The Automated ScoreBook^{TM} *for Tennis*

User Guide

(Version 1.23)

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STAT CREW APPLICATION AND WEB SERVICES

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- abuses system resources including but not limited to hacking, pinging, flooding, spoofing, or other malicious activity; or
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# 1   Starting The Automated Scorebook (TAS) For Tennis

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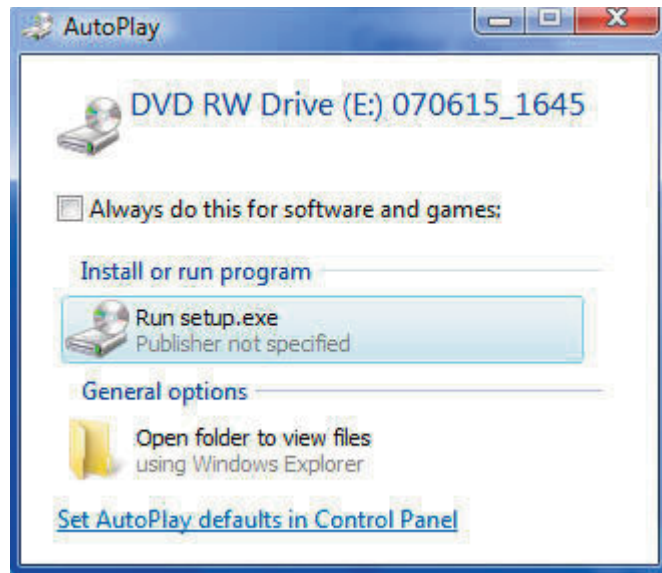
3. This will bring you to the STAT CREW software menu. "The Automated ScoreBook for Tennis" should be blue and you should be able to click on it (see the next screen).
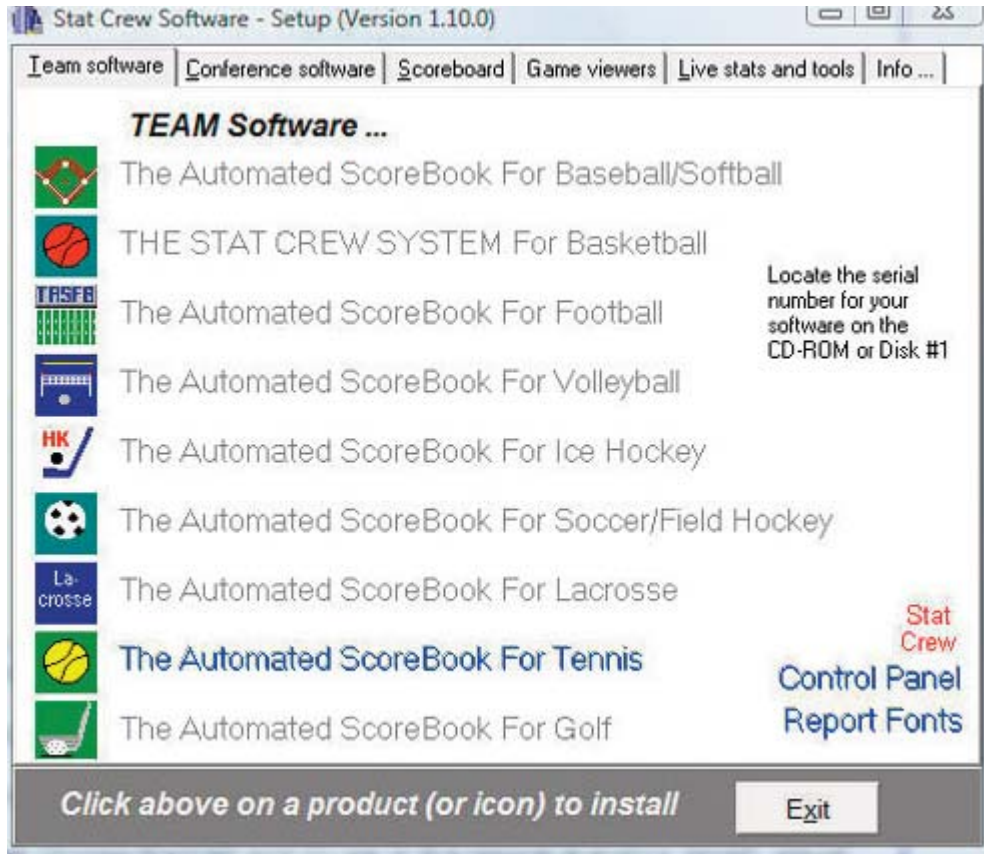
4. When you click on it, it will prompt you for the serial number. Enter the code from the back of the CD case. It is a ten digit number that begins with TN-. (see third screen below).

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.

2   Quick setup

The following sections provide a quick overview on how to get up and running with TAS For Tennis. Details are described in other sections of the User Guide.

To start the software run the Stat Crew Control Panel and select Tennis | Game scoring.

Review the samples directory

A "SAMPLES" directory is supplied with the software -- we encourage you to use this directory to familiarize yourself with the software utilities, match entry and reports features.

Create a season directory

Before entering your actual tennis statistics you should create a directory to hold data for a specific season. For example, to create a directory for the "2002-03" season, click on Utilities | Select or create directory. In the "Directory Name:" field enter "`c:\tas\tastn\2002-03`".

Enter team rosters

Next create the team rosters for your team and your opponent(s). Click on Utilities | Roster and team maintenance.

On the Roster Maintenance window, click on "New team" and enter information on the "Team information window (only Team ID and Team name fields are required), and click OK when done.

Then double-click on the team (or select the team and click on "Team roster") to display the team roster window. Click on "New player" to add players to the roster. Click OK when done.

Perform the same procedure for your opponent(s).

Enter match results

Select the "Game date format" and "Double count as one decision" options to use as a default when entering a new match. These settings still be changed on a match-by-match basis.

Click on Results entry | New dual match to enter the statistics for a new tennis dual match, or click on New tournament to enter the results for a tournament:

1. Fill in the information on the Match identification page.

2. Fill in the information on the General info page.

3. For tournaments, click on the "Hdgs" button in the upper right to generate headings.

4. Fill in the information on the Singles results page.

5. Fill in the information on the Doubles results page.

6. Click "Done" or "Apply" to save the information to the season directory.

Match and season reports

After entering match statistics, you can use the Match reports and Season reports pages to generate box score and season reports.

Career statistics

The Career page lets you enter and display career statistics on a season-by-season basis. You can enter just the data for the past 4-5 seasons so you have data on just your active players, or you can enter data for the every season for the team.

HTML files for your web site

Use the Html page to generate statistics files for posting to your web site.

3   Utilities

Access the program utility functions by selecting the "Utilities" page on the TAS For Tennis main screen.
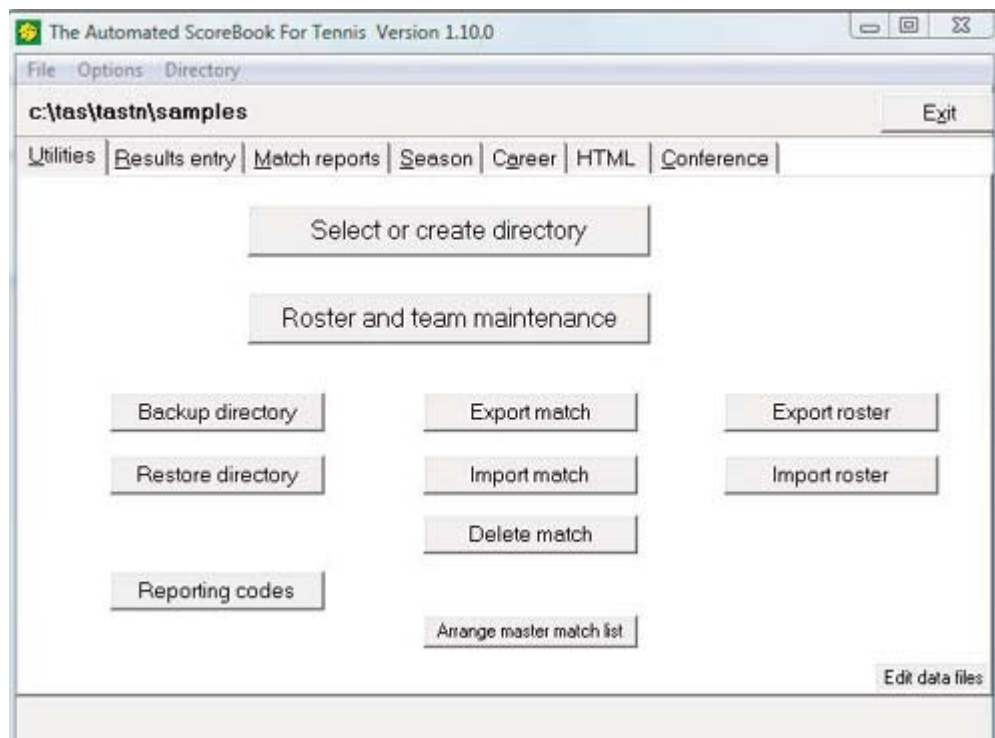
Select or create directory

Before entering your actual tennis statistics you should create a directory to hold data for a specific season. For example, to create a directory for the "2003" season, click on Utilities | Select or create directory. In the "Directory Name:" field enter "`c:\tas\tastn\2003`". Or, for example, to create a directory for the "2003-04" season, click on Utilities | Select or create directory. In the "Directory Name:" field enter "`c:\tas\tastn\2003-04`".

Click on "Select or create directory" or click on "Directory" on the main menu to display the Select directory window.
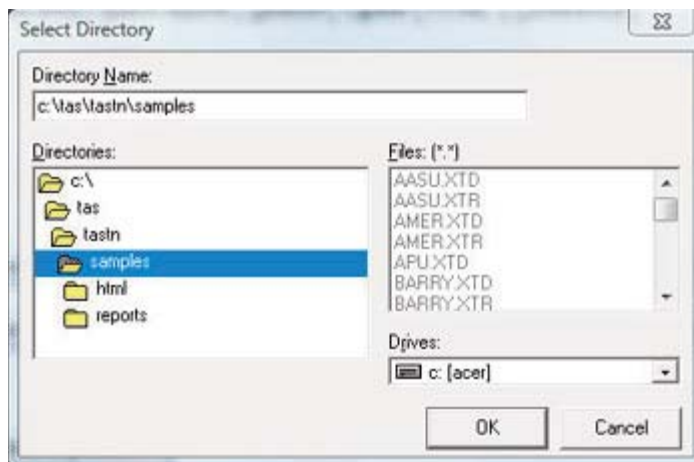
Notes: If you are using TAS For Tennis for both mens and womens venues, you might create season directory names such as: 2003M, or 2003W. <u>Do not use more than 8 characters for the final portion of the season directory name.</u>

To select an existing season directory navigate the "Directories" list box until the desired directory is shown in the "Directory name:" field and press OK.

To create a new directory, type the name of the new directory in the "Directory name:" field and press OK. For example, change the Directory name to "c:\tas\tastn\2002-03" and press OK.

You are prompted to create the new directory. Click on "Yes" to create the directory.

In the above example, you will now have an "empty" 2002-03 season directory where can create team rosters and match results for that season. Note that a "reports" folder and an "html" folder are automatically created as well. The TAS Tennis software uses these folder for creating hard copy reports and web site file outputs.

Note: You may also notice that there are two directories in the c:\tas\tastn folder named "career-w" and "career-m". These folders are created automatically by the TAS Tennis program to hold career statistics for the womens and mens venues, respectively. These folders are not intended for use as specific season directories.

Roster maintenance

Refer to the chapter on "Team and roster maintenance" for a description of these functions.

Backup directory

It is recommended you backup your season directory frequently to protect against loss of data due to hardware or software failures.   Click on "Backup directory" to access the backup directory function.
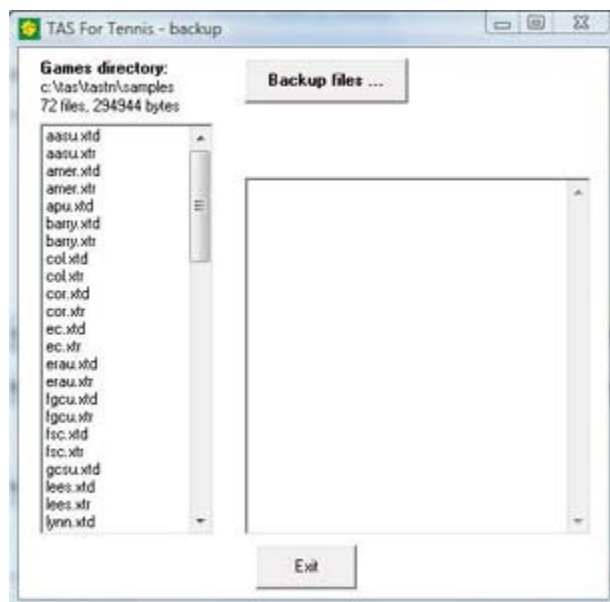
Verify the desired directory is selected then click on the "Backup files ..." button to begin the backup. You are prompted for the drive/directory to backup the files TO.
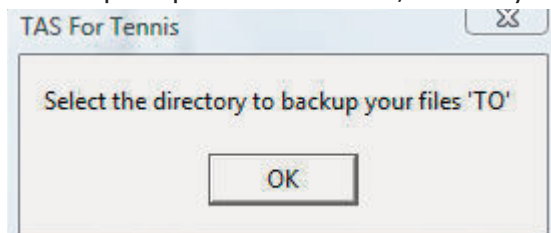
For example, you could backup the files to jump drive by selecting the J-drive:
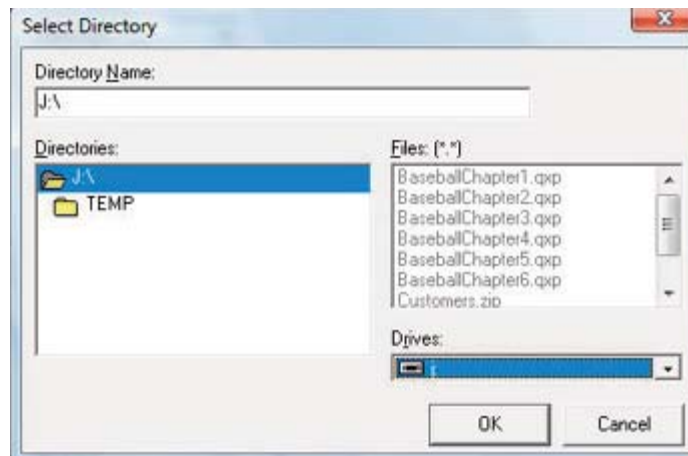
After selecting the drive directory the backup function is run.
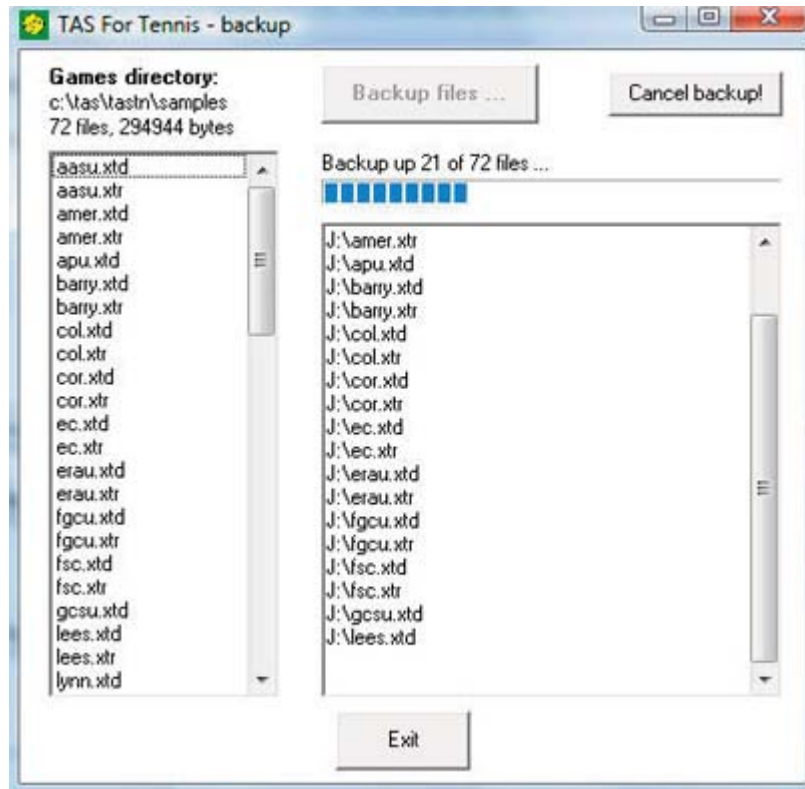
A progress bar is shown to indicate the status of the backup process, and a "backup complete" message is displayed upon completion.

Restore directory

Click on the "Restore directory" button to restore a directory backup you have performed earlier (see above). This function replaces all files in the currently selected season directory.
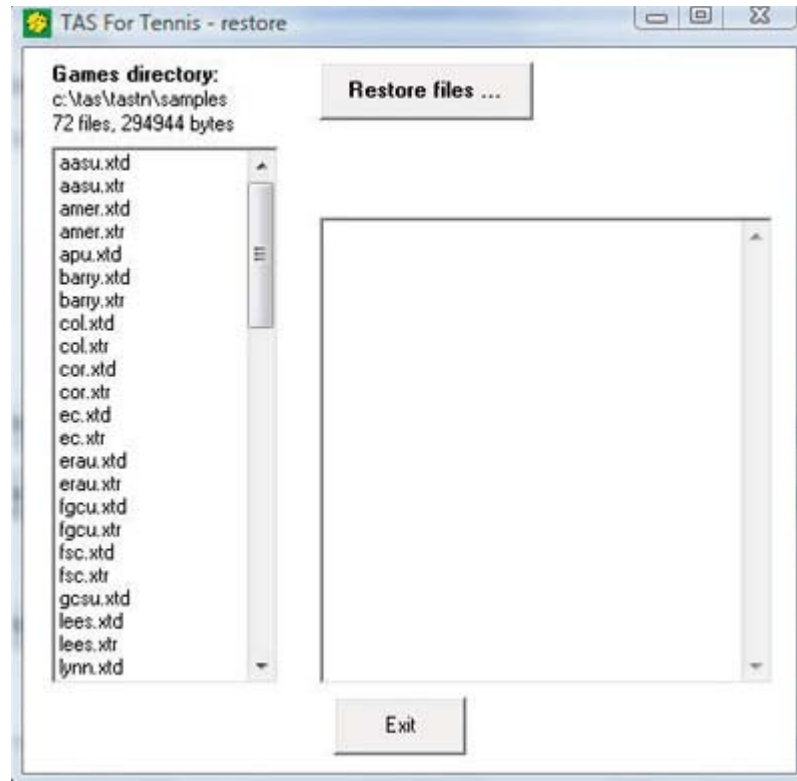
Verify the desired directory is selected then click on the "Restore files ..." button to begin the restore. You are prompted for the drive/directory to restore the files FROM.
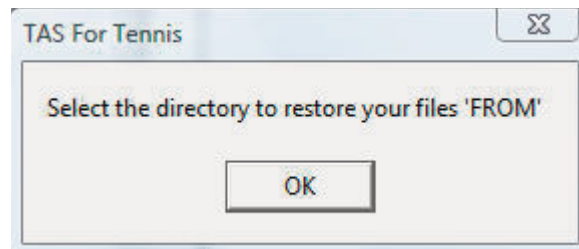
For example, to restore a directory backup from a jump drive select the J-drive.
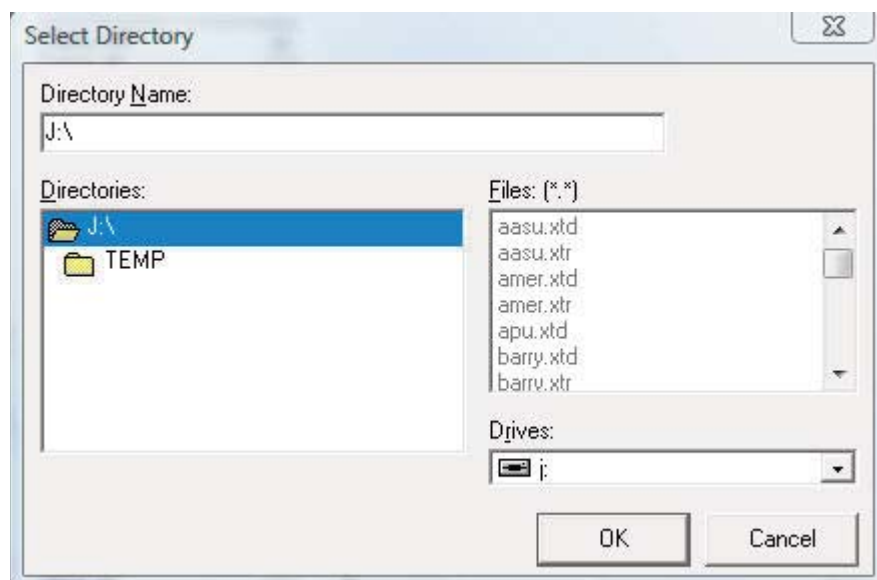
Verify the desired backup is selected (you might use the "Files" list to verify this is the right set of files) and click OK.   The file restore function will then run and a "Restore complete" message is displayed after the restore is finished.

Export match

Click on the "Export match" button to save a match file to another location. Typically you will use this function to place a match file on a jumpdrive to exchange with another team using TAS For Tennis, or to place in an accessible location so you can later attach the match file in an email -- again so you can exchange the match data with another team using TAS For Tennis. Select the match you want to export.
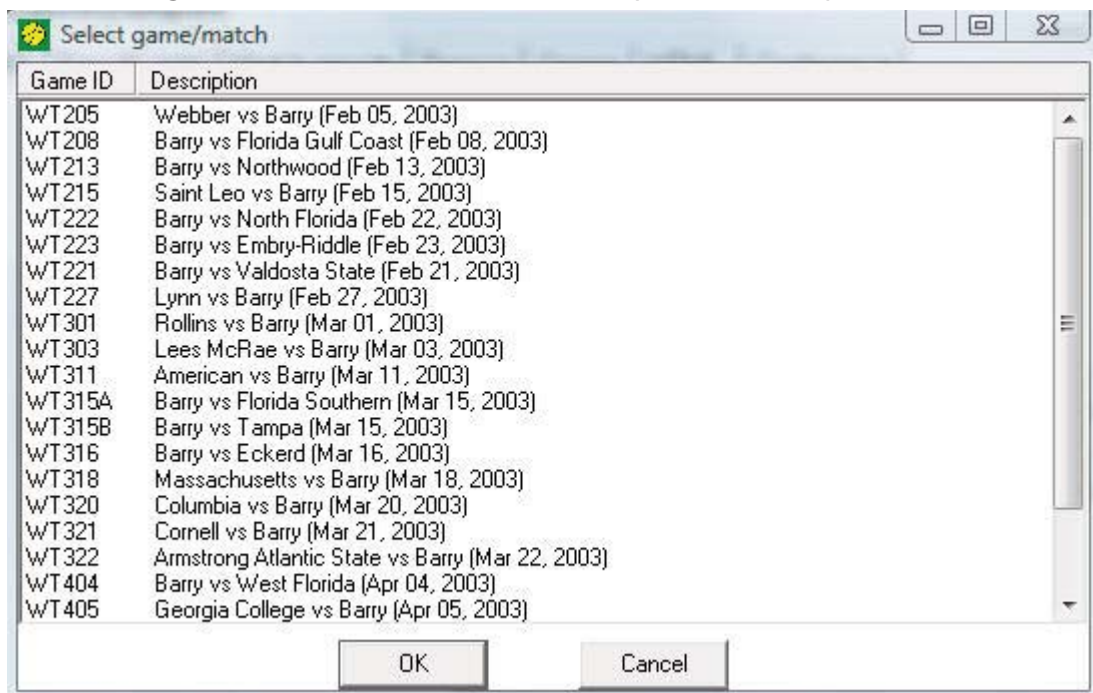
Then select the drive/directory to export the match file to, and click on "Save". The match file is then exported to the selected directory.
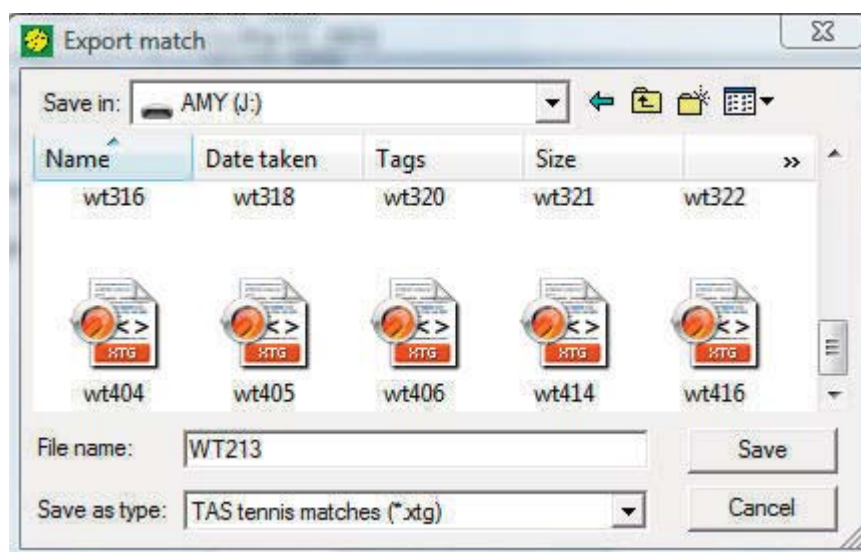
Import match

Click on the "Import match" button to import a match file that was exported and sent to you from another team using TAS For Tennis. Locate the match file to be imported on the "Import match" window, then click on "Open".
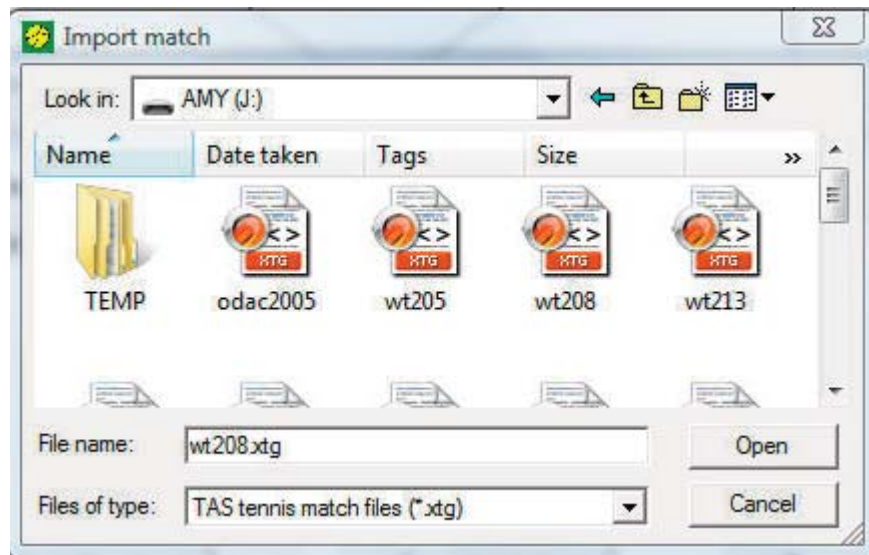
Before the match is actually imported you can adjust the Game-ID and Team-ID fields to match the identifiers you use in your database (the sending team might be using different ID values). You can adjust these values and click "Save" to complete the match file import; or you can click on the "Edit" button to modify additional details of the match before completing the import function. Click on "Cancel" to abort the import match function.
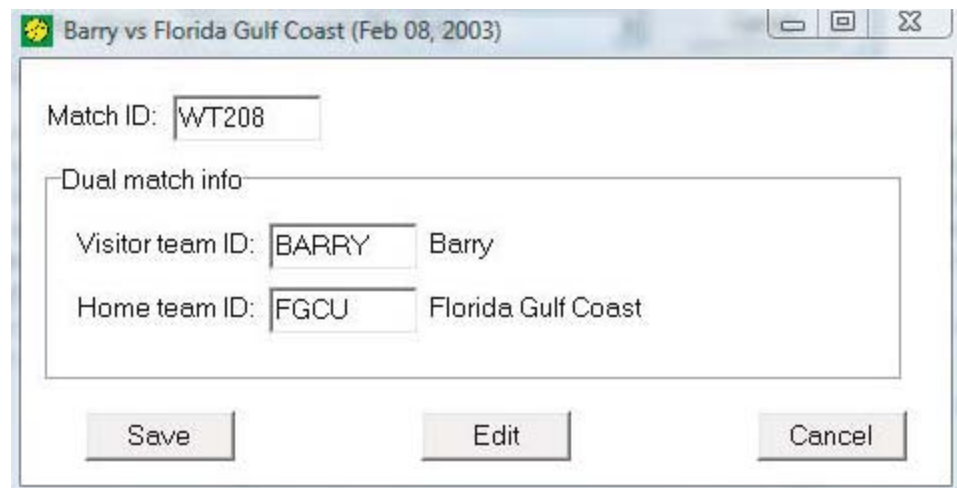
Delete match

Click on the "Delete match" button to delete a tennis match results file.
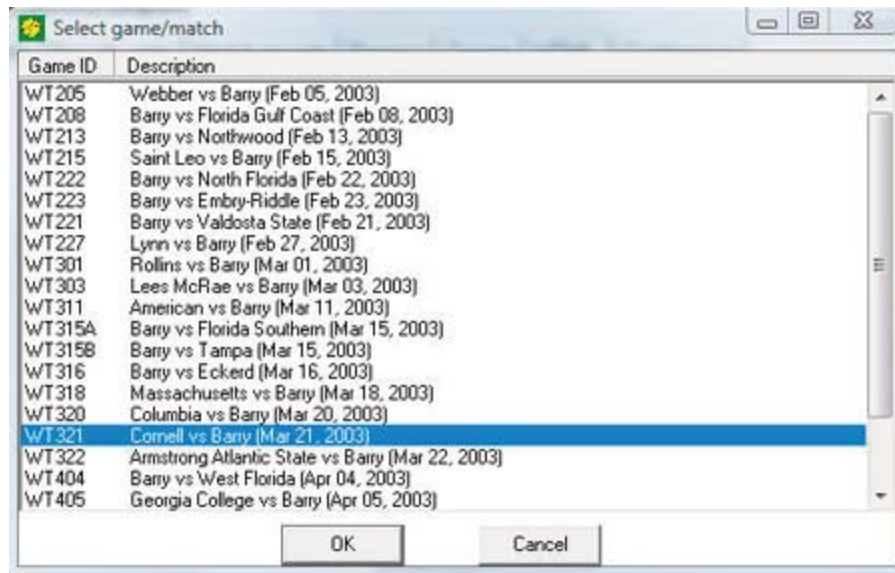
Confirm that you want to delete the match.

Import roster

Click on "Import roster" to bring in a team roster sent to you via email or on a jump drive.
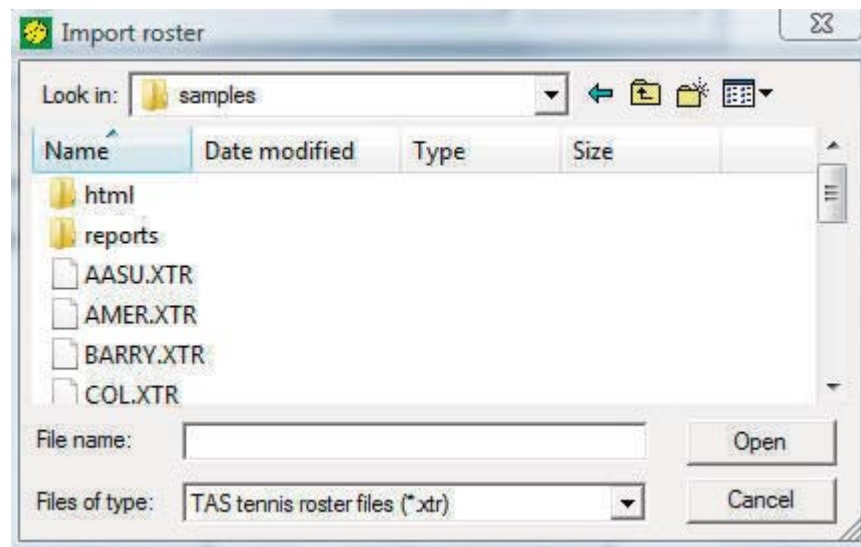
Use the Import roster window to first select the folder to "Look in" containing the roster to import, and then by selecting the desired tennis roster file (*.xtr).

Export roster

Click on "Export roster" to store a copy of a roster into a particular folder. Typically you will place the roster in a folder that you can easily find later -- when you want to attach the roster file in an email, for example.
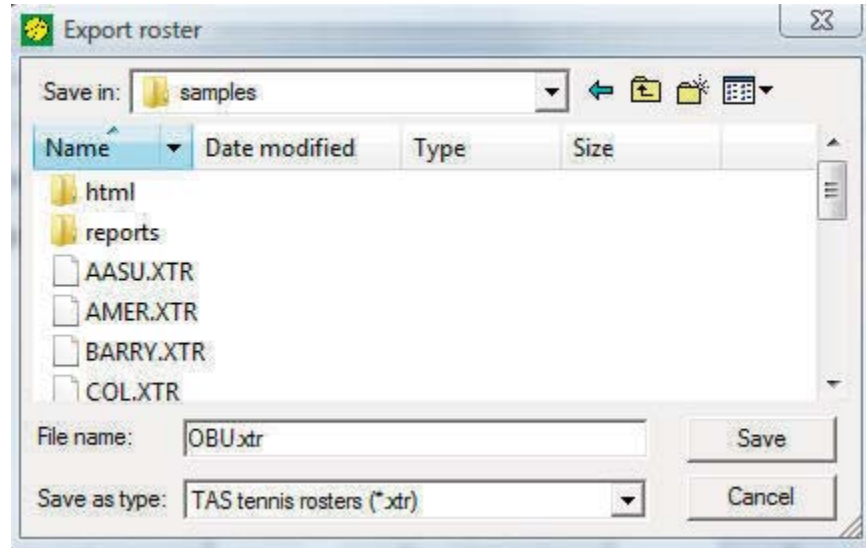
Use the Export roster window to first select the folder to "Save in", and then by selecting the desired tennis roster file (*.xtr) to save.

Reporting codes

Click on the "Reporting codes" button to modify the official reporting codes list file.
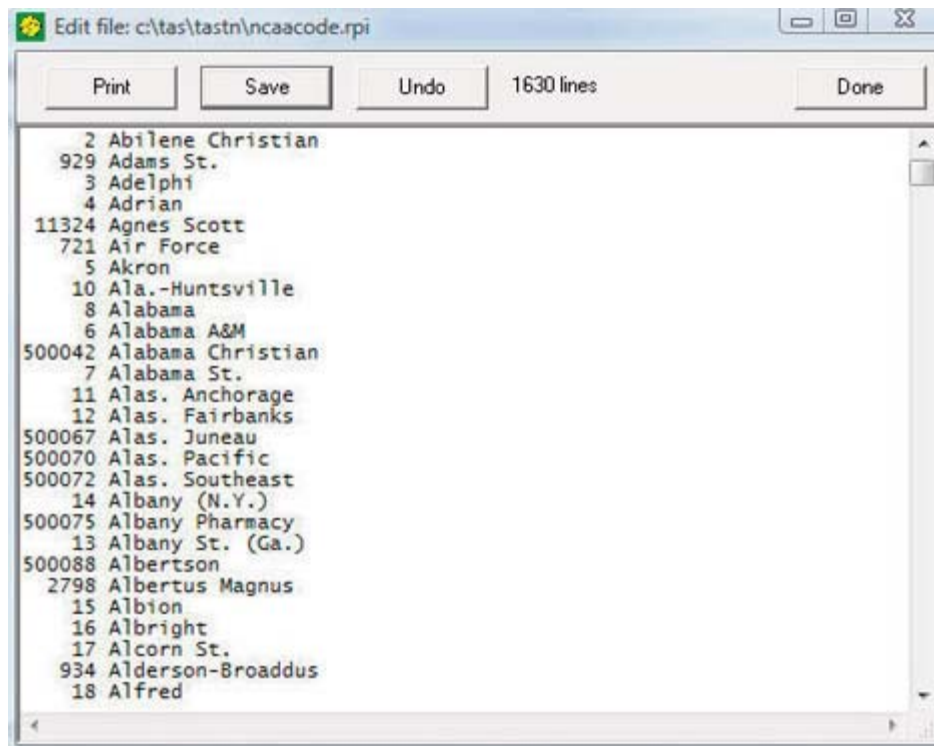
Import/export rosters

Click on Utilities | Export roster to export a roster file to specified location such as a jump drive. For example, you could attach the roster file in an email for another team to import.

Click on Utilities | Import roster to bring a roster file into the current season directory. You are prompted for the team ID and team name you want to use for the new roster.

Edit data files

The "Edit data files" function provides for direct access to editing TAS Tennis data files using a text editor. It is recommended you only use this with technical guidance from Stat Crew technical support.

4   Team and roster maintenance

Click on the Utilities "Roster and team maintenance" button to access functions to define teams and rosters. This displays the Roster maintenance main window.
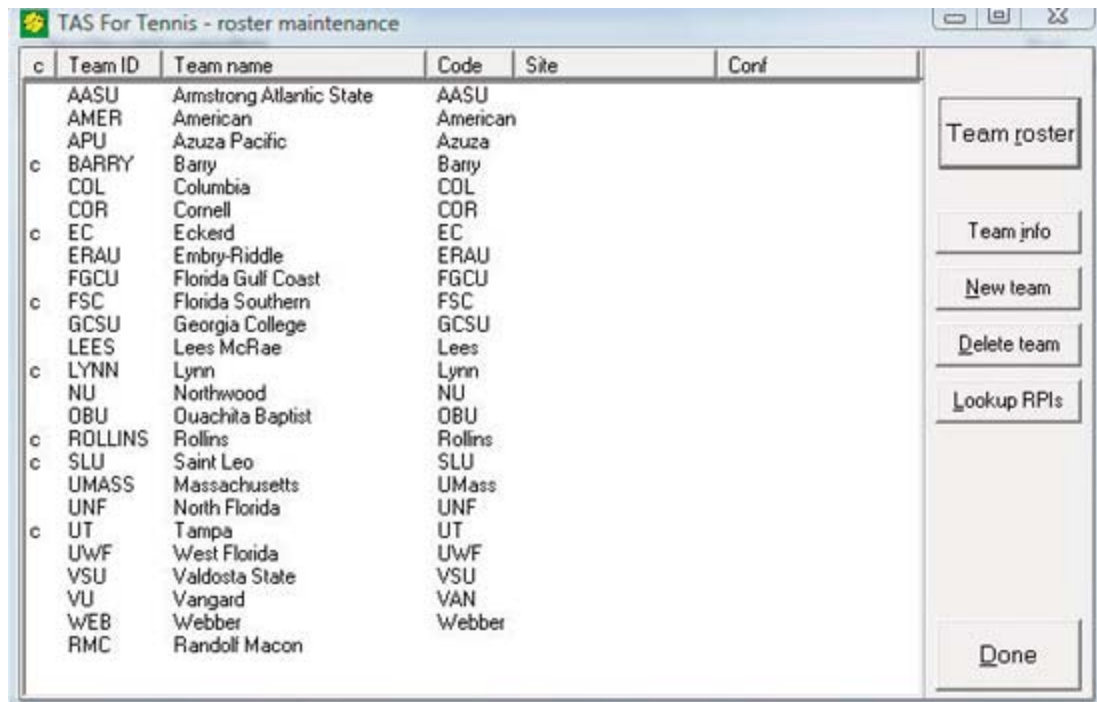
You can click on the "c" (Conference team), "Team ID" or "Team name" fields to sort the list if desired.

Adding a new team

Click on the "New team" button to add a new team to the current season directory. The Team information window is displayed. Fill in at least the Team ID and Team name fields -- these are the only required fields.

Team ID: Enter a 1-8 character identifier for the team, for example, you could use "EMU" as the Team ID for Eastern Mennonite University. Make this field as meaningful as possible; the team ID is displayed in the box score and other report outputs.

Team name: Enter a 1-30 character full team name.
Home site: Enter the home site location for the team (optional).
Conference: Enter the full name of the conference/league this team is in (optional).
Head coach: Enter the name of the head coach (optional).
Team code: Enter the team code used for official statistics reporting; for example there may be a specific code to be used for reporting the NCAA or the ITA and will normally be different from the team ID field entered above (optional).
Conference team: Check this field to indicate the team is a member of the conference (optional). This field is primarily designed for use in conference/league reporting functions.
Conf abbrev: Enter a 1-8 abbreviation for the conference; for example use "ODAC" as the conference abbreviation for the Old Dominion Athletic Conference. This field is used in various reports (optional).

Changing team information
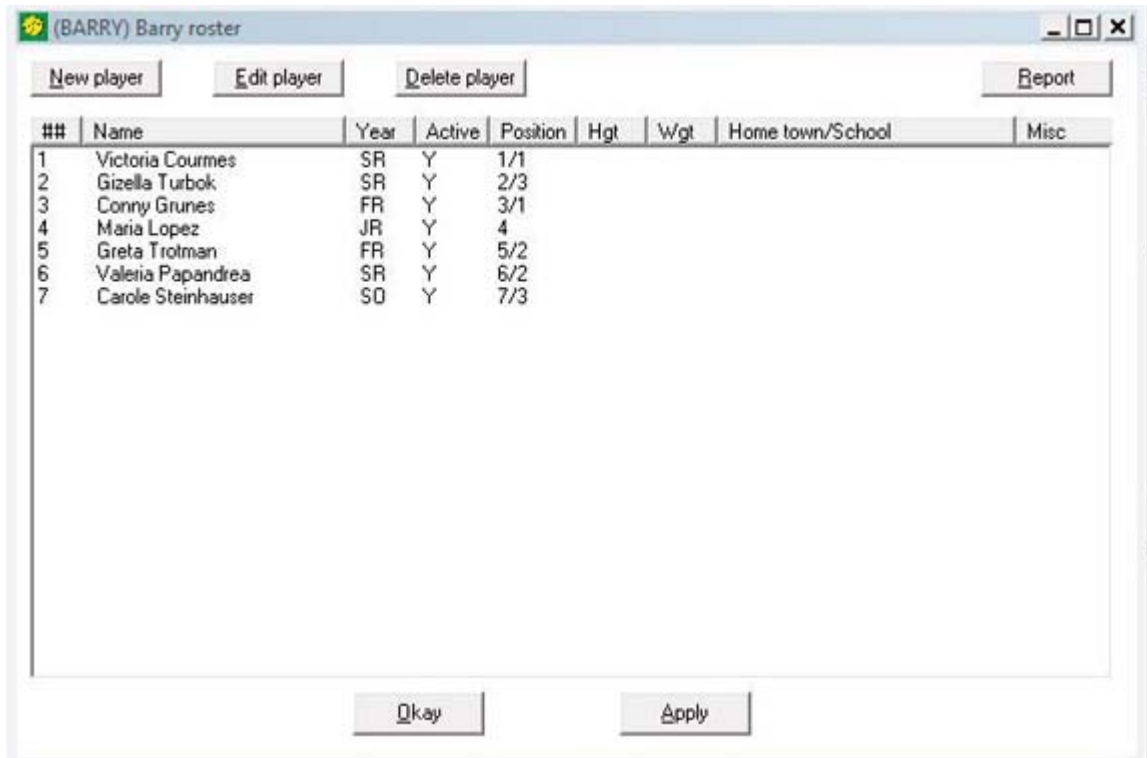
To modify the team information you have entered for a team, select the team from the list and click on the "Team info" button. This displays the same Team information screen described above.

Deleting a team

To delete a team from the teams list, select the team and click on "Delete team". The team cannot be deleted if there are any matches assigned to that team. You can use the "Delete match" function described later to delete specific match results.

Editing a team roster

To edit a team roster, select a team in the list and click the "Edit roster" button, or just double-click on a team. The roster for that team is displayed.

Adding players

To add a new player roster entry click on the "New player" button. This displays the player information window.

Uni: Enter a unique identifier for the player. This field might also be thought of as an "ID" field instead of as a "uniform number" field. Each player on the roster must have a unique "uni" number.

Name: Enter a 1-20 character player name as you want it to appear in your reports.

Class/year: Select from FR, SO, JR, or SR; or select "Other" and fill in the desired year value (optional).

Active: De-select this to indicate the player is no longer active on the roster.

Sgls: Enter the flight number (if any) for this player in the singles rotation, or leave blank if not in the normal rotation -- this field is used in Results entry by the Get lineup function to automatically fill in player names in the singles flights (optional).

Dbls: Enter the flight number (if any) for this player in the doubles rotation, or leave blank if not in the normal rotation -- this field is used in Results entry by the Get lineup function to automatically fill in player names in the doubles flights (optional).

Height: Enter the player height (optional).

Weight: Enter the player weight (optional).

Hometown/school: Enter hometown and school for the player (optional).

Miscellaneous: Enter other miscellaneous information for the player (optional).

Code: Enter a specific code for the player (normally for reporting purposes -- optional).

Editing player info

To edit an existing player roster entry select a player and click the "Edit player" button, or just double-click on a player. The same player information window described above is displayed.

Deleting a player

To delete an existing player, select the player and click the "Delete player" button.

Roster report

To create a hard copy roster report, select a team and click on the "Roster report" button.

5   Dual match results entry

Click on the "Results entry" tab to select the match results entry page. The "Game date format" indicator is used to select which date format will be automatically entered in the "Game date" field for a new game. The "Doubles count as one decision" is designed for venues where the combined doubles matches result in a one win-or-loss for each team. Click on "New dual match" if you want to enter results for a dual match (between two teams) or click on "New tournament" if you want to enter results for a tournament.
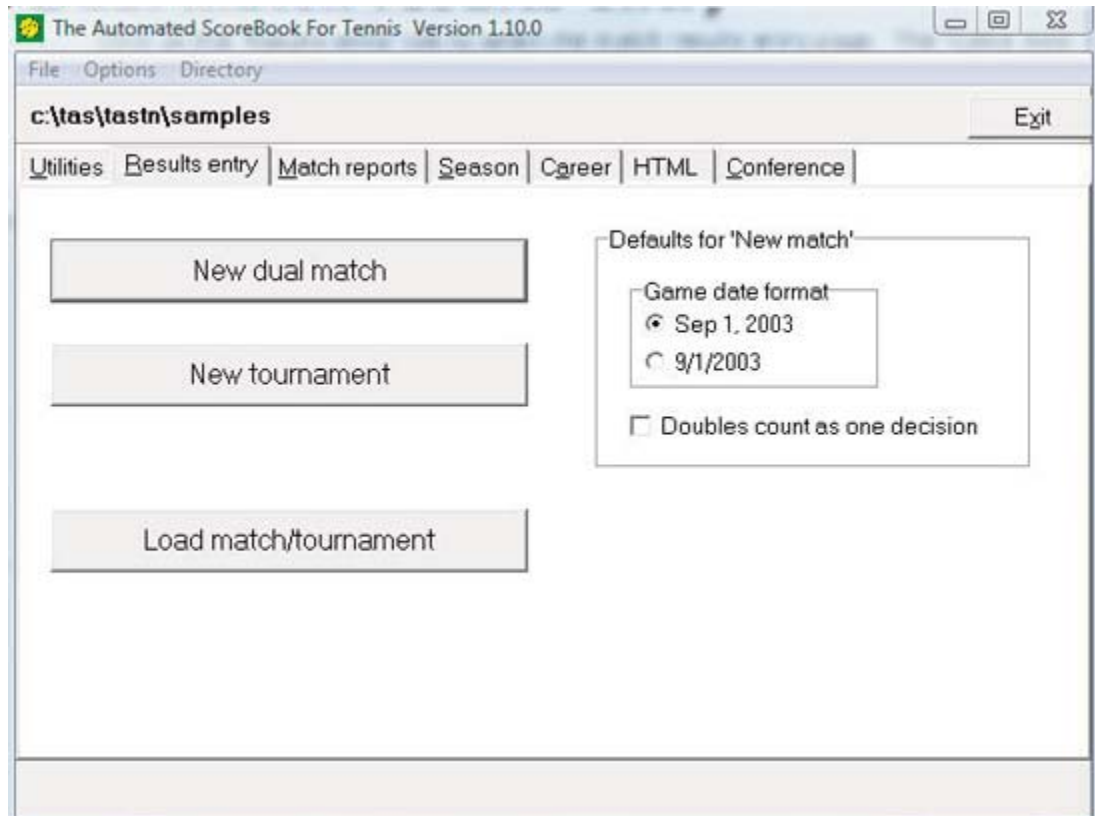
If you are entering results for a tournament, refer to the next chapter named "Tournament results entry". Steps for entering "Dual match" results are described below.

New match

Click on the "New match" button to enter a new match. The Results entry window is dis played. See "Entering/editing match results" below for details about the match results entry process.

Load match

To load an existing match for editing, click on the "Load match/tournament" button and the Results entry window is displayed.   See "Entering/editing match results" below for details about the match results entry process.

Entering/editing match results

The information for entering match result information is contained in several pages on the Results entry window. Click on a tab to access each subset of match result data as described below.

Match identification

Click on the "Match identification" tab to enter the key match identification information, and to enter team records and box score notes at the completion of the match.

Match ID: Enter a 1-8 character identifier for this match.
Match type: Automatically selected by the software after New dual match or New tournament.
Select HOME team: Click to select the Home team.
Select VISITOR team: Click to select the Visiting team.
Team names: The team name fields are automatically filled in the selecting the Home/Visitor teams; you can override the spelling of a team name for this specific game; for example, you could change the team name from "Eastern Mennonite" to "#14 Eastern Mennonite".
Team W-L records: Enter the team records at the end of the match as you want them to appear in the box score (optional).
Box score notes: Enter any game notes you want to include in the box score (optional).

Rankings: Enter the national and regional rankings of each team (or leave blank). This information is displayed in the box score and used to calculate W-L record vs ranked teams in season stats.

Done: Click on "Done" at any time to save the current match and exit the Results entry screen.
Apply: Click on "Apply" at any time to save the current match and remain on the Results entry screen.
Cancel: Click on "Cancel" at any time to exit the match and cancel any changes since the last save.

General info

Click on the "General info" tab to enter general information about the match, and to enter team records and box score notes at the completion of the match.

Date: Enter the game date.
Start time: Enter the start time of the match.
Site: Enter the city, state where the match was played.
Venue: Enter the name of the venue/arena where the match was played.
Sched note: Enter a special schedule note designator if desired (use the Season reports | Schedule legend function to describe the schedule note character) -- note that the asterisk (*) and percent (%) characters are automatically used to indicate conference and re-

gional games respectively.
Squash venue: Enable this option if you are entering squash results (instead of tennis).
Officials: Enter the name of the head official.
Length of event: Enter the length/duration of the event.
Attendance: Enter the attendance.
Conference/league: Indicate if this is a conference match.
Neutral site: Indicate if this is a neutral site match.
Post season: Indicate if this is a post-season match.
Regional: Indicate if this is a regional match.
Doubles as one decision: Indicate if the team scoring for this match should consider the combined doubles results as a single win-or-loss for each team.
Doubles as 2-points: Use this option for dual matches with 5 singles flights plus one doubles match that counts as 2 points toward the final score (for a total of 7 points).
Forfeit: Normally just leave this as "No forfeit" -- use this area if a team forfeits an entire match.

Singles results

Click on the "Singles results" tab to record singles results for the match. A match roster for each team is displayed in addition to slots for identifying the players and set-by-set results for each flight.

Selecting players

Get lineup: To select players using the values entered on the team roster in the "Sgls" (Singles) and "Dbls" (Doubles) fields, right-click on the roster displayed on the Singles results window and select "Get lineup". For example, the first player with a value of "1" on the team roster will be placed into the SINGLES flight 1 slot, and so on.
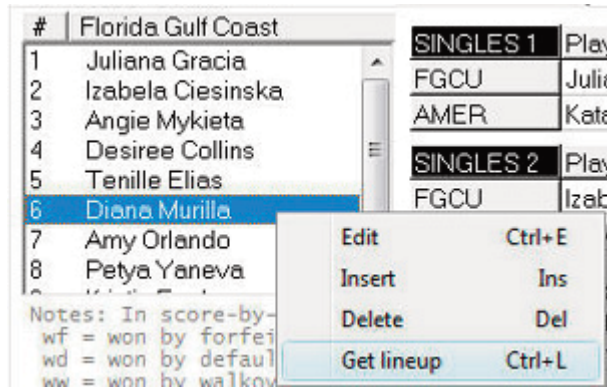
Drag-and-drop: Or, select a player using "drag-and-drop" from the match roster into the desired singles flight.

Uni #: Or, type the "uni" number for a player into a player slot. For single-digit uni numbers the player name will not be filled in until you exit that field (press Tab or click else where on the window).

By name: Or, type enough characters in a player field to uniquely identify a player name.

Entering set-by-set results

Enter the score-by-set for each flight. The software will automatically post the win or loss for each flight for inclusion in the box score statistics.

Special result codes

For special results codes enter the following in the set-by-set results:

wd win by default
wf win by forfeit
ww win by walkover
wr win by retirement
uf unfinished

Win by default -- enter "wd" as the score for the winning team:

Win by forfeit -- enter "wf" as the score for the winning team:

SINGLES 1	Players	1	2	3	4	5
FGCU	Juliana Gracia					
AMER	Katarina Kollarova	wf				

Win by walkover -- enter "ww" as the score for the winning team:

SINGLES 1	Players	1	2	3	4	5
FGCU	Juliana Gracia	ww				
AMER	Katarina Kollarova					

Win by retirement -- add "wr" as a set score for the winning player:

SINGLES 1	Players	1	2	3	4	5
FGCU	Juliana Gracia	6	4			
AMER	Katarina Kollarova	0	1	wr		

Unfinished -- add "uf" as a set score for the winning player:

SINGLES 1	Players	1	2	3	4	5
FGCU	Juliana Gracia	0	1			
AMER	Katarina Kollarova	6	3	uf		

Notes:

Wins by default, forfeit and walkover are treated the same statistically by the software. That is, these results are calculated as a match win for the team, but no won-loss statistics for the individual players are affected.

A win by retirement credits a win for the team and does update the season records for both players involved. Be sure to place the "wr" code on the line for the player who is to be credited with the win.

An "unfinished" match will appear in the box score results but does not affect won-loss statistics for the team or for the individual players.

Editing the match rosters

You can edit the match rosters independent of the "master" rosters (the roster entered using the Team and roster maintenance functions). You might want to do this for at least a couple of reasons:

1. To "tweak" the roster for a game that you have already entered.
2. To add players to a roster after you've already

To edit, insert or delete players from the match roster, right click on the roster lists on the Singles results page and select the desired function.

#	Barry		
1	Victoria Courmes		SINGLE
2	Gizella Turbok		BARRY
3	Conny Grunes		LEES
4	Maria L	Edit	Ctrl+E
5	Greta T	Insert	Ins
6	Valeria	Delete	Del
7	Carole S	Get lineup	Ctrl+L

Doubles results

Click on the "Doubles results" tab to record singles results for the match. A match roster for each team is displayed in addition to slots for identifying the players and set-by-set results for each flight.

Enter the doubles results in the same manner described above for the Singles results, with the following exceptions:

1. You cannot edit the match roster from the Doubles results page -- use the roster lists on the Singles results page instead.
2. The Get lineup function is not available on the Doubles results page -- use the Singles results page instead.

Match details

To access the match details window click on the ">>>" button for a selected match. The Singles or Doubles flight details window is displayed. All of the fields on this window are optional and can be left blank.

Order of finish: Enter the order of finish for the match (displayed in the box score).
Pre-match record: Enter pre-match information for the players (displayed in the Pre-Match report).
Rankings: Enter the national and regional rankings for each player (displayed in the box score and used to calculate W-L record vs ranked opponents in season stats).
Tie-breaker scores: Enter scoring details for tie-breakers (displayed in the box score).

If this is a tournament match, additional fields are displayed.

Position: Enter the tournament position or round; for example enter "32", "16", "8", "4", "2" to indicate round 1, round 2, quarter-finals, or finals, or enter "r1", "r2", "qf", "sf", "fi" or similar. This information is displayed in the Individual Match-By-Match season report -- the software automatically prefixes the value you enter in this field with a "t-" to indicate a tournament match. For example, if you enter "16" the software will automatically display it as "t-16" in season reports.
Opponent team: Enter the name of the opponent team. Since tournament matches are designed to be entered as a batch against a "fictitious" tournament team, use this field to identify the specific team for the opponent in each match.

Reports

Click on the "Reports" tab to generate match reports.

Click on "Box score" to generate a box score for the current match.

Squash venue support

To enter results for a squash match or tournament enable the "Squash venue" option on the Match entry | General info page (or the Tournament identification page for tournament entry). The Singles results entry page now provides space to enter 9 singles flights and an exhibition match.

6 Match reports

Access the match report functions by selecting the "Match reports" page on the TAS For Tennis main window, or by selecting the "Reports" page on the Results entry window.
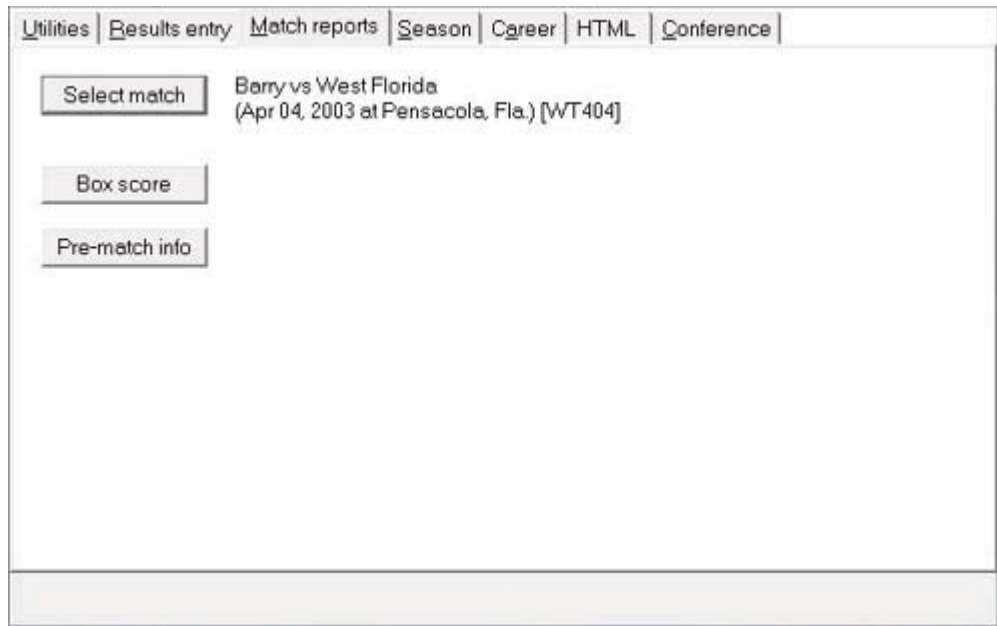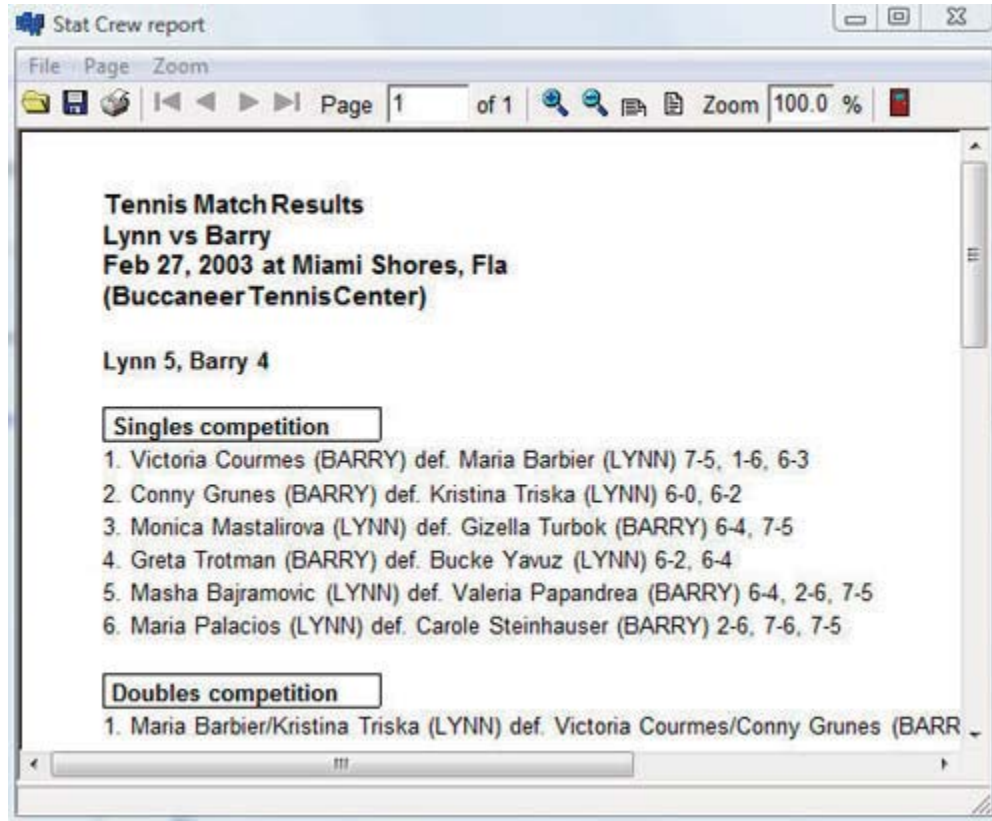

Select match

Click on the "Select match" button to choose the report match to report on.
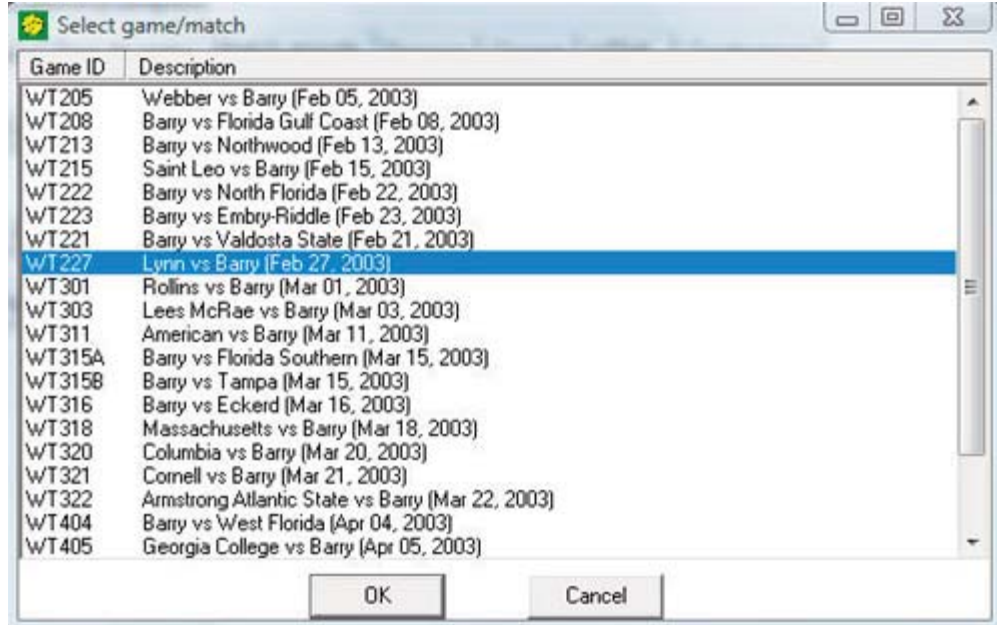
Box score

Click on the "Box score" button to generate a box score report for the selected match.

Pre-Match report

On the Match entry | Reports page click on "Pre-match info" to display the Tennis Match Information report. This report is designed to provide a pre-match information sheet to list each scheduled match, player W-L record information, player rankings, and any box score notes you want to add.

Live internet match updates

Live tennis match updates can be generated for posting to your web site. Select Match entry | Reports to access the live match updates functions.

Send live match update (FTP): Click to transmit live match update (requires TasFtp).
View match update Html: Click to view the local match update Html file in your browser.
Home logo: Optionally enter the home logo image reference to insert into the Html file.
Visitor logo: Optionally enter the visitor log image reference to insert into the Html file.
Indicate match is 'Final': Enable this option to display "FINAL" in the live match update page.
FTP host name: Enter the host name or IP address of the FTP server.
FTP userid: Enter the FTP login userid.
FTP password: Enter the FTP login password.
Directory: Enter the directory to transmit the live match update to.

Note: To use the "Send live match update (FTP)" function you must have TasFtp installed. Alternatively you can use the "View match update Html" function and use a local FTP tool to transfer the updated Html file to your server.

After setting up FTP information, use the following procedure to post live match updates:

1. Use the Singles or Doubles page to update match scores.
2. When a match is complete, click on the ">>>" details button for the match and fill in the "Order of finish" field (this causes the team score to be updated on the live page).
3. Click on Reports | Send live match update (FTP) to transmit the updated scores.

Note: The Html output is configured to automatically update every 60 seconds.

7   Tournament results entry

On the main TAS Tennis window, select Results entry | New tournament to enter results for a tournament. For entering results for a dual match, refer to the chapter on "Results entry" earlier in this document.

Tournament identification

Tournament ID: The file identifier (ID) for the tournament; the file ID can be up to 8 characters and must be unique within the current season directory; this ID does not appear in any of the formatted reports.

Tournament name: The name of the tournament; up to 40 characters.

Date: The dates for the tournament; up to 20 characters.

Site: The city, state where the tournament is being held; up to 40 characters.

Start time: The start time will be displayed in the schedule/results report.

Venue: The arena where the tournament is being held; up to 40 characters.

Sched note: Optionally enter a special character such as '%', '#', etc. to use in the schedule/results report; use the Season reports | Schedule legend function to describe any special characters used.

Squash venue: Enable this option if entering squash results (instead of tennis).

Tournament roster teams

Use this screen to setup the teams and players in the tournament:

Include: Click to include a team roster that you have already entered using Roster maintenance.

New: Click to manually identify a new team for this tournament; you are prompted for the Team ID and Name.

Del: Click to remove a team from the tournament teams list.

Edit: Click to edit the Team ID or Name values.

Team roster list

Click on a team in the Teams list (above) to display the roster for a team. Add players to the tournament roster by either clicking on a player name, or by clicking the "New player" button to manually identify a player for the tournament.

Player list: Click a player in the team roster list to add that player to the tournament roster list on the right.

New player: Click to manually add a new player to the Tournament roster; this is useful if you have not setup a team roster using the Roster maintenance function.

Tournament roster

The tournament roster contains a list of all players participating in the tournament.

Tournament roster:	By Team	By Name
COL	Lucia Aniello	
COL	Eunice Chao	
COL	Molly Condit	
COL	Iana Dimkova	
COL	Leena Krishnaswamy	
COL	Andrea Lauer	
ERAU	Sylvia Vojtisek	
ERAU	Natalia Kozyura	
ERAU	Angela Melito	
ERAU	Jamie Cristelli	
ERAU	Liza Francis	
ERAU	Jessica Anaya	
NU	Melanie Roy	
NU	Avni Kazakevich	
NU	Jana Topinkova	
NU	Anto Virenzio	

By team: Click to sort the tournament roster list by Team ID.

By name: Click to sort the tournament roster list by player name.

Remove: Click to remove a player from the tournament roster.

Edit: Click to edit a player name spelling

Singles/Doubles results

Use these screens to enter match results for the tournament.

Tournament roster: Use the tournament roster list to select players for each individual match. You can either (a) drag-and-drop a player into the results area; or (b) select a cell within the results area and then double-click on a player name. If you need to add more players to the tournament roster use the "Tournament roster" screen view (above).

--Click on "Sort by team" or "Sort by name" to reorder the tournament roster list.
--Click on "3", "4", "5", or "6" to change the arrangement of columns in the tournament
  roster list. When you enlarge the size of the Tournament entry window you will be able
  to view more columns at-at-glance for selecting players into the scores entry grid.
--Click on "Hdgs" to automatically generate flight/section headings for the tournament
  results.
--Drag the double-line between the tournament roster list and the scores entry grid to
  adjust the size of these areas. For example, if you drag the double-line down, more
  players will be visible in the tournament roster list.

Report sub-headings: To cause a sub-heading line to appear in the tournament box score (for example, "No. 1 Singles" or "First Round", click on the "Hdgs" button in the upper right corner; or right-click in the results grid and select "Generate headings"; or to manually add headings enter a dash (-) in the "Round" column, and enter the text for the sub-heading in the first and second Player Name fields.

Round: Enter a 1-2 character designation for the round; for example "32", "1", "QF", "SF", "C", and so on.

Team: This field is automatically filled when you select a player from the tournament roster list.

Singles Players: To automatically fill this field, drag-and-drop a name from the tournament roster list; or click in a player name cell and then double-click on a name in the

tournament roster list.

Doubles Players: Same as for "Singles Players" except there are, of course, two names for each team line. The software assumes that both players on a line are on the same team.

Set scores (1,2,3,4,5): Enter the score for each set. If there is a tie-breaker, enter the tie-breaker score it following the set score in parentheses. For example, if the score for a set was 7-6 (7-4), enter "7 (7)" for the first team score and enter "6 (4)" for the second team score.

Nat. Rank: If the player or pair is ranked nationally you can enter the player ranking in this column.

Reg. Rank: If the player or pair is ranked regionally you can enter the player ranking in this column.

Generate headings: Right click in the scores grid and select "Generate headings" to automatically generate headings for the flights/sections in the tournament.

Insert heading line: Right click in the scores grid and select "Insert heading line" to add a heading entry before the current selected row.

Insert blank line: Right click in the scores grid and select "Insert blank line" to add a line before the current selected row.

Delete this line: Right click in the scores grid and select "Delete this line" to delete the entry at the current selected row.A sample of the "Doubles results" entry window:

Tournament reports

Tournament box score: Click to generate a hard copy tournament box score.

Send live tournament update: Click to generate an HTML page with current tournament results, and to send that page to your web site using the FTP settings below. The file generated is named "**xlive.htm**".

View tournament HTML: Click to generate an HTMLpage with current tournament re-sults, and to view that page in a browser on your computer. This is designed to preview the page before sending it to your web site.

Tournament logo: If desired, inter the file name of a logo (either a ".gif" or ".jpg" file) to display in the live HTML page.

Indicate tournament is "final": Enable this option to indicate "Final" in the HTML dis play.

FTP hostname: Enter the name of the FTP server on your web site.

FTP userid: Enter the FTP userid for login.

FTP password: Enter the FTP password for login.

Directory: Enter the name of the directory on your FTP site to store the "xlive.htm" file.

Tournament headings

To automatically generate headings for the flights/sections in the tournament, click on the "Hdgs" button in the upper right corner; or right-click in the results area and select "Generate headings".

Tournament headings

Flight title template: Singles flight No. {}

Number of repeats: 6

Section name	#matches	Abbrev
Play-In	1	pl
Quarterfinals	4	qf
Semifinals	2	sf
Championship	1	ch
Consolation	1	co
5th place	1	5th
7th place	1	7th

Execute

Cancel

? Help

Enter the template for generating the flight headings -- click on "Help" for detailed instructions. The Tournament headings window can be used to generate headings for a flighted tournament (such as the example above), or for a non-flighted tournament. For example:

Tournament headings

Flight title template: Singles

Number of repeats: 1

Section name	#matches	Abbrev
Round of 64	32	64
Round of 32	16	32
Round of 16	8	16
Quarterfinals	4	qf
Semifinals	2	sf
Championship	1	ch

Execute

Cancel

? Help

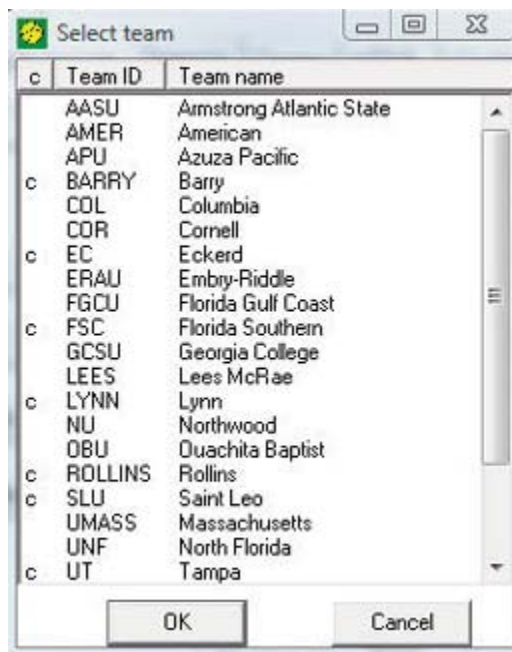After generating the headings for Singles, repeat the process from the Doubles results page.

8   Season statistics

Access the season report functions by selecting the "Season reports" tab on the TAS For Tennis main window.
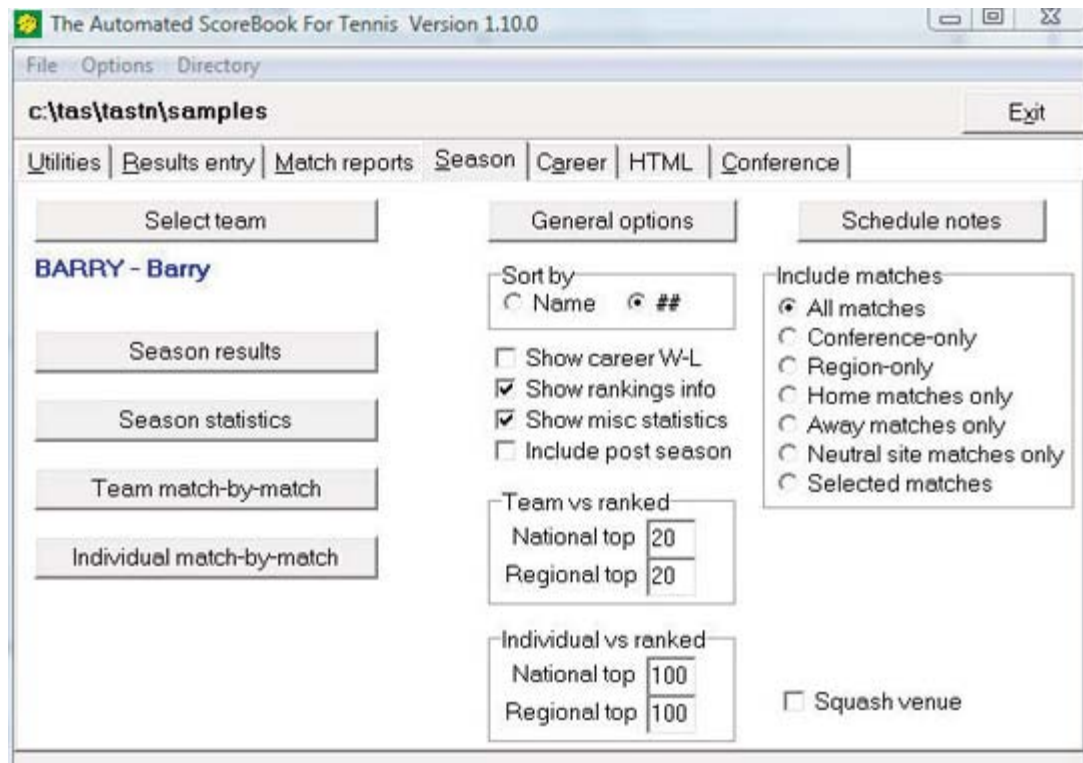
Select team

Click on the "Select team" button to choose the team to generate season statistics for. The Teams list is displayed:

Report tailoring

Use the following function to tailor or customize the season report outputs.

General options

Click on "General options" display the General options window (or click "General" on the main menu).

Report heading: Enter the report heading you want to appear in the title of each report.
As of prefix: Enter the prefix to be used for the "as of date" prefix context in the title of each report.
As of date: Enter the "as of date" for reports; this is used in conjunction with the "As of prefix" field; the software uses today's date if this field is left blank.
Season: Enter the year identifier for this season, for example, "2002" or "2002-03"; a maximum of 8 characters is allowed.
Venue: Enter "Mens" or "Womens".
Division: Enter the team classification, such as "I", "1-A" , "II", "III", and so on.
Prompt this dialog at startup: Check this field if you want the General options window to be displayed automatically each time you start the software; this feature might be used, for example, as a reminder to reset the "As of date" to a specific value rather than relying on the current computer date.
Generate reports with tab stops: Check this field to generate reports with tab stops for word processing.
'Style' report options: Click this button to open the window to enable and set your pre-ferences for the 'style' report options.

Schedule notes

Enter the text you want to use as an explanation of schedule note characters that appear in match results reports. Note that the software automatically uses an asterisk (*) to de note conference matches, and a percent (%) sign to denote regional matches -- so you should at least include an explanation of those notations.

Report settings

The following paragraphs describe various settings that can be used to configure/tailor season reports.

Sort by

Select whether to sort the season statistics by name or by flight number.

Show career W-L

Select whether to include career summary statistics when generating the season statistics report.

Show rankings info

Enable this option to display team and individual ranking information, and W-L record vs ranked opponents.

Show misc statistics

Enable this option to display W-L streak and "Last 10" matches W-L record in the Season Statistics report.

Team vs ranked

Enter the criteria to be used to calculate team W-L records vs national and regional ranked teams, or enter "0" to disable display of W-L records vs ranked teams. For example, enter "20" in the "National top" field to calculate W-L records vs national top 20 teams.

Individual vs ranked

Enter the criteria to be used to calculate team W-L records vs national and regional ranked opponents, or enter "0" to disable display of W-L records vs ranked opponents. For example, enter "100" in the "National top" field to calculate W-L records vs national top 100 players.

Include matches

Choose which matches to include in the season reports. Several pre-determined "filters" are provided such as home, away, etc. The default is "All matches".

You can choose "Selected matches" to generate season statistics for a specifically selected set of matches. Use the "Specify selected matches" window to select matches from the available inventory into the "Selected matches" list.

Squash venue

Enable the "Squash venue" option to indicate the current season directory contains squash statistics (instead of tennis). Season and career reports will be formatted accordingly

Season reports

The following sections describe season reports that are available in TAS For Tennis. See "Report tailoring" above for details about tailoring/customizing the reports.

Season results

Click on the "Season results" button to generate the Season results report.

Barry University Tennis
Barry Season Results (Through matches of Jun 09, 2009)

Overall record: 16-1 • SSC: 5-1 • Region: 6-1 • Home: 8-1 • Away: 8-0 • Neutral: 0-0
• vs National ranked: 0-0 • vs Regional ranked: 0-0

Date	Opponent		Score	Overall	SSC	Nation
Feb 05, 2003	WEBBER	W	5-1	1-0	0-0	
Feb 08, 2003	at Florida Gulf Coast	W	9-0	2-0	0-0	
Feb 13, 2003	at Northwood	W	6-3	3-0	0-0	
%* Feb 15, 2003	SAINT LEO	W	7-2	4-0	1-0	
% Feb 22, 2003	at North Florida	W	7-1	5-0	1-0	
Feb 23, 2003	at Embry-Riddle	W	9-0	6-0	1-0	
Feb 21, 2003	at Valdosta State	W	8-1	7-0	1-0	
%* Feb 27, 2003	LYNN	L	4-5	7-1	1-1	
%* Mar 01, 2003	ROLLINS	W	7-2	8-1	2-1	

Season statistics

Click on the "Season statistics" button to generate the Season statistics report.

Barry University Tennis
Barry Season Statistics (Through matches of Jun 09, 2009)

Overall record: 16-1 • SSC: 5-1 • Region: 6-1 • Home: 8-1 • Away: 8-0 • Neutral: 0-0
• vs National ranked: 0-0 • vs Regional ranked: 0-0

SINGLES	Overall	Dual	Tour	SSC	1	2	3	4	5	6	vs ranked Nat'l	Reg'l	Strk	Last 10
Victoria Courmes	13-1	13-1	0-0	5-0	10-1	3-0	---	---	---	---	0-0	0-0	W8	9-1
Gizella Turbok	14-1	14-1	0-0	4-1	2-0	4-0	8-1	---	---	---	1-0	1-0	W8	9-1
Conny Grunes	15-1	15-1	0-0	5-0	2-0	10-0	3-1	---	---	---	0-0	0-0	W15	10-0
Maria Lopez	5-1	5-1	0-0	2-0	---	---	---	1-0	3-1	1-0	0-0	0-0	W2	5-1
Greta Trotman	15-0	15-0	0-0	6-0	---	---	4-0	11-0	---	---	0-0	0-0	W15	10-0
Valeria Papandrea	13-4	13-4	0-0	5-1	---	---	---	3-1	9-2	1-1	0-0	0-0	L2	6-4
Carole Steinhauser	8-5	8-5	0-0	3-2	---	---	---	---	1-1	7-4	0-0	0-0	L1	6-4
Totals	83-16	83-16	0-0	30-6	14-1	17-0	15-2	15-1	13-4	9-8	1-0	1-0		
Percentage	.838	.838	.000	.833	.933	1.000	.882	.938	.765	.529	1.000	1.000		

DOUBLES	Overall	Dual	Tour	SSC	1	2	3	vs ranked Nat'l	Reg'l	Strk	Last 10
Valeria Papandrea/Greta Trotman	4-1	4-1	0-0	0-0	---	2-1	2-0	0-0	0-0	W2	4-1
Carole Steinhauser/Gizella Turbok	3-1	3-1	0-0	1-0	---	---	3-1	0-0	0-0	W1	3-1
Victoria Courmes/Conny Grunes	7-2	7-2	0-0	1-2	7-2	---	---	0-0	0-0	W1	7-2

Team match-by-match

Click on the "Team match-by-match" button to generate the Team match-by-match report.

Individual match-by-match

Click on the Indiv match-by-match" button to generate the Individual match-by-match report.

Squash venue support

Enable the "Squash venue" option to indicate the current season directory contains squash statistics (instead of tennis). Season and career reports will be formatted accordingly.

9   Career statistics

Access the career report functions by selecting the "Career reports" tab on the TAS For Tennis main window.
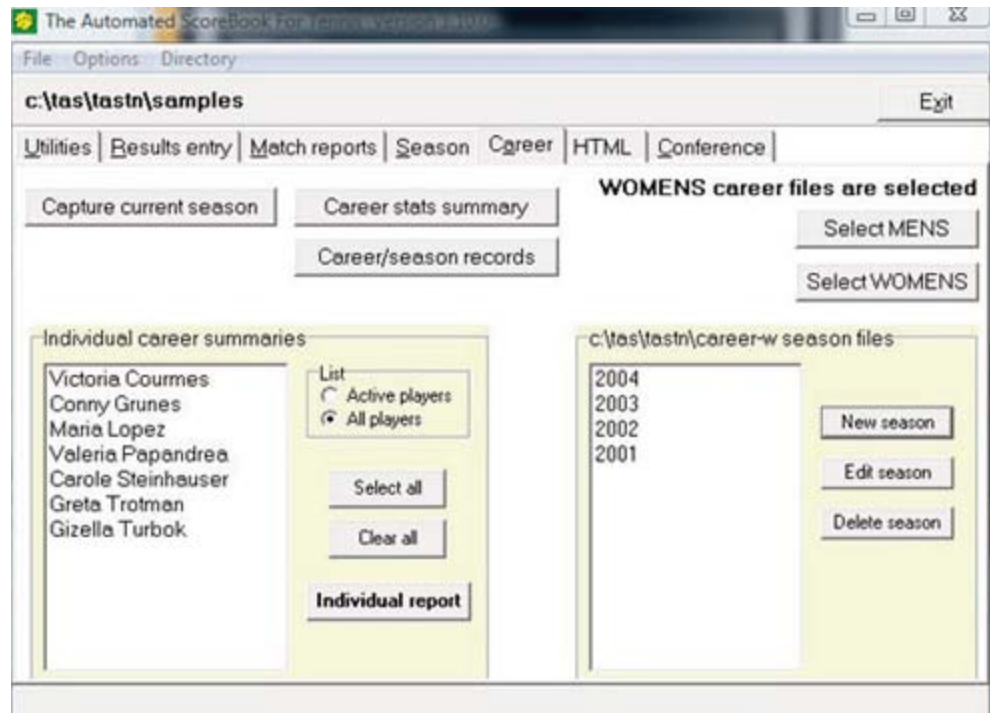
Mens/Womens career files

Click on the "Mens" or the "Womens" buttons to select the mens career database or the womens career database folders, respectively.

Capture current season

Click on the "Capture current season" button to automatically update the career database with the latest data from the current season statistics directory. You should perform this "capture" function after each match you enter or update so that your career statistics are kept current.
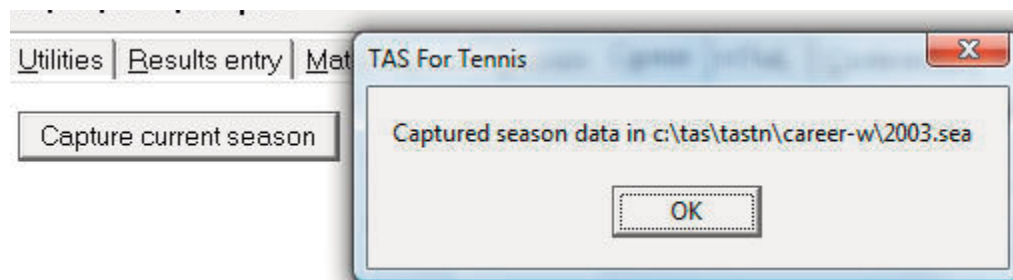
Career stats summary

Click on the "Career stats summary" button to generate the Career summary report.

Career/season records

Click on "Career season/records" to display the following window:

Career records: Enter the number of players to display in each category (enter "0" to disable that category). Enter minimums as required. Click on the "Career records" button to generate the report.

Season records: Enter the number of players to display in each category (enter "0" to disable that category). Enter minimums as required. Click on the "Season records" button to generate the report.

Individual player career summaries

Select the players you want to include in the report using the following controls:

Player list: Select an individual player or a group of players
List: Select whether to show all players or only active players in the players list to the left
Select all: Select all players in the list
Clear all: De-select all players in the list.

Then click on the "Individual report" button to generate the Individual career stats report for the selected players.

Managing career season files

Career statistics are entered on a season-by-season basis. Create a new season file for each season you want to track (for example, you might want to enter only the last few years to track career statistics for active player career statistics only). To add a new season file, or to edit or delete an existing season file, click the "New", "Edit" or "Delete" season buttons on the right.

Adding a new season file

To add a new season file, right-click in the career files list and select "New", or press the **<Ins>** key in the career files list. Enter the year for the new season file.

The Season file editor for that year is then displayed.

Team information:

Venue: Enter "Mens" or "Womens".

Division/classification: Enter the team classification, such as "I", "1-A" , "II", "III", and so on.

ID: Enter a 1-8 character identifier for the team, for example, you could use "EMU" as the Team ID for Eastern Mennonite University. Make this field as meaningful as possible; the team ID is displayed in the box score and other report outputs.

Name: Enter a 1-30 character full team name.

Conference: Enter the full name of the conference/league this team is in.Coach: Enter the name of the head coach.

Code: Enter the team code used for official statistics reporting; for example there may be a specific code to be used for reporting the NCAA or the ITA and will normally be different from the team ID field entered above.

Conf abbrev: Enter a 1-8 abbreviation for the conference; for example use "ODAC" as the conference abbreviation for the Old Dominion Athletic Conference. This field is used in various reports.

W-L-T record: Enter the won-loss record for overall, conference, regional, home, away and neutral site matches.

Player information:

Player: Enter the player name.
Singles: Enter the overall singles W-L record for the player, and optional enter a break down of the W-L record by flight, and W-L record for tournaments.
Doubles: Enter the overall doubles W-L record for the player, and optional enter a break down of the W-L record by flight, and W-L record for tournaments.

Click "Done" when finished.

Editing career season files

To edit an existing career season file, right-click (or double-click) on a season in the career files list. The season file editor as described above will be displayed for the selected season.

Deleting a career season file

To delete an existing season file, right click on a season in the career files list and select "Delete".

10   HTML generation

Access the HTML generation functions by selecting the "HTML" tab on the TAS For Tennis main window.

HTML generation

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

The TAS For Tennis software can automatically generate HTML files that you can post to your web site. The content of the HTML files include:

--A "home" page (`teamstat.htm`) that you can use to link to the other pages that are
  generated
--A schedule and results page (`teamres.htm`)
--A season statistics page (`teamcume.htm`)
--A team match-by-match statistics page (`teamtgbg.htm`)
--An individual match-by-match statistics page (`teamigbg.htm`)
--A career statistics page (`teamcar.htm`)

Various features of the HTML that is generated can be customized to:

--specify the title/heading to be applied to the pages (such as "2002-03 Eastern Mennon-
  ite Tennis")
--automatically insert your own standard "top" and "bottom" sections for each page (for
--example, logos, links, copyright statements, and so on) -- to improve the appearance
  of the HTML pages and provide consistency with the rest of your web site.
--provide a background color or image to apply to each page
--specify a color combination for the column headings of statistics sections
--specify particular for statistics table attributes such as borders, cellspacing, and so on
--specify a font face to use with the page, such as verdana, arial, helvetica, and so on
--specify the font size attributes to use for web statistics displays
--select whether to include career statistics in the HTML output

Generating the HTML

To generate the HTML pages click on the "Generate HTML" button on the HTML page.
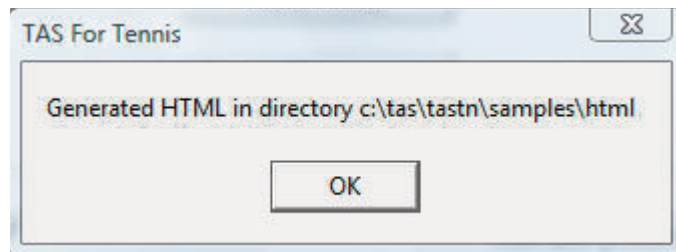
The HTML files are built in an "html" folder within your current season directory (as shown above). You can use an FTP tool to send these files to the desired location on your web site. Or, you could use Windows Explorer to copy the files in this directory to a jump drive so you can send these files from another computer, or pass the drive on to the person(s) who manage the updating of your web site for you.
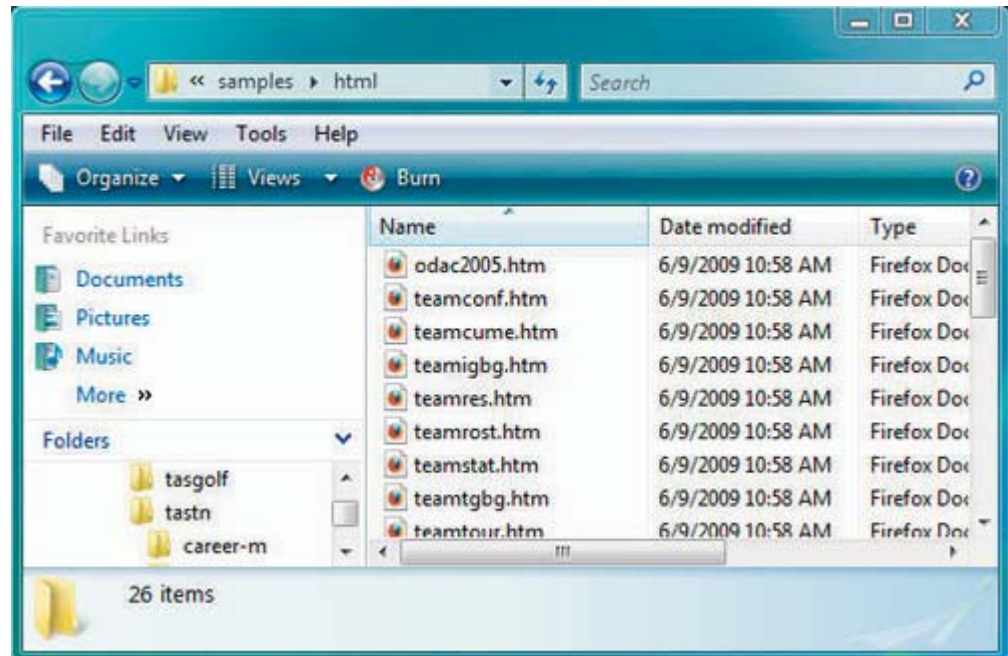
Customizing the HTML output

You can customize various features of the HTML pages.   In some cases, this tailoring may require advice or assistance from technical support or from your information technology department.

Additional pages

Enable the "Conf-only stats page" option to include an additional season statistics page in the Html output with conference-only statistics.

Enable the "Team roster page" option to include an additional team roster listing page in the Html output.

HTML tailoring

Click on the "HTML settings" button to show/hide the HTML tailoring detail fields. Fields on the "HTML tailoring" section of the TAS For Tennis HTML page include:

<u><body>:</u> Enter the HTML attributes to apply to the <body> tag in the HTML pages; typically this will be to control the page background, for example, bgcolor="#ffffff" (white background), or background="mybackground.gif" (a custom graphical background).

<u><stat headings>:</u> Enter the background color and the text color to apply to column headings for statistics tables in the HTML pages; typically these colors are specified in red-green-blue (RGB) format; the defaults are background color "#00008b" (a dark blue) and text color "#ffffff" (white) -- an RGB color reference is included at the end of this document.

<u>stats <table>:</u> Enter the attributes to apply to the <table> tag for statistics table in the HTML pages; the defaults are no border, and a spacing of 5 pixels between each statistics column.

<u><font face>:</u> Enter the font to use in the HTML pages; the default is "verdana"; for example, you might change this setting to "arial,helvetica" or "times new roman", and so on.

<u><font size>:</u> Enter the font sizes to use for statistics data that is generated for display in "small", "medium" or "large" font sizes; the software automatically selects the small, medium or large values depending on the layout for a particular statistics section; if select a different <font face>, you may want to experiment with the <font size> values to determine the best sizes to use.

Top and bottom sections

To customize the top portion of each HTML page, click on "Edit HTML top". This lets you specify the HTML code to be inserted at the top of each HTML document (immediately following the <body> tag). Typically, you might "cut-and-paste" the HTML code from another standard page on your web site in this section. A file editor window is displayed for modification of the top section.

To customize the bottom portion of each HTML page, click on "Edit HTML bottom". This lets you specify the HTML code to be inserted at the bottom of each HTML document (immediately before the </body> tag). Typically, you might "cut-and-paste" the HTML code from another standard page on your web site in this section. A file editor window is displayed for modification of the bottom section.

General options

To customize the general titles/headings for the HTML pages, click on "Options" on the menu bar display the "General options" window. Use this window, for example, to specify the report heading and "as of" date for the HTML pages.

Career statistics

A career statistics page will automatically be included if you have career stats enabled. Click on the "Season" tab and enable or disable the "Include career stats" field to indicate whether to include an individual career statistics page in the HTML output.

HTML filenames

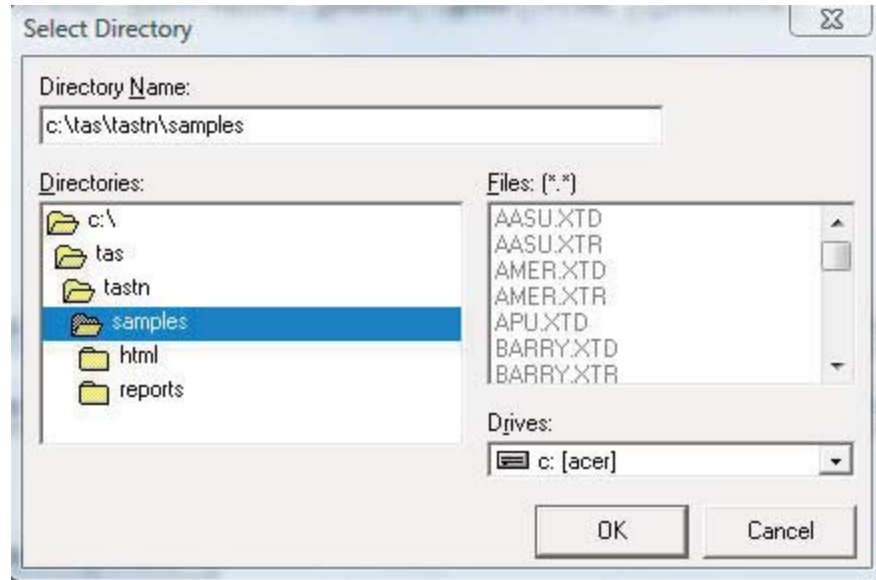The following lists the HTML pages and associated filenames that are generated:

HTML page	File name
Statistics "home" page	teamstat.htm
Schedule and results	teamres.htm
Season statistics	teamcume.htm
Team match-by-match	teamtgbg.htm
Individual match-by-match	teamigbg.htm
Career statistics	teamcar.htm
Conference-only statistics	teamconf.htm
Team roster	teamrost.htm
Box score for each match-id	match-id.htm

11 Conference statistics

This chapter describes using the conference report features of TAS For Tennis.

Create season directory

Click on the "Create or select directory" button and enter a new directory name for season statistics. For example, enter "c:\tas\tastn\2003-04" and answer "Yes" to create a new directory.

Setup conference teams

Click on the "Roster and team maintenance" button. Add each of the teams in your conference and enable the "Conf team" checkbox to identify these teams as being in the conference.

Conference settings

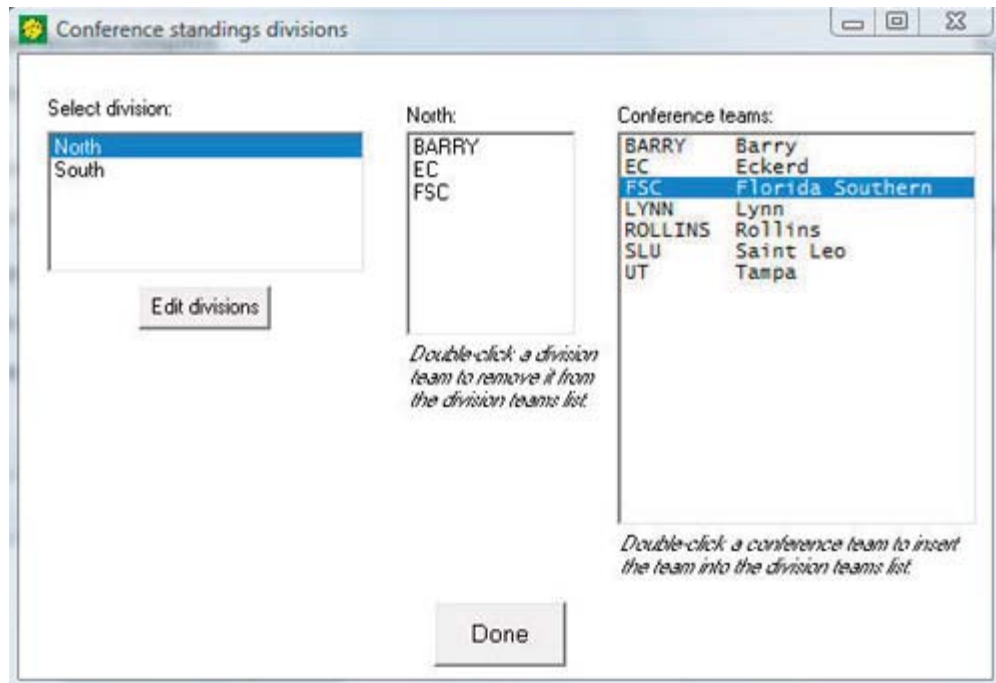Click on "Conference" to select the Conference page.

Enter the required values for the conference venue information, and for the Singles and Doubles leaders minimums.

Click on the "Conference statistics (overall)" button or the "Conference statistics (conf-only)" button for hard copy reports.

Click on the "Generate Conf HTML" button to build the HTML files; click on the "View Conf HTML" button to preview the HTML files before posting them to your web site.

Standings (divisions)

If your conference is split into separate divisions, click on the "Divisions" button.
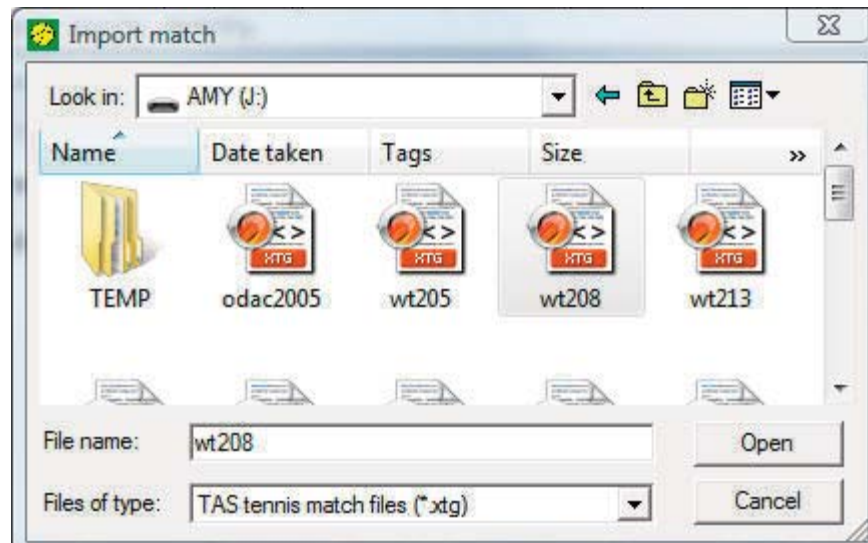
1. Click on the "Edit divisions" button.

2. Enter the names of each division in the "Edit divisions list" and click "Apply".

3. Select a division in the "Select division" list.

4. Double-click in the "Conference teams" list for each team to include in that division.

5. Select each division in turn and include the required teams for that division.

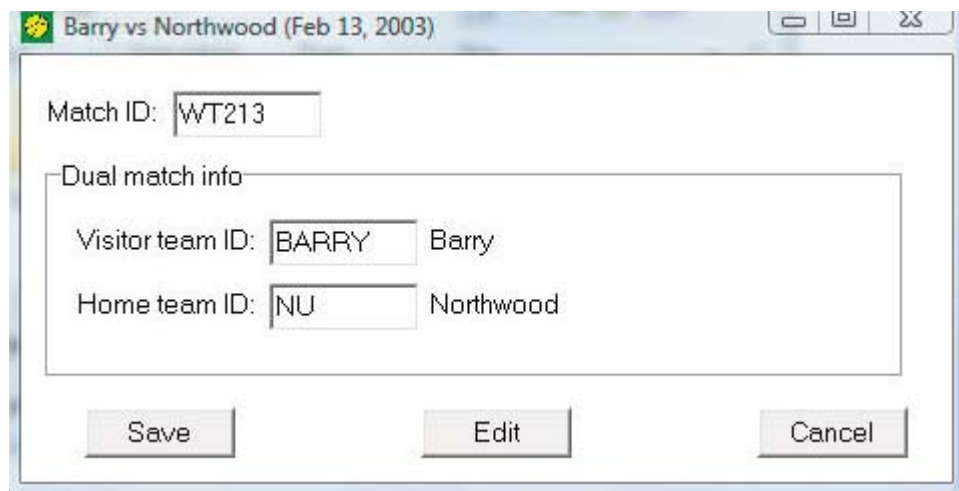6. Click the "Done" button when finished.

Loading match results

Match results can be loaded by importing match files sent to you by member schools, or by entering the match results directly.

Import match

Member teams using TAS For Tennis can send match result files to the conference office electronically. To do this, they need to send the "gameid.xtg" file for each match (normally via an email attachment). When you receive the file, save it into a temporary directory. Then, on the "Utilities" page, click on "Import match" and point the "Look in" field to the temporary directory where you saved the incoming match results file.

Double click on the file you want to import. A window showing key match information is displayed.
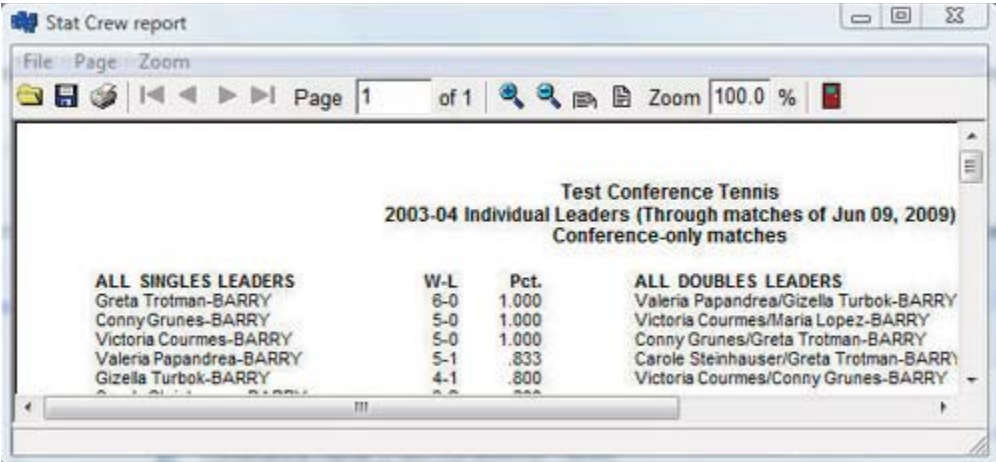

Change the "Game ID", "Visitor team ID" and "Home team ID" fields to match the IDs you are using in your conference season directory. Click "Save" to complete the import of the match.

Manual entry

Or, match results can be entered using the Results entry page view functions.

Conference reports
Click on the "Conference statistics" button to generate a hard copy statistics report.

Conference HTML generation

Optionally configure the top and sections of the Html pages by tailoring the top/bottom HTML settings and team page settings on the "Season" page view. Click on the "Generate Conf HTML" button to generate the conference HTML pages. A "confstat.htm" page is generated with links to other pages including a page for each conference team.

View HTML

Click on the "View Conf HTML" button to preview the HTML pages in your browser (before you post the pages to your web site).

Posting HTML files to your web site

To post the HTML files to your web site, copy all of the files generated in the HTML sub directory (shown in the on-screen message) to the appropriate directory on your web site. These files can be transmitted directly using an FTP (file transfer) tool, copied to a jump drive for later transmission, or via other methods.