The Automated ScoreBook^{TM}
for Soccer/Field Hockey

User Guide

(Version 1.24)

Revised July 2022

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STAT CREW APPLICATION
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1   About The Automated ScoreBook For Soccer

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

Software features

Key features:

--Score the game play-by-play as the action happens
--Manual stats entry for game box scores
--All statistics (shots, goals, saves, and so on) are automatically calculated
--Print or display box scores, play-by-play and other reports at any point
--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

Game reports:

--NCAA-style box score
--Short box score (newspaper format)
--Play-by-play summary
--Shot chart report

Season reports:

--Game results
--Individual statistics
--Team statistics
--Category leaders
--Overall/conference-only statistics (1-page)
--Combined results, team and individual statistics (1-page)
--NCAA Final Statistics form (in XML format)

Game-by-game reports:

--Team game-by-game
--Opponent game-by-game
--Individual game-by-game
--Individual goals-assists-points summary
--Team and player game highs

Additional display/output:

--HTML pages for your Web site
--Media stats display feature for press box data displays
--Individual career statistics
--Game viewer for detailed statistics display on a local network (LAN)

2 Installing the Automated Scorebook

System Requirements

The Automated Scorebook for Soccer 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
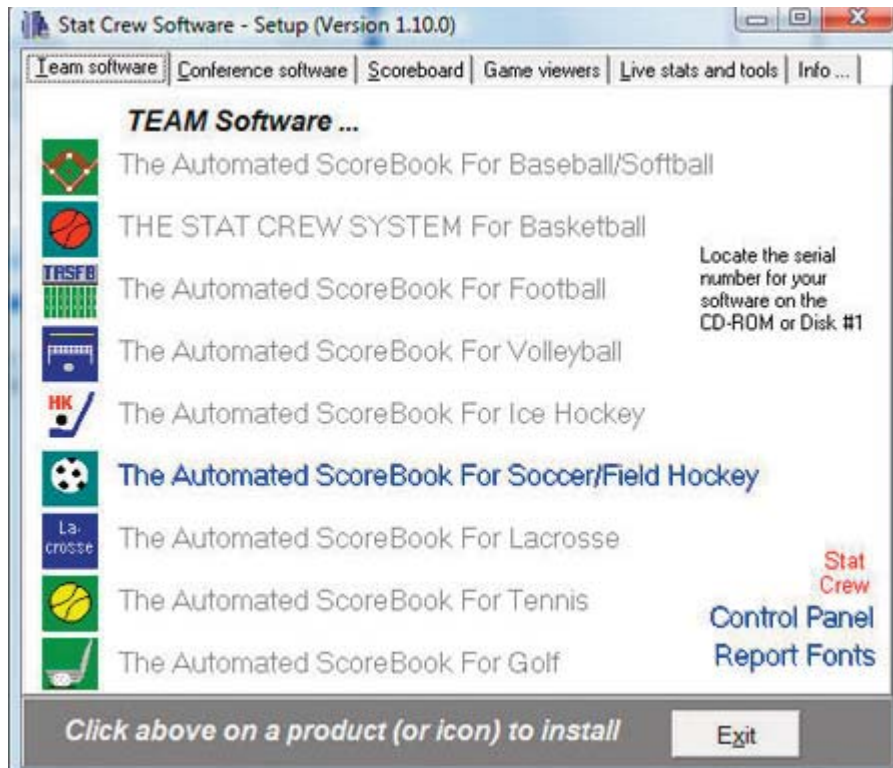
Software Installation

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).
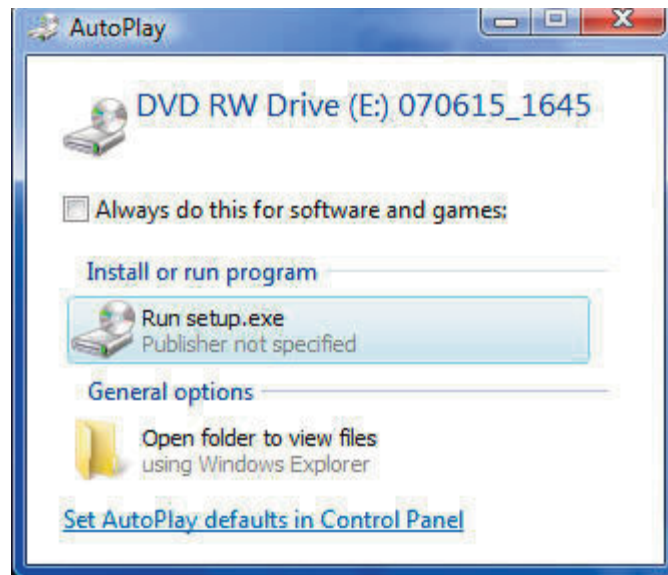
3. This will bring you to the STAT CREW software menu. "The Automated ScoreBook for Soccer/Field Hockey" should be blue and you should be able to click on it (see the next screen).

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 FB-. (see third screen below).
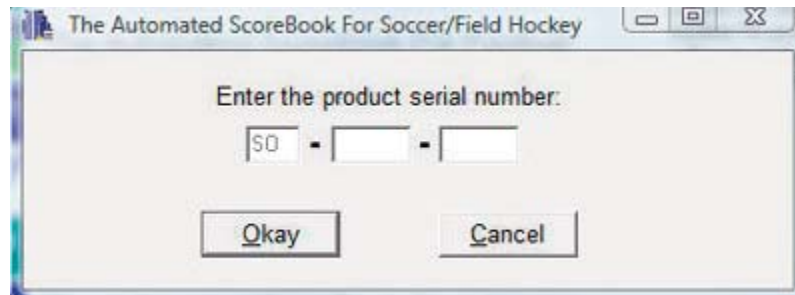
Control Panel

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 TASVB, 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 Soccer

TAS For Soccer 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 TASSO (DOS) menu. Use the Windows Reports feature to generate reports _after_ you have scored or entered your games from the TASSO (DOS) menu.

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 the Windows Start menu

Select Start | Programs | TAS For Soccer; then click on the desired program function to run.

Using Windows Reports (overview)

Refer the chapter on "Using Windows Reports". Some of the key points to know are:

Starting reports

Select the Game Reports or Season reports icon from the list of options on the Control Panel (once you've selected soccer).

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 TASSO (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: gener-

ate 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 (DOS)

TASSO displays information on the screen that can help you monitor your play inputs. This information includes: current goalies, team stats (shots. shots on goal, saves, etc.), current line score, recent play inputs, play input help prompts.

A sample screen display:

NOTE: You can toggle between recent play inputs and individual statistics displays 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 Soccer. The details of each of these steps are listed below and are described in more detail later in the User Guide. Please review 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").

For details, refer to the chapters titled "installing TAS for Soccer" and "Options".

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 on "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. In most cases you will want to set the Scoreboard time field to "**Y**" to indicate you will enter times from the stadium scoreboard display (starting at 45:00 and running down to 00:00) - the software will automatically flip the minutes for you in your game reports.

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

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

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

7. If you are using the stats display feature to support a remote display 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, between periods and at the end of the game:

Start of game:

--Select Scoresheet | Input to display the Play Input window.

--Indicate the goalie for each team at the prompts.

--Enter the play-by-play action that follows in the Play Input window.

During the game:

--Use the **LEFT ARROW** or **RIGHT ARROW** keys when you need to correct a play input entry.

--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 a period:

--Select Game control and press "**E**" to indicate the end of the period/half.

--If desired, generate the NCAA box score (**ALT+1**) and the Play-by-play (**ALT+3**) reports for the period just ended.

--Select Game control and press "**P**" to indicate the start of a new period.

--Continue scoring the game.

At the end of the game:

--Press **ESC** to exit from the Play Input window.

--Press **ESC** to return to the Main menu.

--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.

Post-game

Once you have finished scoring the game you can print any of the in-game or cumulative season reports. A variety of report formats are included in the software. Experiment with these reports to determine which will be useful for you.

Getting around in TAS For Soccer (DOS)

TASSO uses menus, windows and lists to let you operate the program and make the program easier to learn and use.

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. Press **CTRL+ENTER** to complete changes to a window (or press **ENTER** through 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.

List command key summary:

Press this key:	To do this:
DOWN ARROW	Move to the next item
UP ARROW	Move to the previous item
HOME	Move to the first item
END	Move to the last item
ENTER	Select the highlighted item
ESC	Exit the menu

Using the file viewer

You can review the reports created by TASSO in the File Viewer before you print them. Reports that you generate are automatically displayed in the File Viewer after you create it. From there you can browse or print the information in the report.

File Viewer command key summary:

Press this key:	To do this:
PAGEDOWN	Move the next "page"
PAGEUP	Move to the previous "page"
HOME	Move to the top of the report
END	Move to the end of the report
DOWN ARROW	Move to the next line
UP ARROW	Move to the previous line
G	Go to a specific line or text
F9	Print the report
C	Copy the report to another file
F	Display the current file name
<number>	Move forward/backward <number> lines
+	Set forward <number> scroll mode
-	Set backward <number> scroll mode
ENTER	Exit the File Viewer
ESC	Exit the File Viewer

Keyboard shortcuts (DOS)

All of the TASSO 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+R	Display the reports menu
ALT+S	Save the game to disk
ALT+D	Delete the last play entered
ALT+E	Edit the last play entered
ALT+1	Display the NCAA box score
ALT+2	Display the Short box score
ALT+3	Display the Play-by-play report
ALT+4	Display the Shot chart
RIGHT ARROW	Edit the most recent plays
LEFT ARROW	Edit plays from the current period
DOWN ARROW	Edit plays from a selected period in the game
UP ARROW	Edit plays for a specific situation
F4	Send info to remote display
F5	Reset running clock
F6	Start/stop running clock
F8	Toggle the stats info displayed on-screen
F10	Clear the current input screen
- (minus sign)	Clear the last block of the input screen

Getting help

Press F1 to display on-line help for the current program function. Press **PAGEUP** or **PAGEDOWN** to scroll through the help screens. Press **ESC** to exit on-line help.

Exiting the program

Select Quit from the Main menu to exit the program.

4   Managing game files

About games directories

TAS For Soccer (TASSO) 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 se lected 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.

Starting a new season

If you are using The Automated ScoreBook For Soccer 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.

3. Before you score your first "real" game, select Directories and create a new Games di rectory. 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 Soccer during the past season, the following proce dures 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 "SO96" 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 scor ing 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 ros ters 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 TASSO 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 TASSO 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.

Creating a new game scoresheet

You automatically start with a fresh game scoresheet when you start the TASSO 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 programs, 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 considering 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 copying entire games directories from one computer to another).

Backing up your data

You should backup your game files to jumpdrive 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 Soccer 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, E-mail or modem report files to the news media or other schools, copy them to a diskette for later use, and use the report files for publishing on the Internet.

Location of 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:\TASSO\1998

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

C:\TASSO\1998\REPORTS

Refer to Appendix A for a description of the file names uses for report text files. These files can be used for word processing, attaching to e-mails, or to use in sending faxes electronically.

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:\TASSO\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:\TASSO
   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 TASSO 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. The fields on the Rules Setup window are described in detail in the chapter on "Setting up to score a game".

Game options

To set game options, select Options from the Main menu when running the In-game scoring program or the Manual entry program. Also, you can 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 Soccer
        Color: N
 Play summary: N
  Page ejects: Y
    Auto-save: 1
     Graphics: N

  Flip minutes: Y
Shot chart info: Y
  Shots on goal: N
 Xtra shot info: N
   Shots faced: N
 Show goal desc: 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 dur-

ing 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.

Flip minutes: Enter **Y** in this field to display clock times in your game reports running from 00:00 to 90:00 (and so on for overtimes). Enter **N** in this field to display clock times running from 45:00 to 00:00.

Shot chart info: Enter **Y** in this field to chart each shot into a particular "zone" for use in the shot chart report. Enter **N** in this field if you do not want to be prompted for a "zone" on each shot.

Shots on goal: Enter **Y** in this field to display the shots on goal (SOG) column on the box score and in data entry. Enter **N** in this field if you do not collect shots on goal info.

Xtra shot info: Enter **Y** in this field to collect additional shot statistics in manual entry. For example, overtime goals, first goals, etc. Enter **N** in this field if you do not track this data. **Note:** Game-winning goals and penalty kick stats are always used regardless of the setting of this field.

Shots faced: Enter **Y** in this field to collect shots faced statistics for goalies in manual entry. Enter **N** in this field if you do not track this statistic.

Show goal desc: Enter **Y** in this field to display the descriptions you enter for any goal scored in the NCAA box score. Each description will use an additional line in the box score. You may want to set this field to **N** if the box score feeds over onto a second page, or if you don't want to display the goal descriptions.

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.

Select TAS For Soccer (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.

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 characters.

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

Enter general game info

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

```
                       Game Information

M  #5  Miami                   Record: 4-9-1, 1-2-0 MAC
B  #12 Bowling Green           Record: 8-5-0, 2-2-0 MAC

Date: Oct 12, 1997
Place: Bowling Green, OH
Stadium: Mickey Cochrane Fld

Conference game: Y              Referee: Eric Shaw
Neutral site: N           Asst. Referee: Ron Carpenter
Night game: N                             Bill Nest
                          Alt. Official:
Start Time: 2:00 pm         Timekeeper:
End Time: 3:53 pm               Scorer:
Total Time: 1:53
Attendance: 650
Schedule note:
Weather: Sunny, 75 degrees
```

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, or "**N**" if the game is being played at the home team's field.

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

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

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

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

Attendance: Enter the attendance.

Schedule note: Enter the schedule note character to use for this game (if any) in the Game Results report. Use the Schedule Legend function to describe any schedule notes you use for your games.

Weather: Enter the weather conditions for the game.

Officials: Enter the names of the officials.

Scorer: Enter the name of the official scorer.

Select the scoring rules

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

```
                Rules Setup

General-------------
        Periods: 2
        Minutes: 45
     OT Minutes: 15
Scoreboard time: Y (enter times starting at 45:00)
```

Periods: Enter the number of periods in the game.

Minutes: Enter the number of minutes in each period.

OT Minutes: Enter the number of minutes in each overtime period.

Scoreboard time: Enter **Y** in this field for in-game scoring to enter clock times from the scoreboard clock - which typically displays from 45:00 to 00:00 for each period. The software will automatically "flip" the minutes to display from 00:00 to 90:00 (and so on for overtime). Enter **N** in this field to enter clock times starting at 00:00. [Use 35:00 for the field hockey venue].

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 TASSO 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 have to enter team rosters before the game. The TASSO 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 starters to identify the starting goalies and position players for each team. Enter the uniform number for each starting player. Use "**G**" or "**GK**" in the "Pos" column to indicate the starting goalie. Entry of positions for other players is optional.

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

TASSO lets you score a soccer 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  G - Game control
F - Foul          K - Corner kick
Y - Yellow card   O - Offsides
R - Red card      I - Sub in
P - Penalty kick  C - Comment

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

Press:	To score this:
S	Shot attempt
F	Foul
Y	Yellow card
R	Red card
P	Penalty kick
K	Corner kick
O	Offsides
I	Substitution in
G	Game control menu
C	Comment in play-by-play

When you press "**G**" to access the Game control input menu you can:

Press: To score this:
P   New period
C   Clock time
E   End period
G   Identify goalies
V   View players in game
F6   Start/stop clock
F5   Reset clock time

Uniform numbers

With TASSO you enter team abbreviations and uniform numbers to indicate who is involved in a play. Each team is assigned a 1-character abbreviation - you can set 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") as a "generic" team uniform number. The "**TM**" player can be used for team saves, own goals, and team/bench fouls.

Accepting the play

In most cases the software automatically accepts your play inputs when you finish with a scoring sequence. For some of the "Game control" commands you may need to press the **SPACEBAR** to accept your input when you are finished with an input (clock time, for example).

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.

Running clock

The software prompts for clock times throughout the game. A running clock is maintained that can be used to automatically fill in these clock times. The current clock time is displayed in the upper left corner of the screen. Use the following commands to manage the running clock:

--press **F6** to start or stop the running clock
--press **F5** to reset the running clock time

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 commands will prompt you for information as needed.

```
S - Shot attempt  G - Game control
F - Foul           K - Corner kick
Y - Yellow card    O - Offsides
R - Red card       I - Sub in
P - Penalty kick   C - Comment
```

Shot attempts

From the initial command list press "S" to enter a shot attempt. Enter the team and uni
form number of the shooter, and the shot result code. If you have the "Shot chart info"
option turned on you are also prompted for a "zone" to indicate where the shot came
from.

Shot result codes are:

Shot code:	Used for:
S	Saved by goalie (shot on goal)
G	Goal scored
B	Blocked by defender
W	Shot wide of goal
L	Shot wide left of goal
R	Shot wide right of goal
P	Shot hit post
C	Shot hit crossbar
T	Team save (shot on goal)

For shot chart zones use the codes 'A' thru 'F':

	Goal	
ZONE 'B'	*ZONE 'A'*	*ZONE 'C'*
front left	front center	front right
ZONE 'E'	*ZONE 'D'*	*ZONE 'F'*
back left	back center	back right

Or alternatively, you can use (L)eft, (R)ight and (K)ill-zone as shot chart codes for front
areas as follows:

	Goal	
ZONE 'L'	*ZONE 'K'*	*ZONE 'R'*
front left	kill-zone	front right
ZONE 'E'	*ZONE 'D'*	*ZONE 'F'*
back left	back center	back right

Save by goalie: Use the "**S**" (save) result code to indicate a shot on goal and a save by
the goalie. For example, on a shot by Miami #12:

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

Team save: Use the "**T**" (team save) result code to indicate a shot on goal and a save by
the "team" - that is, not by the goalie. For example:

```
Shot by team:M ##:12 Result:T
```

Defensive save: Use the "**D**" (defensive save) result code to indicate a shot on goal and a
defensive save by a field player other than the goalie. This result is only valid in the
field hockey format. For example:

```
Shot by team:M ##:12 Result:T
Def save by ##:4
```

Also, credit a team totals save (to uniform "TM" to affect team total saves and save per-

centage

Blocked: Use the "**B**" (blocked) result code to indicate a shot that was blocked by a defender. This result will not count as a shot on goal.

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

Wide: Use the "**W**" (wide) result code to indicate a shot that was wide of the goal. This result will not count as a shot on goal.

```
Shot by team:M ##:12 Result:W
```

Hit crossbar: Use the "**C**" (hit crossbar) result code to indicate a shot that missed and hit the goal crossbar. This result will not count as a shot on goal.

```
Shot by team:M ##:12 Result:C
```

Goal: Use the "**G**" (goal) result code to indicate a shot and goal made. For example:

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

Goals made

When you indicate a goal scored, the software prompts for additional information:

--the clock time
--assists
--the season goal number

```
Shot by team:B ##:12 Result:G Clock:42:02
Assists: 19,5
Season goal number:5
```

You can leave the Assist fields blank and fill them in later using the Play Editor if you have not yet determined which players will be credited with assists. Use "teamid.CAP" output to propose the season goal number when prompted after a goal is scored.

Own goals: Use "**TM**" as the uniform number for "own goals".

Note: The software automatically prompts you for a comment after a goal is scored. You can also manually insert a shot description for a goal scored; press "**C**" to enter a comment - with the play description preceded by an asterisk (*). For example:

```
CMT:
*header off corner kick
```

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 selecting Game control | Period, and enter "**S**" for the shootout period.

Fouls

From the initial command list press "**F**" to score a foul. Enter the team and the uniform number of the player committing the foul. You can use "**TM**" as the uniform number if you don't know or don't want to determine who the foul is on. For example:

```
Foul on team:B  ##:10
```

Note: Do not use the "**F**" (foul) command for cautions or ejections. Instead, use the "**Y**" (yellow card) or "**R**" (red card) commands.

When you have the Game options | Extra foul info field set to "**Y**", you are also prompted for the clock time and the uniform number of the player. This information is used in the play-by-play report.

Yellow cards

From the initial command list press "**Y**" to score a yellow card. Enter the team and the uniform number of the player called on the caution, as well as the clock time. For example:

```
Yellow card for team:M  ##:2   Clock:23:12
```

Red cards

From the initial command list press "**R**" to score a red card. Enter the team and the uniform number of the player called on the ejection, as well as the clock time. For example:

```
Red card for team:M  ##:17   Clock:01:38
```

Green cards

From the initial command list press "**E**" to score a green card. Enter the team and the uniform number of the player called on the caution, as well as the clock time. For example:

```
Green card for team:M  ##:17   Clock:01:38
```

Penalty kicks

From the initial command list press "**P**" to score a penalty kick attempt. Enter the team and the uniform number of the player attempting the penalty kick. Then enter the result (Good = **Y** or **N**) and the clock time. For example:

```
Pen kick team:B ##:10 Good:Y Clock:14:18
```

Corner kicks

From the initial command list press "**K**" to score a corner kick. Enter the team and the uniform number of the player executing the corner kick.   For example:

```
Corner kick by team:M ##:7
```

Offsides

From the initial command list press "**O**" to score an offsides call. Enter the team that the offsides was called against.   For example:

```
Offsides by team:B
```

Substitutions

From the initial command list press "**I**" to indicate a player has entered as a substitute ("in for...") another player. Enter the team, the uniform number of the player entering the game, the name of the player being substituted for, and the clock time. For example:

```
Press <esc> when done entering subs ...
Sub team:B ##:22 for ##:3  Clock:28:17
```

You can continue to enter as many subs as needed. Press <esc> when finished to return to the Play Input Window.

Comments

You can insert a comment into the play-by-play at any time. From the initial command list press "**C**" to display the Comment window. Enter the text you wish to display in the play-by-play.   For example:

```
CMT:
Timeout by Miami at 19:11.

CMT:
*header off corner kick
```

Notes: If you prefix the comment with an asterisk (*) the first 40 characters of the comment text will be applied as the shot description for the last goal scored. Use the command to insert timeouts into the play-by-play.

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         f6 - Start/stop clock
E - End period    f5 - Reset clock time
V - View players in game
```

Clock times

You are automatically prompted for clock times for goals, penalty kicks, cautions, ejections, and goalie changes. You can also manually enter a clock time at any point. For example, near the end of a close game you may want to insert the clock time so each play is tagged with a time in the play-by-play. 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.

Goalie changes

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

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

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

View players in game

On the Game control menu, press "**V**" to display a list of uniform numbers of the players that the software has logged as currently in the game - based on starting lineup and substitution entries you have made.

This can be useful to verify whether all substitution entries have been made (for example, at the beginning of the second period).

Reset players on the field

On the Game control menu, press "**F**" to reset the uniforma numbers of players currently on the field. This can be useful at the start of a new period instead of entering separate substitutions for each player change.

Start/stop clock

Press "**F6**" to start and stop the running clock. The current clock time is displayed in the upper left area of the screen.

Reset clock time

Press "**F5**" to reset the running clock time. The current clock time is displayed in the upper left area of the screen.

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
OT period
> OT2 period
```

Editing specific play situations

Press the **UP ARROW** to select a type of play situation to edit. Select the play situation you want to search for. Then, a list of all plays of that type is displayed. Press **ENTER** to edit a 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.

```
            Play Editor

  115 2nd   SHOT:H,12,W ZONE:C
  116 2nd   FOUL:V,3
  117 2nd   SHOT:H,4,W ZONE:B
> 118 2nd   END-PRD T:00:00
```

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 2nd period. Included in this list are two shots, a foul and the end-of-period indicator.

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

117 2nd SHOT:H,4,W ZONE:B

contains the following information:

--This play entry number 117 (the "117")
--Play is in the 2nd period (the "2nd")
--Shot was by the home team #12 ("H,12")
--The shot was wide (",W")
--The shot was from shot chart zone C ("ZONE:C")

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

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 cursor keys to move to a particular character. Then type in the cor-rected 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.

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

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

```
┌─────────────────────────────────────────────┐
│                 Edit Play                     │
│                                               │
│   Teams: V=MIAMI       H=BG                    │
│                                               │
│   SHOT:H,14,W                                 │
│   ZONE:C                                      │
│                                               │
│                                               │
│                                               │
│       Ctrl+Enter=complete changes             │
│           Esc=Cancel   F1=Help                │
│                                               │
└─────────────────────────────────────────────┘
```

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

```
┌─────────────────────────────────────────────┐
│                 Edit Play                     │
│                                               │
│   Teams: V=MIAMI       H=BG                    │
│                                               │
│   SHOT:H,24,W                                 │
│   ZONE:C                                      │
│                                               │
│                                               │
│                                               │
│       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 handy for inserting game control commands you omitted earlier in the scoring. For example, if you forgot to enter the start of a new period earlier in the game.

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 re placing 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.

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 stats 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

The Scoreboard Display always shows the current:

--Line score
--Individual stats or team stats
--Most recent play inputs

You can monitor this information for any discrepancies. These displays can help you note a data entry error while scoring the game. Use the Play Editor to correct any discrepancies.

Line score display

The upper left area of the screen is used to show the current line score, goalies and shots attempted by each team.

Recent play inputs

The most recent play inputs are displayed on the right side of the screen (along with a summary of key team stats). The "Recent Plays" list is designed to let you monitor your play inputs and help you catch data entry errors in a timely manner.

You can press the **F8** key to toggle the display to individual stats instead of the Most recent play inputs display.

Individual stats

You can optionally display key individual stats for the game on the right side of the dis play instead of the Most recent play inputs list. Switch between the two display formats by pressing the **F8** key.

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 NCAA box score
ALT+2	Display the short box score
ALT+3	Display the Play-by-play summary
ALT+4	Display the shot chart

Refer to the chapter on "Game reports" for additional information on game reports.

Remote data display

You can use the remote display feature of the software to display current statistics on remote data terminals. This can be helpful for media support, and can help you monitor the entries you make while scoring the game.

Use **Game setup | Remote display** to setup your remote terminal communications at the beginning of the game. The software will automatically display updated statistics on the remote display after each play you enter. You can also manually update the remote

display by pressing **F4** from the Play Input screen.

Refer to the chapter on "Remote displays" for detailed information.

Game viewer

The Game Viewer is designed to be an extended "stats display" tool that can be installed on other computers connected to the scoring computer via the network. The Game Viewer monitors the XML file created by the Game Reports | Live | Live setup | Copy to file settings. In a nutshell, use the Live setup to specify an XML file to be copied to a target directory that is "visible" over the network; then configure each Game Viewer to view that XML file.

The Game Viewer works like the stats display features in that it is updated after every play, but provides additional information not included in the 24x80 stats displays in cluding: general game information, a view of the standard stats display window, full home and visitor box scores, team statistics summary, play-by-play, and a summary of scoring plays and cautions/ejections.

In the Game Viewer, select Help | Setup or Help | Viewer for more detailed instructions and notes.

Note: In the Game Reports program you can select Reports | XML all games to create a postgame file for each game that can be displayed in the Game Viewer.

To install the Game Viewer, select the "Game Viewers" tab on the CD-ROM and click "Soccer Game Viewer"

10   Manual box score entry

Startup for manual box scores

Select Manual game entry from the TASSO 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 stats 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 stats 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 stats 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 OT O2 S3 O4
----------------      -- -- -- -- -- --
Louisville             2   0  0  0  0  0
Miami                  0   2  1  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 stats

Select Team stats from the scoresheet menu to display the Team Stats window. This window lets you enter a summary of various team statistics. Note that you can "plug" all of the stats into the 1st period if you don't have a period-by-period breakdown for a game.

```
          Team Stats

Shots          1st 2nd  OT
LOUIS.......    2   2   2
MU.........     5   6   1

Corner kicks 1st 2nd  OT
LOUIS.......    2   1   0
MU.........     1   1   0

Goalie saves 1st 2nd  OT
LOUIS.......    4   4   1
MU.........     3   1   0

Fouls          1st 2nd  OT
LOUIS.......    6   4   0
MU.........     7   2   1

Offsides       1st 2nd  OT
LOUIS.......    0   1   0
MU.........     1   0   0
```

Shots: Enter the number of shots in each period.

Corner kicks: Enter the number of corner kicks in each period.

Goalie saves: Enter the number of goalie saves in each period.

Fouls: Enter the number of individual fouls in each period.

Offsides: Enter the number of offsides called in each period.

Game starters

Select Game starters to identify the starting goalies and position players for each team. Enter the uniform number for each starting player. Use "**G**" or "**GK**" in the "Pos" column to indicate the starting goalie. Entry of positions for other players is optional.

```
┌─────────────────────────────┐
│          Starters           │
│                             │
│   Miami                     │
│                             │
│   OFFENSE                   │
│   ##   Pos                  │
│   4                         │
│   6                         │
│   9                         │
│   11                        │
│   12                        │
│   13                        │
│   14                        │
│   18                        │
│   19                        │
│   20                        │
│   1    G                    │
└─────────────────────────────┘
```

Participation

Select Participation to identify all of the players who participated in the game for each team. Each player that has a square block next to the uniform number is considered having played in the game. Move the cursor to any line in the roster and press the **SPACEBAR** to indicate played/did-not-play.

Note: You will find it easier to fill out the Individual Stats screen if you identify the game starters and game participation first. The software automatically credits a game played for any player who has stats.

Goal history

Select Goal history to enter the details of each goal scored.

```
┌─────────────────────────────────────────────────┐
│                Goal History                     │
│                                                 │
│   TEAM      ## Name              Assists  Clock  │
│   ----      -- ----------------- -- -- ------   │
│   LOUIS     11 Nick Graziano      10      20:45  │
│   LOUIS     4  Kirk Banes         3       36:06  │
│   MU        16 Craig Cochran      18 12   66:11  │
│   MU        22 Will Bloom                 80:59  │
│   MU        6  Jon Holfinger      18      93:44  │
└─────────────────────────────────────────────────┘
```

Use the command keys displayed at the bottom of the screen to enter or modify goal history entries. For example, press "**A**" to display the Goal Information window to add a new entry to the Goal History list.

TEAM: Enter the abbreviation character for the team scoring the goal.

##: Enter the uniform number of the player who scored the goal. You can enter "?" in this field to choose a player from the team roster.

```
              Goal Information

TEAM       ## Assists  Clock
----       -- --  -- ---:--
  M        6   18      93:44


Season goal#: 5


Game winning goal: Y
  On penalty shot: N
     Shootout goal: N


Description: header off corner kick
```

Assists: Enter the uniform numbers of the players credited with assists on this goal (if any). You can enter "**?**" in this field to choose a player from the team roster.

Clock: Enter the clock time for this goal as you want it to appear in the box score.

Season goal: Enter the season goal number for the player who scored the goal. Leave this field set to zero (0) if you don't have this stat available.

Game winning goal: Enter **Y** in this field if this is the game-winning goal.

On penalty shot: Enter **Y** in this field if this goal was scored on a penalty kick.

Shootout goal: Enter **Y** in this field if this goal is the result of a shootout.

Description: Enter the goal description (up to 40 characters) for this goal.

Penalty history

Select Penalty history to enter the details of each caution or ejection called in the game.

```
            Penalty History

TEAM       ## Name              Type  Clock
----       -- ------------------ ---- ---:--
MU         20 Nick Penzone          Y  24:18
MU         18 Jeff Brown            Y  69:08
```

Use the command keys displayed at the bottom of the screen to enter or modify goal history entries. For example, press "**A**" to display the Penalty Information window to add a new entry to the Penalty History list.

```
            Penalty Information

        TEAM     ## Type   Clock
        ----     -- --    ---:--
          M      20   Y    24:18
```

TEAM: Enter the abbreviation character for the team penalty was called against.

##: Enter the uniform number of the player called for the yellow or red card. You can enter "**?**" in this field to choose a player from the team roster.

Type: Enter "**Y**" in this field to indicate a yellow card, or enter "**R**" to indicate a red card.

Clock: Enter the clock time for this caution/ejection as you want it to appear in the box score.

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 stats 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 stats. The following columns are updated automatically in the Individual Stats when you select the Auto-calculate function:

> --Goals
> --Assists
> --Yellow cards
> --Red cards
> --Game-winning goals

Individual stats

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

```
                            Miami

>                       |---SHOTS---|                |-GOALTENDER-|
  ## Player          Start  Sh SOG  G  A YC-RC GW PK-ATT Minutes GA Sv
  1   Nick Binge         Y   -   -  -  -   -     -    -    105:00   2  4
  4   Shawn Leonard      Y   4   -  -  -   -     -    -
  6   Jon Holfinger      Y   4   1  1  -   -     1    -
  9   Chad Crandll       Y   3   2  -  -   -     -    -
  11  Todd Leucke        Y   2   1  -  -   -     -    -
  12  Nate Lie           Y   -   -  -  -   -     -    -
  13  Anthony Wilson     Y   4   2  -  -   -     -    -
  14  John Malon         Y   1   -  -  -   -     -    -
  18  Jeff Brown         Y   6   3  -  2  1-0    -    -
  19  Brad Cain          Y   -   -  -  -   -     -    -
  20  Nick Penzone       Y   -   -  -  -  1-0    -    -
  16  Craig Cochran          3   2  1  -   -     -    -
  22  Will Bloom             1   1  1  -   -     -    -
  23  Matt Quinn             -   -  -  -   -     -    -


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

The Player Stats List shows a summary of the stats you have entered for each player. The list initially displays all players you have indicated as starters or as participating in

the game; you can add additional players to the stats list using the Add command key.

To <u>edit</u> the stats for a player already in the list:

1. Move the cursor to the line for a player.

2. Press **ENTER** to edit statistics for that player, or

3. Press "**G**" to edit goalie statistics for that player.

To <u>add</u> a player to the Player Stats List:

1. Press "**A**" from anywhere in the list, or

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

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

NOTE: You can enter a single entry for the opposing team stats if you don't want to enter stats for each individual player on the opposing team. To do this, add a player named "TEAM" with a uniform number of "**TM**" to the opponents team roster. Then select "TEAM" as a player in the Player Stats List and enter the combined total opponent stats for this pseudo "player".

```
                 Individual Stats

  ## 6   Jon Holfinger

|-SHOTS SUMMARY--|  |-PENALTIES-|  |---GOALS---|
   Sh SOG   G    A     Fo  YC  RC    GW  PK-ATT
    4   1   1    0      0   0   0     1   0   0

|---GOAL TYPES---|
  Game tying:  0
  Unassisted:  0
  First goal:  0
    Overtime:  1
    Shootout:  0
```

SHOTS SUMMARY: Enter the number of shots, shots on goal (SOG), goals scored and assists credited to the player. **Notes:** The SOG column is not used when the "Shots on goal" option is set to **N**. The goals and assists columns can be automatically filled in using the Auto-calculate function.

PENALTIES: Enter the number of individual fouls, yellow cards and red cards called on this player. **Notes:** The individual fouls "Fo" statistics is not displayed in any report in the current version of the software. The yellow and red card columns can be automatically filled in using the Auto-calculate function.

GOALS: Enter the number of game-winning goals, penalty kicks made and attempted for this player. Notes: The game-winning goal column can be automatically filled in using the Auto-calculate function.

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 fol-

lowing goal types can be identified:

Game tying (if player scored last goal in game resulting in a tie)
Unassisted
First goal (enter "1" if player scored the first goal of the game)
Overtime (goals scored during overtime)
Shootout (goal credited as a result of a shootout)

Goalie stats

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

```
              Individual Stats

   ##  1  Nick Binge

                 Saves by Period
   Minutes   GA  1st 2nd  OT
    105:00    2    4   0   0


      Shutout:  0     PENALTY SHOTS...
   Shared Sho:  0      Shots against:  0
   Shots Faced:  0      Goals allowed:  0
```

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

GA: Enter the number of goals allowed by the goalie.

Saves: Enter the number of saves by the goalie for each period. You can "plug" all of the saves into the 1st period if you don't have a breakdown by period available.

Shutout: Enter "**1**" in this field if the goalie is credited with a complete shutout.

Shared Sho: Enter "**1**" in this field if the goalie is credited with a shared shutout.
Shots Faced: Enter the total number of shots faced by the goalie. This field is not used unless you have the "Show shots faced" option set to **Y**.

PENALTY SHOTS: Enter the number of penalty shots attempted and made against the player as goalie.

Balance stats

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

```
                    Balance
   Louisville

     Indiv goals scored    2   OK   2 Team line score
    Indiv goals allowed    3   OK   3 Opp line score
         Shots on goal     6   OK   6 Opp goalie Saves+GA

   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 "**" indicators can help you identify and correct discrepancies in your data entry.

```
                        Balance
                           LOUIS        MU

        Goalie minutes  OK      105:00      105:00
    Game winning goal  OK           0           1
      Goalie decision  OK          #1          #1

 Press any key to continue...
```

Forfeits

To enter a forfeited game:

1. Run the Manual entry program.

2. Use Game setup to select the teams and enter Game Info.

3. On the Game info screen, enter the text "FORFEIT" in the Record field for the losing team.

4. Select Scoresheet | Line score and enter the line score for the forfeited game in accordance with your league/conference guidelines.

11   At the end of the game

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

--Closing out the last period,
--Entering team records,
--Completing your general game information,
--Identifying the goalies involved in the decisions.
--Entering game notes to include in the box score.

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 minutes in the goalie statistics.

Note: For sudden victory overtime games that are won on a goal being scored - don't close out the overtime period - the software will automatically calculate goalie minutes up to the point when the goal was scored.

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.

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.

Game notes

You can enter up to 4 lines of text to be included as game notes in the box score. The Game notes window is automatically displayed when you select Wrapup game; or, you can call up the Game notes window at any time by selecting Game setup | Game notes.

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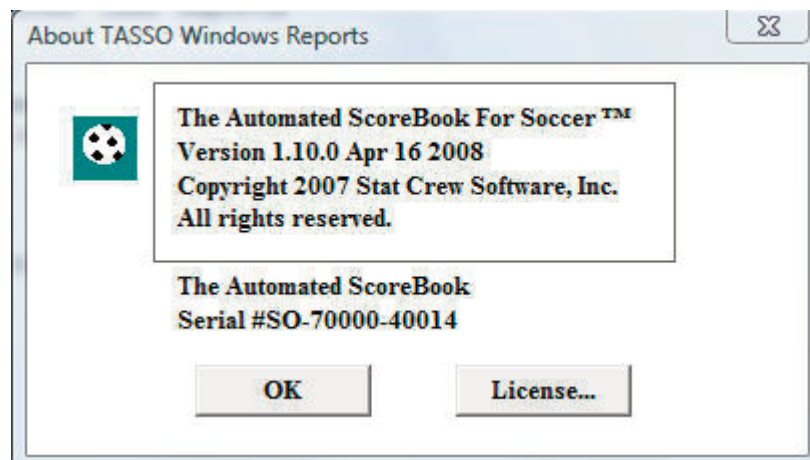
Games directory: Choose your games directory by selecting File | Open directory, or by clicking Directory on the menu bar. Navigate to the desired games directory and open any file in that directory (it does not matter which file). The software will remember the last games directory you have selected.
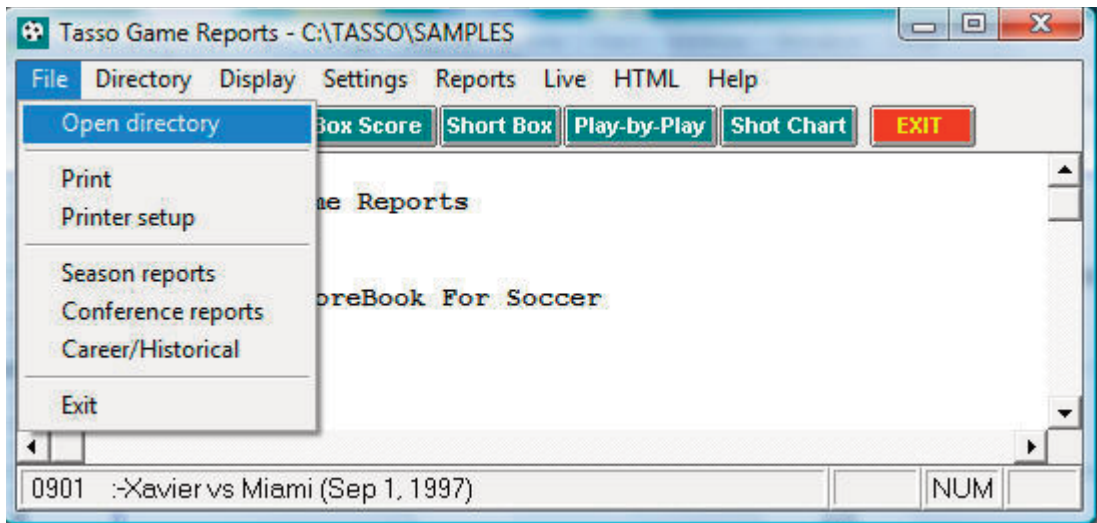
Teams list: In Season Reports or Utilities, click on the "Teams" button to select your team (or any other team). Reports and HTML generation automatically use the currently select team.

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.
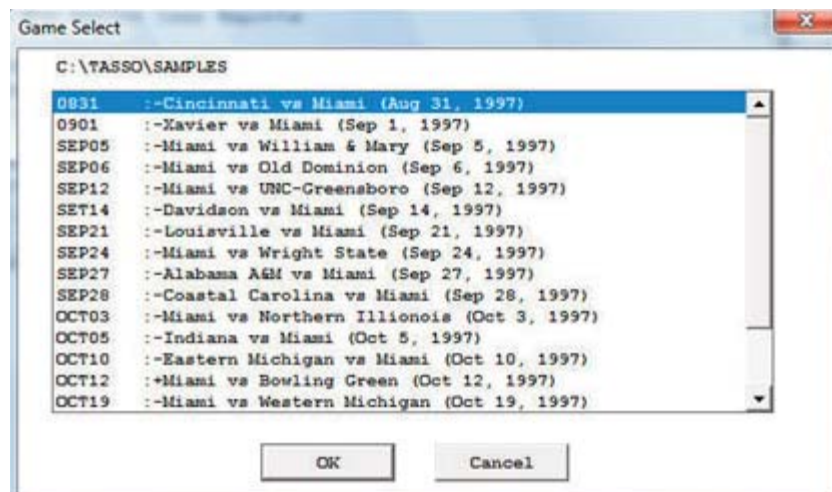
Season reports: If you have not already selected a team for the current games directory, press "Teams" to choose your team from the list. Once you have selected a team you can

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.
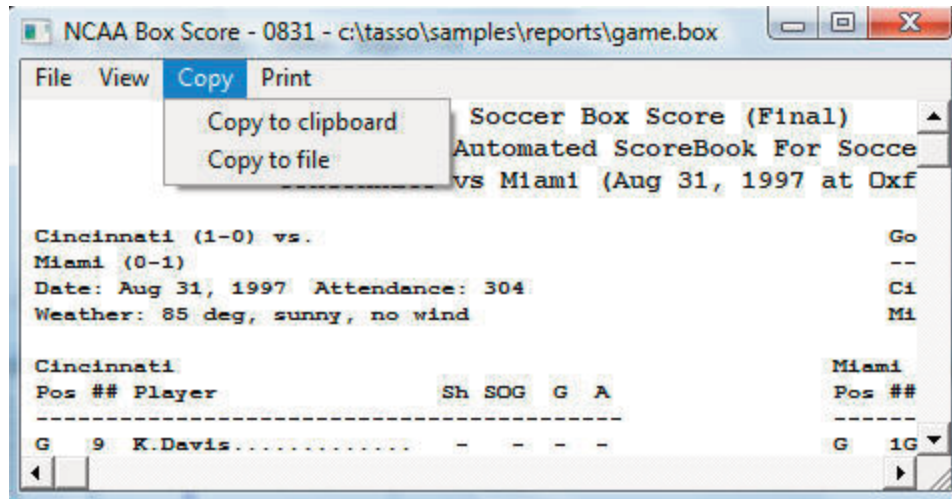
Copying a report: You can copy any report to the clipboard or to a specified disk file. To copy the contents of a report to the Windows clipboard, first turn off the 'Style' Re ports by selecting Display | 'Style' report options and unchecking "enabled". Then select Copy | Copy to clipboard. You can then paste the contents into any other Windows ap plication. 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 or other media.

Zoom in/out: The view menu of each report lets you select functions to Zoom in or Zoom out to change the size of a report. You can Revert to normal to restore the report to its original size. Note that when you print a report that it will retain the current "zoomed" in or out sizing.
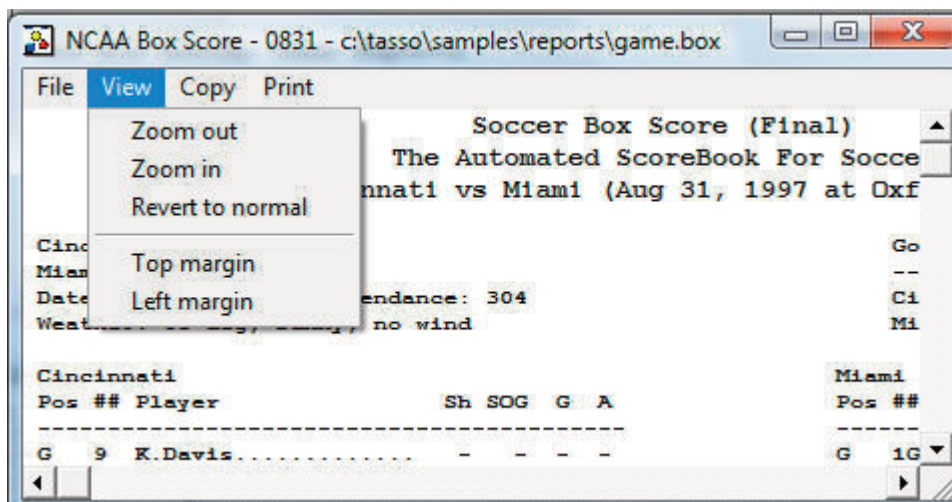
Top/left margins: If the pages don't center properly on your printer, you can adjust the top and left margins for printing. Select View | Top margin to select a number of lines to indent the output from the top of the page. Select View | Left margin to select a number of columns to indent the output from the left of the page. The default value for both of these margin settings is "0" (zero), which causes the output to be printed according to the margins in effect for your specific printer, without any adjustments.

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

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

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

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

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

HTML Generation

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

1. Select HTML | Setup in Game Reports and Season Reports to select reports to include.

2. In Game Reports load your last game and select HTML | Generate to build the web page for that game.

3. In Season Reports select HTML | Generate to build the remaining web pages for your team.

4. Use an FTP tool to transfer the resulting files to your Web site.

5. Or, use the HTML | Copy to disk function to place the HTML files on disk for later upload 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.
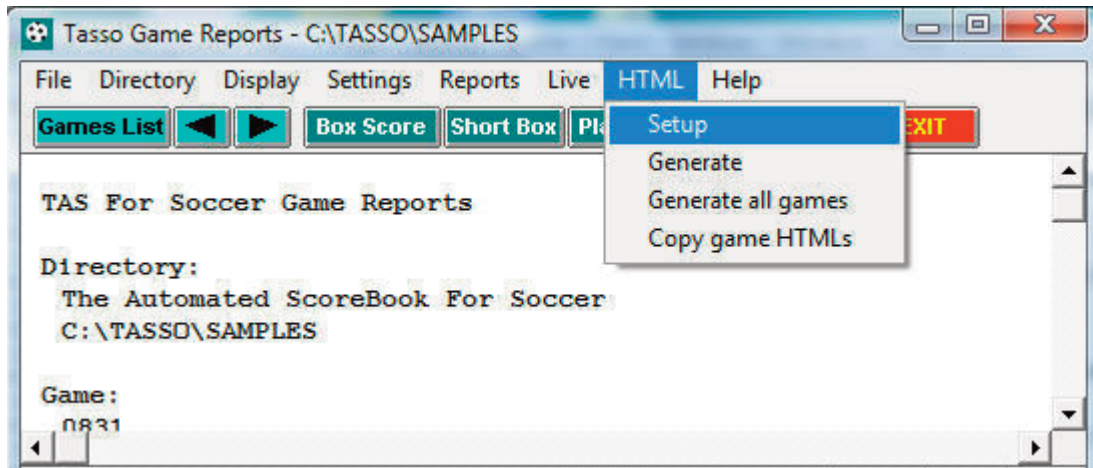
Game box score HTML: To generate the HTML box score for a particular game, run the Game Reports program, load the game from the games list, and then select HTML | Generate. Or, you can select HTML | Generate all games to automatically generate the HTML files for each game in the database. You might use 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 Web site.

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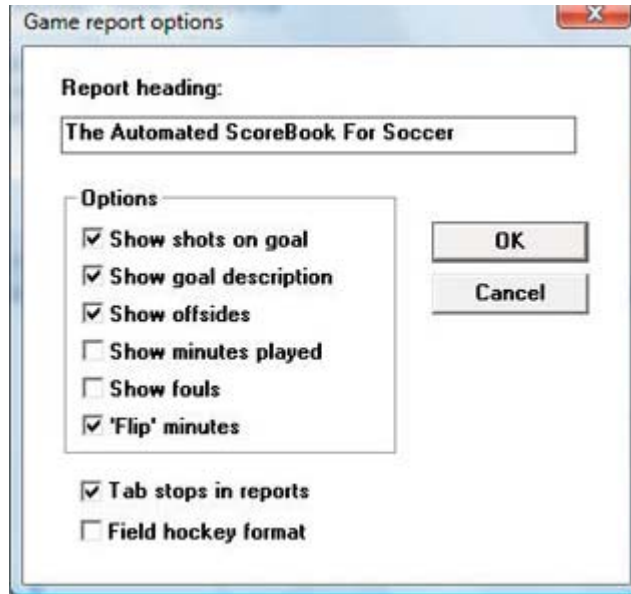
Note: You might find the "tab stops" output useful for importing into your spreadsheet software. Most spreadsheets also let you import data that is delimited by "tab stops".

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.

'Style' Report Options

You can now print reports using shading, different fonts, different font sizes, etc. To set your preferences for the style of your reports, go to Display | 'Style' Report Options, make your selections, and make sure that you have checked the "enabled" box.

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>
```

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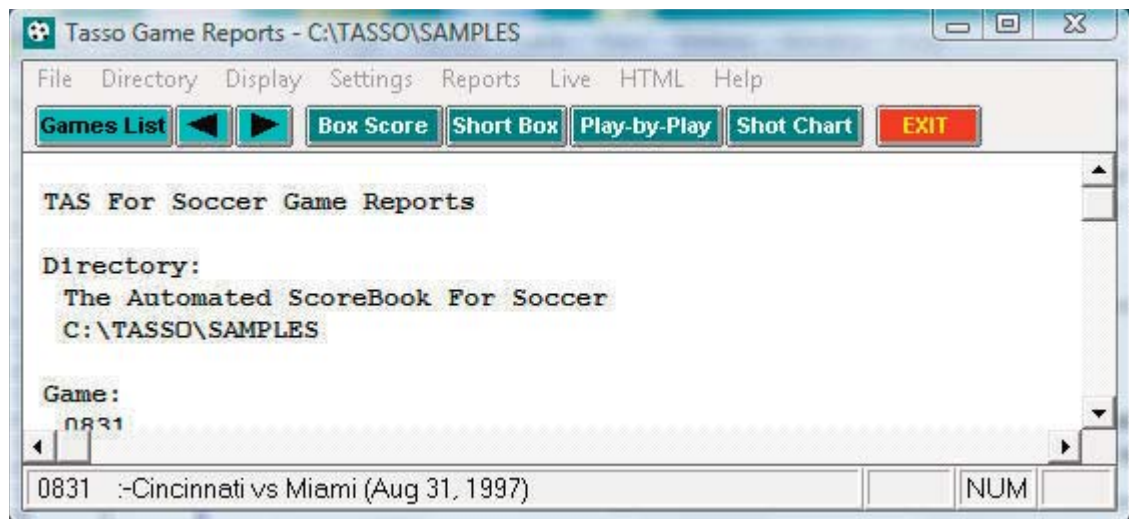
Games: Press on the Games button (or select Display | Games list) to select a particular game. You can also use the forward and back arrow buttons on the control bar to move from game-to-game.

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

Report heading: Select a report heading title for the current directory.
Options: Select the display features you want to include in your game reports.
Tab stops: Select this item to generate reports with tabs stops for use in word process-ing.Field hockey format: Select this option to enable scoring and report formats for the field hockey venue.
Game HTML Setup: Select the reports to include when you generate HTML files.

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 com-mon reports and functions. The currently selected games directory is displayed in the main window.
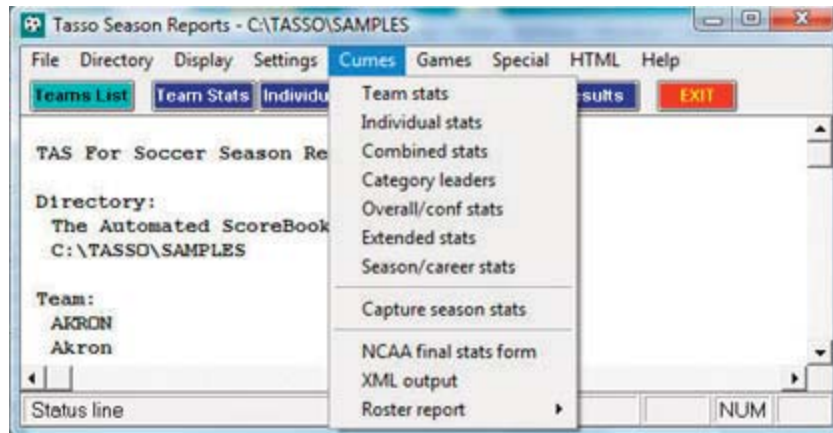
Teams: Press on the Teams List button (or select Display | Teams) to select your team.
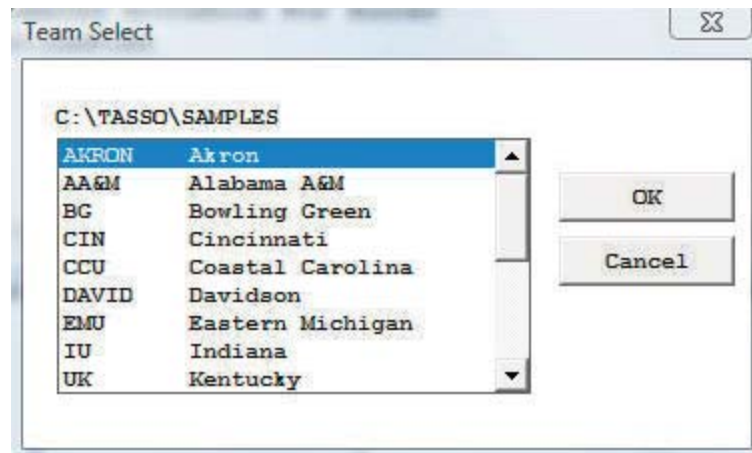
Settings

Settings | Report options: This window lets you tailor various season report options.
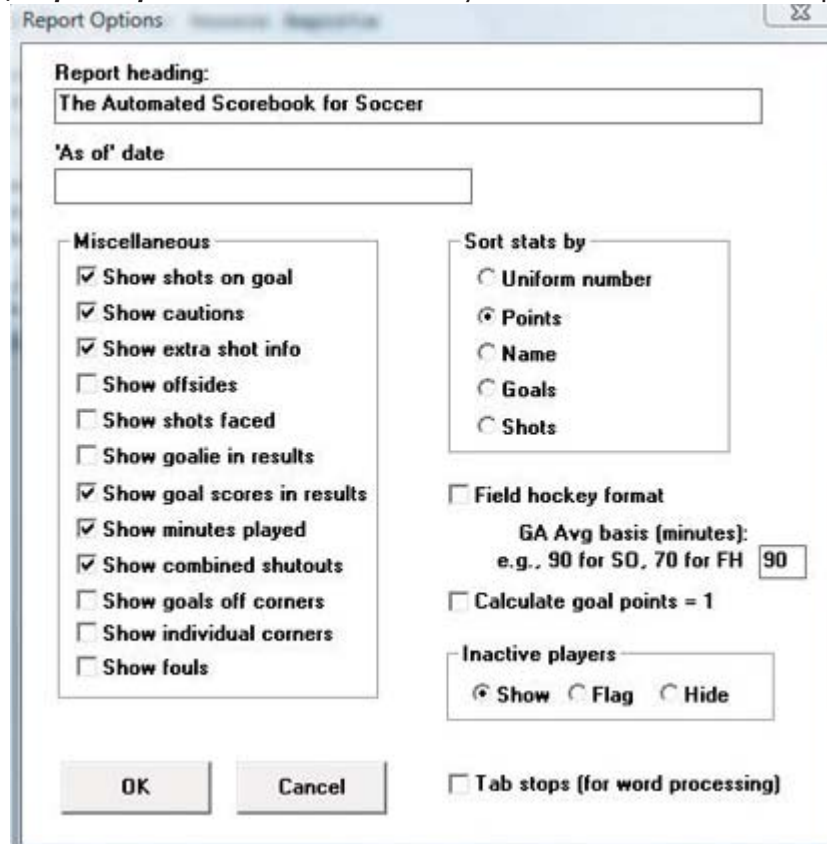
Report title: Specify the report heading and "as of" date to use in your reports. Note: the "as of" date defaults to the system date if you leave it blank.

Miscellaneous: Settings include:

--Show shots on goal: Select this option to include shots on goal statistics in your re-
  ports.
--Show cautions: Select this option to include cautions/ejections (yellow/red cards) in
  your reports.
--Show extra shot info: Select this option to include additional "goal type" stats in your
   reports (overtime goals, first goals, etc.).
--Show offsides: Select this option to include offsides statistics in your reports.
--Show shots faced: Select this option to include shots faced stats for goalies in your re-
  ports.
--Show goals off corners: Select this option to include goals off corners in the team stats
  report
--Show goalie in results: Select this option to display the uniform number of the goalie
  (for example, [#0]) for each goal listed in the Game Results report.
--Show minutes played: Select this option to include a "Minutes played" column in season
  reports.
--Show combined shutouts: Select this option to include "combined shutout" statistics in
  season reports. **Important: To conform to NCAA statistical guidelines, this field
  should be left disabled**.

Field hockey format: Select this option to indicate that the current games directory is for the field hockey venue. Various reports are automatically tailored by the software to ac-comodate field hockey formats.

GA basis: Enter the number of minutes to use as the basis for calculating goals against average. Typically, this will be "90" for soccer and "70" for field hockey.
Tab stops (for word processing): Select this item to generate reports with tabs stops for use in 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.

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 legend: 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

Electronic reporting

Select Cumes | XML output to create a file that can be transmitted electronically (for example, to the NCAA). Refer to instructions from the receiving organization on how to transmit this 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.

Capture Season Stats (for in-game goal use)

In Cumes | Capture season stats function, add "teamid.CAP" to output to support the in-game scoring season-to-date goals input.

Season-to-date reporting

If your conference/league office is using season-to-date reporting (instead of game-by-game reporting) to collect conference/league statistics, use the following procedure:

--Select Season Reports | Cumes | Capture season statsto generate the season-to-date statistics files

--Attach the ".sgm" (overall stats), ".sgc" (conf-only stats) and ".sgg" (game results) files to an email for reporting.

HTML generation

Season HTML Setup: Select HTML | Setup to choose the reports you want to include when you generate HTML files.

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

13   Windows Career/Historical Statistics

About career stats

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

Reports you can produce include:

--Individual player career summaries
--Individual career records
--Individual career stats leaders
--Individual single-game highs
--Individual season records
--Individual season year-by-year leaders
--Team season records
--Team season year-by-year statistics
--Individual game records
--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 7of 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 Soccer 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 ac cessed 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.
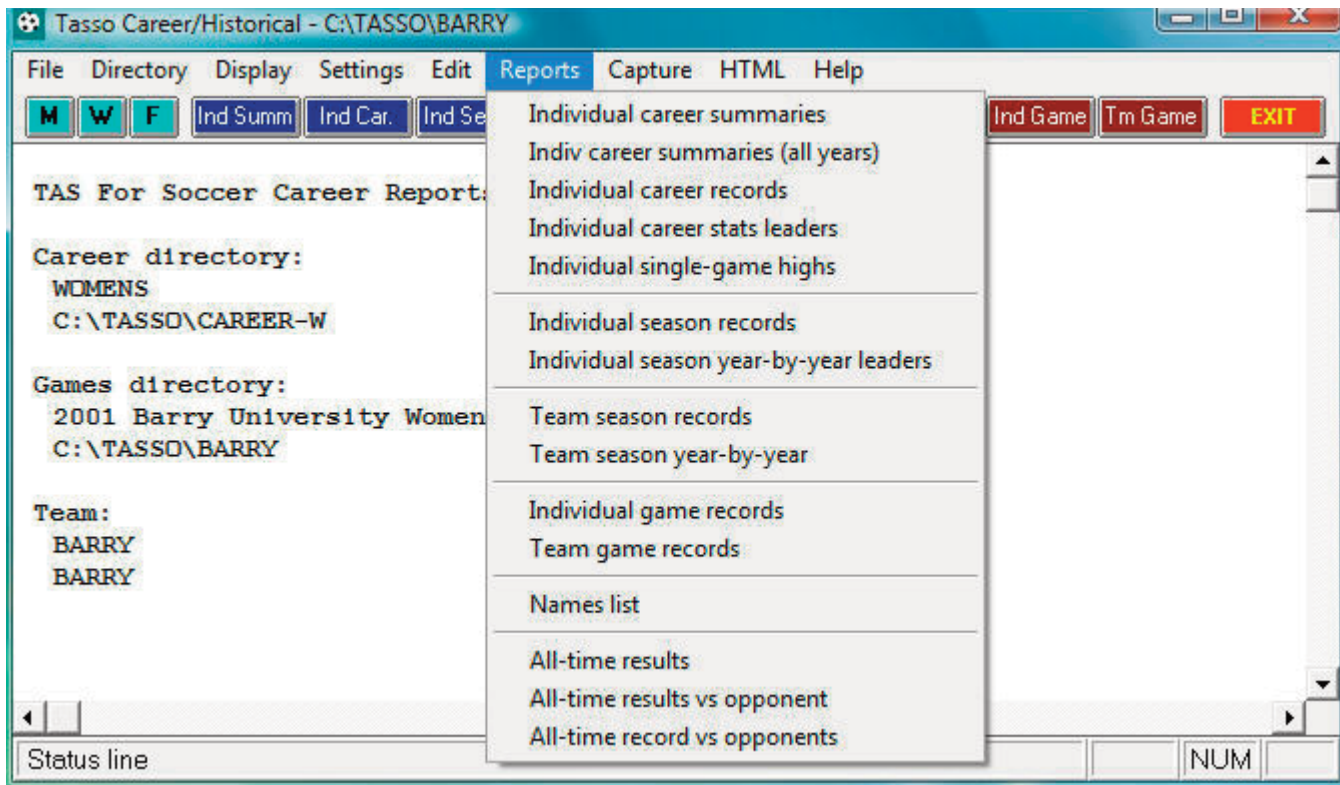
Selecting the database

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.

1. Select Edit | Edit team 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.
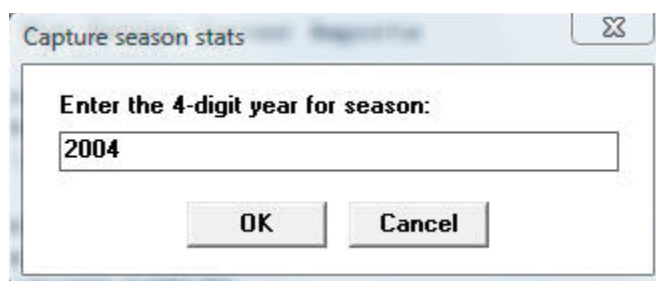
Updating single-game records

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 record 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:
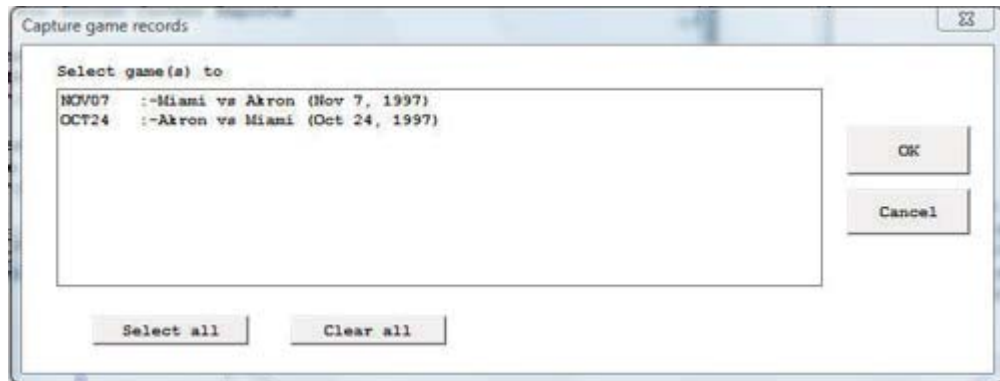
When you capture the game, a report is displayed that shows all of the entries that were added to the individual and team single-game record categories for the selected game(s).
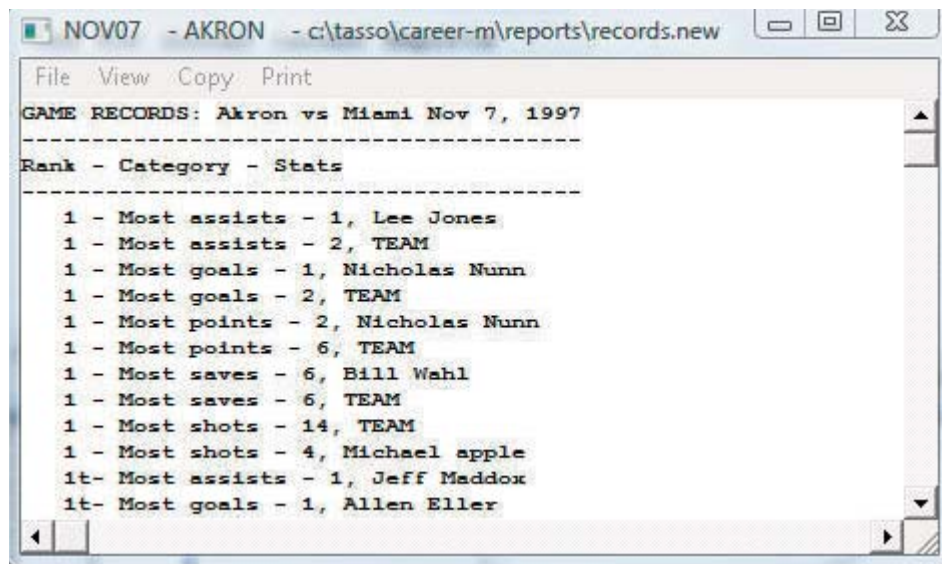
You can select File | Print if desired to produce a hardcopy of this report if desired.

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.
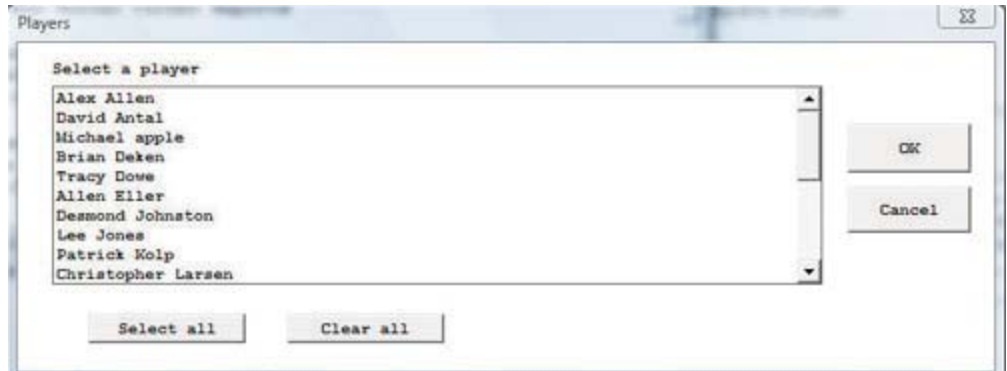
Individual career summaries (all years): This report generates a career summary for every player in the career database.

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 stats leaders: Essentially the same as the Individual career records re port, 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 cate gories. Use Settings | Records report settings | Season records to specify the number of entries to include in each category. Use Settings | Season minimums to specify mini mum 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 cate gories. 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 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 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.
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.
Show game highs in individual career summaries: adds this category to this report.
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 Individual season records and leaders reports. These minimums are typically used in calculations 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 specific opponent.

Women's venue

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

Field hockey venue

Select Settings | Field hockey venue to select the field hockey venue and to choose to run reports from the overall database, conference-only, or to choose to run reports versus a specific opponent.

Teams list

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

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.

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.

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.

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.

Edit individual game records

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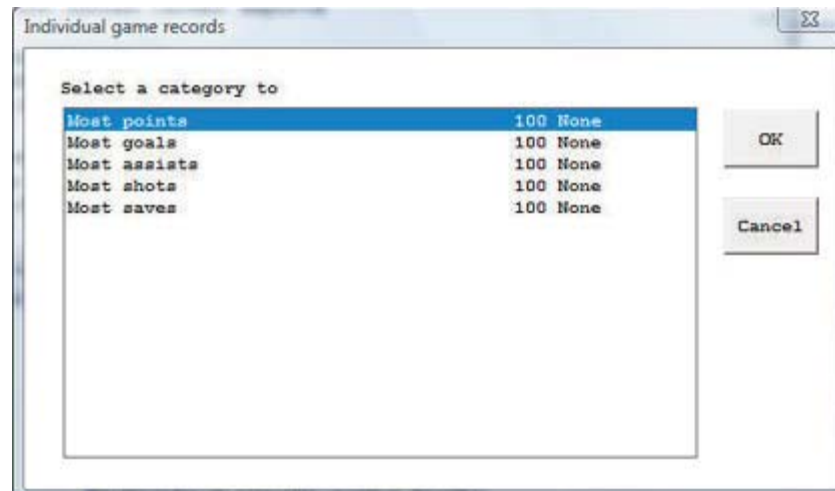
To select a category to edit you can either double-click on that category, or highlight the category and press "OK". The Game Records Edit window is displayed for the selected category.
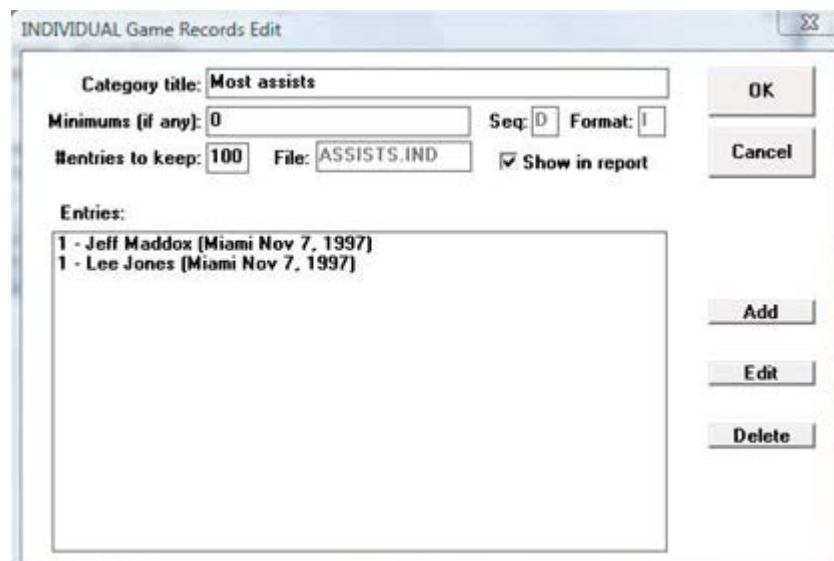
Fields on the Game Records Edit windows include:

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
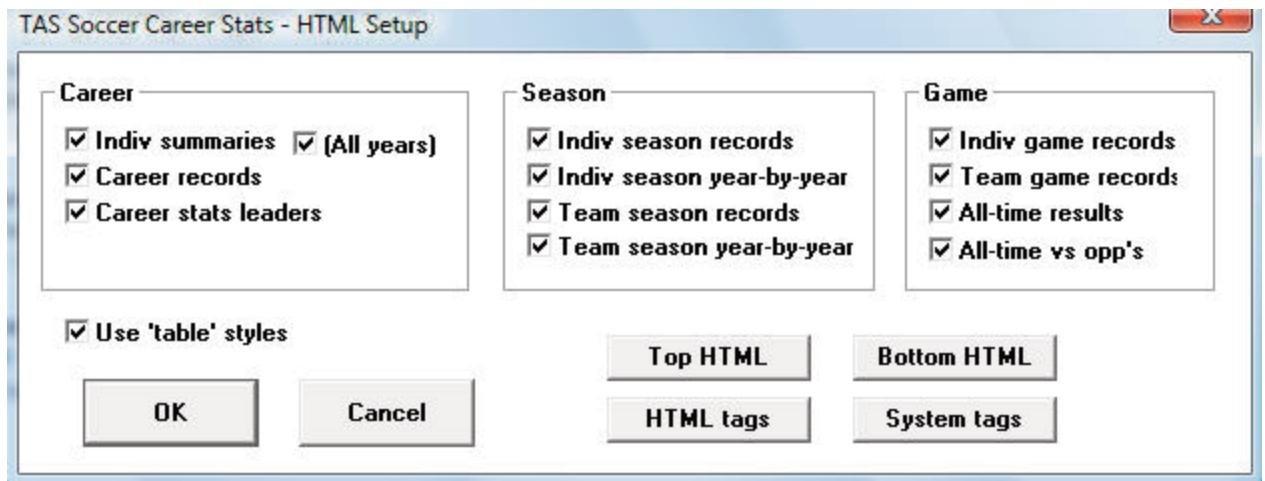
HTML generation

The TAS For Soccer 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 jump drive for FTP to your site.

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

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

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 drive first 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 CDs or jump drives.

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 & roster maintenance

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

Roster maintenance

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

Adding a new team

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

```
              Edit Team Info

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

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

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

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

Editing a team roster

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

```
         C:\TASSO\SAMPLES\CU.FRO

> 1  Giraldo, Luis   GK    SR
  7  Tarmon, Willie  F     JR
     .
     .
     .
```

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

```
            Player Info

Number: 1
Name: Giraldo, Luis
Position: GK
Class: SR
NCAA office code:
```

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:
NCAA office code
```

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.

NCAA office code: This field is currently useful only for NCAA game statistics reporting. Leave this field blank if you do not intend to use the NCAA Summary of Soccer Game Statistics report. Otherwise, enter the numeric code assigned to the player (if any) by the NCAA statistics office. Assign the appropriate NCAA "team" office code to the "**TM**" roster entry.

Position: Enter the position code for the player, or leave the field blank. Enter "**?**" (question mark) in this field to display a list of valid position codes to select from. Choose the first (blank) entry to indicate no position.

Class: Enter SR, JR, SO, or FR in this field to indicate the year/class for the player - or leave this field blank.

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.

Changing the team ID

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

File management

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

Rearrange games list

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

To use this function:

1. Select a team from the Teams List.

2. Move the cursor to a game you want to move.

3. Press **'M'** or space bar to mark that line to MOVE.

4. Move the cursor to the location you want to move it to.

5. Press **'A'** to move the marked line AFTER the current line.

6. Press **'B'** to move the marked line BEFORE the current line.

7. Repeat steps 2 - 6 as desired.

8. Press **ENTER** to save your changes.

9. Press **ESC** to cancel your changes.

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:\TASSO\1998


               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:\TASSO\1998
 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 floppy disk and restore them from the same floppy disk.

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:\TASSO\1998

Restore games from: A:\TASSO\1998
```

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

Refer to Chapter 4 ("Managing your game files") For a step-by-step description on how to use import/export to copy individual game files from one computer system to another.

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.

Pack/unpack game files

Select **Pack game file**s to create a single (`gameid`.SPK) containing both the game stats, play-by-play and notes files for a selected game. This function is designed as a convenience for creating a single attachment for a email transmission instead of attaching each game file separately.

Select **Unpack game files** to extract the game files from a packed game file (gameid.SPK) that was sent to you. You can then use the Import game function to import the game files into your season directory.

Directory search

Select this function to search a disk drive for TAS Soccer games directories. You can choose a directory from a pick list that displays the results of the search.

15 Conference Software

Conference Package

The Automated ScoreBook For Soccer (TASSO) Conference Package lets you generate conference-level soccer 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
--Conference career statistics

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 Soccer
--Automatically generate "ready-to-display" statistics pages for your website.
--Support for the field hockey venue

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.

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 program CD. You will also need this registration code if you later re-install the software on another computer.

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 TASSO 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.

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 TASSO 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 TASSO 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 flipside 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 TASSO 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 TASSO 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 5 "Using

Windows Reports" for information the Windows Conference Reports features.

Directories

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

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

```
                 Directories


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

Conference setup

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

```
               Conference Setup

Conference name: Central Conference
         Season: 1995

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


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

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

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

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

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

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

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

Landscape Sched: This option affects the layout of the Conference Schedule and Results report. Enter "**Y**" if you want this report to be printed in "landscape" orientation, or "**N**" if you want this report to be printed in "portrait" orientation.

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

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

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

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
     WS         West Springfield
     YORK       Yorktown
```

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

Conference report stat minimums

Use the statistics minimum windows to specify the maximum number of entries and sta
tistical 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:   2.50
SCORING DEFENSE #lines:    6 >> Min per game:   0.95
 SCORING MARGIN #lines:    4 >> Min margin:     0.50
   WON-LOST PCT #lines:    6 >> Min W-L pct:   0.550
       SHUTOUTS #lines:    5 >> Min per game:   0.45
```

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:   1.70
                  GOALS #lines:  10 >> Min per game:   0.65
                ASSISTS #lines:  10 >> Min per game:   0.50
               GW GOALS #lines:  10 >> Min per game:   0.00
     GOALS AGAINST AVG #lines:  10 >> Min per game:   0.95
                  SAVES #lines:  10 >> Min per game:   5.25
           WON-LOST PCT #lines:  10 >> Min win pct.: 0.000
```

Conference individual minimums

Use the Conference Individual Minimums window to customize the Conference individ-
ual 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

                 |-- # lines ---|    |- Minimums -|
Category          Stats Short Long    Per/G       Pct
-------------------------------------------------------
        POINTS:   10    10    30   ...  0.0
         GOALS:   10    10    20   ...  0.0
       ASSISTS:   10    10    20   ...  3.0
         SHOTS:   10    10    20   ...  1.0
       SOG PCT:   10    10    20   ...  2.0 ... 0.000
         SAVES:   10    10    10   ...  3.0
      SHUTOUTS:   10    10    10   ...  0.0
        GA AVG:   10    10    10   ...  0.0
  YELLOW CARDS:   10    10    10   ...  0.0
     RED CARDS:   10    10    10   ...  1.0
           GWG:   10    10    10   ...  0.0
```

For each category listed you can customize:

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

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

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

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

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

High/low stat minimums

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

NCAA high/low minimums

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

```
            NCAA Team High/Low Minimums

    POINTS: >> Min points:   10
     GOALS: >> Min points:   10
   ASSISTS: >> Min points:   10
     SHOTS: >> Min points:   10
     SAVES: >> Min points:   10
```

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

```
        NCAA Individual High/Low Minimums

    POINTS: >> Min points:   4
     GOALS: >> Min points:   2
   ASSISTS: >> Min points:   2
     SHOTS: >> Min points:   5
     SAVES: >> Min points:   10
```

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:    2
       GOALS #lines:    2
     ASSISTS #lines:    2
       SHOTS #lines:    2
       SAVES #lines:    2
```

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

```
        Conference Team High/Low Criteria

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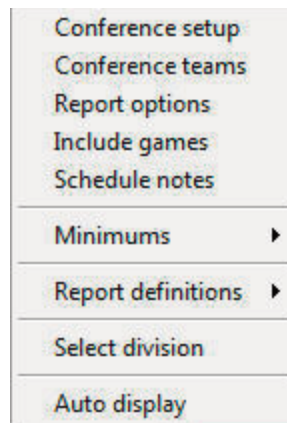
Windows Conference Reports

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 func tions. The currently selected games directory is displayed in the main window.
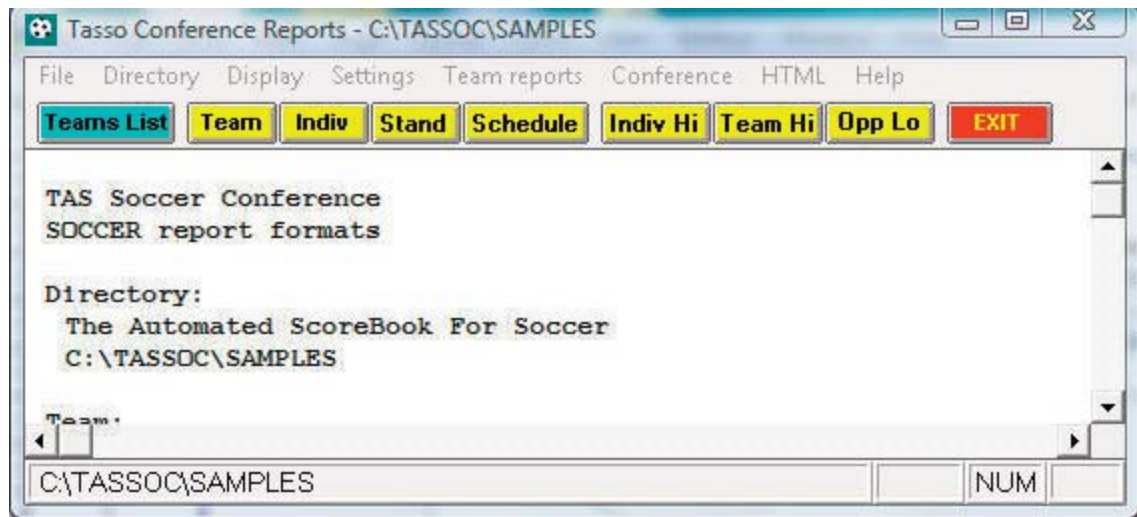
Settings

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

Conference setup: Lets you configure the report heading for conference reports, iden- tify 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 shots on goal: Select this option to display shots on goal stats in team reports.
Show cautions: Select this option to display cautions (RC-YC) statistics in your team reports.
Show extra shot info: Select this option to display additional shot information in your team reports; FG (first goal), OT (overtime goals), HAT (hat tricks), GTG (game-tying goals).
Show offsides: Select this option to display offsides statistics in your team reports.
Show shots faced: Select this option to display shots faced statistics for goalies in your team reports.
Show goalie in results: Select this option to display the goalie-of-decision in the Game Results report.
Show minutes played: Select this option to display minutes played statistics in your team reports.
Show combined shutouts: Select this option to include "shared" shutouts in calculations. For NCAA reporting leave this option disabled.

Standings Sort by points: Select this option if your conference determines standings rankings by points rather than win-loss percentage. If you use Sort by points, fill in the number of points credited for a win and for a loss.

Sort by: Select the sort order to use for Individual Statistics for a selected team.

Field hockey format: Select this option to indicate the current games directory is for field hockey format (instead of soccer).

GA Avg basis: Enter the value in minutes to use for calculating goals against average (typically "90" for soccer and "70" for field hockey).

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 sea-
son stats.

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

Minimums: Customize statistics minimums in several reporting areas: NCAA, confer-
ence, team, and individual reports (stats leaders and game highs).
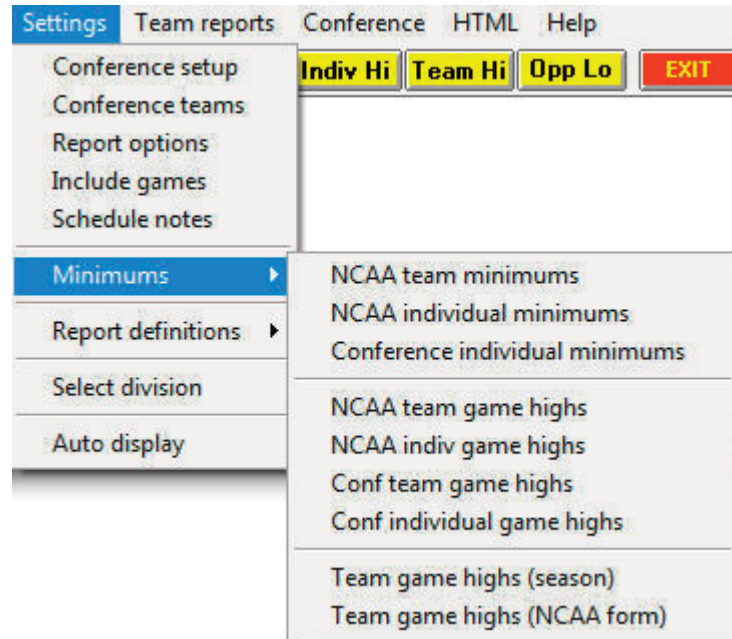
Report definitions: Lets you customize the report definition files (RDF) used for the
Team Leaders and Individual Leaders reports. A separate set of report definitions are
automatically used depending on whether you have the "Field hockey format" selected.
We recommend you contact technical support for 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 separate divisions in your conference, use the Settings | Conference setup and Settings | Conference 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 include in the Standings report.

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

Schedule maintenance report: Generate an internal report that shows various attributes of games in your database. This report is designed to help you maintain your 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 individual game highs functions to customize the contents of these reports.

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

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

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

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

HTML generation:

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


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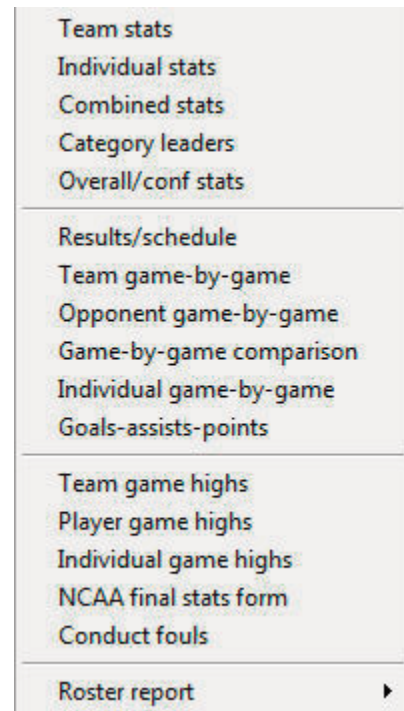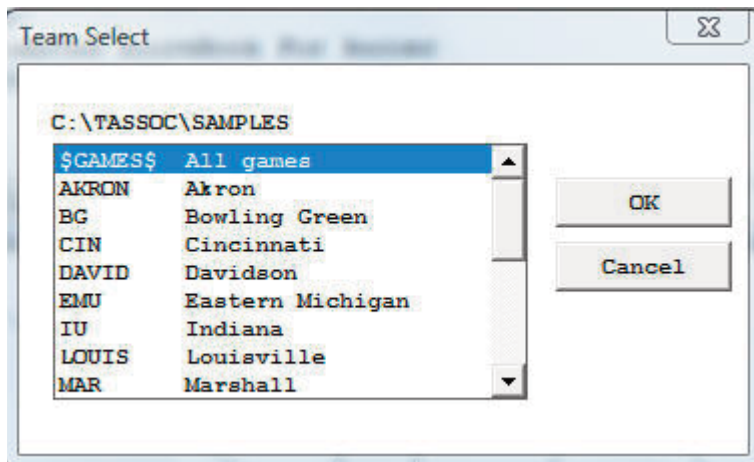
XML reporting

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

Support for field hockey

Although the primary purpose of TAS Soccer is for scoring, well, soccer games, it also supports the scoring and reporting of field hockey statistics. Special features added to TAS Soccer to support field hockey include:

--Support for 35-minute periods in field hockey
--Support for "defensive saves" and "green cards"
--Modifications to the game box score for compatibility
--Terminology differences from (such as "penalty corner" and "penalty shot")

Field hockey setup procedures

To setup for using TAS Soccer for a field hockey venue, do the following:

1. *Create a field hockey directory:* From the TAS Soccer (DOS) Menu, select Utilities | Directories. Enter the name of a new directory to hold your field hockey statistics (for example, "2001-FH" or "FHK2001"). Answer "**Y**" to the "Create directory" prompt.

2. *Create your team entry:* Select Roster maintenance | Edit team rosters to add an entry for your team. If you know your player roster you can enter it now -- you can always return to this function later to fill out or modify the roster. Exit from the Utilities program.

Select the field hockey venue

Run the Windows Game Reports program. Click on "Directory" from the main menu and select the field hockey games directory you just created. Select Settings | Report options. Enable the "Field hockey format" option. Review the other option settings and press OK. Exit the Windows Game Reports program.

1. *Verify rules settings:* Run the Game Scoring (DOS) program (either In-game or Manual entry). Select Game setup | Rules. Verify the value for Prd minutes is 35 for field hockey (instead of 45 for soccer). Change the value to 35 if necessary. Exit the scoring program. You don't need to save the game so press <Esc> when prompted to save, and answer "**Y**" to the prompt for "Discard game changes? **YN**".

2. *Conference reports setup:* The Conference Reports program automatically selects the report definitions (RDFs) for field hockey if you have that venue enabled. The RDFs for soccer are in a directory named "srdf"; the RDFs for field hockey are in a directory named "frdf".Game scoring

Season reports

Season reports are designed to automatically conform to field hockey formats when selected. Use the Season Reports | Settings | Report options values to further customize your reports.

Conference career statistics

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

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

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

--Or, select Start | Programs | TAS Soccer Conference | Conference career stats
  Select Help | Using to display the User Guide for the conference career stats program

Conduct foul reports

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

16   Season-to-date reporting

The TAS For Soccer/Field Hockey software provides the ability for teams to send season-to-date box scores on a weekly or other periodic basis to the conference office for reporting purposes. The season-to-date box score can be automatically created by the TASSO software, and creates a single file containing team and individual statistics that can then be transmitted to the conference office.

--Sending season-to-date file data (Teams)
--Automatically generating the season-to-date file

The TAS For Soccer/Field Hockey software contains a function that will automatically create a "season-to-date" box score that you can transmit to the conference office for weekly (or periodic) reporting of team and individual player stats. To use this function:

--Select Season Reports | Cumes | Capture season stats.

This creates the following soccer/field hockey game files (teamid.SGM) in a SEASON sub directory:

`teamid.SGM` (overall stats)   `teamid.SGC` (conference-only stats)
`teamid.SGG` (game results)

This files actually contain season box score data for all players on the team as well as a summary of game results for the team. Send each of these three files to conference office.Note: These files are intentionally created in a SEASON subdirectory to keep them separate from your games directory.

Manually creating the season-to-date file

To create a season-to-date stats box score manually:

1. Select "Manual game entry" from the TASSO Menu.

2. Press the **F10** key to toggle between "OVERALL" and "CONF-ONLY" statistics mode.

3. Select Game setup | Teams.

4. Identify the visiting team as "OPPONENTS".

5. Identify the home team as your team.

6. Select Game setup | Game info.

7. Enter your team overall and conference won-lost records in the Record field for the home team. Separate the overall and conference records with a comma ("**,**") as show below.

8. Enter today's date in the Date field.

9. Enter "N/A" (for "not applicable") in the Place, Stadium, Start time, End time and Total time fields.

10. Enter the character "**S**" in the Schedule note field. IMPORTANT: You must put an "**S**" in this field - that is the signal to the conference office system that this is a season-to-date box score, not an actual game file.

11. Plug all opponent stats under a player with uni "**TM**" and name "OPPONENT".

12. Add a player with uni "**TM**" and name "TEAM" to your stats and fill the total number of games played (not games) by the team for the "TM" player.

Processing the season-to-date files (Conference)

When a team transmits season-to-date game files, the conference office then imports them as a "game" using the Import game function. When you import the game, use the teamid of the team sending the stats file as the "gameid". For example, when GMU sends a season-to-date "game" file, import it into your system as gameid "GMU".

To change stats for a particular player or team, press the **F10** key to select whether you are editing the "overall" or "conference-only" statsistics.

If you load the "game" file using manual game entry, you will notice the following:

--The visiting team is a generic "OPPONENT" with a teamid of "OPP".
--The home team is the team that sent the stats to you.

When you access the Game info window, you will notice the following:

--The Schedule note field contains the character "**S**".
--The Date field contains the date that the season-to-date game file was created.
--The home team Record field contains the team overall and conference records.
--Several fields contains "N/A" (for not applicable).

When you access the Scoresheet window to view statistics you will notice the following:

--The Line score and Team stats windows contain no data.
--The Visiting stats contain only one player - a pseudo player named "TEAM".
--The Home stats contain all individual player stats - including total games played.
--The Home stats contain a line for player "TEAM" (uniform "**TM**") which contains the
  total number of games played (not games) by the team.

If you need to manually enter a season-to-date box score from a hardcopy report, follow the instructions above that describe how a team can manually create their own season-to-date game file.

```
                        Game Info

O   Opponents              Record:
B   Barton County          Record: 10-4,2-0

Date: Sep 25, 1996
Place: N/A
Stadium: N/A

Conference game: N      Officials:
Neutral site: N
Night game: N

Start time: N/A
End time: N/A
Total time: N/A
Attendance: 0
Schedule note: S
Weather: N/A
```

17 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\so" 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).
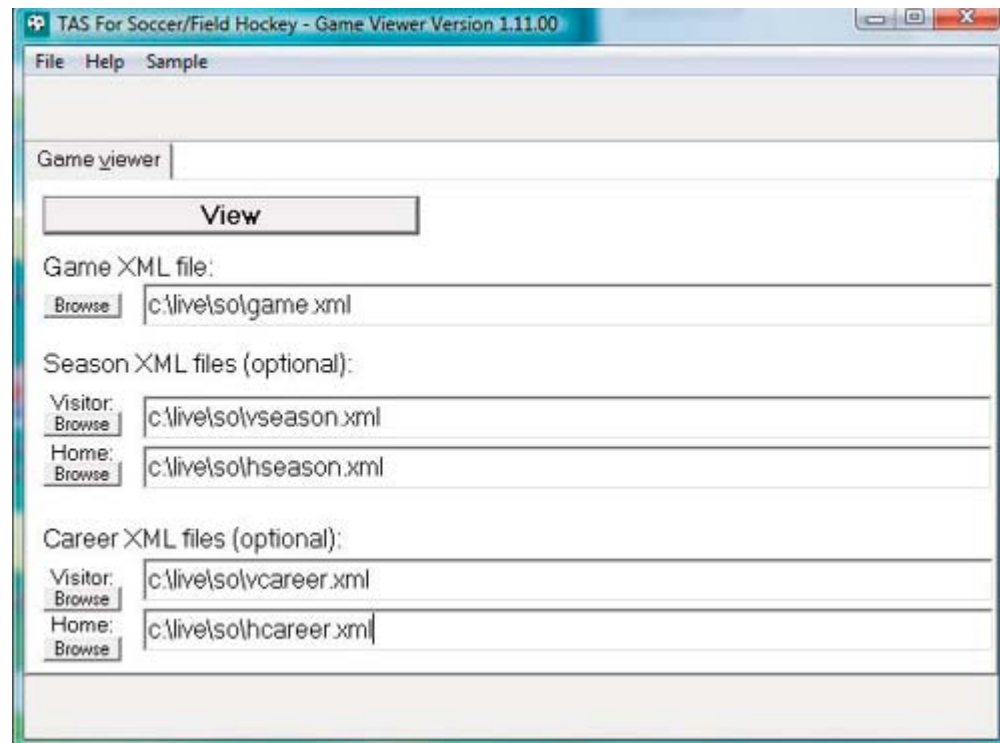
Enter the name of the XML data file to view, or click the "Browse" button to locate the file over the LAN. If available, also specify the season data XML files that were created by the Season Reports | Cumes | XML output function.

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\soview.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.
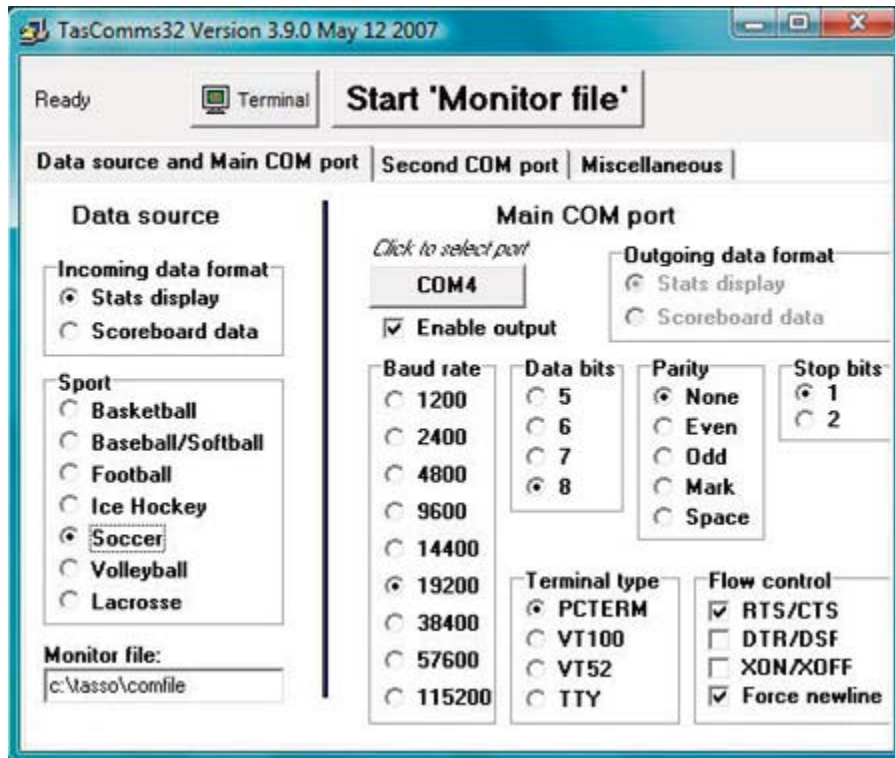
To download TC32 from the internet, go to www.statcrew.com and select:

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).

18   Frequently Asked Questions

Q: **We entered our first two women's soccer games using TAS For Soccer Version 1.3. In each we used just one goalkeeper; however one of our other goalkeepers keeps appearing as having participated in the game. This doesn't show up on the Windows report, but she is listed in the cumulative statistics even though she hasn't played a game.**

A: A fix for this issue is on this web site along with some notes on how to patch up prior games. This issue only affects Version 1.3. Go to the Downloads page on our website; you will need your serial number and registration code for this version.

Q: **The Season Report does not have correct starts for goalkeepers even though it is correct in individual games. What can I do?**

A: For starts to show up for goalkeepers, check the following: Manual entry | Scoresheet | Game Starters, and make sure the position of G or GK is entered for the goalkeeper on each team.

Q: **How do you enter a conference tournament championship game that ended in a 0-0 tie, but was decided by penalty kicks resulting in a final score of 6-5? If I enter the contest as 0-0 and put it in the game notes, it still reflects a tie. If I add the overtime periods and goals, the game score becomes 6-5, when the actual score should be 0-0.**

A: The game is officially a tie (just leave the score at 0-0). None of the shootout shots count toward stats, so no shot attempts should be entered on the Play Input screen. The shootout is only used to decide which team will advance in the playoffs. You will probably want to describe the shootout results in the game notes so they appear on the box score, and maybe add some comments to the play-by-play.

When scoring the game live:

--Select Game control | Period and enter S to indicate the start of the shootout period
--Press **Z** for each shootout attempt and enter a result of Y for good, or N for missed.
--Because you do not want to increment the linescore, do not add the Z again, with a result of **G** for the game-winning goal. No goals or shot statistics are credited on shootout attempts.
--The shootout results will display at the bottom of the Windows boxscore. In Manual entry, leave the score tied, and add information about the shoot-out in game notes.

A   Using for Field Hockey venue

Although the primary purpose of TAS Soccer is for scoring soccer games, it also supports the scoring and reporting of field hockey statistics. Special features added to TAS Soccer to support field hockey include:

--Support for 35-minute periods in field hockey
--Support for "defensive saves" and "green cards"
--Modifications to the game box score for compatibility
--Terminology differences from (such as "penalty corner" and "penalty shot")

Field hockey setup procedures

To setup for using TAS Soccer for a field hockey venue, do the following:

1. *Create a field hockey directory:* From the TAS Soccer (DOS) Menu, select Utilities | Directories. Enter the name of a new directory to hold your field hockey statistics (for example, "2001-FH" or "FHK2001"). Answer "**Y**" to the "Create directory" prompt

2. *Create your team entry:* Select Roster maintenance | Edit team rosters to add an entry for your team. If you know your player roster you can enter it now -- you can always return to this function later to fill out or modify the roster. Exit from the Utilities program.

3. *Select the field hockey venue:* Run the Windows Game Reports program. Click on "Directory" from the main menu and select the field hockey games directory you just created. Select Settings | Report options. Enable the "Field hockey format" option. Review the other option settings and press OK. Exit the Windows Game Reports program

4. *Review report options:* Run the Windows Season Reports program (or Conference Reports program). Select Settings | Report options and review the settings. Change the options as needed and press OK. Exit the program.

5. *Verify rules settings:* Run the Game Scoring (DOS) program (either In-game or Manual entry). Select Game setup | Rules. Verify the value for Prd minutes is 35 for field hockey (instead of 45 for soccer). Change the value to 35 if necessary. Exit the scoring program. You don't need to save the game so press <**ESC**> when prompted to save, and answer "**Y**" to the prompt for "Discard game changes? **YN**".

6. *Conference reports setup:* Run the Conference Reports program. Select Settings | report definitions | Configure reports. Configure the report definition files (RDFs) as follows:

```
Team stats            FTSTAT.RDF
Team short            FTSHORT.RDF
Team long             FTLONG.RDF
Individual stats      FISTAT.RDF
Individual short      FISHORT.RDF
Individual long       FILONG.RDF
Individual all        FIALLLDR.RDF
```

Game scoring

In-game scoring for the field hockey format is the same as soccer except the following:

Defensive saves: In the field hockey venue, enter "D" as the result of a shot attempt to indicate a defensive save by a field player. You are prompted to enter the uniform number of the player to be credited with the defensive save. Important: Use the "**S**" result to indicate a save by the goalie; the defensive save statistics is intended to credit field players only.

Green cards: In the field hockey venue, enter a "green card" caution by pressing "**E**" on the Play Input window. Then, enter the team, uniform number and clock time as prompted.

Season reports

Season reports are designed to automatically conform to field hockey formats when se-lected. Use the Season Reports | Settings | Report options values to further customize your reports.

Career stats

A separate database is provided for field hockey career statistics (separate from mens or womens soccer). In the Career reports program, select Settings | Select field hockey database (or press the "**F**" button on the control bar).
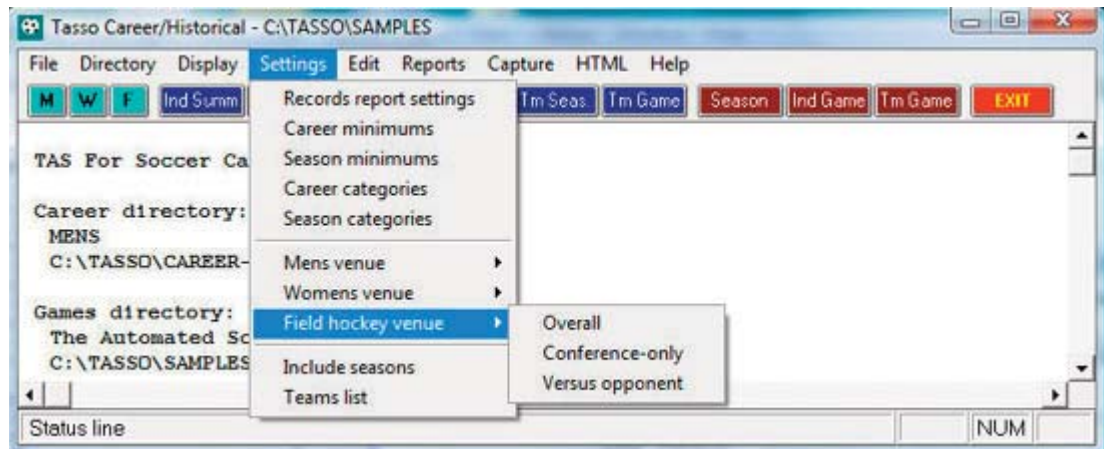
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Appendix B: Windows 32-bit Requirement for Legacy Software

For Stat Crew software, please note that the legacy software will run natively on Windows 32-bit operating systems. As long as the operating system is 32-bit, you can install and run the software with no additional downloads required.

How can I tell if my computer is running a 32-bit or a 64-bit version of Windows?
A helpful guide can be found here.

If you are using a 32-bit OS, click here to follow the installation guide(s) to get started.

If you are using a 64-bit OS (or a Mac computer), you would need a 32-bit computer or a virtualization program to run the legacy software.

Currently, you can find some 32-bit computers on the Dell Refurbished site here. You may also be able to find more options through further research.

Please note, many campuses have site licenses that allow installation of either 32-bit or 64-bit editions of Windows. We recommend contacting your IT support to see if the 32-bit operating system is an option on your campus. If so, you would not need virtualization software to run Stat Crew's Legacy software.

If you do need virtualization, however, it essentially means you are running a computer inside a computer. Your 64-bit operating system is the "host." On the "host", you will install virtualization software, such as the ones listed below. This allows a 32-bit "guest" operating system to run inside the "host". The "guest" can be Windows 10 32-bit and will run as a fully functional, licensed version of Windows. In the virtual Windows 32-bit, you will have access to your computer's drives, installed programs, saved files, and perform other tasks, including running live stats (and Stat Crew's software).

There are lots of virtualization programs to choose from. Here are some links to virtualization programs, both free and paid, with information on how to install them. If none are to your liking, feel free to web search under "virtualization software" for more.

VirtualBox   **DOSBox**   **VMware**   **VMware (Mac)**

Additional questions? Check out Stat Crew's FAQs page here!