The Automated ScoreBook^{TM}
for Ice Hockey

User Guide

(Version 3.22)

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1   About The Automated ScoreBook For Ice Hockey

The Automated ScoreBook (TAS) For Ice Hockey lets you score a hockey match "live" (play-by-play) and lets you view or print box score information at any point during or after the match.

Software features

Key features:

--Score the match play-by-play as the action happens
--All statistics (shots, goals, save, power play and penalty information, etc.) are automati-
 cally calculated
--Print or display box scores, play-by-play and other reports at any point during the
 match
--Creates report text files for word processing or to transmit/fax
--Remote terminal feature displays stats on monitors in your press box
--Automatically create HTML pages for your Internet Web site

On-screen display shows:

--Number on ice, current goalies and line score
--Play summary for each play entered
--Team statistics (shots, goals, power play opportunities, etc.).
--Players currently in penalty box
--Individual shots, goals, assists

Game reports:

--2-page Media report
--1-page Quick stats report
--Play-by-play summary
--Newspaper-style box score report
--Howe Sportsdata Summary report
--XML output for electronic reporting
--Game viewer for statistics display over local area network (LAN)

Cumulative season reports:

--Overall team and individual statistics
--Match-by-match schedule/results
--NCAA Hockey Statistics reporting form
--Team and opponent match-by-match reports
--Individual match-by-match reports
--Team vs opponent match-by-match comparison report
--XML output for electronic reporting

2 Installing the Automated Scorebook

System Requirements

The Automated Scorebook for Football requires a standard IBM PC or compatible with at least 640K of memory. The minimum system requirements are:

--CD-ROM drive for software installation
--MS Windows version XP or Vista
--Minimum 6 MB disk space available
--Windows compatible printer

Software Installation

To install the full Windows and DOS software package:

1. Insert the CD into your computer's CD-ROM drive.
2. When prompted select, "Run setup.exe". (see first screen below).

3. This will bring you to the STAT CREW software menu. "The Automated ScoreBook for Ice Hockey" should be blue and you should be able to click on it (see the next screen).
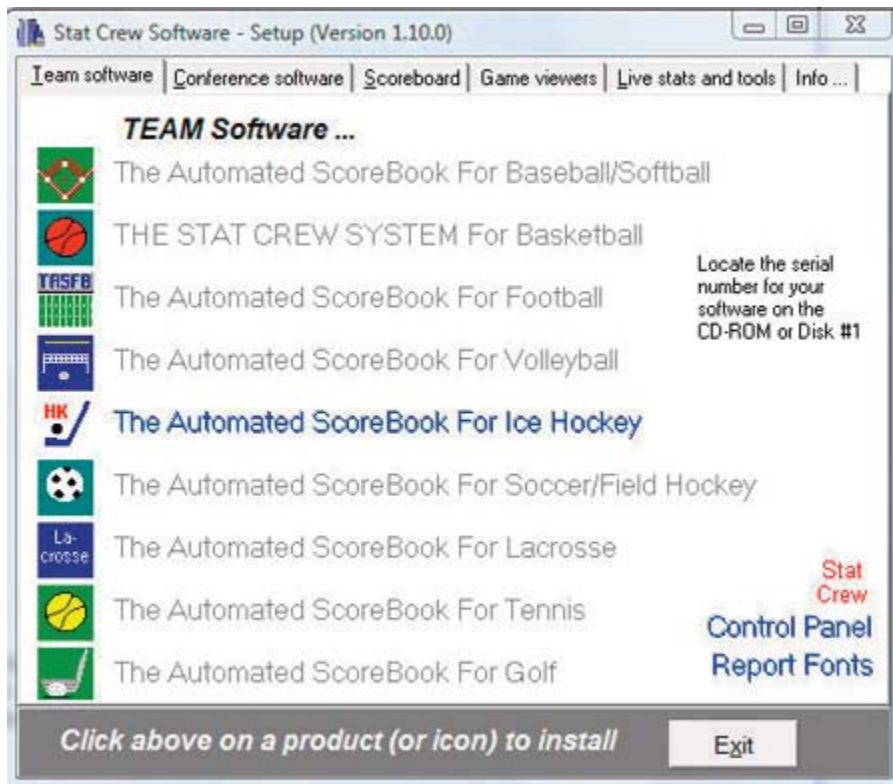
4. When you click on it, it will prompt you for the serial number. Enter the code from the back of the CD case. It is a ten digit number that begins with HK-. (see third screen below).
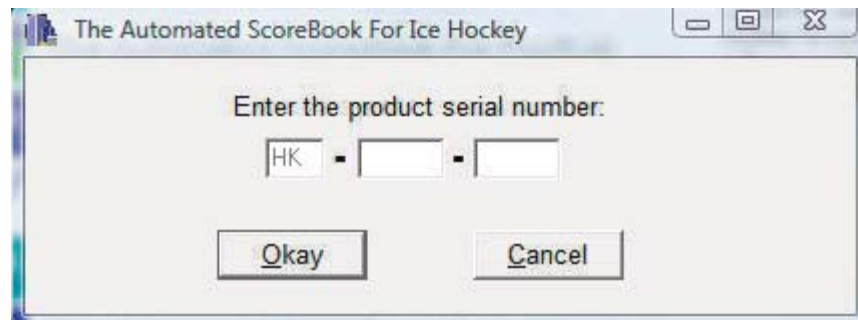
Control Panel

We recommend you also install the Stat Crew Software Control Panel. This tool provides quick access to program functions from a centralized location. You can also use the Control Panel to access software maintenance updates via the internet.

Software Registration

You are prompted for a registration code when you install the software. Enter the registration code located on the reverse side of your CD case. You will also need this registration code if you later re-install the software on another computer.

Sample Game Files

When you install TASHK, a set of sample game files are copied onto your disk. You can use these sample games to generate and test your printer settings, check out the effects

of various report options, and so on. You can also use the samples directory to score a game from an old play-by-play, from a live game, or score a broadcast game to help get a feel for how the play-by-play software works.

Before scoring an actual game, create a new games directory to keep your "real" games separate from the sample games.

3   Getting started

Starting TAS For Hockey

TAS For Hockey now lets you display and print game and season reports in the Windows environment. However, all game scoring and utilities functions must be run from the TASHK (DOS Scoring) menu. You can also use the Windows Reports features to generate reports during or after the game (refer to the chapter on Using Windows Reports).

Using the Stat Crew Control Panel

Double-click on the "Stat Crew Software" Control Panel application on your desktop. Then, single-click on the program function you want to run.

Using Windows Reports (overview)

This section provides a summary of windows reports features. Refer to Chapter 12 on "Using Windows Reports" for detailed information.

Starting reports

Select the Game Reports or Season reports icon in the TAS For Hockey program folder. Select the TASHK (DOS) icon in the TAS For Hockey program folder to launch the TASHK DOS menu.

Initial setup

Games directory: Choose a games directory by selecting File | Open directory. Navigate to the desired games directory. Then, open any file in that directory to make it the active games directory. Note: you cannot create a new directory with this function - use the TASHK (DOS) Utilities function instead. The currently selected games directory is displayed in the main window.

Software settings: Customize the options available on the Settings menu as desired - for both Game Reports and Season Reports. A separate set of options is maintained for each games directory.

Teams list: In the Season Reports program, use the "Teams" list function to select your team before generating reports. The currently selected team is displayed in the main window.

Generating reports

Game reports: Use the Games List function to select a specific game, or use the forward and back buttons on the control bar to browse sequentially through your game files. Select game reports to display from the main menu, or by pressing the associated report button on the control bar.

Season reports: Once you have selected a team you can select season reports to display from the main menu, or by pressing the associated report button on the control bar.

Printing reports: To print a report select Print on the associated window menu. This displays the Print window so you can select the number of copies, print device to use, and so on.

Manipulating reports: Features that can be used with each report window include: generate the report with "tab stops", copy to clipboard or file, zoom in or out, scroll the report

using the mouse or cursor keys, and auto-display of multiple reports.

HTML generation: The HTML menu lets you select and generate HTML pages for your web site.

Overview of the scoresheet layout

TAS HK displays information on the screen that can help you monitor your play inputs. This information includes:

--Current players on-ice
--Current goalies
--Current period
--Team stats or individual stats

A sample screen display:

```
        OnIce   Goalie                  F8->  Baltimore Bandits
HER.....  5    Les Kuntar
BAL.....  6    EMPTY NET               GOALTENDERS          GA Sv
Period 3 [20:00]                       Mike O'Neill........  3 19
HER.....  1  0  3 -  4                 Byron Penstock......  1 13
BAL.....  1  0  2 -  3
+---------------Play Input----------------+  SHOTS ON GOAL        Shots  G  A
¦                                         ¦  Jarred Skalde.......   5    2  0
¦                                         ¦  Mike Manulek........   5    1  2
¦                                         ¦  Darren Van Impe.....   3    0  0
¦                                         ¦  Pavel Trnka.........   2    0  0
¦                                         ¦  Maxim Bets..........   2    0  0
¦                                         ¦  Nikolai Tsulygin....   2    0  0
¦                                         ¦  Sean Pronger........   1    0  0
¦                                         ¦  Jason Marshall......   1    0  0
¦ S - Shot attempt  C - Comment          ¦  John Lilley.........   1    0  1
¦ F - Faceoff       O - Other            ¦  Peter Leboutillier..  1    0  1
¦ P - Penalty       G - Game control     ¦
¦ X - Coincidental penalties             ¦
¦                                         ¦
¦ SPACE=Accept ESC=Exit F10=Clr '-'=ClrBlk ¦
¦ Alt+D=Del  Alt+R=Reports   Alt+#=Report# ¦
¦ Edit: ->Last15 <-Prd Down=Prds Up=Special ¦
+-----------------------------------------+
                                                                  [0]
```

NOTE: You can toggle between team statistics and individual statistics display on the scoresheet by pressing the **F8** key until the screen you want appears.

Quick startup

The "Quick startup" section describes the basic steps you will need to know while using The Automated ScoreBook For Hockey. The details of each of these steps are listed below and are described in more detail later in the User Guide. Please read the entire User Guide to ensure you completely understand how to operate the software.

Initial setup

Before you score any games be sure have done the following:

1. Installed the software (see "Installation").

2. Setup In-game and Report options (see "Options").

3. Selected the appropriate Printer type (see "Options").

4. Created a games directory on disk (see "Options").

Pre-game

Before beginning to score a game:

For details, refer to the chapter titled "Setting up to score a game."

1. If possible, enter your teams rosters using the Roster maintenance function in the Utilities program. If you do not have time to do this, the software lets you start scoring a game without team rosters; you can fill them in as the game progresses, or later when you have time.

2. Start the in-game scoring program.

3. Verify your In-game options, Directories and Printer type settings are correct.

4. Select the visiting and home teams with Game setup | Teams.

5. Enter general game information with Game setup|Game info.

6. Verify the scoring rules in effect are correct with Game setup | Rules.

7. If you are using a remote monitor, use Game setup|Remote display to setup for remote display operations (see "Remote monitor displays").

In-game

The following describes the suggested steps for managing your play inputs in a game (after you have performed the Game setup functions described above). The main focus is to explain the game management functions you should perform at the start of the game, at the end of each quarter, and at the end of the game:

Start of game:

--Select Scoresheet|Input to display the Play Input window.
--Enter the starting goalies for the game.
--Enter the play-by-play action that follows in the Play Input window.
--When prompted, enter a name for the game file name.

During the game:

--Use any of the cursor "arrow" keys when you need to fix a play entry. Each of these keys, the (**LEFT ARROW**, **RIGHT ARROW**, **UP ARROW** and **DOWN ARROW** perform closely related edit functions.
--Press **ALT+R** from the Play Input window, or select Reports from the Main menu to generate an in-game report at any time.

At the end of the 1st period:

--Select Game control and press "**E**" to indicate the end of the 1st period.
--If desired, press **ALT+R** to generate 1st period reports.
--Resume scoring the game.
--Select Game control and press "**P**" to indicate the start of the 2nd period.

At the end of the 2nd period:

--Select Game control and press "**E**" to indicate the end of the 2nd period.
--Generate reports as described above.
--Resume scoring the game.
--Select Game control and press "**P**" to indicate the start of the 3rd period.

At the end of the game:

--Select Game control and press "**E**" to indicate the end of the 3rd period.
--Select Wrapup game from the Main menu to enter final game info.
--Select Reports from the Main menu to generate final game reports.
--Select File | Save game to save the game to disk, then exit the software.

Getting around in TAS For Hockey

Using menus

Menus are used to select individual program functions.

1. Press the **UP ARROW** or **DOWN ARROW** keys to move the cursor up or down in a list.

2. Press **ENTER** to perform the current highlighted menu item.

3. Press **ESC** to cancel the current menu or list.

Using windows

Windows are used for entering data or to display game information on the screen. Data entry windows may contain several entry "fields" where you type information while scoring a game.

1. Use the **LEFT ARROW** or **RIGHT ARROW** key to move the cursor within the field.

2. Use the **INSERT** key to toggle between over-type and insert character modes.

3. Use the the delete key to delete the character to the right of the cursor.

4. Use the the **BACKSPACE** key to delete the character to the left of the cursor.

5. Press **ENTER** to move the cursor to the next field in the window.

6. Use the **DOWN ARROW** or **UP ARROW** key to move to the next/previous field in the window.

7. Use the **TAB** or **SHIFT+TAB** key to move to the next/previous field in the window.

8. Press **CTRL+ENTER** to complete changes to a window (or press **ENTER** thru each field).

Using lists

Lists are used to let you select from a group of teams, games or options. The list dis plays work like menus, except you must use the **DOWN ARROW** or **UP ARROW** key to move to the list item you want to select (and then press **ENTER**). You cannot type the first character of the text to move to a list item.

Keyboard shortcuts

All of the TAS HK functions can be selected from a menu. However, you can also use "quick key" keyboard shortcuts to rapidly call up many functions from the Play-by-Play Input Screen. The following is a list of the "quick keys" you can use:

Press this key:	To do this:
ALT+V	Edit the visiting team roster
ALT+H	Edit the home team roster
ALT+D	Delete the last play entered
ALT+S	Save the game to disk
ALT+R	Display the Reports Menu
ALT+1	Display the Scoring Summary
ALT+2	Display the Team Status
ALT+3	Display the Individual Status
ALT+4	Display the Drive Chart
ALT+5	Display the Defensive Status
ALT+6	Display the Play-by-Play Summary
ALT+7	Display the Quickie Status
RIGHT ARROW	Edit the most recent plays
LEFT ARROW	Edit from the current period
DOWN ARROW	Edit from a selected period
UP ARROW	Edit specific situations
F4	Send info to remote display
F10	Clear the current input screen
-	(minus sign) Clear the last block of the input screen

Exiting the program

Select Quit from the Main menu to exit the program.

4   Managing game files

Starting a new season

If you are using The Automated ScoreBook For Hockey for the first time, the following procedures are recommended:

1. Print out some reports from the game(s) in the SAMPLES directory to get a feel for how the reports will look. This will also give you the opportunity to make sure you have the correct printer type selected.

2. Score some games from old game films or just play with the software in your office to get a feel for how to use the play-by-play feature of the software. You should involve a "spotter" in this activity to simulate a "live" environment.

3. Before you score your first "real" game, select Directories and create a new Games directory. It is recommended you use directory names like "1997" for directory fields to identify the games for your season. You should NOT leave these directories set at "SAMPLES" (if you do it will not affect the statistics for your own team but it will get annoying after a while to see the sample team names showing up in your Team Lists).

4. All games you score will now be stored in the specified directory.

Setting up a games directory for the season

If you have already used TAS For Hockey during the past season, the following procedures are recommended:

1. Backup your previous season games to a jump drive or CD using the "Backup games" function in the Utils program. Be sure to select ALL files so you get a complete backup of you previous season games.

2. Run the Utilities program.

3. Select Directories.

4. Enter a new name in the Games directory field. It is recommended you use directory names like "1996" or "HK96" for both the Games directory to identify the games for your new season.

5. All games you score will now be stored in the specified directory.

Entering your team roster

Use the Roster Maintenance function of the Utils program to create team rosters before the start of a season. This function lets you define team and player names before scoring a game. Note that you can still create a team roster "on the fly" in the In-game or Manual entry programs when you score a game. You are not forced to create team rosters ahead of time.

Entering your season game schedule

The following procedure describes how to enter your team schedule at the beginning of the season. This is optional, but you may find it convenient to set up each game ahead of time. The games will not be included in any season statistics until you actually score the game, but they will appear in the Game Results report showing only the scheduled date and opponent. To do this:

1. Run the Manual game entry program from the TASHK Menu.

2. Select File | New game.

3. Select Game setup from the main menu.

4. Select Teams from the Game setup menu.

5. Press "**V**" to select the visiting team for the game. You can press "**A**" while in the Teams List to add a new team to the directory.

6. Press "**H**" to select the visiting team for the game. Press **ENTER** when you are finished selecting the teams.

7. Select Game Info from the Game setup window and enter the scheduled date and place of the game, and indicate if the game is a conference game, etc.

8. From the Main menu, select File|Save game. Enter a unique file name for the game. It is recommended you use a file name like "01", "GAME02", "NOV01" or similar for game file names.

9. Repeat steps 2 thru 8 for each scheduled game you want to enter.

10. Select Quit from the Main menu to quit the program when you are finished.

11. Select Match-by-Match reports from the TASHK Menu.

12. Select Match-by-Match reports, and then select your team from the Team List.

13. Select the Match Results report. Press **F9** to print the report or view the report on-screen to verify your entries.

About games directories

TAS For Hockey (TASHK) lets you organize your games into one or more games directories. The main reason for organizing games into a directory is to separate games from different seasons. Cumulative team statistics are generated from game data in a selected directory. So for example, you can store your games from 1998 in a directory named "1998", and likewise store your 1997 games in a directory named "1997", and so on.

Creating a new game scoresheet

You automatically start with a fresh game scoresheet when you start the TASHK In-game scoring function. You can also clear the current scoresheet and start a new game manually at any time. To do this, select "New" from the File menu. You are prompted to save the current game to disk first.

Saving a game to disk

The software will automatically save your game to disk periodically depending on your Auto-Save option setting. To manually save your game to disk, select "Save" from the File menu (or **ALT+S** from the Play Input screen). You are prompted for a 1-8 character file name. Type in a file name that makes sense, such as:

NOV12
GAME01
CM-MU

The game will be saved to the current games directory. It is a good idea to periodically save the current game data to disk to reduce the risk of lost data.

Also, you are prompted to save the current game when you exit the program (if you have made any unsaved changes).

Loading a game scoresheet

To load a previously saved game from disk, select "Load" from the File menu. You are prompted for the name of the game to load from the Games List. The game will be loaded from the current games directory. You can now print reports for that game, or make corrections to the scoresheet and save it again to disk. Any changes you make will appear in the in-game or cumulative reports.

Game list indicators

When you save a game file using the In-game scoring or the Manual game entry pro-grams, an indicator is saved in the Game List to show whether the game was created using the In-game scoring program or the Manual game entry program. It will also show whether the game is considered "complete", or if it has not yet been scored. This lets you setup a season schedule ahead of time and see at a glance from the Game List which games have been "filled in". the indicators in the Games List are:

+   indicates game scored play-by-play
-        indicates game entered manually
~   indicates game scored play-by-play and altered manually
blank indicates game not considered complete

Refer to Chapter 14 "Season statistical reports" for a description of the criteria for con-sidering games "complete".

Copying game files

Refer to the chapters on "Program Utilities" for information on how to use import/export (for copying single games from one computer to another) and backup/restore (for copy-ing entire games directories from one computer to another).

Backing up your data

You should backup your game files to CD or jump drive on a regular basis. Refer to Chapter 14 (Utilities) for a complete description of how to use the backup function.

Using your report files

All of the reports generated by The Automated ScoreBook For Hockey are stored in DOS files on your hard disk. In addition to printing these files, you can import report files into your word processing system, fax, email or modem report files to the news media or other schools, copy them to a jump drive for later use, and use the report files for publishing on the Iinternet.

Location of your report files

All of the reports you generate are created as DOS files and are placed the REPORTS sub directory underneath the current games directory. For example, if your games directory is in:

C:\TASHK\1998

then all of your report files will be placed in the directory:

C:\TASHK\1998\REPORTS

Also, a separate sub-directory is maintained for HTML files created by the software. Refer to Appendix C for additional information on HTML files. Using the example games directory above, the HTML files would be located in the directory:

C:\TASHK\1998\HTML

5   Software options setup

Directories

All game files are stored in the selected games directory. You can create a new games directory by selecting Directories from the Utilities program or from the in-game or manual scoring programs, and entering a new name in the Games directory field.

```
          ScoreBook directories

           Drive/path: C:\TASHK
      Games directory: 1995
```

Drive/path: Enter the DOS drive and path where you want to store your roster and game files. You can blank out this field and press Enter to reset the drive/path value to the TASHK program directory.

Games directory: Enter the name of the directory to store roster and game files. This will be combined with the Drive/path value to create the full games directory name.

Rules

Select Rules from the Game setup menu to set scoring rules that are specific for your games. You can set rules to control scoring for penalty minutes, handling of shootouts, etc. The fields on the Rules Setup window are described in detail in the chapter on "Setting up to score a game".

Options

Select Options from the Main menu when running the in-game scoring program, or select In-game options from the Utilities menu when running the Utilities program. This function lets you set options that control the operation of your play inputs and game reports.

```
    Heading: The Automated ScoreBook For Hockey
          Color: N
  Play summary: N
   Page ejects: Y
     Auto-save: 10
      Graphics: N
     Report +/-: Y
  Report on-ice Y
Report faceoffs Y
Newspaper cols: 70
Show 6-6 onice: Y
```

Heading: Enter the heading you want to appear at the top of your reports.

Color: Enter Y if you have color monitor, or N if you have a monochrome monitor. Note: any changes to this field do not take effect until you exit and re-start the software.

Play summary: Enter **Y** if you want a play summary to be displayed after you enter each play. It is recommended you leave this field set to N to speed up your play inputs during the game.

Page ejects: Enter **Y** for the software to send a page eject to the printer after printing a report. It is recommended you leave this field set to **Y**.

Auto-save: This field controls how often the software will automatically save your data to disk while scoring a game. Enter the number of plays you want to enter during a game before the software automatically saves the game to disk. For example, enter "**1**" to save the game to disk after each play you enter. Enter "**20**" to save to disk after every 20 plays you enter.

NOTES: If you want to turn auto-save off, enter "**0**" (ZERO) in the Auto-save field. It takes about 1-2 seconds to save a game to a hard disk drive.

Graphics: Enter **Y** in this field to enable "graphics" characters in your report printouts. This is used mainly for underlining column headings with a graphics character instead of dashes. If the underlining on column headings does not display properly with this option enabled, set this field to **N** to disable the use of graphics characters.

Report +/-: Enter **Y** in this field if you want to include plus/minus (+/-) information in your game reports. Set this field to **N** if you do not wish to show +/- statistics in the Media report. The software will then replace the +/- column with Goals and Assists information.

Report on-ice: Enter **Y** in this field if you want to include the players on the ice in the scoring summary section of the Media report.   Normally you will set this to the same value as the Report +/- option. Set this field to **N** if you are not recording plus/minus statistics.

Report faceoffs: Enter **Y** in this field if you want to include faceoff information in your game reports. Set this field to **N** if you are not recording faceoff statistics.

Newspaper cols: Enter the number of columns to use when generating the Newspaper Box report. The number of columns must be from 50 to 132.

Show 6-6 onice: Enter **Y** in this field if you want to include the goalie in when displaying the number of players on the ice for each team. Set this field to **N** if you want to display only the number of skaters.

6   Setting up to score a game

Before starting to score a game, be sure to read the chapter on "Software options setup". It is important to have your games directory, printer type, and other options set correctly before scoring a game. This will save you the inconvenience of resetting options in the middle of scoring a fast-paced game.

Remember, to start the TAS HK main menu, at the DOS prompt enter:

        TASHK

Select TAS For Hockey (or Manual game entry) from the main menu to start the game-scoring software. After the program starts, select Game setup from the Main menu to display the Game setup menu. This menu lets you perform pre-game setup functions.

Select the teams

The first thing to do before scoring a game is to identify the visiting and home teams. Select Game setup | Teams to display the team select window.

```
                  Teams

          Abbrev   Team ID   Team Name

Visitor      V       VIS       Visitor
Home         H       HOME      Home

V)isitor team H)ome team A)bbreviations
Press V,H,A or Enter to exit->
```

On the Teams setup window, Press **V** to select the visiting team from the teams list.

```
              Teams List

 > Central University
   Univ of Midwest
```

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.

On the Teams setup window, Press **H** to select the home team from the teams list.

You can assign a single-character abbreviation for each team speed up play inputs.

NOTE: When you select a team, the software automatically assigns the first character of the team ID as the 1-character abbreviation (for play inputting purposes). You can reas sign different abbreviation characters if you wish. For example you might want to use "**P**" for Phildelphia or "**G**" for Green, etc. Press **A** to reassign team abbreviation charac ters.

When you have completed your team selections, press **ENTER** to exit the Teams win dow.

Enter general game info

Select Game setup | Game info to enter general game information.

```
                Game Information

V  #12 Hershey Bears        Record: 3-1
B  #5  Baltimore Bandits    Record: 2-3

Date: Sep 30, 1995
Place: Baltimore MD
Arena: Baltimore Arena

Conference game: N            Referee: John Williams
Neutral site: N              Linesman: Ray Elkins
Night game: Y                Linesman: Jose Oliva
                            Goal judge:
Start Time: 7:35pm          Goal judge:
End Time: 10:15pm       Pen timekeeper:
Total Time: 2:40       Game timekeeper:
Attendance: 4934                Scorer:
```

Ranking #: You can optionally enter each the ranking (national or tournament) for each team. If entered, the rankings are displayed in the game report headings and in the season game results reports.

Date: Enter the date in any format you choose.

Place: Enter the location of the game.

Stadium: Enter the name of the stadium.

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

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 your name.

Select the scoring rules

Select Rules from the Game setup menu to set scoring rules that are specific for your

venue.

```
                   Rules  Setup

General------------   Shootouts----------
      Periods: 3           Goal->TEAM:   Y
      Minutes: 20      Shot attempt:   N
   Start 00:00: Y


Penalty minutes-----
        Minor: 2
        Major: 5
   10-min maj: 10
     Game misc: 10
     Gross misc: 10
```

Periods: Enter the number of periods in the game.

Minutes: Enter the number of minutes in each period.

Start 00:00: Enter **Y** in this field if you are entering times starting at "00:00" for each period. Enter **N** if you are starting at "20:00", or similar, and scoring the game times in reverse chronological order.

Penalty minutes: Enter the time in minutes officially charged for each type of penalty.

Shootouts Goal->TEAM: Enter **Y** in this field if the team get credit for a goal made instead of an individual player on a winning shootout goal.

Shootout Shot attempt: Enter **Y** in this field if a shot attempt is credited to the team or player that is credited with the winning shootout goal.

Rosters

While you can enter rosters "on the fly" while scoring a game, you will probably find it more convenient to enter rosters before the game using the Utilities program. To do this, select Utilities from the TAS HK menu. Then select Roster maintenance. The Roster maintenance functions are described in detail in the "Utilities" chapter.

To edit the in-game roster for a team, select Game setup|Visitor roster, or Game setup | Home roster. The team roster is displayed.

To edit a an entry, use the cursor keys to move to a row in the team roster and press **ENTER** to make the desired changes to that entry.

To exit the list and save your changes to disk press **ESC** from the roster list.

Note: You do not <u>have</u> to enter team rosters before the game. The TAS HK software will still track statistics by uniform number. You can enter player names to match uniform numbers during or after the game if you wish.

Game starters

Select Game setup | Game starters to enter the starting lines for the game. Line "1." rep

resents the starting lineup for the game. Lines "2." thru "4." represent line changes that will be used during the game. Each player in line "1." is credited with a game start. Each player on lines "2." thru "4." are automatically credited with a game played (except the backup goalies).

7   Scoring the game

Before you start scoring the game, review the chapters on "Software setup options" and "Setting up to score a game".

Introduction

TASHK lets you score a hockey game play-by-play, so you will always have current in-game information immediately available. The Play-by-Play Input screen lets you quickly enter the information needed to capture statistics so you can easily keep up with the flow of the game. You can display or print box score and narrative reports at any point during the game.

Scoring basics

To access the Play Input screen, select Scoresheet from the Main menu, then select Input.

```
                      Play Input




S - Shot attempt  C - Comment
F - Faceoff       O - Other
P - Penalty       G - Game control
R - Return        X - Coincidental pen's

SPACE=Accept ESC=Exit F10=Clr '-'=ClrBlk
Alt+D=Del  Alt+R=Reports  Alt+#=Report#
Edit: ->Last15 <-Prd Down=Prds Up=Special
```

To start to input a play, press an initial command key. To score a shot attempt press "**S**"; to score a faceoff press "**F**"; to score a penalty press "**E**"; to return a player from the penalty box press "**R**"; to indicate coincidental minors or coincidental majors press "**X**". The software will then prompt you for the required information for each type of play.

You can also display a sub-menu of other play commands:

--Press "**G**" to display game-control commands.
--Press "**O**" to display other miscellaneous commands.
--Press "**C**" to insert a comment into the play-by-play.

Uniform numbers

With TASHK you enter team abbreviations and uniform numbers to indicate who is involved in a play. You assign each team a 1-character abbreviation to use while scoring the game. You setup the team abbreviations using Game setup | Teams or Game setup | Game info. Uniform numbers are matched against the team rosters for determining statistics.

NOTE: You can use the uniform number of "**TM**" (for "TEAM") to indicate bench penalties, or to indicate an empty net during for when entering a goalie change.

A narrative play summary is displayed after you enter each play. If you have the play summary option enabled you can review the names displayed in the summary to verify you have entered the uniform numbers correctly.

Accepting the play

In most cases the software automatically accepts your play inputs when you finish with a scoring sequence. For some of the "Other" or "Game control" commands you should press the Spacebar to accept your input when you are finished with a play input.

Note: If you have entered information in error, you can

--press **F10** to clear the inputs,
--press **ESC** to cancel the current input line, or
--press **SPACEBAR** to accept the play and use the Play Editor to correct the scoring later.

Basic plays

Basic plays are accessed from the initial key list displayed when you select Input from the Scoresheet menu (or after you have finished with each play). Each of these com mands will prompt you for information as needed.

```
               Initial command list


S - Shot attempt  C - Comment
F - Faceoff       O - Other
P - Penalty       G - Game control
R - Return        X - Coincidental pen's
```

Shots on goal

From the initial command list press "**S**" to enter a shot on goal attempt. Enter the team uniform number of the shooter, and the shot result code.

Save by goalie: Use the "**S**" (save) result code to indicate a shot on goal and a save by the goalie. For example, the caller may say "Shot by Baltimore 12 saved".

```
     Shot by team:B ##:12 Result:S
```

Goal: Use the "**G**" (goal) result code to indicate a shot and goal made. For example, the caller may say "Shot by Baltimore 12 GOAL!".

```
     Shot by team:B ##:12 Result:G
```

Delayed penalty goal: Use the "**D**" (delayed penalty goal) to indicate a shot and goal made while a delayed penalty is in effect. For example, the caller may say "Delayed penalty, shot by Baltimore 12 GOAL!".

```
     Shot by team:B ##:12 Result:D
```

Goals made

When a goal is scored, the software automatically prompts for the clock time, assists and plus/minus information. You can optionally skip the assist or plus/minus informa-

tion by pressing the **ESC** key. Use the Play Editor to enter the information later when you have the information available.

Faceoffs

From the initial command list press "**F**" to score a faceoff. Enter the uniform numbers of the visiting team player and the home team player involved in the faceoff, the press the abbreviation character for the team that won the faceoff. For example:

```
Faceoff D:12 vs B:10 Won by:D
```

Note: You can press **F10** (or press the period key "." in the Won by field) to restart the faceoff.

Penalties

Penalties can get tricky to score. Players are penalized, returned to the ice, can get minors, majors, misconduct penalties, coincidental and double penalties, and so on. The following paragraphs discuss how to score these penalty situations during the game.

Indicating a penalty

Let's start with the basics when there is a single penalty. From the initial command list press "**P**" to indicate a penalty. You are prompted for the time the penalty starts, the team and uniform number of the player penalized, and the penalty called.

You can press **ENTER** with a blank penalty code to pick from the penalty code list, or if you know the penalty code used by the software you can simply enter the 2-character code.

```
Clock:02:12 Team:B ##:10 Penalty:HI
```

If the penalty does not have an automatic enforcement of minor, major, etc., you will be prompted for the type of penalty:

```
Major/minor:MINOR Penalty Type
                  Minor
                  Major
                  10-min misc
                  Game misc
                  Gross misc
                  DQ [Match]
                  Double-minor
                  Major & game
                  Major & DQ
```

You can then optionally enter a rule number (currently only used in the Howe Sportsdata form). Then indicate who is serving the penalty. Of course, this is normally the player that was penalized, but may be another play in the case of a penalty against the goalie or a bench penalty.

```
Clock:02:12 Team:B ##:10 Penalty:HI
Major/minor:MINOR Rule #:
Serving penalty is ##:10
```

After indicating a penalty, you are usually prompted to press "**W**" to indicate the start of a power play. If you still have more penalties to enter at that point in the game, you can ignore the prompt until you have all penalties entered. For example, if players for different teams are both assessed penalties at the same point in the game (coincidental), a

power play situation does not result. After you enter the second penalty, the software will no longer ask if a power play is on (assuming the second penalty puts both teams at even strength).

Return from penalty

From the initial command list press "**R**" to return a player from the penalty box. A list of players that are currently in the penalty box is displayed.

```
+-------------------------------------------------------+
|                                                       |
|                 Players in penalty box                |
|                                                       |
| > HER      10 Ryan Sittler          13:14 MINOR 2 min |
|   BAL      11 Craig Reichert        13:14 MINOR 2 min |
|                                                       |
+-------------------------------------------------------+
```

Select the player that is "returning". You are then prompted for the clock time for the end of the penalty.

```
     Clock:00:00 Returning: Team:V ##:10
```

After terminating a penalty, you are usually prompted to press "**W**" to indicate the end of a power play. If you still have more players to return at that point in the game, you can ignore the prompt until you have handled all the penalties.

Coincidental penalties

From the initial command list press "**X**" to indicate coincidental penalties. After pressing "**X**", you then enter a single penalty for one player on each team. You are not prompted for a start or end of power play in this situation.

For minor penalties, the players are displayed in the penalty box - you must "return" them at the end of the penalties. The on-ice count for both teams will be decremented.

For major penalties, the software will not display players in the penalty box - rather they are automatically considered "returned" to the game at the end of the major penalty time. The on-ice count for each team will remain the same.

Penalty codes

Each penalty requires a 2-character penalty code. You can type the 2-character code if you know it, or you can press the Enter key with the penalty code field blank to choose from a list of penalty codes.

If you enter a penalty code that is not in the penalty code list you are prompted to enter a description for the penalty. Note: You can use the Penalty Codes function on the Main menu to add to, change or delete from the current list of penalties.

Game control commands

Game control commands are used control the game flow: setting the start and end of periods, clock times, changing the goalie, etc. To access game control commands, press "**G**" (Game control) from the initial command list.

```
            Game control command list

P - Period    G - Goalie
C - Clock     W - Start/end power play
E - End period
```

Clock times

You are automatically prompted for clock times when a team scores, a goalie change oc-curs, etc. You can also manually enter a clock time at any point. For example, at the end of a close game you may want to insert the clock time into the play-by-play sum mary at strategic points in the game. Press "**C**" from the Game control command list to manually enter a clock time. The time must be entered as "MM:SS".

```
     Clock:19:32
```

New period

At the end of a period you should select Game control and press "**E**" to indicate the end of the period before you print reports for that period.

Then, before the new period starts, select Game control and press "**P**" to indicate the start of the new period.

Start/end power play

Normally you are prompted to press "**W**" on the Play Input screen to start or end a power play. You can also select Game control|Start/end power play to perform the same func-tion.

Goalie changes

When a team switches goalies during the game, select Game control and press "**G**" to in-dicate a goalie change:

```
     Goalie for team:B is ##:10 Clock:05:43
```

From that point on, any Status you enter are credited to the new goalie for that team.

Other play commands

Normally, the software will prompt you for all statistics while you are scoring each play. The "Other" command list lets you manually enter various statistics when you are not prompted automatically by the software. To access Other commands, press "**O**" (Other) from the initial command list.

```
       Other command list

A - Assist  X - Penalty shot
P - Plus    Z - Shootout
M - Minus   N - Goal number
```

Assists

The software will normally prompt you for assists when a goal is scored. However, you can press "**A**" from the Other command list to manually enter assists.

```
Assist:27, 17
```

Plus/minus

The software will normally prompt you for plus/minus information when a goal is scored. However, you can press "**P**" or "**M**" from the Other command list to manually enter plus/minus statistics for the previous goal.

```
On-ice Offense:   ,  ,  ,  ,

       or

On-ice defense:   ,  ,  ,  ,
```

Penalty shots

Select Game control and press "**X**" to score a penalty shot. Indicate the team and uni-form number taking the penalty shot, and enter "Y" or "N" to indicate if the penalty shot is good, or enter "**W**" to indicate the shot was wide (no save is credited).

```
Shot by team:D ##:12 Good:Y Clock:20:00
```

Shootouts

Select Game control and press "**Z**" to score shots during a shootout.

```
Shot by team:V ##:10 Result:
```

```
      Shootout Result
> N - Attempt missed
  Y - Attempt made
  G - GOAL (game-winner)
```

In the Result field enter "**N**" or "**Y**" to indicate the shots made/missed during the shootout. Enter "**G**" to credit the actual goal scored for the winning shot. Refer to the section on Rules to a description of how to control the statistics allocated for shootout goals.

Note: Before beginning a shootout series, you should set the shootout period by select-ing Game control|Period, and enter "S" for the shootout period.

Season goal, assist numbers

Select Game control and press "**N**" to enter the season-to-date goal number for the last goal scored. This number is displayed in the Newspaper Box Score, and automatically applies to the player who scored the last goal.

```
Season goal number:12  Assist #: 0, 0
```

Enter "0" if you don't know the season totals for the goals or assists; the box score will

not display entries of "0".

Entering free-text comments

To enter a free-text comment, press "**C**" from the Initial command list. You can enter up to 65 characters on a line, and you can enter several comments sequentially if your comment will not fit on a single line.

```
                            Comment

CMT:
Baltimore goal is the 1st goal scored against Hershey in 5 games.


```

Comments will appear only in the play-by-play summary.

Quick key shortcuts

Several "quick" keys are available from the Play-by-Play Input window to let you quickly access reports and other program functions. Refer to the chapter on "Getting started" for a complete list of quick keys.

8   Using the play editor

The Play Editor lets you correct or add play inputs. You may need to correct a yardline, uniform number, field goal result, add a comment to a play, etc. You can quickly edit plays in the current drive, or locate a plays within drives earlier in the game.

Starting the play editor

To start the Play Editor from the Play Input screen press one of the following cursor keys to select a play to edit:

Press this key:	To do this:
RIGHT ARROW	Select from last 15 plays
LEFT ARROW	Select from current period
DOWN ARROW	Select from any period
UP ARROW	Select from situations

Editing one of the last plays entered

Press the **RIGHT ARROW** to select one of the previous 15 plays to edit. A list of the most recent plays is displayed, with the ">" cursor symbol pointing at the last play entered. This is the quickest way to correct the scoring on a play that was just entered.

Editing the current period

Press the **LEFT ARROW** to select a play within the current period to edit. A list of all plays in the current period is displayed, with the ">" cursor symbol pointing at the first play in the period.

Editing plays from any period

Press the **DOWN ARROW** to select a play within any period to edit. First select which period you want to search. Then, a list of all plays in the selected period is displayed, with the ">" cursor symbol pointing at the first play in the period.

```
 Edit which period
 Entire game
 1st period
 2nd period
 3rd period
> SO period
```

Editing specific play situations

Press the **UP ARROW** to select a type of play situation to edit. First select which play situation you want to search for. Then, a list of all plays of that type is displayed, with the ">" cursor symbol pointing at the first play in the list.

```
 Edit situation
> Shots
 Goals
 Penalties
```

The play edit list

Whichever key you use to display start the editor, a list of plays is displayed for you to edit.

```
                    Last 15 plays

    3   6-5  PEN:18:02,HL,H,33,MINOR,33,
    3 V 6-5  PP-START:18:02
    3 V 6-5  FACEOFF:13,8,V
    3 V 6-5  SHOT:V,21,G,18:02 ASSIST:35,13 +:21,35,13,11,2
    3 V 6-6  RETURN:18:02,H,33,MINOR
    3   6-6  PP-END:18:02
    3   6-6  FACEOFF:15,8,V
    3   6-6  SHOT:V,15,S
    3   6-6  FACEOFF:15,10,H
    3   6-6  FACEOFF:13,8,V
    3   6-6  FACEOFF:35,14,H
    3   6-6  SHOT:V,35,G,19:40 ASSIST:17 +:35,17
    3   6-6  FACEOFF:15,10,V
    3   6-6  GOALIE:H,TM,19:54
>   3   6-6  END-PRD: T:20:00
```

The list may be confusing at first, but you will find that you can quickly home in on the play you want to edit based on the "tokens" that are displayed. For example, the above list shows plays at the end of the 3rd period. Included in this list are penalties, power plays, shot attempts, faceoffs and a goalie change.

For example, the line in the play list that shows:

> **3 V 6-5 FACEOFF:13,8,V**

contains the following information:

--Play is in the 3rd period (the "3")
--Visiting team is on a power play (the "**V**")
--Visiting team has 6 on-ice, home team has 5 (the "6-5")
--Visitor #13 and home #8 faced-off, won by visiting team

Play edit command keys

When the play list is displayed, move the ">" cursor to the play you want to operate on and press one of the following keys:

Press this key:	To do this:
ENTER	make a quick/simple change to the selected play
R	completely replace the selected play
I	insert a new play before the selected play
D	delete the selected play
C	insert a comment after the selected play
ESC	exit from the play list
P	mark as causing power play opportunity
#	enter season-to-date goal number for play

Changing a play

When you select a play to edit, the Edit Play window is displayed and shows a list of key words in the selected play. You can press tab to get to the keyword you want to change, or use the **LEFT** or **RIGHT ARROW** keys to move to a particular character. Then type in the corrected value and press **CTRL+ENTER** to complete your changes. Or, you can press **ESC** to cancel the changes and return to the drive play list.

*Press **ENTER** to make a quick change to a play (such as a uniform number or yardline.) Press "**R**" to replace (re-key) the play if the changes are more complicated.*

For example, if you shot attempt and typed "14" instead of "24" for the uniform number of the shooter, select that play to edit:

```
                    Edit Play

Teams: V=HER          H=BAL


SHOT:V,14,S


        Ctrl+Enter=complete changes
            Esc=Cancel   F1=Help
```

Then change the "14" entry to "24".

```
                    Edit Play

Teams: V=HER          H=BAL


SHOT:V,24,S


        Ctrl+Enter=complete changes
            Esc=Cancel   F1=Help
```

In the Edit Play window all team abbreviations are displayed as "**V**" for Visitor and "**H**" for Home, independent of the team abbreviations that are being used on the Input screen. This is so the play keywords remain valid even if you change the team abbreviation in the middle of a game.

NOTES: You can use the **DEL** key to delete a character. Press the **INS** key to toggle between overtype and insert character modes (refer to the chapter on Getting Started for detailed information on how to enter data in windows).

Deleting a play

To delete a play, use the list command keys to move the ">" pointer to the play you want to delete and press "**D**". Then press "**Y**" to confirm you want to delete the play. The game statistics are automatically recalculated after you delete the play.

Inserting a play

To insert a play, use the list command keys to move the ">" pointer to the play you want to insert a play before and press "**I**". The Play Editor window showing the play you will be inserting before is shown in the upper right of the display. Key in the new play you

want to insert in the Play Input window. The new play is inserted before the selected play. The game statistics are automatically recalculated after you insert the play.

NOTES: The Insert play command can be very handy for inserting game control commands you omitted earlier in the scoring. For example, if you

--omitted starting a power play earlier in the game
--omitted a penalty earlier in the game
--did not enter the start of a new period and continued scoring
--other similar situations

You can use the Play Editor, move to the desired spot in the play list, then press "**I**" to insert the correct Game control or other command at the desired location. The software will automatically recalculate all following places based on the change you have made. This can be _much_ easier than re-entering a series of plays to adjust the context of the game for one missed entry!

Replacing a play

To replace a play, use the list command keys to move the "**>**" pointer to the play you want to replace and press "**R**". The Play Editor window showing the play you will be replacing is shown in the upper right of the display. Key in the new play in the Play Input window. The game statistics are automatically recalculated after you replace the play.

Inserting a comment

To insert a comment, use the list command keys to move the "**>**" pointer to the play you want to insert a comment for and press "**C**". Enter the comment in the Comment window. The comment is inserted after the selected play.

Special command keys

The Play Editor lets you perform functions for special situations as follows.

Power-play opportunity

You are prompted when you score a penalty whether the penalty created a power play opportunity. If you don't know at the time or skip by the question, you can correct this by scrolling to the play in the Play List and pressing the "**P**" command key. This will add the "PP-OPP:" keyword to indicate a power play opportunity.

Season goal number

You are prompted when you score a goal for the season-to-date goal number. If you don't know at the time or skip by the question, you can correct this by scrolling to the play in the Play List and pressing the "**#**" command key. This will prompt you for the season goal number and add the "#:number" keyword to indicate the season-to-date goal number.

Uniform typos

The software is designed to notify you when it detects that you have entered a uniform number that is not on the roster, but does not force you to fix the roster or the play in order to continue scoring. There are often more pressing things to handle at the time. You can use the **F8** key to display individual Status while you score the game to monitor most of your player uniform number entries.

You should try to correct any uniform number typing mistakes as soon as possible. However, if you don't notice until later in the game that you have a uniform number with no name in one of your reports, finding the offending play can be difficult.

Finding a uniform number in the list

The easiest tool for finding a play where you need to correct a uniform number is the Find function on the team roster displays. To use it, select Visitor roster or Home roster from the Game setup menu (or press **ALT+V** or **ALT+H** from the Play Input screen). Move the cursor to a player in the list and press the question mark (?) key. A list showing all the plays in the game in which that player was involved is displayed. From here you can move to a row in the list and press **ENTER** to edit that play, or note the play for later reference.

9   Viewing game information

Scoreboard display

Check the scoreboard display after you enter each play.

The Scoreboard Display always shows the current:

--Number of skaters on the ice
--Current goalie for each team
--Current period and line score
--Team or individual Status summary

You can monitor this information for any discrepancies. These displays can help you note a scoring error or misinterpretation by the software of your entries. Use the Play Editor to correct any discrepancies.

Number on ice

The number of skaters on the ice for each team is displayed in the upper left area of the screen. When these numbers don't match the game situation, there is probably a penalty that has not been entered, or a player that needs to be "returned" from the penalty box.

When a power play is on, the characters "**PP**" should be displayed next to the number of players for the team on the power play. If the characters "!!" are displayed, the software is alerting you to the fact that there is an uneven number of players on the ice, and you have not indicated that a power play is in effect. Ignore this if you are in the middle of entering a flurry of penalties. If you need to start or end a power play, press "**W**" on the Play Input screen. Note: The current goalies are displayed in this area (or "Empty net").

Line score display

The upper left area of the screen is used to show the current period and line score.

Statistics displays

A summary of the current team or individual statistics are always displayed and updated after each play you enter. This display lets you monitor overall statistics at a glance.
NOTE: You can press the **F8** key to switch between displaying team Status and individual Status on the screen.

Game reports

You can display any of the formatted game reports at any time to review current game statistics. You can access these reports from the Reports menu, or you can quickly access them from the Play Input screen by pressing one of the following keys:

ALT+R	Display the reports menu
ALT+1	Display the Quick Status report
ALT+2	Display the Media report
ALT+3	Display the Play-by-Play report
ALT+4	Display the Newspaper Box report

10   Manual box score entry

Startup for manual box scores

Select Manual game entry from the TASHK menu to start the Manual box score entry program. This program lets you enter game data for away games or for other situations where you cannot score a game play-by-play. Or, you can use it to "tweak" the Status for a game you scored play-by-play using the In-game scoring function.

Manually editing a "play-by-play" game

You can use the Manual game entry function to modify statistics for a game that you have scored "live" using the In-game scoring function. The most common example of this is for fixing up Status for portions of rallies that might have been missed during a game. To do this, load the game using Manual data entry and then alter the statistics as described below.

Manually entering Status for a new game

The game setup for a new game in manual data entry is the same as for in-game play-by-play entry:

1. Enter rosters prior to entering the game by using the Utilities Roster maintenance function.

2. After starting Manual game entry, select Game setup to access the game setup functions.

3. Select Game setup | Teams to identify the teams for the game.

4. Select Game setup | Game info to enter general game information.

5. Exit the Game setup menu to return to the Main menu.

6. Select Scoresheet from the Main menu to display the Scoresheet menu.

Line score

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

```
              Line score

Periods: 3

Score by game        1   2   3 OT SO TO
----------------    -- -- -- -- -- --
Hershey              1   0   3   0   0   0
Baltimore            1   0   2   0   0   0
```

Periods: Enter the number of periods played in the game.

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

Team Status

Select Team Status from the scoresheet menu to display the Team Status window. This window lets you enter a summary of power play and short-handed statistics for both teams in the game.

```
              Team Stats

                    VIS       HOME

Power play goals     1         2
Power play opps     10         7
Power play shots    16         5

Short-handed goals   0         1
Short-handed shots   3         3
```

Power play goals: Enter the number of power play goals scored each team in the game.

Power play opps: Enter the number of power play opportunities (chances) for each team.

Power play shots: Enter the number of power play shots attempted by each team.

Short-handed goals: Enter the number of short-handed goals scored by each team.

Power play shots: Enter the number of short-handed shots attempted by each team.

Auto-calculate

Select Auto-calculate to have the software automatically update individual statistics based on entries you have made in the Goal History and Penalty History functions.

The purpose for this function is to save you the time of having to "double-enter" statistics in the history lists and in the individual Status screens. We suggest it will be more convenient for you to fill in the goal and penalty histories, select auto-calculate, and then fill in the visitor and home Status. The following columns are updated automatically in the Individual Status when you select the Auto-calculate function:

    --Goals
    --Assists
    --Penalties
    --Goal types (pp,sh,gw,en,gt,fg,ua,pen,shootout,dg,gtg)

Individual Status

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

```
                        George Mason Univ

>                        |---------|  |PENS|  |------------|
   ## Player             Sh   G    A No-Min Minutes GA EN Sv
    5 Jeff Sittler        3   0    0  2-7
   15 Chris Hampton       5   1    1  1-2
   33 Neil Healey         0   0    0  0-0     30:15  2  0  9
   39 Les Nelson          0   0    0  0-0     29:45  1  0 11



    F1=Help   <Enter>=Edit stats  A)dd  G=Goalie stats   Esc=Exit
```

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

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

To add a player to the Player Status 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), to enter only the required NCAA Status for a player, or

3. Press "**G**" when the cursor is in the header area of the list to enter goalie Status for a player.

NOTE: You can enter a single entry for the opposing team Status if you don't want to enter Status 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 Status List and enter the combined total opponent Status for this pseudo "player".

To edit stats for a player already added to the Player Stats List, move the cursor to that player and press Enter (or "**G**" for goalie stats). The Individual Stats window for that player is displayed.

```
                        Individual Stats

   ## 15 Chris Hampton

|-SHOTS SUMMARY-|      |---PENALTIES---|      |--GOAL TYPES--|
Shots on goal:  5           Number:  2          Power play: 0
 Goals scored:  1          Minutes: 15        Shorthanded: 0
      Assists:  1            Minor:  0          Empty net: 0
                             Major:  1         Unassisted: 0
|--PLUS/MINUS---|       10-min misc:  0           Penalty: 0
         Plus:  1        Game misc:  1          Shootout: 0
        Minus:  0       Gross misc:  0       Delayed pen: 0
                             Match:  0        First goal: 1
|---FACEOFFS----|                            Game winner: 1
          Won:  9                             Game tying: 0
         Lost:  7                               Overtime: 0

                                             |--SHOOTOUTS---|
                                                 Attempts: 0
                                                     Made: 0
```

SHOTS SUMMARY: Enter the number of shots on goal, goals scored and assists credited to the player.

PLUS/MINUS: Enter the "+/-" (plus/minus) stats for the player. You can enter the cumulative plus/minus stat as one number in either "Plus" or "Minus", or you can enter separate figures in each field. For example, if Smith had three "plusses" and one "minus" in the game (for a total of plus, you can:

> 1) Enter "2" in Plus and "0" in Minus, or
> 2) Enter "3" in Plus and "1" in Minus.

PENALTIES: Enter the number of penalties and penalty minutes charged to the player. Also, enter the number of penalties charged in each of the following categories:

> Minor
> Major
> 10-minute misconduct
> Game misconduct
> Gross misconduct
> Match

FACEOFFS: Enter the number of faceoffs won and lost by the player.

SHOTS SUMMARY: Enter the number of shots on goal, goals scored and assists credited to the player.

GOAL TYPES: Enter the number of specific goal-type situations that apply to goals scored by the player. Note that more than one type may apply for each goal scored. The following goal types can be identified:

> Power play
> Short-handed
> Empty net
> Unassisted
> Penalty (goals scored on a penalty shot)
> Shootout (goals scored in tie-breaker shootout - may go to "TEAM")
> Delayed pen (goals scored when a delayed penalty was in effect)
> First goal (enter "1" if player scored the first goal of the game)
> Game winner (if player scored goal that put the team ahead to stay)
> Game tying (if player scored last goal in game resulting in a tie)
> Overtime (goals scored during overtime)

SHOOTOUTS: Enter the number of shootout attempts and made by the player. Note that these numbers reflect the shootout history of all shootout attempts made during the tie-breaker play, not just the actual goal credited to a team for the win.

Goalie stats

Press "**G**" for a player in the Player Stats List window to access individual goalie statistics for a player.

```
                 Individual Stats

 ## 33 Neil Healey

                  Saves by Period
 Minutes   GA   EN   1st 2nd 3rd
  30:15     1    0    8   3   0



 GOALS ALLOWED...
   Power play:  1        Penalty shots against:  0
 Short-handed:  0
      Penalty:  0        SHOOTOUT DEFENSE...
     Shootout:  0         Attempts against:  0
                            Number allowed:  0
```

Minutes: Enter the number of minutes the player was at the goalie position.

GA: Enter the number of goals scored against the goalie.

EN: Enter the number of empty net goals scored (you can enter this number under a player named "TEAM" (uniform number of "**TM**") if you wish.

GOALS ALLOWED: Enter the number of goals allowed by the goalie in the following category:

> Power play
> Short-handed
> Penalty shots
> Shootouts (actual goals scored only)

Penalty shots against: Enter the number of penalty shots attempted against the player as goalie.

SHOOTOUT DEFENSE: Enter the total number of shootout attempts/made against the goalie. Note these numbers are for each shootout attempt, not just the one credited as the winning goal.

Goal history

Select "Goal history" from the Scoresheet menu to enter the details of each goal scored in the game. These entries are only used for creating the scoring summary section of the box scores, and are not used for any statistical purposes. You can omit entering this information if you do not require the scoring summary for your manually entered games.

```
                    Goal history

> TEAM        ## Name            Assists Prd Clock
  ----        -- ----------------  -- -- --- --:--
   BAL        8  Jarred Manulek    14 23 1st 04:46
```

Press "**A**" or press **ENTER** with the cursor in the header area to add a new entry at the end of the Goal History list.

Press **ENTER** with the cursor on a specific goal entry to change the information you have entered about a particular goal that was scored.

In either case the Goal Information window is displayed.

```
                        Goal Information

 TEAM      ## Assists Prd Clock
 ----      --   -- -- --- --:--
  B         8    14 23 1st 04:46
 Goal #: 1

 Game winning goal: N      NOTES: Enter '?' in uni for list
    Empty net goal: N             Enter clock time from 20:00
    Extra attacker: N             Press Ctrl+Enter when done
   Delayed penalty: N
   On penalty shot: N
     Shootout goal: N

 # players on ice:      Who was on the ice:
 5 Richmond             13 25 14 2  4
 6 Baltimore            8  14 23 22 26
```

TEAM: Enter the 1-character team abbreviation of the team that scored the goal.

##t: Enter the uniform number of the player who scored the goal (or enter '?' in this field to pick the player from the roster).

Assists: Enter the uniform numbers of the player(s) credited with an assist on the goal, if any (or enter '?' in this field to pick the player from the roster).

Prd: Enter the period when the goal was scored. Use "4" for the OT period, "5" for the second OT period, and "6" for the third OT period.

Clock: Enter the clock time when the goal was scored (based on clock starting from 20:00, not from 00:00).

Goal types: Enter a "**Y**" in each of the goal-type situations that apply to this goal.

 # players on the ice: Enter the number of players on the ice for each team when the goal was scored. It is up to you whether to include the goalie in this count. These fields are used to indicate whether a goal was scored on a power play, short-handed, or at even strength in the scoring summary.

Who was on the ice: Enter the uniform numbers of the skaters that were on the ice when the goal was scored. You can enter '**?**' in these fields to pick out players from the rosters.

Penalty history

Select "Penalty history" from the Scoresheet menu to enter the details of each penalty in the game. These entries are only used for creating the penalty summary section of the

box scores, and are not used for any statistical purposes. You can omit entering this in-
formation if you do not require the penalty summary for your manually entered games.

Balance stats

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

```
                            Balance

 Baltimore

   Indiv goals scored    4    OK    4 Team line score
 Indiv goals allowed     3    OK    3 Opp line score
       Indiv PP goals    1    OK    1 Team stats PP goals
       Indiv SH goals    0    **    1 Team stats SH goals
        Shots on goal   36    **   35 Opp goalie Saves+GA+EN
            PP goals     1    OK    1 Opp PP goals allowed
            SH goals     0    OK    0 Opp SH goals allowed
            EN goals     0    OK    0 Opp EN goals allowed
         Faceoffs won   22    OK   22 Opp faceoffs lost


 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 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 "**" indica-
tors can help you identify and correct discrepancies in your data entry.

Stats that are balanced for each team include:

--The number of individual goals scored by a team match the total in the team line
  score.
--The number of individual goals allowed by a team match the opposing team line score.
--The number of individual power play goals scored match the total entered in the Team
  Stats window.
--The number of individual short-handed goals scored match the total entered in the
  Team Stats window.
--The number of shots on goal for a team match the total of opposing team goalie saves
  + goals allowed + empty net goals allowed.
--The number of power play goals scored by a team match the total of opposing team
  power play goals allowed (goalie stats).
--The number of short-handed goals scored by a team match the total of opposing team
  short-handed goals allowed (goalie stats).
--The number of empty net goals scored by a team match the total of opposing team
  empty net goals allowed (goalie stats).
--The number of faceoffs won by a team match the number of faceoffs lost by the op-
  posing team.

```
                        Balance

                              BAL        RICH

         Goalie minutes  OK       60:00       60:00
     Game winning goal  OK           1           0
       Game tying goal  OK           0           0
            First goal  **           0           0
        Goalie decision  OK          31          33

Press any key to continue...
```

Stats that are balanced for the match as a whole include:

--The number of goalie minutes entered for the visiting match the minutes for the home
  team. Add an entry for "**TM**" to account for empty net minutes if applicable.
--If the game did not end in a tie a game winning goal should be identified.
--If the game ended in a tie a game tying goal should be identified.
--The first goal scored in the game should be identified.
--The goalie of record should be identified for each team.

11   At the end of the game

At the end of the game, you will be performing a few game wrap-up functions. These in-clude:

--Closing out the last period,
--Entering team records,
--Completing your general game information,
--Identifying the 3 "stars" in the game,
--Identifying the goalies involved in the decisions.

Closing out the period

If you haven't done so already, close out the final on the Play Input screen by selecting Game control | End period (press "**G**", then "**P**"). This is needed to account for all min-utes in the goalie statistics.

Game wrap-up

Next, enter final game information by selecting Wrapup game from the Main menu. This lets you enter the overall records for each team, the end time and total elapsed time for the game, and the attendance on the Game info window.

Stars

Next, select the 3 stars for the game.

```
                   Stars


        Team       Player
        ----       ------
 1 - HER        Chris Herperger
 2 - HER        Paul Jerrard
 3 - BAL        Nikolai Tsulygin


 Press 1,2,3 or Enter to exit ->
```

Press **1**, **2**, or **3** to select a player from either team as a "star". The "stars" appear in some of the game reports. Press Enter to indicate you are done.

Goalie decisions

Next, select the goalies that are involved in the game decision.

```
      Team       Player               Record
      ----       ------               ------
 V - HER        Les Kuntar            2-1
 H - BAL        Mike O'Neill          1-2


 Press V, H or Enter to exit ->
```

Press **V** or **H** to select the goalie involved in the decision for the Visiting and Home teams. You can also enter the goalie's season record after you select the goalie.

Review your data

Review your reports before distributing them. Make sure that you don't have any mistyped uniform numbers appearing. The software notifies you when it detects that you have entered a uniform number that is not on the roster, but does not force you to fix the roster to continue scoring. This lets you continue scoring the game and fix the roster or the play at your leisure.

If you notice any player entries in your game reports displayed with a uniform number but no name, you can use the Find function on the Visitor roster or Home roster to find the plays in which that player was involved and change the uniform number if required. Or, you can use the roster screen to add the player name for players that you just didn't have in the roster at the beginning of the game.

12   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

If you have installed the Stat Crew Software Control Panel, you can startup program functions from a central location. Run the Control Panel, click on the "Hockeyl" 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 select the (DOS Scoring) icon from the Program folder.

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.
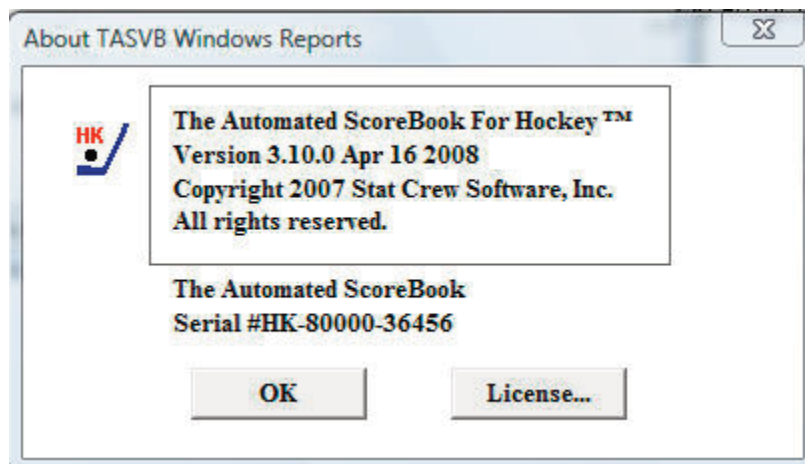
Games directory: Choose your games directory by selecting File | Open directory, or by clicking Directory on the menu bar. Navigate to the desired games directory and open any file in that directory (it does not matter which file). The software will remember the last games directory you have selected.
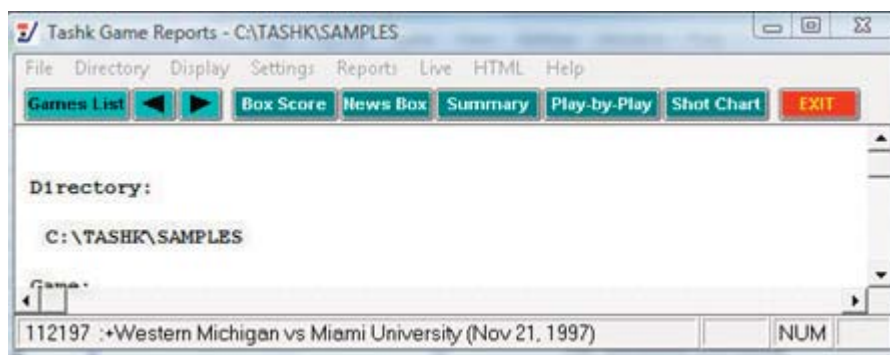
Teams list: In Season Reports or Utilities, click on the "Teams" button to select your team (or any other team). Reports and HTML generation automatically use the currently select team.

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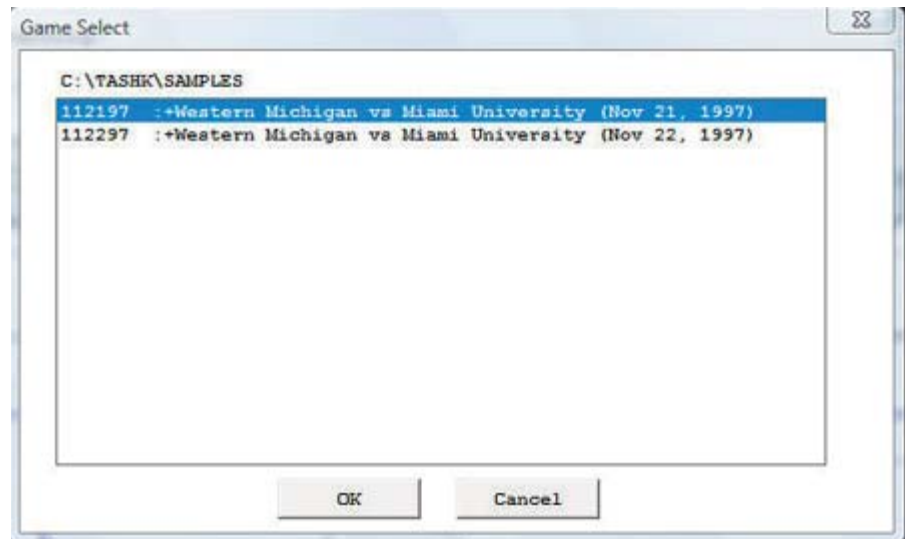
Season reports: If you have not already selected a team for the current games directory, press "Teams" to choose your team from the list. Once you have selected a team you can select a report from the main menu, or press on the button icons on the control bar.

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.
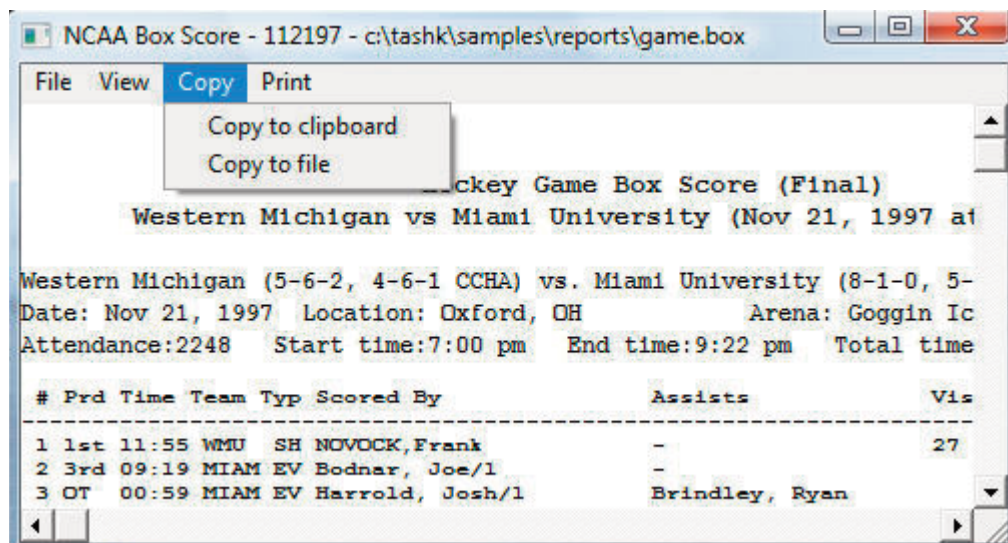
Copying a report: You can copy any report to the clipboard or to a specified disk file. To copy the contents of a report to the Windows clipboard, first turn off the 'Style' reports by selecting Display | 'Style' report options and uncheck "enabled". Then select Copy | Copy to clipboard. You can then 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. Again, to do this, you have to run of the 'Style' reports by selecting Display | 'Style' report options and uncheck "enabled'. 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 Re ports). 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, or transmit all of the reports via a fax device in a single phone call.

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 Web site.
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 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 "`teamstat.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 "`teamstat.htm`" file on your Web site 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 Web site: 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 an 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.
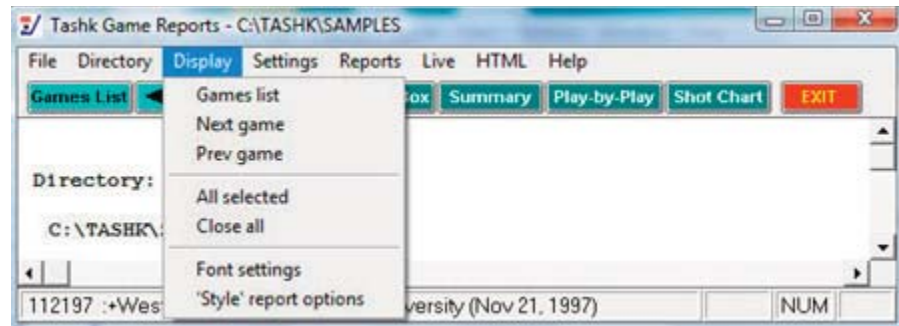
Print using TasFonts

Some printer drivers are not compatible with the Borland software development tools used to build the TAS software, causing an error when attempting to print. This problem can be resolved by routing the print request to the TasFonts tool to work around the printing compatibility problem. To do this, first make sure you have the TasFonts tool installed. In the Windows Reports program, select Display | Font settings and enable the "Print using TasFonts" checkbox.

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:

`<body>:`   - defines the HTML tags used in the <body> statement
`<hrefs>:`   - whether href links are in "upper", "lower" or "init caps" case
`<body>:`   - defines the HTML tags used in the <body> 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 School Name</font>
<img src="horizontalbar.gif" align=center>
</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 Game Reports

Use the Game Reports menu to access software settings, view and print reports, and generate HTML pages for single games. 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.

Games: Press on the Games button (or select Display | Games list) to select a particular game. You can also use the forward and back arrow buttons on the control bar to move from game-to-game.

Settings | Report options: This windows lets you tailor various game report options.

Report heading: Select a report heading title for the current directory.

Options:
- Enable Show plus/minus to display +/- statistics in the box score
- Enable Show faceoffs to include faceoff won-lost statistics in the box score
- Enable Show by period to show shots by prd in the box score, otherwise goals and assists columns are shown
- Enable Flip minutes to force the play-by-play times to be displayed starting from 00:00
- Enable Participation columns to display the lineups in column format in the Summary box score
- Enable Show blocks to display defensive blocks information in the box score

Tab stops: Select this item to generate reports with tabs stops for use in word processing.

Game HTML Setup: Select the reports you want to include on your web site when you generate HTML files.
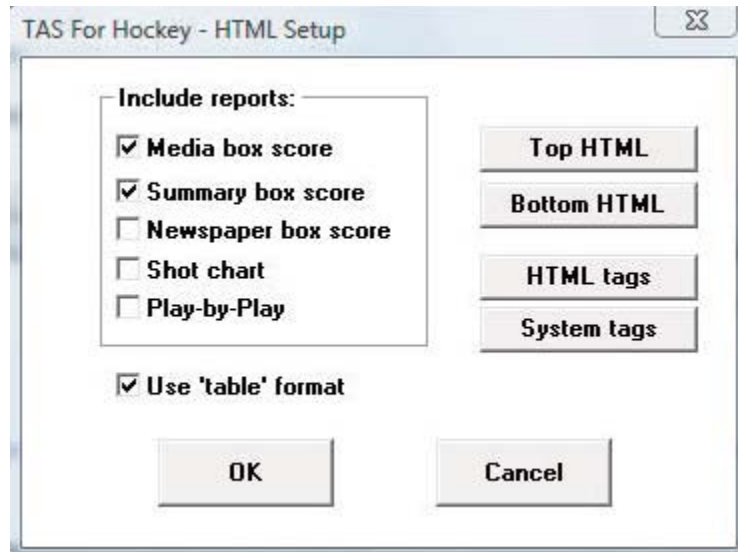
Referee names: Select Settings | Referee names to change the designation (names) for referees in the game. The names (titles) of the referees can be changed for your venue. The default referee names delivered are:

```
Referee:
Asst Ref:
Asst Ref:
```

For example, you can modify the names to:

```
Referee:
Linesman:
Linesman:
```

These name designations will then be used in the box score reports.

Electronic game reporting

Select Reports | XML output to produce a file that can be used for electronic game reporting (for example, to collegehockeystats). Refer to instructions from the receiving end on how to transmit the XML file.

Windows Season Reports

Use the Season Reports menu to access software settings, view and print reports, and generate HTML pages. 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.
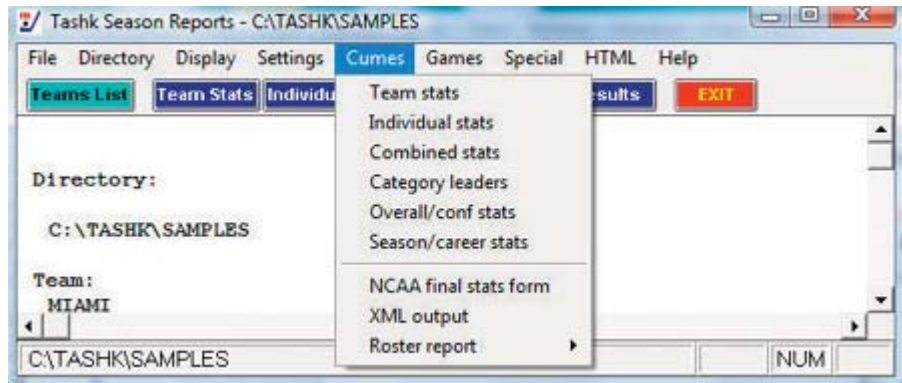
Teams: Press on the Teams List button (or select Display | Teams) to select your team.
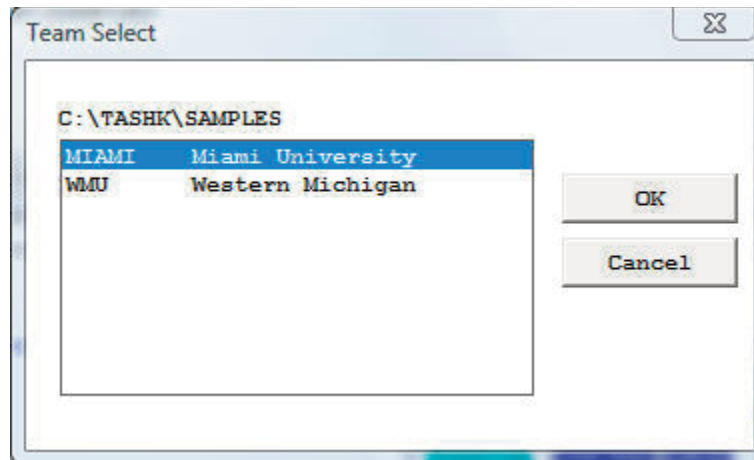
Settings | Report options: This window lets you tailor various season report options.
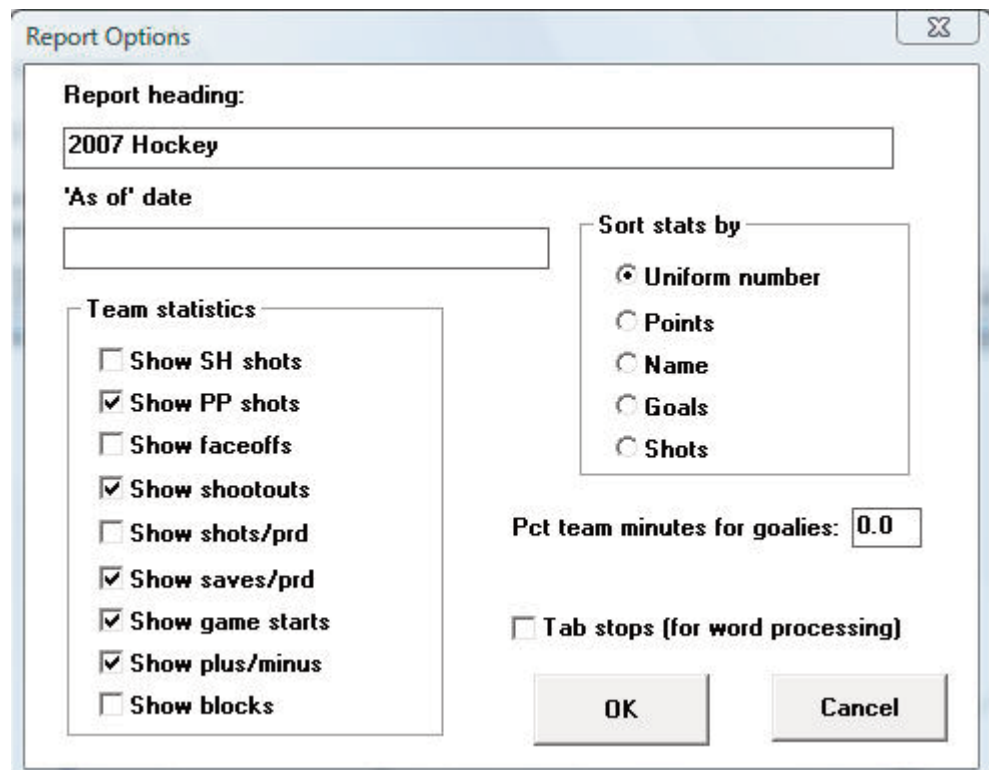
Report title: Specify the report heading and "as of" date to use in your reports. Note: the "as of" date defaults to the system date if you leave it blank.

Miscellaneous: Settings include:

--Show SH shots: Select this option to include short-handed shot info in the Team Stats report.
--Show PP shots: Select this option to include power-play shot info in the Team Stats report.
--Show faceoffs: Select this option to include faceoff info in the Team Stats report.
--Show shootouts: Select this option to include shootout info in the Team Stats report.
--Show shots/prd: Select this option to include shots per period summary info in the Team Stats report.
--Show saves/prd: Select this option to include saves per period summary info in the Team Stats report.
--Show game starts: Select this option to include goalie games started in the Individual Stats report.
--Show plus/minus: Select this option to include +/- statistics in the Individual Stats re port.
--Show blocks: Select this option to include blocked shot statistics in the Individual Stats report.
--Pct team minutes for goalie: Enter the pct of team minutes played for listing goalies in the Individual statistics report. This option causes goalies that don't meet the minimum to be displayed after those that do.
--Tab stops (for word processing): Select this item to generate reports with tabs stops (for word processing).

Settings | Include games: This window lets you select which games to include in your season reports.

Pre-set" filters: Several pre-set filters are available for all game, conference-only games, non-conference games, etc.

Selected games: Select this item to choose a specific combinations of games; a pick list of games will be displayed for you to choose from.

Settings | Schedule notes: This window lets you define a legend for schedule note characters you have used in your game files. Enter up to 4 lines of text. The schedule note character field is located in the Game Info window for each game in the in-game scoring program.

Season HTML Setup: Select HTML | Setup to choose the reports you want to include on your web site when you generate HTML files. By checking the box next to "Use 'table' format, you can enable the settings that will display your HTML reports in a style that you may prefer because it looks more like a table..

Season HTML generate: Select HTML | Generate to build the HTML files for your Web site. Box scores for games you generated will be integrated into the season stats "home" page that is automatically generated.

Season XML output: Select Cumes | XML output to produce a file that can be used for electronic game reporting (for example, to the NCAA). Refer to instructions from the receiving end on how to transmit the XML file.

Season/career summary: Before using the Cumes | Season/career summary report, select Career Reports | Capture | Snapshot career stats after each time you update the career database

13   Windows Career/Historical Statistics

About career stats

The Automated ScoreBook For Hockey provides features for entering and reporting various types of career and historical hockey statistics.

Reports you can produce include:

--Individual player career summaries
--Individual career records
--Individual career stats leaders
--Individual season records
--Individual season year-by-year leaders
--Individual game records
--Individual single-game highs
--Team season records
--Team season year-by-year statistics
--Team game records
--All-time results
--All-time results vs opponents
--All-time records vs opponents

In addition to hardcopy reports, you can also automatically generate HTML pages containing career and historical information for your web site.

Typically, you use manual entry to load individual and team cumulative statistics for prior seasons; and use manual entry to load individual and team single-game high records from your record book. Then, after you have loaded the database with prior season information, use the Capture season stats and Capture game records functions to automatically update the career historical database during the course of a season.

You can tailor various aspects of the report outputs:

--Specify the report headings/titles
--Number of entries to show in categories
--Which categories to include in reports
--Statistics minimums for season and career records
--Statistics minimums for single-game records
--Select which reports to include in HTML generation

Objects on the TAS For Hockey Career/Historical Reports main window include:

--File menu: Backup/restore, select directory, exit functions
--Directory menu: Specify the current games directory
--Display menu: Various screen display functions
--Settings menu: Tailor the contents and appearance of reports
--Edit menu: Maintain season statistics entries; single-game record entries
--Reports menu: Generate career/historical reports
--Capture menu: Load season and single-game record entries from the current games directory
--HTML menu: Configure and generate career/historical pages for your web site
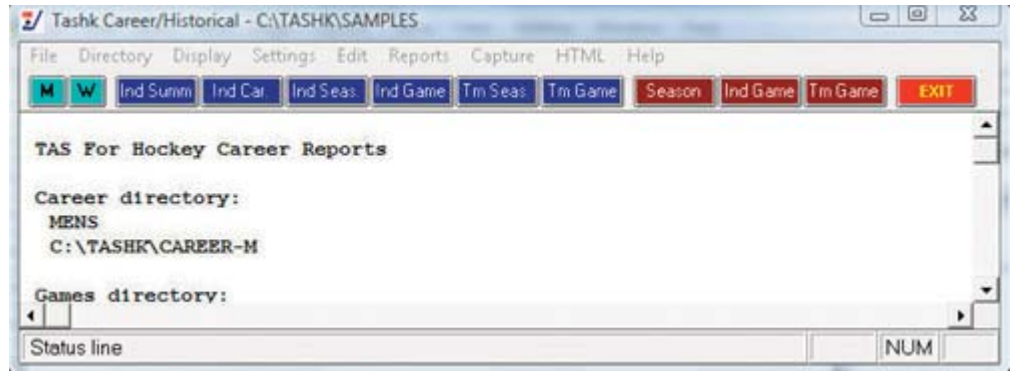
Note: Buttons are included on the control bar of the Career/Historical Reports window for quick access to several of the "most used" reports. All of the reports can be accessed using the Reports menu. Also, the "red" buttons on the control bar provide quick access to the season and single-game editing functions. All of the editing functions can be accessed using the Edit menu.

Selecting the database

By default "overall" statistics are displayed. You can use the Settings | Venue submenu to select the conference-only statistics database or a specific Versus-opponent database.

Loading your database

To create an initial database of cumulative and single-game career/historical data, use functions on the Edit menu. Use Edit season data to enter cumulative season statistics for your team and individual players. Use Edit individual/team game records to enter single-game records data for team and individual players.

Season/career statistics

To initially load the career/historical database, first enter individual and team statistics for prior years. For each season:

1. Select Edit | Add new season to create a database for the season.

2. Select Edit | Edit season data and select that season to edit.

3. Click on "Individual stats" to enter cumulative statistics for each player for that season.

4. Click on "Team stats" to enter cumulative team statistics for that season.

5. Click on "Opponent stats" to enter cumulative opponent statistics for that season.

6. Click on "Summary report" to generate a summary of cumulative stats entered for that season.

The statistics entered using the Edit season data function are used for calculating both season cumulative and overall career statistics reports. It is recommended that you

enter statistics for all players in each season database to make sure that complete data is available for calculating both season and career per-game statistics and leaders for each category.

A detailed description of how to use the Edit season data screens is described in "Editing career/historical statistics" below.

Single-game records

To initially load the single-game records databases, add entries to each single-game records categories from your historical records. For individual single-game records:

1. Select Edit | Edit individual game records.

2. Select a category from the list.

3. Click on the "Add" button and enter data for that entry. Repeat for each desired entry.

4. Repeat for each category in the list.

Typically, you may only want to enter the top 10 or so entries that you publish in your media guide, but there is no restriction on the number of entries you can keep in each category. A separate option is available to specify how many entries you want to appear in your single-game high reports regardless of the total number of entries you keep in each category.

A detailed description of how to use the Edit game records screens is described in "Editing single-game record entries" below.

Maintaining your database

Once you have loaded your career/historical database with initial data, use the "capture" functions to automatically update the season and single-game databases from your current season game files.

Updating season statistics

To update the career/historical season database for your current season, select Capture | Capture season stats after you score each game. The season capture function imports statistics from your current games directory into the career/historical database. When prompted, enter the year to identify the season you are capturing. Enter as a 4-digit year (for example, enter "2000" instead of "00") -- this identifier is used in the career/historical reports. Note: Use "Include games" to specify the games to include in the capture.
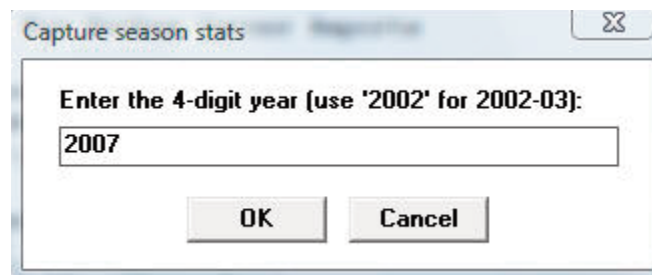
Updating single-game records

To update single-game records in the career/historical database, select Capture | Capture game records after you score each game. When you select the game to "capture", entries from the selected game are automatically merged into the team and individual single-game records categories. Minimum criteria are applied as appropriate depending on the "Minimums (if any)" values you specify for each game record category. When prompted, select the game(s) you want to capture:
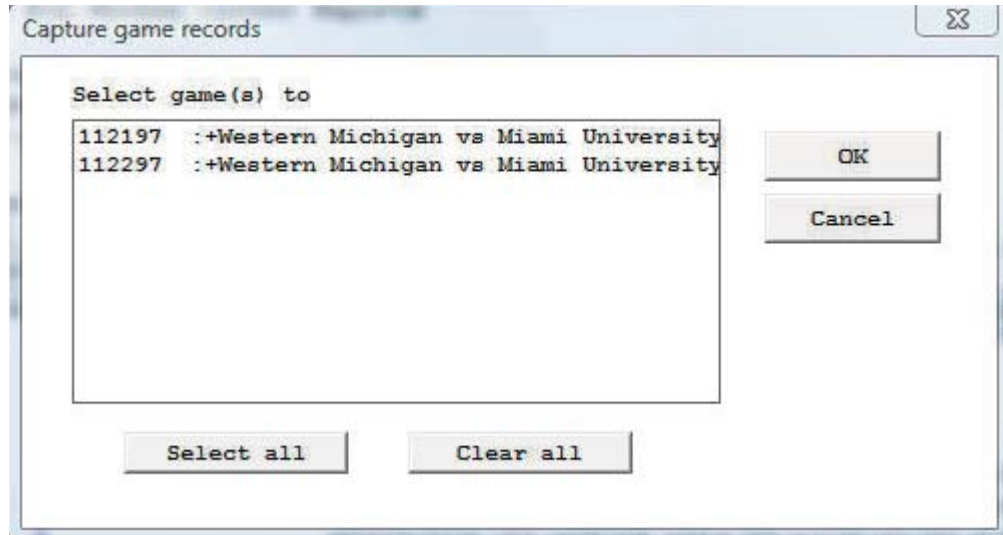
When you capture the game, a report is displayed that shows all of the entries that were added to the individual and team single-game record categories for the selected game(s).
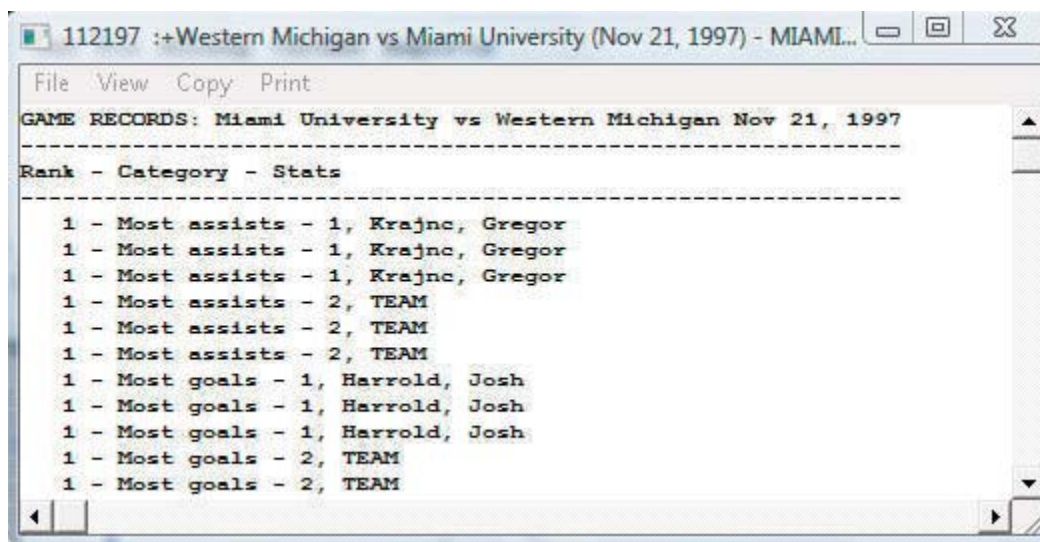
You can select File | Print if desired to produce a hardcopy of this report if desired.

Career stats in season reports

Snapshot career stats: Select this function to create a "snapshot" of the career stats for use by the Season Reports program. You should run this function after each game is added to the games directory.

Reports

A variety of reports are produced by the Career/Historical Reports program. These reports can be generated by clicking on the appropriate button on the control bar, or by selecting them from the Reports menu. These reports include:

Individual career reports

Individual career summaries: Designed to generate career statistics for players ion the current roster. First select a season, and then select which players to include in the report. A report showing career statistics for each selected player is generated -- the career/historical database is searched for all statistics relating to each selected player.
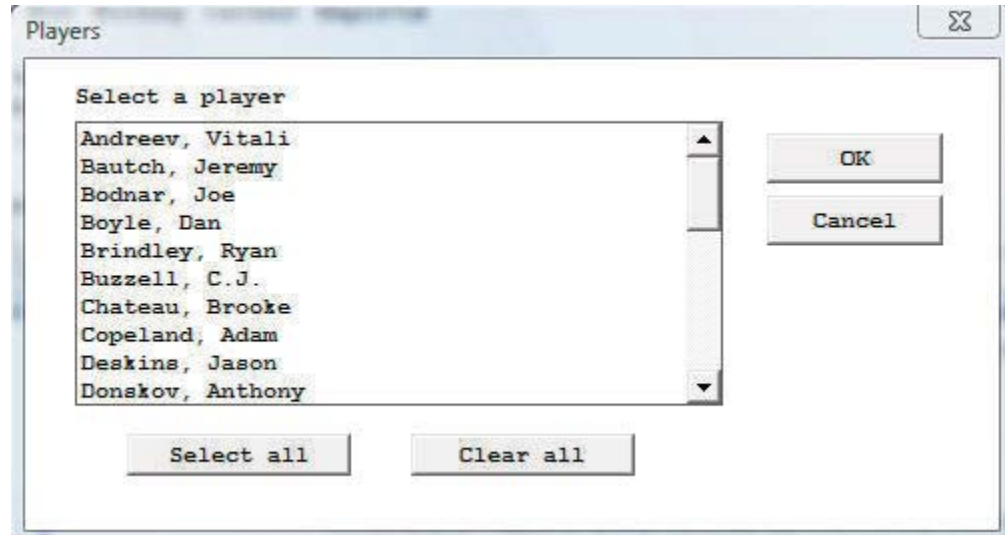
Individual career summaries (all years): Creates a report that includes all of the career summaries of all of the players in your database.

Individual career records: Displays overall career rankings for players in various categories. Use Settings | Records report settings | Career records to specify the number of entries to include in each category. Use Settings | Career minimums to specify minimum criteria for qualifying in calculated categories.

Individual career statsleaders: Essentially the same as the Individual career records report, except expanded statistical information is displayed in each category. Use Settings
| Records report settings | Career stats leaders to specify the number of entries to include in each category.

Individual single-season reports

Individual season records: Displays single-season rankings for players in various categories. Use Settings | Records report settings | Season records to specify the number of entries to include in each category. Use Settings | Season minimums to specify minimum criteria for qualifying in calculated categories.

Individual season year-by-year leaders: Lists the year-by-year individual leaders, sorted in chronological order, for various categories. Use Settings | Records report settings | Indiv season stats leaders to specify the number of entries to include in each category. Use Settings | Season minimums to specify minimum criteria for qualifying in calculated categories.

Team single-season reports

Team season records: Displays single-season rankings for your team in various categories. Use Settings | Records report settings | Season records to specify the number of entries to include in each category. Minimums are not applied to this report.

Team season year-by-year: Essentially the same as the Team season leaders report, except the report is sorted by year instead of by statistical ranking.

Single-game records

Individual game records: Lists individual single-game records for various categories. Use Settings | Records report settings | Game records to specify the number of entries to include in each category. Use Edit | Edit individual game records to specify the minimum criteria to qualify (if any) for each category.

Team game records: Lists team single-game recordsfor various categories. Use Settings | Records report settings | Game records to specify the number of entries to include in each category. Use Edit | Edit team game records to specify the minimum criteria to qualify (if any) for each category.

Individual single-game highs: Lists players' career single-game high performances for various categories. To run a report, select a year from the "show players active in year" menu and then select a player from the list.

Other reports

Names list: Displays a list showing each player in the database, and in which season(s) that player is found. This report can be useful to help reconcile name spelling differences between players. Career statistics for individual players are merged based on matching name spellings across all of the season databases. You need to make sure you use the same spelling for a player in each season. This report can help you to identify discrepancies in player name spellings.

All-time results: Generates a report of your team's all-time results for all seasons.

All-time results vs opponent: Select an opponent and generate a report of your overall results against them, including the score, attendance, and site of each contest.
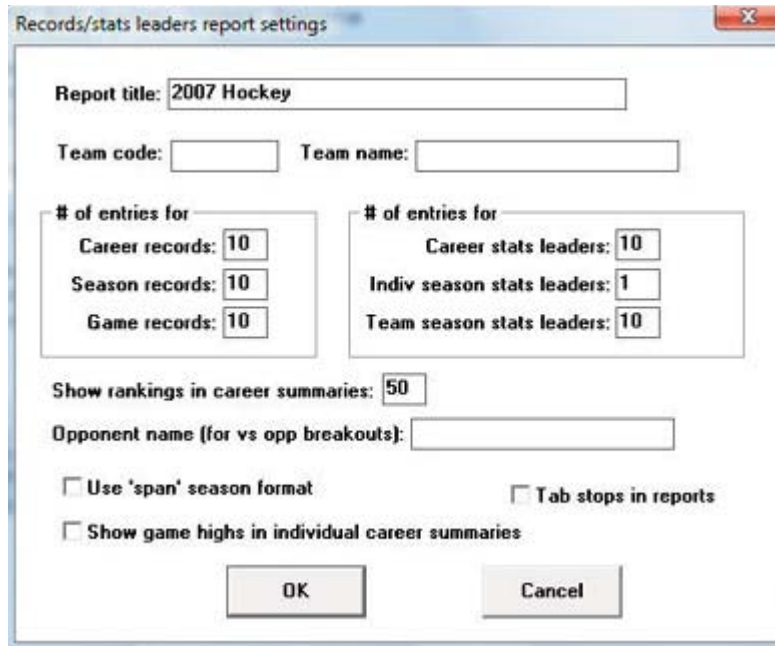
All-time records vs. opponents: Generates a report of your team's all-time records against all of the opponents in your database.

Settings

Various settings are provided to let you tailor the appearance and contents of the career/historical reports.

Records report settings

Select Settings | Records report settings to tailor the appearance and content of season and career historical statistics reports.

Report title: Specify the report heading to use in career/historical reports.
#entries for Career records: Specify the number of entries for each category in the Individual career records report.
#entries for Season records: Specify the number of entries for each category in both the Individual and Team season records reports.
#entries for Game records: Specify the number of entries for each category in both the Individual and Team single-game records reports.
#entries for Career stats leaders: Specify the number of entries for each category in the Individual career leaders report.
#entries for Indiv season stats leaders: Specify the number of entries for each category in the Individual season leaders reports.
#entries for Team season stats leaders: Specify the number of entries for each category in the Team season leaders reports.

Show rankings in career summaries: Enter a value here to indicate whether to display a list showing where a player ranks within all-time and single-season leader categories. The number indicates how "deep" you want to go into your historical database. For example, "50" indicates show categories where the player is ranked 50th or better. Enter zero "0" here if you do not want this list to appear.

Show game highs in individual career summaries: adds this category to this report

Opponent name (for vs opponent breakdowns): This field lets you specify the team name spelling if you have selected a specific vs team section of the career database.
Tab stops in reports: Turn "tab stops" on or off for report generation. Tab stops can be useful when importing a report into a word processor for further processing.

Career minimums

Select Settings | Career minimums to specify statistics minimum criteria for entries in Individual career records and leaders reports. These minimums are typically used in calculations for per-game average and percentage categories.

Season minimums

Select Settings | Season minimums to specify statistics minimum criteria for entries in In-dividual season records and leaders reports. These minimums are typically used in cal-culations for per-game average and percentage categories.

Career categories

Select Settings | Career Categories to select which statistical categories to include in your career reports.

Season categories

Select Settings | Season Categories to select which statistical categories to include in your single season reports.

Men's venue

Select Settings | Men's venue to select the men's venue and to choose to run reports from the overall database, conference-only, or to choose to run reports versus a spe-cific opponent.

Women's venue

Select Settings | Women's venue to select the women's venue and to choose to run re-ports from the overall database, conference-only, or to choose to run reports versus a specific opponent.

Include seasons

By default, all seasons in your career/historical database are included in reports. Select Settings | Include seasons when you want to tailor your reports to include only a subset of these seasons.

Teams list

Choose a team to run career or single-season reports for.

Editing career/historical statistics

Functions on the Edit menu are provided for maintenance of season/career cumulative historical data. All cumulative statistics are stored in separate database files for each season. Career statistics are automatically calculated by totaling statistics for players across each separate season database file.

Edit season data

Select Edit | Edit season data to add, change or delete individual and team statistics in the cumulative season database files. [If the season you want to edit hasn't been created, use the Edit | Add new season to generate an empty historical file for that season]. When prompted, select the season you want to edit. The Season Edit control panel is displayed.

Individual stats: Press this button to access the Individual Stats Edit screen.
Team stats: Press this button to access the Team Stats Edit screen.
Opponent stats: Press this button to access the Opponent Stats Edit screen.
Summary report: Press this button to display a summary of statistics for the selected season.
Summary HTML: creates HTML of summary report
Done: Save changes to disk and exit the Edit season data function.
Cancel: To cancel changes press the close window icon at the top right of the screen (the "x").

Contains career totals only:

If you known career totals for a player, but do not have season-by-season breakdowns for that era, you can use this function. To do so:

1. Select Edit | Add new season
2. Add a season for the last year of the player(s)
3. Select Edit | Edit season data
4. Check the "Contains career totals only" option
5. Click the "Individual stats" button
6. In the "Full roster" list click <New player>
7. Enter the career totals for a player who last played in that year
8. Repeat for other players as necessary

Individual stats

When you select Individual stats this screen is displayed to let you enter cumulative season totals for individual players:

Fill out your team roster for the season. Click on the <New player> line in the "Full roster" list box and enter the player name. You will probably find it easier to just enter the name with no stats while you fill out your roster; then enter the data later for all player with stats in each separate category. Note: The "Full roster" list box is automatically filled in for any season that you "capture" from current game files.

Next, select each category to edit. Separate data entry windows are displayed for each category: Offense or Defense. A list of all players with stats in that category is displayed in the "Players with stats" list box. For a new season, the "Players with stats" list box will be empty. To enter stats for players in the selected category, click on a player name in the "Full roster" list box to display an edit window for that player.

When you select an individual player from either the "Players with stats" box or the "Full roster" box, or when you select "<New player>" on the "Full roster" box, the edit window for the currently selected stats category is displayed:

The Season field is read-only -- you cannot change this value. Values that you enter in the Name and Games fields are automatically applied for the current player regardless of which category you are entering. Other data entry fields on the window are specific for the currently selected category.

Reformatting player names: You can use the "First Last", "Last, First" or "Mixed case" buttons to reformat all of the player name spellings for the current season. These functions modify all player names in the database for the current season, instead of having to edit each individual name. If you use the "Mixed case" function, review all of the name spelling changes made -- you may need to manually adjust one or more of the entries. For example, you may need to change "Dimarco" to "DiMarco" or "Del Vicente" to "del Vicente".

Team and opponent stats

When you select Team stats the following control panel is displayed to let you enter cumulative season totals for your team.

Click on the statistics category buttons to display the edit windows for each category. The layout of each edit window is the same as that used for editing individual statistics. In addition, the Edit team stats function has a Miscellaneous stats category for editing additional team-only statistics.

Click on "Opponent stats" to enter or edit cumulative season totals for opponent teams.

The same edit windows are used for entering both team and opponent season totals.

Add new season

Select Edit | Add new season to insert an empty season database file. When prompted, enter the 4-digit year for that season. To add data entries to the new season, use the Edit | Edit season data function.

Delete season

Select Edit | Delete season to remove a season database file from your career/historical database. You are prompted to confirm before the season is deleted.

Editing single-game record entries

Before using the single-game records reports you should manually enter the current game records that you maintain. You do not have to enter every stat from every prior game to load your single-game records database. Typically, you can just enter the top 10 or so performances in each category.

After you have built up your initial game records databases, use the "Capture game records" function to automatically update your individual and team single-game records after you score each game.

Edit individual game records

Select Edit | Edit individual game records to display the Individual game records window.
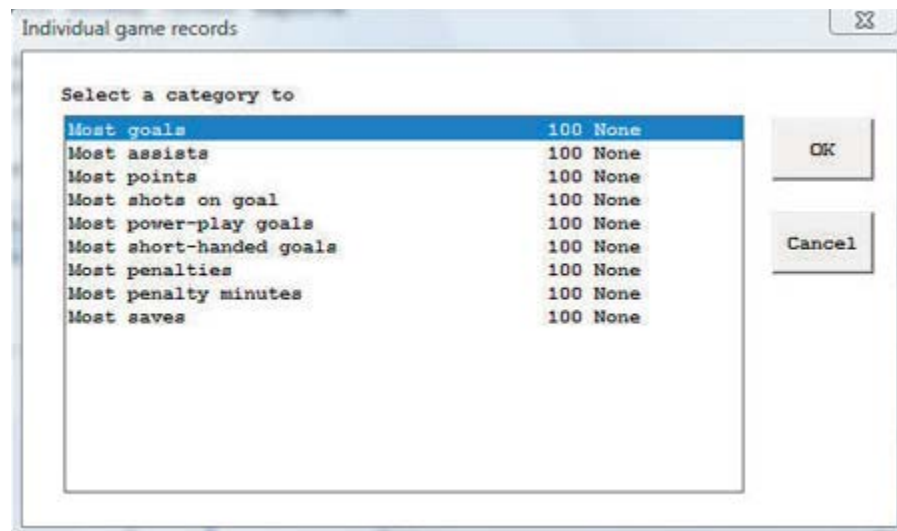
To select a category to edit you can either double-click on that category, or highlight the category and press "OK". The Game Records Edit window is displayed for the selected category.

Fields on the Game Records Edit windows include:

Category title: Use as a category heading in your reports.

Minimums (if any): Used as a filter by the "Capture game records" function for average

and percentage type fields.

Sequence: Specifies whether to sort the category in (D)escending or (A)scending order. You cannot change this field -- it is automatically determined by the software.

Format: Specifies whether the statistics in the category are in (I)nteger format, (F)loating point format, or (P)ercentage format. You cannot change this field -- it is automatically determined by the software.

 # entries to keep: Specify the maximum number of entries to retain (or "keep") in the category. You can (and should) maintain more entries in your edit list than you actually include in your reports for each category. For example, you can use Settings | Records report settings to select 10 entries per category to list in single-game record reports, and still "keep" more in the edit list for that category. By default, the software will "keep" a maximum of 100 entries in each category for archive purposes.

File: Shows the database filename used by the software to store the edit list for the category. You cannot change this field -- it is automatically determined by the software.

Show in report: You can disable this option if you don't want the category to appear in you single-game records reports. In the initial delivery, the display of each category is enabled.

Entries: This list box shows all entries currently in the edit list for the category. To add a new entry, click "Add". To edit an existing entry, highlight the entry and click "Edit", or double-click on the entry itself. To delete an existing entry, highlight the entry and click "Delete".

You can select Delete to delete the entry, and when you select Add or Edit entry, the Edit Entry window is displayed. Fields on this window are:

Statistic: Enter the statistic value for this field. For integer fields enter the raw value (such as "212" for most yards rushing). For average and percentage fields enter the calculated value in the Statistic.

Name: Enter the player name. For team single-game records, enter "TEAM" in the Name field. Note: The Capture game function automatically fills this field with the player name spelling as found in the game file, or fills this field with "TEAM" for team game records.

Date: Enter the date of the game. Note: The software automatically uses the format "MMM DD, YYYY" when filling in the Date field in the Capture game records function (for example, "Sep 16, 1999")

Opponent: Enter the name of the opponent team. For home games enter just the opponent team name. For away games enter "at" followed by the team name (for example, "at Tennessee"). For neutral site games enter "vs" followed by the team name (for example, "vs Nebraska"). Note: This field is automatically filled in by the Capture game records function.

Amplifying info: Enter additional text, if desired, to display in reports for this single-game record entry. If entered, this field is displayed in parentheses in your single-game records reports. Note: The Capture game records function automatically fills in this field for pre-determined stats categories.

Edit team game records

Select Edit | Edit team game records to display the Team game records window. A separate category list is maintained for team game records. Many of the categories are the same as those for Individual game records. The data entry windows are the same as those used in Edit individual game records; refer to the sections above for information on how to use those windows.

Edit player single-game highs

Select Edit | Edit single-player game highs to manually enter historical data. To generate a report for players, select Reports | Individual single-game highs. Enable the Settings | Records report settings | "Show game highs in individual career summaries" option to include on individual summary pages (hardcopy and HTML 'style' modes).

Delete game records for. . .

Select Edit | Delete game records for ... to remove all entries from the single-game

records database for a selected game. Enter the game date and opponent to identify the game to remove.

Edit all-time results

A full history of game results can be maintained in the Career Reports program. To load game results into the all-time results database either:

Select Capture | Capture season for the current season (or click Directory to select a prior season), or

Select Edit | Edit all-time results to manually enter game results for a season.

Click the "Create new season" button to start a new list of game results for the selected season. Click "Edit season" to display the Edit season results window:

The Result details window is displayed when you Add or Edit a game result. Use the Up and Down arrows to rearrange the game order if needed. Click the Fill in Code IDs button to select NCAA team codes for each opponent. Note that some codes may not be able to be filled in -- use the Result details window to manually select or specify the opponent team code.

To generate reports including all-time results:

--Select Edit | Edit season data | Summary report -- results for that season are included in the report

--Select Edit | Edit season data | Summary Html - results for that season are included in the web page

--Select Reports | All-time results -- generates a report of results for each season

--Select Reports | All-time results vs opponent - generates a report with all results against a selected opponent (note this uses the "Team code" values entered in the All-time results editor).

--Select Reports | All-time record vs opponents - generates a won-loss report against all opponents
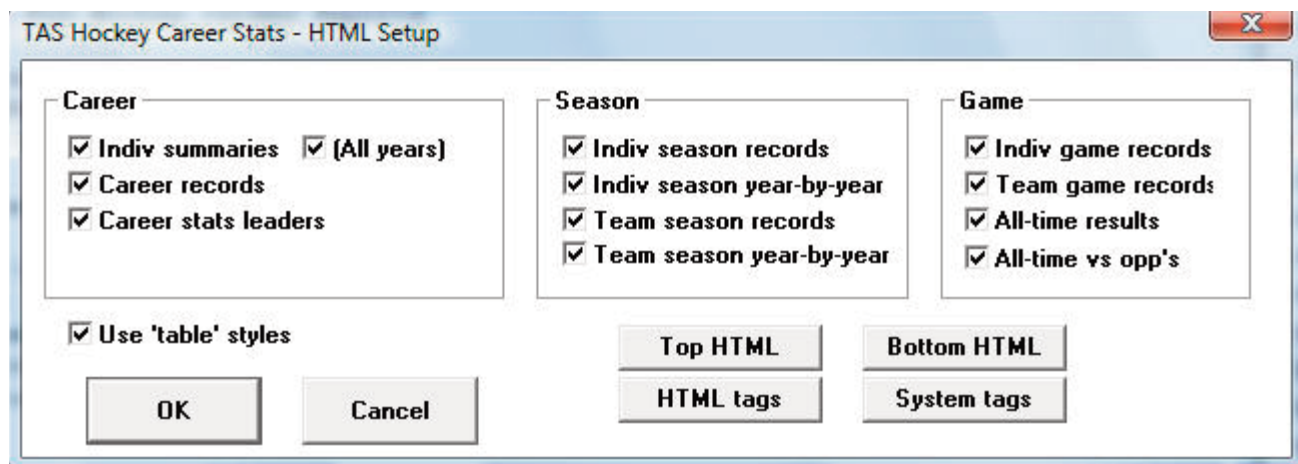
HTML generation

The TAS For Hockey Career/Historical program lets you automatically generate HTML pages for your web site. To generate your web pages:

1. Select HTML | setup to choose which career/historical reports to include:

2. Select HTML | Generate to generate web pages.

3. Select HTML | Copy to disk to copy the HTML pages to a CD for FTP to your site.

4. Or, you can FTP the files directly from the c:\tashk\career\html directory.

5. Create a link on your web site pointing to the "**histstat.htm**" file.

Setup

Select HTML | Setup to display the setup window. Use this window to choose which reports to include when you select HTML | Generate.

Generate

Select HTML | Generate to generate the HTML pages for your web site. The files selected in the HTML | Setup function are included. The following files are generated in the **c:\tashk\career\html** directory:

File	Description
histstat.htm	- the career/historical stats "home" page (create a link to this page)
histcarr.htm	- individual career summary and career records reports
histseas.htm	- individual and team season records and season leaders reports
histgame.htm	- individual and team single-game records reports
histresu.htm	- all-time results

XML generation

The TAS For Ice Hockey Career/Historical program lets you automatically generate XML outputs for several uses, including:

1. To generate a season XML output for the selected season, select Edit | Edit season data and click XML summary.

2. To generate an XML outuput compatible with the Game Viewer application, select HTML | XML (by player for game viewer).

3. To generate an XML output containing season-by-season data for the entire career database, selected HTML | XML (by season-for archives). NOTE: Fill in the Settings | Records report settings | Team code and Team name fields before running this function.

Copy to disk

Although you can FTP the career/historical reports directly from the HTML subdirectory, you may find it more convenient to copy these files to a jump drivefirst so you can more easily locate them using your FTP tool.

Backing up your database files

Be sure to backup your career/historical files on a regular basis! In the event of a hardware or software failure, re-entering the data will be time-consuming and frustrating.

It is recommended that you keep at least two sets of backup disks.

1. Perform a full backup after you have entered all of the data to initially load you season and game records databases. Set this backup disk aside in case you need to restore your data, and your ongoing backup disk is unreadable or unusable.

2. Perform a full backup to a different disk after you have performed the Capture season and Capture game records functions after each game.

14   Utilities

This section describes the functions available in the Utilities program. Start this program by selecting "Utilities" from the TAS HK 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: BAL
 Team Name: Baltimore

```

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:\TASHK\SAMPLES\BAL.HRO

> 1  Luis Giraldo      G
  7  Willie Tarmin     LW
        .
        .
        .
```

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: Luis Giraldo
Position: G
Class:
```

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, a digit followed by another character, or the special uniform number "TM" for team. The following are examples of valid uniform numbers:

```
7
95
1A
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:

```
            Player Info

Number: TM
Name: TEAM
Position:
Class:
```

Name: Enter up to 20 characters for the player name in any format you wish. 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 mid-way through the season, you must go back and load each previously scored game to modify the roster spellings for that game.

Position: Enter the desired position code for the player, or leave the field blank to indicate no position. You can blank out this field and press Enter to display a list of valid position codes to select from. Choose the first (blank) entry to indicate no offensive position. This field is currently used on in the Roster report.

Class: Enter FR, SO, JR or SR to indicate the year in school. Leave this field blank if it does not apply to your team or league.

To change the style of the name spelling for all players on the roster, press one of the keys listed at the bottom of the player roster window for Upper case, Mixed case, First Last, or Last, First.

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.

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.

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:\TASHK\1995


            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:\TASHK\1995
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:\TASHK\1995

   Restore games from: A:\TASHK\1995
```

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 games

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.

Import/export rosters

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

When you import the roster into your database, make sure the Team ID matches the Team ID you have defined for that team in Roster Maintenance.

Import/export games

Select **Pack game** to create a game file for exchange via email (or other electronic transmission).   Conversely, select **Unpack game** to restore a "packed" game file that was sent to you. You can then use the Import game function to pull the game into your games directory.

Penalty codes

Select Play codes, then select Penalty Codes to modify the penalty code list. You can also select Rearrange Penalty Codes if you want to move some of the most used codes to the top of the list.

You can press the following command keys to modify the list:

```
Enter   - edit a play code
A       - add a new play code
D       - delete a play code
Esc     - exit the play code list
```

When you add or edit a penalty code, the Code Description window is displayed.

```
            Code Description


Code: HL
Desc: HOLDING THE STICK [MINOR]
```

Note: The play codes are only used by the in-game scoring program to add additional narrative text to the play-by-play report. If you know that the penalty is always a minor, major, game misconduct, etc., you can enclose one of the following terms in brackets at the end of the penalty code description:

```
[MINOR]              always a minor penalty
[MAJOR]              always a major penalty
[10MIN]              always a 10-minute misconduct
[GAME]               always a game misconduct penalty
```

[GROSS]   always a gross misconduct penalty
[MATCH]   always a match penalty

If the penalty can be major, minor or misconduct at the discretion of the official, do not add a penalty severity type in brackets after the description. Rather, let the software prompt you during the game for minor, major, etc.

Software settings

You can modify various software settings from the Utilities program. These include:

      In-game options
      Directories
      Printer type

Each of these functions is described in detail in the "Software options setup" chapter earlier in this manual.

15   Ice Hockey Conference Software

Conference Package

The Automated ScoreBook For Hockey (TASHK) Conference Package lets you generate conference-level hockey 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)
"Multiple-point performance" reports for goals and 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 The Automated Scorebook For Hockey
Automatically generate "ready-to-display" statistics pages for your Internet website.

Entering game data into the system

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

1. Import game: Use this function to import game files that were created by the TASHK team statistics package.

2. 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 TASHK

Using the Stat Crew Control Panel

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

The TASHK Menu appears.

Quick conference setup

The following is a checklist of the general software 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 TASHK 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 TASHK 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 TASHK 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 TASHK Menu.

8. Print the Conference Schedule from the Conference Package.

Starting the Conference Software

This chapter describes the DOS conference package features. Refer to Chapter 12 "Using Windows Reports" for information the Windows Conference Reports features.

Directories

Select Directories to create or select a directory for your conference game files. 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:\TASHKC                │
│ Games directory: 1998                    │
│                                          │
└─────────────────────────────────────────┘
```

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: 1998                             │
│                                                    │
│ Division 1 name: Eastern Division                  │
│ Division 2 name: Western Division                  │
│ Division 3 name:                                   │
│ Division 4 name:                                   │
│                                                    │
│                                                    │
│ Landscape Sched: N                                 │
│ Break Sched at#: 3                                 │
│                                                    │
└────────────────────────────────────────────────────┘
```

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 (1998-99, 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.

Show attend: Enter "**Y**" in this field if you want to display the attendance for each game 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
```

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 reporting form.

```
                    NCAA Team Minimums


SCORING OFFENSE #lines:   6 >> Min per game:   3.60
SCORING DEFENSE #lines:   6 >> Max per game:   3.70
 SCORING MARGIN #lines:   6 >> Min margin:     0.80
   WON-LOST PCT #lines:   6 >> Min W-L pct:   0.500
       SHUTOUTS #lines:   0 >> Min per game:   0.00
 POWER-PLAY PCT #lines:   6 >> Min per game:  0.190
```

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
 Pct team minutes played:   50.0


                 POINTS #lines:  10 >> Min per game:   1.40
                  GOALS #lines:  10 >> Min per game:   0.67
                ASSISTS #lines:  10 >> Min per game:   0.85
               GW GOALS #lines:   8 >> Min per game:   0.00
     GOALS AGAINST AVG #lines:   8 >> Min per game:   3.30
                  SAVES #lines:   8 >> Min per game:  0.890
```

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
 Pct team minutes played:   50.0


                 |-- # lines ---|     |- Minimums -|
 Category        Stats Short Long     Per/G       Pct
 -------------------------------------------------------
          POINTS:  10    10    20  ...  0.0
           GOALS:  10    10    20  ...  0.0
         ASSISTS:  10    10    20  ...  3.0
```

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

```
          NCAA Team High/Low Minimums


         POINTS: >> Min points:    30
          GOALS: >> Min points:    10
        ASSISTS: >> Min points:    10
          SHOTS: >> Min points:    50
          SAVES: >> Min points:    50


POWER-PLAY PCT #lines:   4 >> Min PP pct:
```

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

```
          NCAA Individual High/Low Minimums


         POINTS: >> Min points:     6
          GOALS: >> Min points:     3
        ASSISTS: >> Min points:     4
          SHOTS: >> Min points:    10
```

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

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

         POINTS #lines:    5
          GOALS #lines:    5
        ASSISTS #lines:    5
          SHOTS #lines:    5
```

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

```
Conference Team High/Low Criteria

        POINTS #lines:    2
         GOALS #lines:    2
       ASSISTS #lines:    2
         SHOTS #lines:    2
```
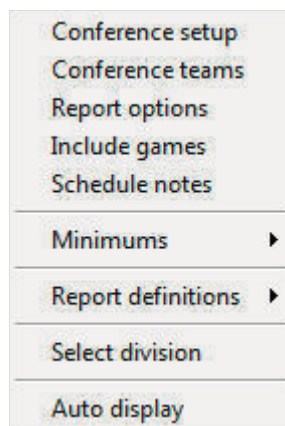
Windows Conference Reports

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.
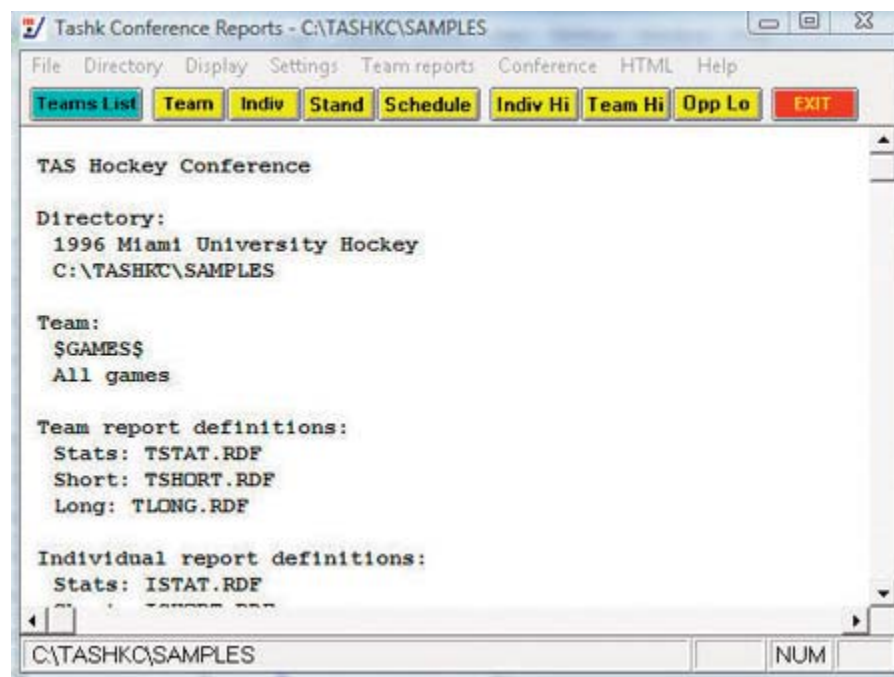
Settings

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.

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.
Show PP shots: Select this option to display power play shot totals in your team reports.
Show SH shots: Select this option to display short-handed shot totals in your team reports.
Show faceoffs: Select this option to display faceoff statistics in your team reports.
Show shots/prd: Select this option to display shots-per-period statistics in your team reports.
Show saves/prd: Select this option to display saves-per-period statistics in your team reports.
Show game starts: Select this option to display individual games started information in your team reports.
Sort by: Select the sort order to use for Individual Statistics for a selected team.
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).
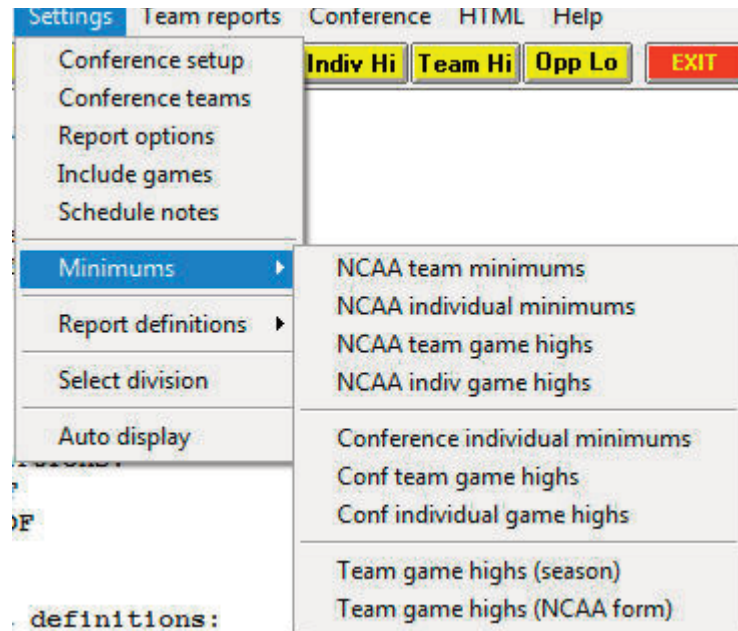
Report definitions: Lets you customize the report definition files (RDF) used for the Team Leaders and Individual Leaders reports. We recommend you contact technical support for The Automated ScoreBook before modifying these files.

Note: The "Team game highs (season)" and "Team game highs (NCAA form)" functions are used for reports in the Team report menu. The other functions are used for reports in the Conference reports menu.

Generating reports

A variety of reports are available from the Conference menu:
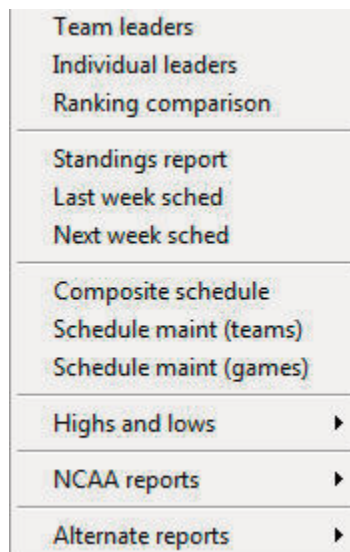
Team leaders: Generate the Conference team statistical leaders (media) report (uses the `team.rdf` file).

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

Standings report: Generate the conference standings. To generate standings for sepa-rate divisions in your conference, use the Settings | Conference setup and Settings | Con-ference teams functions to define which teams are in each division. Teams ineligbile for standings can be noted with Conference | Ineligible teams function.

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

Composite schedule: Generate the Schedule/Results report for each team in the confer-ence. Use the Conference setup function to tailor this report (Landscape sched, Break sched at # options). Overtime games are indicated with "OT" next to them.

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

Highs and lows: Generate game superlatives reports for individual players, teams and opponents. Use the Settings | Conference team game highs and Settings | Conference in-dividual 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). Note: You can also use the Game Reports | Reports | XML output to generate an XML output file for game reporting (for example, to collegehockeystats).
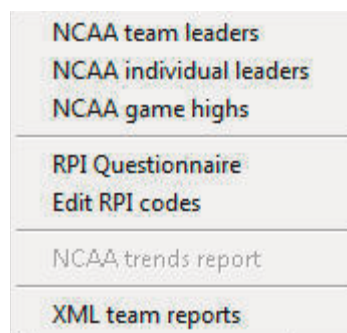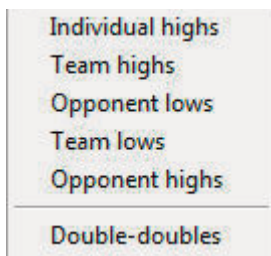
Use the following functions to customize the contents of these reports:

    --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.
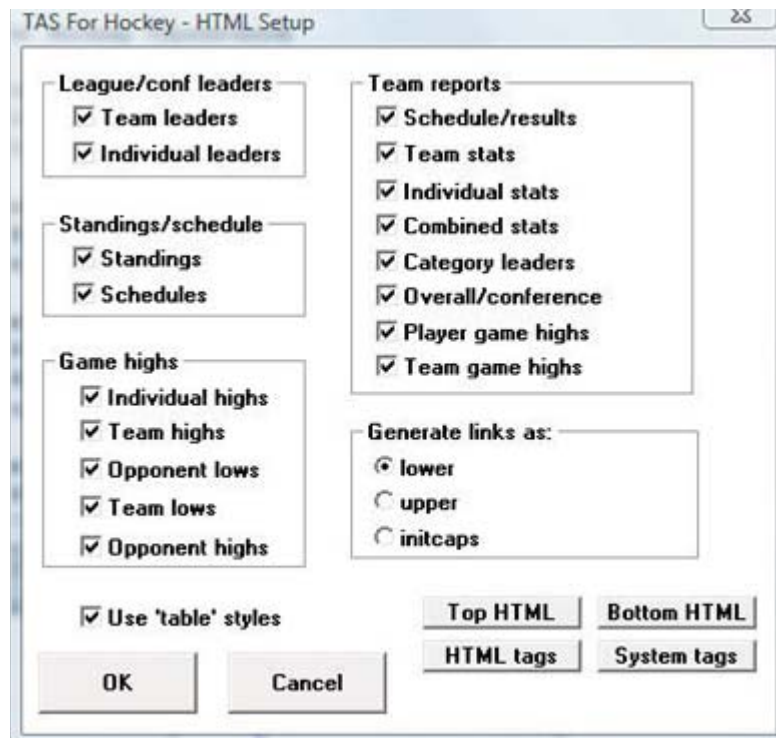
Select HTML | Generate to create the HTML pages. The HTML | Copy to disk lets you copy the HTML pages to a jump drive (or other media) for convenience in transferring (FTP) the files to your web site. Note that the statistics "home page" file that is created is named "`confstat.htm`". This "home page" file automatically links to all of the other detail pages that are generated (game, team, conference). If you can create a link on your web site to the "`confstat.htm`" page you don't need to create individual links to all of the detail pages. Refer to the TAS For Hockey Conference User's Guide for additional information about the HTML generation feature.

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.
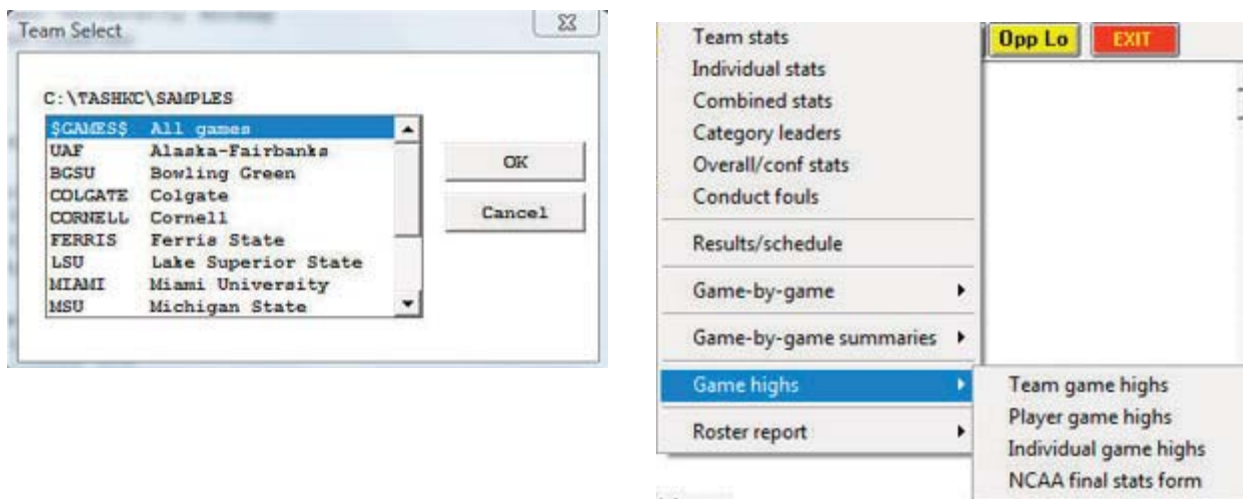
Scoring by position (forward/defensemen)

Separate statistics categories for scoring by defensemen and forwards has been added to the Conference Individual Statistics Leaders report.

Positions for including in the "(forwards)" scoring category are defined in the file `c:\tashkc\$posf`. The default delivery includes the positions "**F**", "**C**", "**RW**" and "**LW**". You can use a text editor such as notepad to modify the `$posf` file to include other position deginations in this category if needed.

Positions for including in the "(defensemen)" scoring category are defined in the file `c:\tashkc\$posd`. The default delivery includes only the position "**D**". You can use a text editor such as notepad to modify the `$posd` file to include other position deginations in this category if needed.

If you don't want to include these categories in the report, you can select Settings | Report definitions | Configure reports. Then you can select "`istatold.rdf`" to use for the Individual stats report. This report definition file (RDF) does not contain these new categories. You might also consider configuring the new "`istat.rdf`" file (with the defense men/forwards breakouts) as the Individual long report so you can still generate the report as desired.

Plus/minus leaders

A category for plus/minus leaders has also been added to the Conference Individual Statistics Leaders report. If you don't want to include this category in your report you can use the procedure described above for the forwards/defensemen scoring categories.

16 Utility Programs

Game Viewers

Description

Each STATCREW Game Viewer provides multiple views of statistics during a game for radio, TV, print media, press box suites, sports information positions, etc. Using a game viewer, the user can select from several different presentations of the game data, such as team stats, individual stats, play-by-play, stats leaders, and more, including season-to-date stats for each player.

The Game Viewers are designed to run on computers that read game data written by the scoring software in XML format to a location accessible via a local area network (LAN). The Game Viewers run as a window on the desktop, so the user can concurrently run other Windows applications such as word processors, browsers, etc.

The Game Viewers function as an extension of the 24 X 80 character "stats display" terminals -- that is, you support updates to both Game Viewer computers and stats display terminals concurrently.

Installation

To install from the CD-ROM, insert the CD (run the "`setup.exe`" program if not automatically started). Then click on the "Game viewers" tab and select the game viewer for the desired sport. You can also download the game viewer software from the statcrew.com website if necessary. A Game Viewer icon is installed on the desktop for launching the game viewer application.

Scoring software setup

To support the game viewers, perform the normal live game setup in the Windows Game Reports program; then also activate the XML data feature, provide a game ID to use for the XML output, and indicate a directory to copy the XML output to. Then setup the

game viewers to view the specified XML data file.

In the example above, the "Enable XML stats feed" option is enabled, the XML gameid is set to "vbgame", and the Copy file settings indicate the XML data is to be copied to the "c:\demo\hk" directory. **Note:** The XML data could be copied to a "mapped" drive or to a specific computer (for example, "\\server\livedata") -- the key is to copy the XML data to a directory that can be accessed via the LAN.

Game viewer setup

Double click on the "Game Viewer" icon installed on the desktop (see "Installation" above).
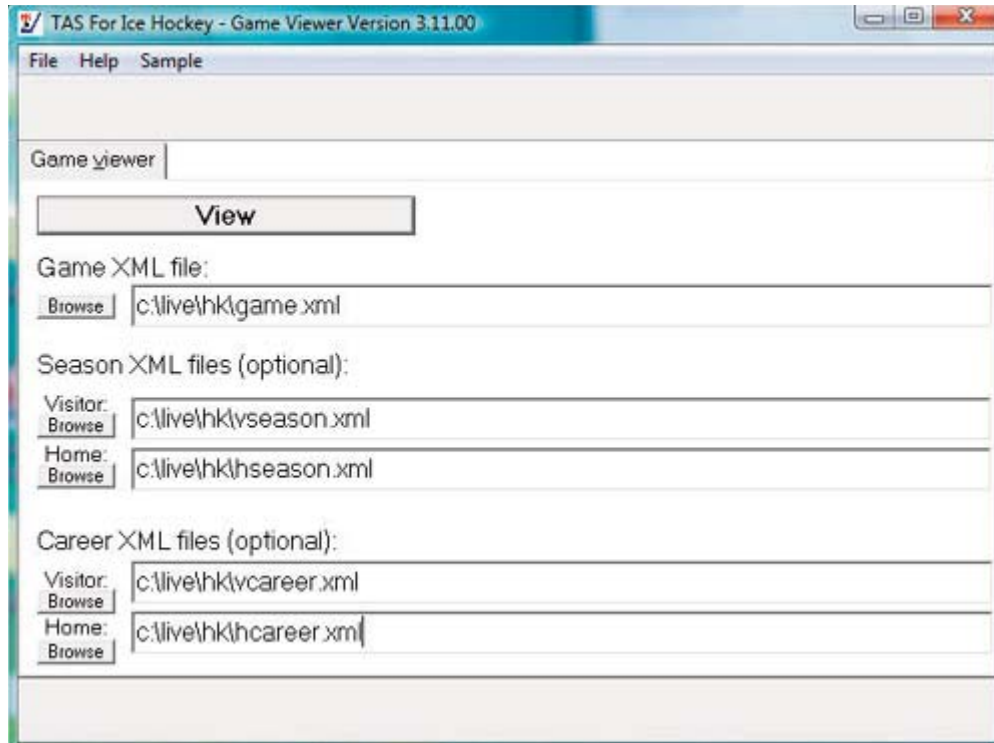
Enter the name of the XML data file to view, or click the "Browse" button to locate the file over the LAN. If available, also specify the season data XML files that were created by the Season Reports | Cumes | XML output function.

Using the Game Viewer

You can select "Help" in the Game Viewer to access information about setting up and using the viewer. Some key points include:

--Use the mouse or keyboard characters to switch between different data views.
--Double-click on player names from list-boxes for more detailed info
--Click on the "Colors" button to customize colors for various parts of the displays
--Click on the "+" or "-" buttons to enlarge (or shrink) the display size if desired
--The viewer updates automatically after a play is entered; press Pause/Resume to temporarily stop updates
--Click on the "Update" button to force the display to automatically update every five seconds

Network considerations

Computers running the Game Viewer software need to be able to "see" the XML data file over the LAN -- whether the XML file is copied to a directory on the stats computer itself

or to another server. The network might be a "standalone" network with the stats computer and game viewer computers connected to each other via a hub; the computers might be connected via the campus/press box LAN; the computers might be connected via a wireless LAN; or any combination of the above.

Technical note: Instead of installing the Game Viewer software on each computer, you can run execute the program over the network. Use the "-v" option view-only option (for example, "\\server\tas\hkview.exe-v"); the "-v" option prevents the users from altering the "master" XML data location and colors you have setup.

TasZip

TasZip is a "zip/unzip" (file compression) tool for use with STATCREW.

Key features include:
--Faster and smaller backup/restore of games directories
--Especially useful for "larger" games directory backups
--Zip/Unzip files are compatible with PkZip, WinZip, NetZip
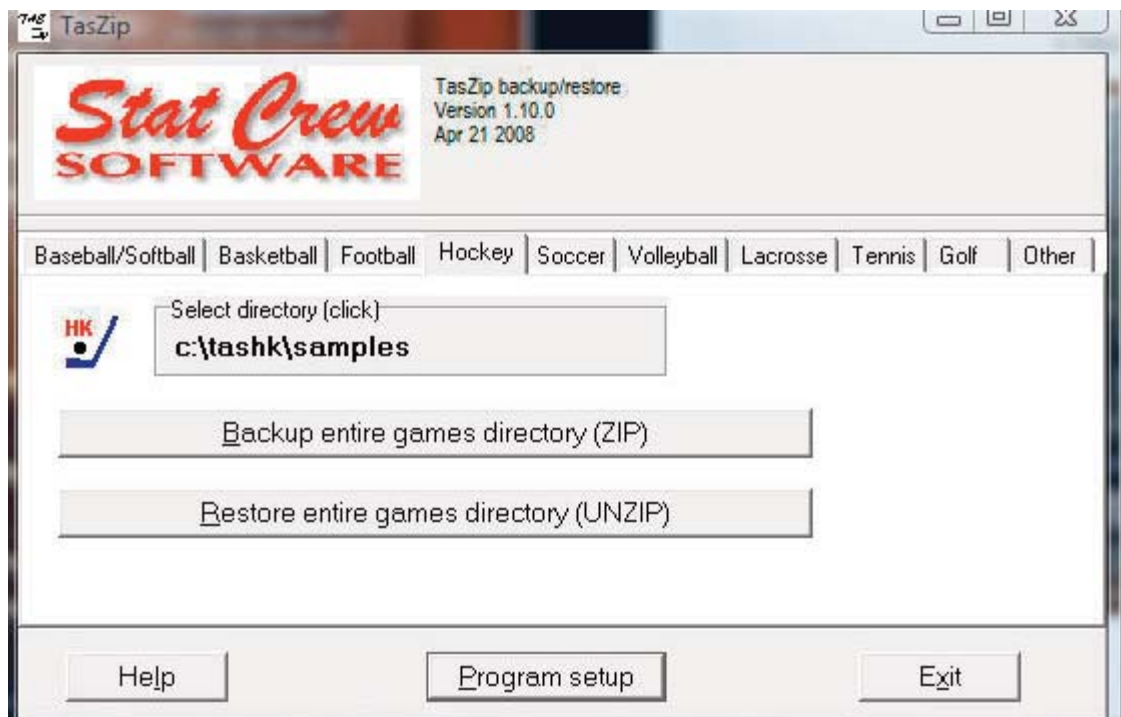
--To download TasZip from the internet, go to www.statcrew.com and select --Downloads.

To install TasZip from a CD:
From the CD, select TasZip from the installer tools menu.
To run TasZip:
--Select Start | Programs | TasZip | TasZip to start the program; or
--Click on STATCREW Control Panel from you Windows desktop; select Tools; then select TasZip.
To display or print the User Guide, select Start | Programs | TasZip | User Guide (in PDF format. This document requires the Adobe Acrobat Reader to display or print the document)

TasFonts

TasFonts provides a set of alternative fonts that can be used in STATCREW reports. In particular, the "Lucida sans typewriter" font gives you a crisper, easier-to-read printout than the standard "Courier new" font, making it a good choice for reports that will be

copied or faxed.
To download TasFonts from the internet, go to www.statcrew.com and select Download
software fixes.

Note: After installing TasFonts, you can select Display | Font settings from any of the
Windows Reports menus to select a new font for your reports. To preview and test the
look and feel of these alternative fonts, select Start | Programs | TasFonts | TasFonts.

TasComms32

TasComms32 (or "TC32") is a tool that supports serial (COM) port communications for
STATCREW scoring products. TC32 creates serial output during a game for media stats
display and for scoreboard stats.
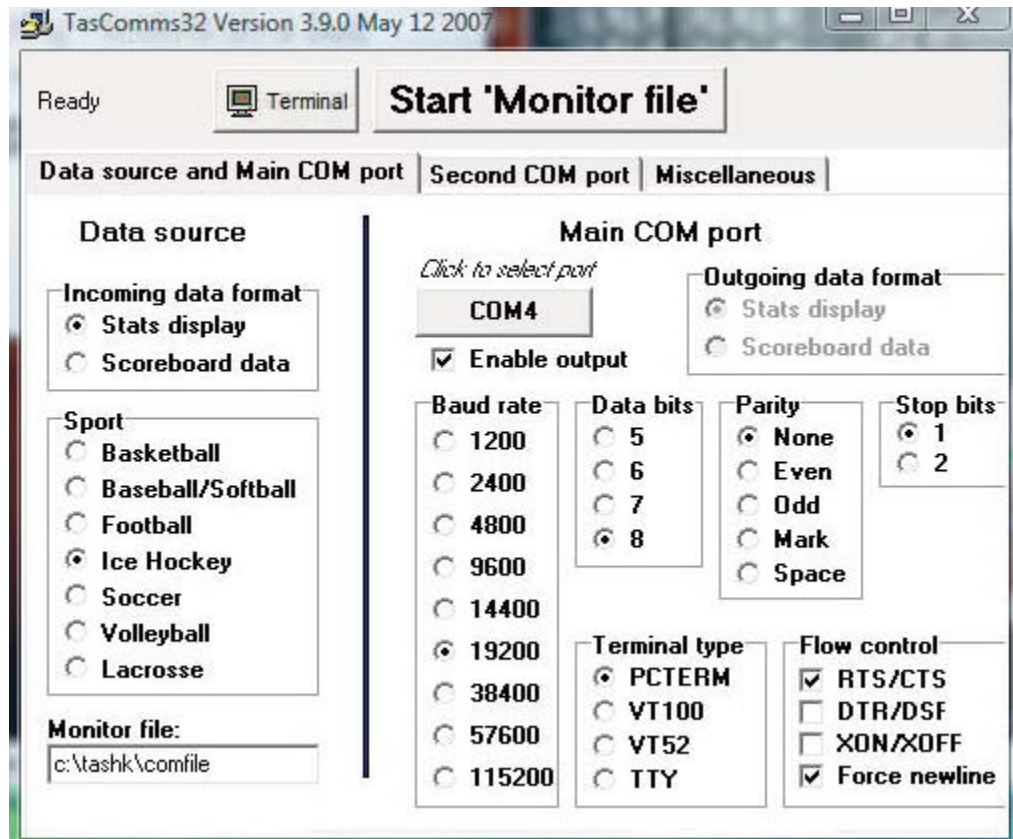
To download TC32 from the internet, go to www.statcrew.com and select:

Downloads
To install TC32 from a CD:
Select TasComms32 from the installer menu.

To run TC32:
Select Start | Programs | TasComms32 | TasComms32 to start the program; or click on
the STAT CREW CONTROL Panel from your Windows desktop; select Tools; then click on
TasComms32 (or right click to choose between TC32 and the original TasComms tool).

17   Frequently Asked Questions

Q: We entered a double minor penalty that is now showing up as only one power play opportunity. Shouldn't this be counted as 2 PPO's?

A: In order for two PPO's to ring up for the double minor penalty, check the following in your play editor: after the first return, use the W function to start a PPO and this will signal the start of the second PPO from the double minor penalty.

Q: Can we edit the Penalty Codes used in the in-game scoring program?

A: Yes. To edit the penalty codes, open the DOS scoring program, select Utilities | Play Codes, select Penalty Codes, and follow the prompts to edit add, delete, etc. Notice there is also a "rearrange penalty codes options" so you can modify the display order.

Q:How do you score a forfeit in TAS Ice Hockey?

A: Follow these steps to enter a forfeit:

1) Run the Manual Entry feature.
2) Use Game Setup to select the teams and enter Game Info, or load the game if it has already been played and the stats will count.
3) On the Game Info screen, enter the word "FORFEIT" in the Record field for the losing team.
4) Select Scoresheet | Line score and enter the line score for the forfeited match in accordance with your league rules if the game has not been played.
5) Save the game.