is shown as a tilde (~) on-screen).
4. Select Copy | Copy to clipboard so you can later paste the data into a document, or
5. Select Copy | Copy to file so you can write the data to a disk file for later import into a document.



Note: You might find the "tab stops" output useful for importing into your spreadsheet software. Most spreadsheets also let you import data that is delimited by "tab stops".

Font settings

Changing the current font: You can choose another font to use for display and print - Select Display | Font settings and press the "Select font..." button. Choose a font from the list.

Advanced HTML settings

HTML tags: This function assumes that you are familiar with HTML language tags. A list of tags is displayed that lets you alter the appearance of the resulting HTML pages. Each line is displayed with a keyword followed by a colon (":") and the value associated with the keyword. Some of the entries that might be of interest are:

<code><body></code> :	- defines the HTML tags used in the <code><body></code> statement
<code><hrefs></code> :	- whether href links are in "upper", "lower" or "init caps" case
<code><body></code> :	- defines the HTML tags used in the <code><body></code> statement

HTML Top and HTML bottom: Press the Top (or Bottom) HTML button to edit the HTML that you want to insert at the top or bottom of each HTML page, respectively. Typically, you might duplicate the HTML statements used elsewhere on your web site to display, for example, logos and banners at the top of the page, copyright information and related links at the bottom of the page.

```

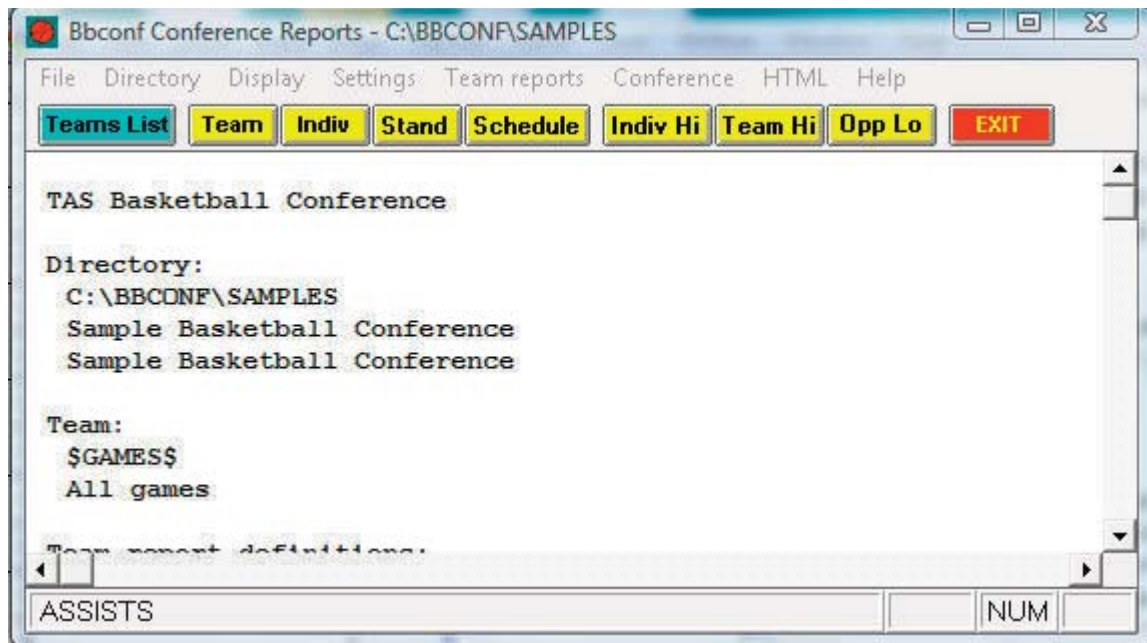
<center>
<img src=logo.gif align=right>
<font size=+1>My Conference Name</font>
 </center>

```

System tags: These tags are used internally by the HTML generator functions and should not be changed without guidance from software technical support.

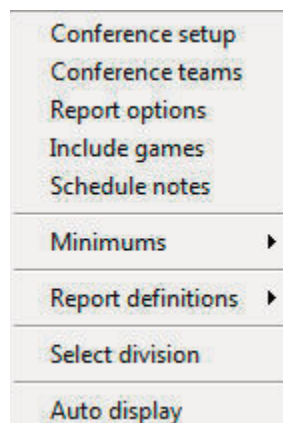
Windows Conference Reports

Use the Conference Reports menu to access software settings, view and print reports, and generate HTML pages for single your league/conference or for individual teams. Buttons are provided on the control bar for quick access to common reports and functions. The currently selected games directory is displayed in the main window.



Settings

Select Settings on the menu bar to tailor/customize options for conference or team reports.



Conference setup: Lets you configure the report heading for conference reports, identify the divisions in the conference (for standings), and other miscellaneous options.

Conference teams: Lets you identify which teams are in your conference, and which teams are in each division (if you have configured divisions in Conference setup).

Report options: Customize various features for Team reports.

Select division: Lets you choose statistics for a specific division within the conference.

The screenshot shows a 'Report options' dialog box with the following elements:

- Report title:**
 - Team heading: Sample Basketball Conference
 - 'As of' date: (empty)
- Periods per game:** 2
- Fouls per game:** 5
- Miscellaneous:**
 - Archive imported games
 - Show opponent foulouts
 - Add conf-only to season box
 - Tab stops in reports
- Buttons:** OK, Cancel

Report title: Specify the report heading and "as of" date to use in your reports. Note: the "as of" date defaults to the system date if you leave it blank.

Periods per game: Enter the number of periods (for example, 2 for NCAA, 4 for professional).

Fouls per game: Enter the number of fouls for disqualification (for example, 5 for NCAA, 6 for professional).

Archive imported: Select this option to archive imported game files into a SAVE directory after importing.

Show opponent foulouts: Select this option to display opponent foulout totals in summary lines.

Add conf-only to season box: Select this option to display conference-only statistics in the season box score for each team -- these statistics will appear on the line below the overall season statistics for each player.

Tab stops: Select this option to generate reports with tab stops for word processing.

Include games: Indicate which games to include in your reports (the default is All games).

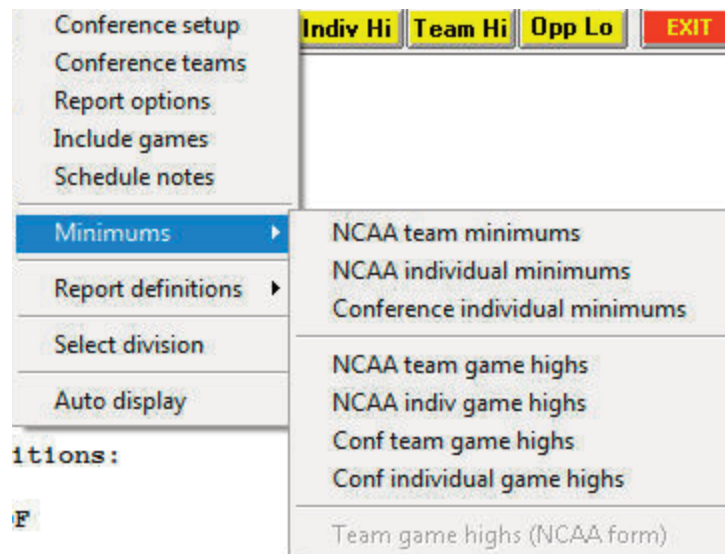
Include: Pre-set filters for all games, conference-only games, non-conference games.

Selected games: Select to choose a specific combination of games.

Include post-season games: Indicate whether to include post-season games in your season stats.

Schedule notes: Indicate schedule notes to be used (used for individual team reports).

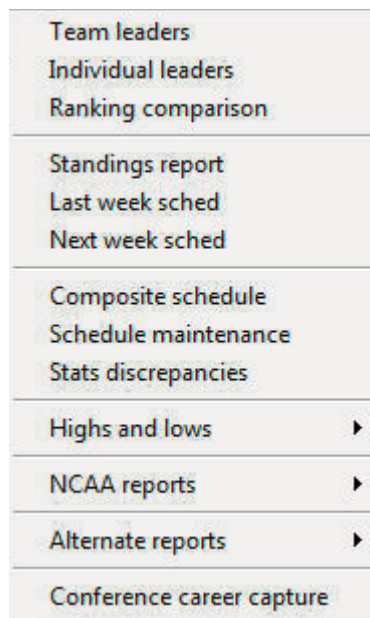
Minimums: Customize statistics minimums in several reporting areas: NCAA, conference, team, and individual reports (stats leaders and game highs).



Report definitions: Lets you customize the report definition files (RDF) used for the Team Leaders and Individual Leaders reports. We recommend you contact technical support for The Automated ScoreBook before modifying these files.

Generating reports

A variety of reports are available from the Conference menu:



Team leaders: Generate the Conference team statistical leaders (media) report (uses the `team.rdf` file).

Individual leaders: Generate the Conference individual leaders (media) report (uses the `ind.rdf` file).

Rankings comparison: Generate a statistical ranking comparison between teams in various categories.

Standings report: Generate the conference standings. To generate standings for separate divisions in your conference, use the Settings | Conference setup and Settings | Conference teams functions to define which teams are in each division.

Last/Next week sched: Generate and/or modify the results and schedule sections to include in the Standings report.

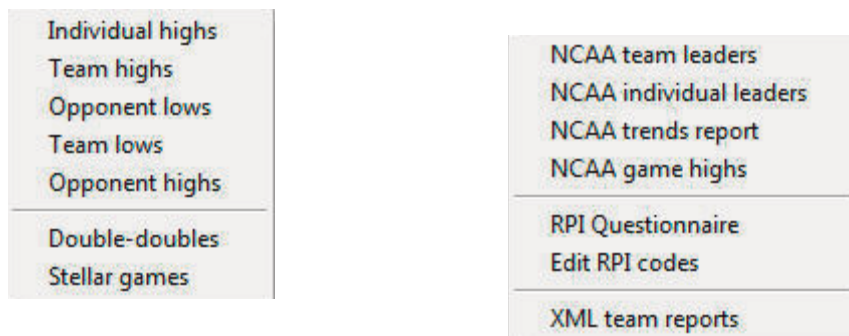
Composite schedule: Generate the Schedule/Results report for each team in the conference. Use the Conference setup function to tailor this report (Landscape sched, Break sched at # options).

Schedule maintenance report: Generate an internal report that shows various attributes of games in your database. This report is designed to help you maintain your database (identify missing attendance figures, game IDs for particular games, and so on).

Stats discrepancies: Generate a report that highlights possible errors or discrepancies in the data for each game.

Highs and lows: Generate game superlatives reports for individual players, teams and opponents. Use the Settings | Conference team game highs and Settings | Conference individual game highs functions to customize the contents of these reports.

NCAA reports: Generate the NCAA Team Leaders, Individual Leaders, and Game Highs reports. You can also select XML team reports to create a file that can be transmitted electronically (for example, to the NCAA).



Use the following functions to customize the contents of these reports:

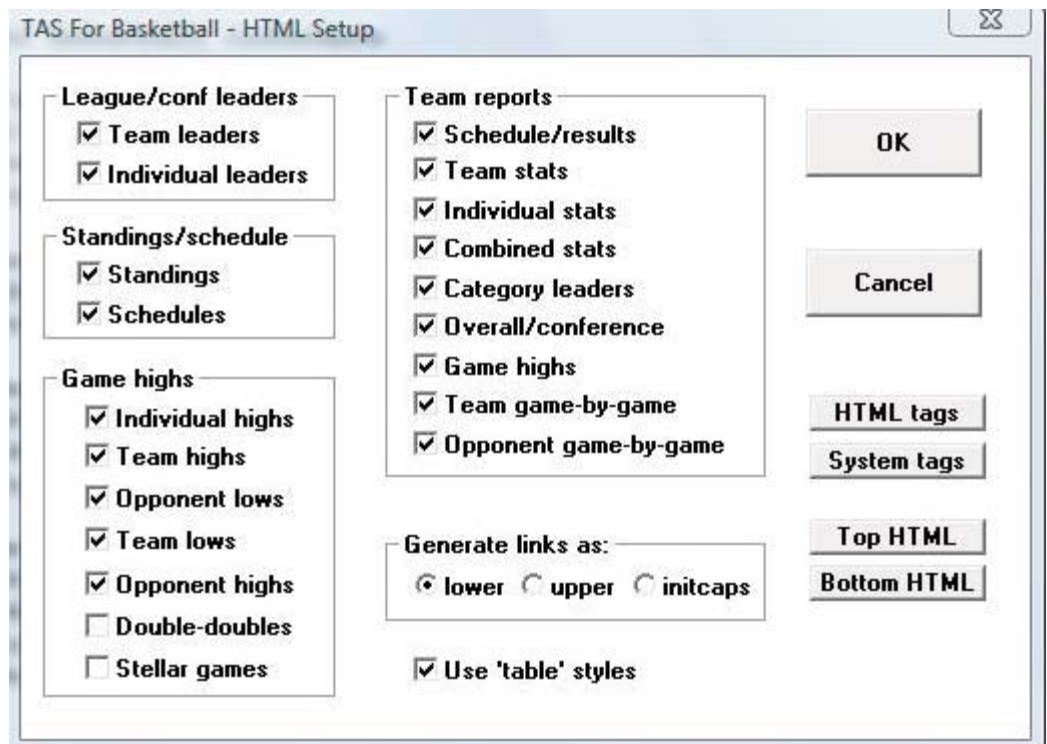
```
--Settings | NCAA team minimums
--Settings | NCAA individual minimums
--Settings | NCAA team game highs
--Settings | NCAA individual game highs
```

Alternate reports: This sub-menu lets you generate alternate versions of the Team Leaders and Individual Leaders conference reports.



HTML generation

Use the HTML menu to customize and generate HTML pages for your web site. Select HTML | Setup to configure which reports to include in these HTML pages.

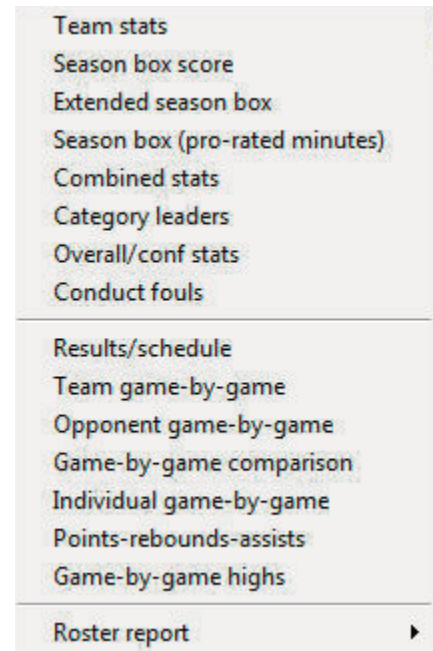
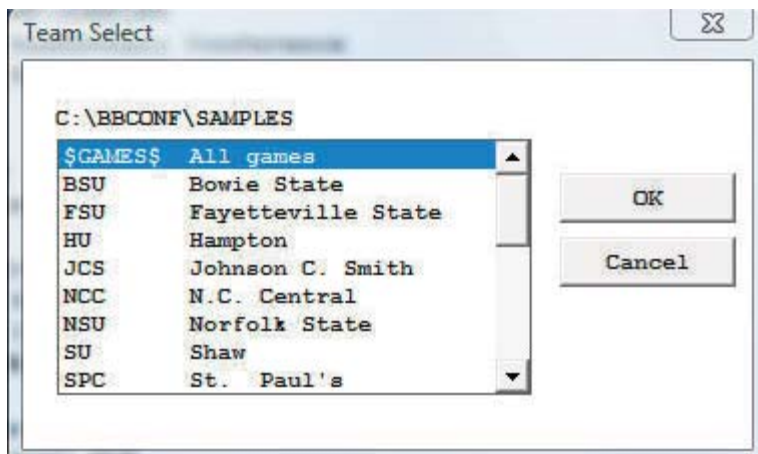


Select HTML | Generate to create the HTML pages. The HTML | Copy to disk lets you copy the HTML pages to a jump drive (or other media) for convenience in transferring (FTP) the files to your web site. Note that the statistics "home page" file that is created is named "confstat.htm". This "home page" file automatically links to all of the other detail pages that are generated (game, team, conference). If you can create a link on your website to the "confstat.htm" page you don't need to create individual links to all of the detail pages. Choose the setting for "Generate links as" consistent with the files names on your server after you transfer them (using FTP, for example). Lower case is normally the best option.

Note: Use the Game Reports program to generate HTML files for game box scores you want to include in the HTML generation.

Selected team reports

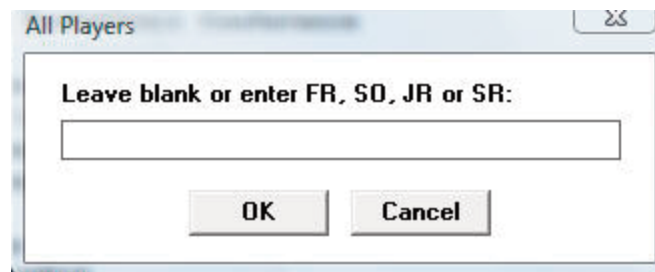
Use the Team reports menu to generate a variety of reports for a selected team. Press the Teams List button on the control bar (or select Display | Teams) to select a specific team. Use the Team reports menu to generate reports for the selected team.



Statistics filtered by class/team

To generate a conference leaders report containing entries only for a specific team, click on the "Teams List" button and choose the team. Now when you generate the Team or Individual Leaders reports, only entries for that team will be displayed. To include all conference teams, select the "All games" entry from the Teams List.

To generate an individual statistics report listing only players in a specific class ("FR", for example), select Conference | Alternate reports | Indiv all players. Enter the filter criteria you want for the report.



XML reporting

Select Conference | NCAA reports | XML team reports to generate a file with statistics for each team in the conference. This report is designed for electronic reporting to the NCAA statistics office.

Conference career statistics

The conference career statistics function provides a variety of career/historical reports for the conference for all, active or "returning" (non-senior) players: category leaders, career summaries, team summaries, individual season/career reports. Reports can be broken out for overall or conference only statistics.

--Select Conference reports | Conference | Conference career capture to update the career database with updated statistics

--On the Stat Crew Control Panel, click on Basketball | Career reports to invoke the Conference career stats program

--Or, select Start | Programs | TAS Basketball Conference | Conference career stats

--Select Help | Using to display the User Guide for the conference career stats program

Conduct foul reports

Select Conference reports | Conference | Alternate reports | Conduct fouls to generate a conduct fouls report for the conference. Select Conference reports | Team reports | Conduct fouls to generate a conduct fouls report for the currently selected team. These reports are designed to support a conduct fouls study being conducted by the NCAA.