USER GUIDE FOR THE STATISTIC PROGRAM

'*THE AUTOMATED SCOREBOOK*'

EDITION FOR THE DATA ENTRY (LOCAL OPERATOR)

CONFEDERATION OF EUROPEAN BASEBALL

SCORING COMMISSION

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INDEX

A BRIEF INTRODUCTION TO THE PROGRAM 'THE AUTOMATED SCOREBOOK'

The baseball and softball statistics program called '*The Automated Scorebook*' (TAS), designed by the American sports software company Stat Crew Software Inc., became the CEB (Confederation of European Baseball) official program in the main 2007 CEB Competitions, after the CEB impulse and FIBS (Federazione Italiana Baseball Softball) experience in 2006, with Anna Maria Paini as pioneer in the Italian Leagues. Starting 2008, both CEB and some national federations planned to improve and spread its use in most of the tournaments and leagues. IBAF also started using this software in 2008, which is generally used nowadays in all its tournaments.

This guide is intended to help in this labor, so that many European scorekeepers can easily learn to manage it for CEB and/or IBAF competitions. By using the TAS user guide, knowledge/applications can be extended to use the program also in national or domestic competitions.

In this guide you will find '*only*' the information needed to score games: as you can imagine, the program has lots of functions, possibilities, menus…, many of them controlled by the Central Operator. Maybe you will discover some of them after some practice, but we don't consider it necessary to explain all this here.

This program allows scoring baseball simultaneously to the game, which allows showing live in the tournaments' website all the plays, stats, results and a 'play by play' summary of the game. Of course, it can also be used after a game to insert the data of a game played before.

The program has 2 parts: one to score the game ('*The Automated Scorebook*'), and another one (called '*TAS FTP*') to put the game live on internet. At the end of the game we need to use a 'ftp program' to put the box score online (in this manual we use '*Leech Ftp*', but any kind of ftp program – like FileZilla - could be used for this task).

We are sure that, using this manual and with a little practice, you will easily learn to use the program perfectly.

If you have any question or comment, please contact scorer@baseballeurope.com.

TERMS AND SYMBOLS USED IN THIS MANUAL

> **>**   Indicates an **action** you must do.
>
> ☺   **Tips** and recommendations for an easier management.
>
> ☝   **Pay attention**: actions you have to do exactly as indicated.
>
> **!**   Actions you must **not** do / **Dangerous** for the program / game management.
>
> ☞   **Go to page**…

DATA ENTRY (DE) (also called the *Local Operator*):
He/she is the scorekeeper who is actually operating the program during the game.
Of course, he/she **must write exactly the same play and data as the official scorer does on paper**, who will call the play loud and clear (even in easy plays, to avoid mistakes).
The DE has to check the program stats with the statistics of the scorer, after the game.

CENTRAL OPERATOR (CO):
He/she is the person, designated by the organization (CEB), responsible of managing the complete competition: receive and send the information to the data entry, control the data, feed the web, elaborate the stats and reports…

WEBMASTER:
He/she is the person, designated by the organization (CEB), who designs the website for the competition - according to the features of the TAS program - which will show the schedule, results, standings, individual and teams cumulative

SCCP (CONTROL PANEL) **Stat Crew Control Panel**: Is the main window with the general functions to operate the program.
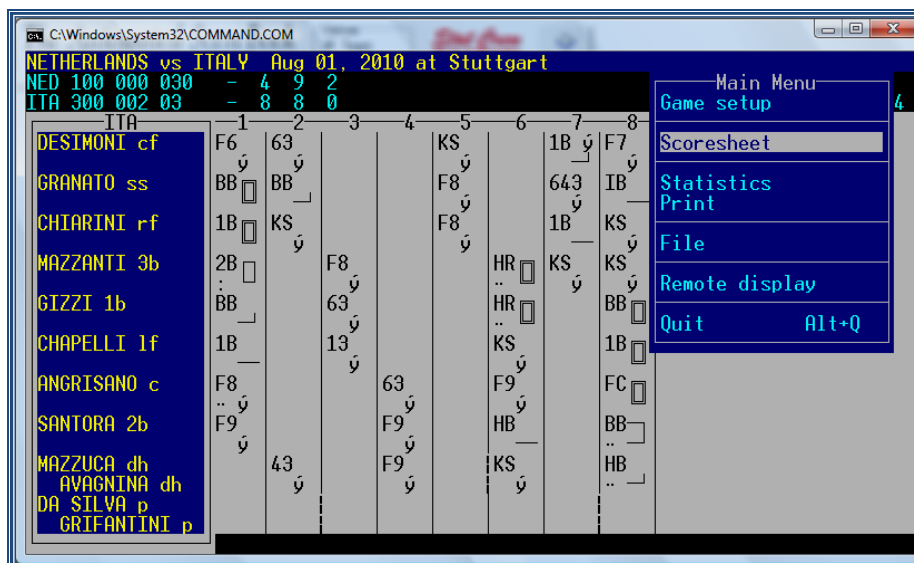☺ A direct access icon has been created in your desktop:

☺ Do not close this window during a game, you better minimize it.

When you enter the Game Scoring, press B and two times Enter and you will get into the...

Main Menu: It is the general menu to manage a game: to insert the general information, write or print the lineups, select games to load, modify or print, etc. This example shows how the program shows the plays during the game, quite similar to a score sheet.

☺ As this is a 'DOS' window, you can only use the arrow keys or the initial letter of each sub menu to activate. Go to Scoresheet and press Enter and you will get into the

Scoresheet menu: It's the basic menu to start scoring the game, once you have inserted the data of the game (place, date, umpires, teams, lineups...), and it contains all the functions to do it.

QUICK KEYS: see the attachment at the end of this document, to learn the use of some quick keys.

LEECH FTP: It's the ftp program, used to put the box score on internet.

☺ A Direct Access Icon is available on your desktop:

Leechftp.lnk

Skype: Is the program used for live communication between Central Operator and Data Entry, to send files, confirm messages, ask questions or share doubts.
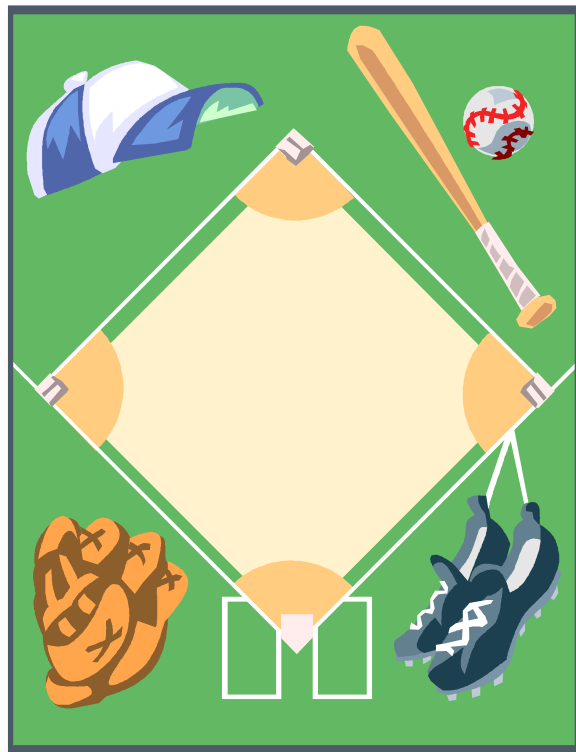
☺ A Direct Access Icon is available on your desktop:

Skype

☺ **Keep the connection during the complete game. Maybe you don't need the CO, but also the CO might want to get in touch with you.**

How to score a game

Before the game

Update the data of the competition

Before starting scoring any competition, the CO supplies all Data Entry with a folder that contains all the data of the tournament: teams and rosters.

> The CO creates a folder with the year and the name of the tournament e.g. /CEB/2010/EURO.
Once the competition has started, the CO will daily send the updated folder (with the updated rosters, game data, and individual and teams stats).

> The DE will delete the previous folder, copy the new file and paste it on the C-drive of the computer. Ask the CO for help if needed.

When you're working a tournament in different cities/venues, you have to download the folder by yourself. This is how to do it:

> Open the program 'Leech FTP' by double clicking the icon on the desktop
> Enter the server of the website by clicking the 'book' icon

> Double click the icon of the server in the right side of the window

Every now and then the login data for the server will be changed. If that happens, double clicking the bookmark will give the message "Could not login to competition.baseballeurope.com". In that case, the bookmark needs to be edited.

Close the connection with the red button with the white cross (right to the book icon). Click the book icon. The window shown on the former page will appear.

> Click Edit > Choose 'Edit bookmark'
Ask the CO for the correct login data and change the information in the window.
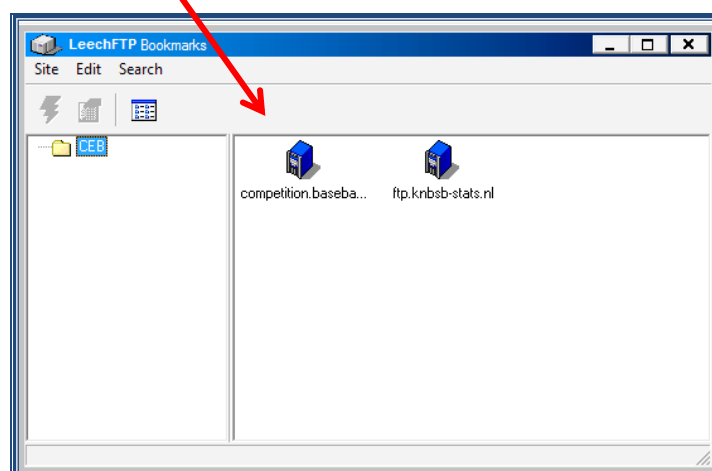Close the window with OK. Now you can double click the icon of the server to continue.

When connected you will see 3 'windows':
  - One in the left side.
   Choose the tab 'Threads' and the progress of the uploading/downloading process is shown
  - in the center: there is the list with the folders on your own computer
  - at the right side: here is the list of the folders on the server

To return to a superior folder, double click the icon of the folder with a blue arrow.
> Ask your CO which folder you have to download from the server (right window) to your computer (center window).

> **Do a "Drag and drop" from the right to the center window.**

      The DE only must open and use the folder "GAMES". DO NOT OPEN the other files and NEVER MODIFY ANYTHING IN ANY OTHER FOLDER to avoid the risk of deleting other important files from the hard disk or server.

To quit/escape the Leech FTP program

👉 You must **not** close with the box X at the right top of the window.

> **First (1), click the 'switch' icon** (to disconnect the server)
> **Then (2) click the 'man' icon** (to quit the program)

 > Enter the program:
Double click the Control Panel icon:

OPEN THE CORRECT DIRECTORY

> **Go to SCCP > Utilities/roster maintenance > File > Open directory**
> **Choose the correct folder (search for the correct year) and open the correct directory by double clicking it.**

      Once you have chosen the directory and not changed it, the program will open this directory immediately, without the need of changing directories.

Start scoring a game 'live'

For CEB tournaments it is decided to always score the games live in the internet by using the play-by-play software.

> Once you have arrived in the field, check the internet connection of the venue.
> Connect to Skype to establish communication with the CO.

Now we have to make sure that we show the individual stats online.

> Go to the Control Panel SCCP -> Utilities/roster maintenance

> Choose StatEdit files, and then Capture stat files

Then you will see the list of the teams, like this:

> **Click Select all**
> **Press OK**

Then you will be asked:

> **Click YES** and **OK for all the teams, until the end. Close the window by using EXIT.**

Now we will return to the Control Panel and open 'Game scoring' to reach our Game Scorebook

> **Click Game scoring**

> Now type 'B' and press Enter twice

(The program will display two kinds of information that we don't need).

Then > **Choose Game setup** and directly after that **Game info**

After which the program shows the following:

> Now insert the data of the game

☝ Write the content **exactly** as explained in this example, to assure uniformity in all the documents and files.

☺ Click **Enter** to accept the option shown by the program.

☺ Use the ARROWS keys in your computer (↑↓) to move inside this window, if you need to change or correct any information.

☺ When you make several mistakes in this menu you can escape from it by clicking the computer key **ESC**. Repeat the operation (Game setup > Game info) to write the data again.

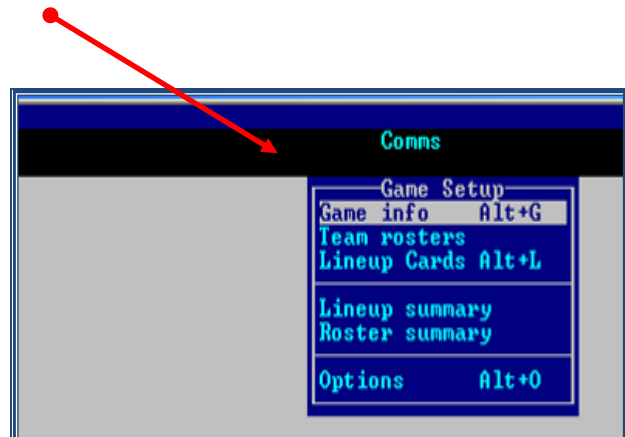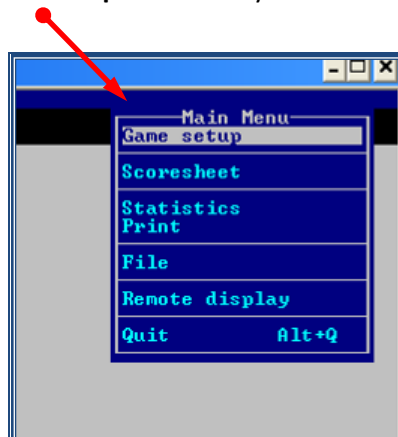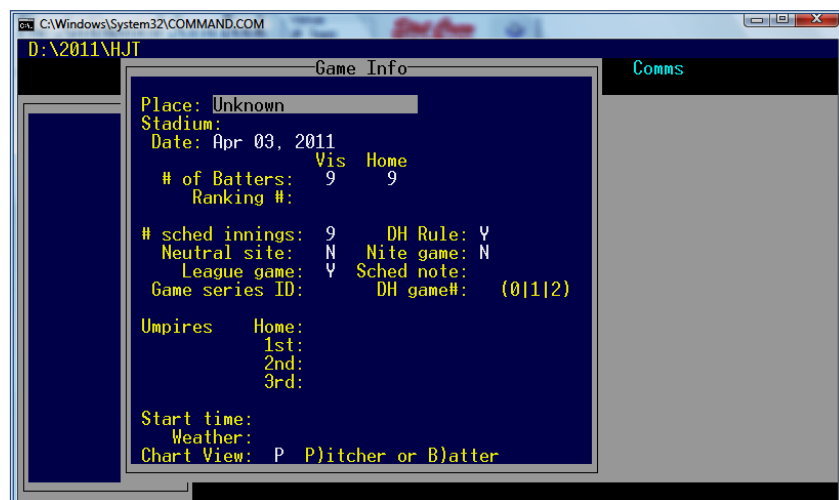|	
Place	(City): e.g. **Barcelona** (First letter in capitals, rest in small letters).
Stadium	(Field or Venue): e.g. **Montjuic** (same way as place).
Date	**Accept** the date that the computer inserts automatically (Click Enter)
# of Batters: 9	**Don't change**
Ranking #:	**Don't write anything** *(The CO will add this data after the game)*
# Sched innings:	**Don't change** *(if it needs to be changed, the CO will change the options)* *think about 7 inn games in cadets games*
DH Rule:	**Don't change** *(The CO will configure* **Y** *(for Yes)* **or N** *(for No)*
Neutral site:	**Don't change**
Nite game:	**Select N** (NO = for game during daylight) **or Y** (YES = for evening game)
League game:	**Select Y** (= normal games of the tournament)
Sched note:	**Leave it empty**
Game Series ID:	**Don't write a thing.** *(The CO can modify this after the game)*
DH Game#	Means Double Header, which we don't use in tournaments, so leave it empty.
Umpires	**Write SURNAME** (all in capital letters) exactly as in the Tournament Officials' List

☝ Add the 3 initial letters of the country (official name, such as in CEB web).

Example:	Home: **LEONE (ITA)**	1ˢᵗ base: **VERBRUGGE (NED)**	
	2ⁿᵈ base: **MENENDEZ (ESP)**	3ʳᵈ base: **KULHANEK (CZE)**	

When there are only three umpires, write their names at Home, 1ˢᵗ and 3ʳᵈ base and keep 2ⁿᵈ base open. Do not use the first names, to assure that all names will be in the game report (not enough space for last names and first names).

Start time:	**Write the scheduled starting time** e.g. **20:30** (use the **:** symbol)
Weather:	**short remarks about the weather like** 'sunny', 'cloudy', 'clear', 'windy', 'partly cloudy and raining', 'drizzling'

Chart View:	**Select P for Pitcher**

When you finish this

> Press Enter

Now, we select the teams that are playing the game.

> Choose Team rosters and then **Select a team**.

> First select Visiting team

Select the team, using the arrows keys (↓↑), and **click Enter to select**

> Repeat the same action for home team

When you have finished,
> Click ESC

Now, we insert the lineups

> Select Lineup Cards and then **> Select the visiting team**
(that's the one mentioned above)

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In the red box we will put the lineup, behind the number of the batting order:

> **Write the shirt number** of the player and the program will insert the name of the player.
Then, **write the defensive position** (with the ordinary numbers 1 to 9) or with initials (cf, 2b, dh, lf, p, pr, ph…☝ always in small letters).

You can also go into the yellow list to select the players:
> **Click Enter** to go to the yellow list, and when the cursor is on it, you select the players using the arrows keys (↓↑), and Enter for each player

☝   For Designated Hitter   **dh** (or **10**)
          For Pinch Hitter   **ph** (or **11**)
          For Pinch Runner   **pr** (or **12**)
* **DFO**: indicates the Defensive Only Player (the pitcher when the team plays with a DH).

       Complete the lineup. With the last enter you finish the lineup. Be aware that in case the list is finished by the last Enter, every change you make afterwards might lead to an official substitution.

       When a team uses different shirt numbers as home team or visiting team, the 'home' shirt numbers are in the program. When they are playing as visiting team, check the line-up with the original roster and choose the names by using the yellow list. Do **NOT** change the shirt numbers in the original roster.

       In case the lineup only has 9 players, end the lineup at the 10th position with a slash '/'. Also if the game has started with a dh and meanwhile the dh is in the game, change the lineup and put a slash in the 10th position.

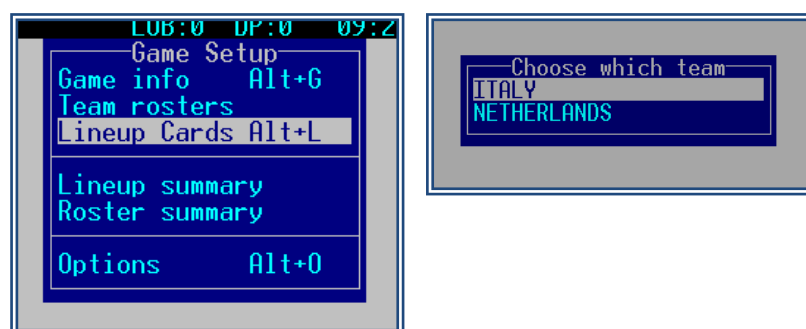☝ The player list / final roster has been approved by the Technical Commission before the tournament starts. For that reason a team is not allowed to add players to the team during the tournament. When the DE recognizes a new player he must immediately inform the CO and TC and ask what to do.
The DE should be aware if a player's name is on the list, but the player might be playing in a different shirt number. This should also be known by the Technical Commissioner of the game.

Once finished the lineup of the visiting team: **> Repeat the same operation for the Home team.**

When finished the two lineups

👆 **> Save all the Game info by typing   ALT + F**

👆 **> Insert the name of the file for the game** (here 42 – as is the game number in the schedule on the website)

How to print a complete lineup

Normally in CEB tournaments no lineups will be printed. Should a local organization ask for a printed lineup, act as follows.

Having saved the game with the game number **> Go to SCCP > Game Reports > Games** and find your game number. Then click **Reports > Pre-game report**. Use the Pre-game notes field to fill in the names of the scorekeepers and TC (like the game notes). Press **OK**. In the next window choose **File > Edit report file.** Select all and copy. When you design an empty word document with the banner of the tournament on top and you paste the content in this document, you have a nice lineup. Ask your CO to do this together with you. Now print this with the possibilities you have on site.

Delete the lines with <cpi14> and <lpi7> as well as the name of the tournament (this is already mentioned in your top). Now select all text with CTRL + A and change the font in COURIER NEW and font size 8,5.Also in the middle of the page <cpi14> and <lpi7> have to be deleted. Always make sure your final result fits on one page only.

Discuss with the local organization the format they wish for. It is possible to print a pre-game report with or without statistics. When you open SCCP > Game Reports > Games > Select the game > Reports > Pre-game report you will get a report without the statistics. But if you choose Settings > Load stat files before you open Reports > Pre-game report statistics will be shown.

Always send your pre-game report to the CO. The Central Operator will do the final check on this report and forwards this to the local organization. The local organization is responsible for distribution of the pre-game report. Only in case of a European Championship Seniors this pre-game report will be sent by e-mail to media@baseballeurope.com.

Pre-Game Report - 01 - c:\2015\qec_cro\reports\game.pre

File   View   Copy   Print

```
                    Qualifier European Cup 2015 - Karlovac
                    LEKSAND SWEDEN at ZAJCKI LJUBLJANA
                    Jun 15, 2015 at KARLOVAC (4 RIVERS)

   LEKSAND SWEDEN                          ZAJCKI LJUBLJANA

      ## Pos B/T Player                       ## Pos B/T Player
   1.  3  rf R/L BLOMQVIST Rikard          1.  2  ss R/R GODNIC Martin
   2. 12  2b L/R LINDER Daniel             2. 12  c  L/R LESNJAK Matic
   3. 18  cf B/R KLARBERG Johan            3.  5  2b R/R BRELIH Tadej
   4. 20  c  R/R BRUNSWICK James           4. 10  dh R/R VADAS Rok
   5. 33  1b L/R SJORS Per                 5. 16  1b L/L KEP Igor
   6.  9  p  L/L WALKER Ty                 6. 11  rf R/R STRUKELJ Ziga
   7. 25  lf R/R VILLAMO Adam              7.  1  3b R/R SKULJ Matej
   8. 27  3b L/R SCHOON Jonathan           8.  6  lf R/R JERMAN Matic
   9. 24  ss L/R MATSPERS Daniel           9. 15  cf R/R GRIMSIC Miha
              /                               4  p  R/L CUCEK Rok

   Today's starters

     LEKSAND SWEDEN - WALKER Ty:
     ZAJCKI LJUBLJANA - CUCEK Rok:

   Umpires
     HP: BUKOVCAN (CRO)
     1B: ERDOS (GBR)
     3B: OZIMEC (CRO)

   Game notes
     Scorers - WINKLER Stephanie (GER) STEIJGER Linda (NED)
     TC - BALK Roderick (NED)
   Weather: CLOUDI

   LEKSAND SWEDEN non-starters             ZAJCKI LJUBLJANA non-starters

     #  Player            B/T  Pos.         #  Player                B/T  Pos.
     5  OVERSTREET Tyler  R/R  P, IF        0  COLASUONNO Vincent    B/R  -
    10  GUDMUNDSSON Oscar R/R  OF           3  BIZJAK Andrej         R/R  P, IF,OF
    13  SIVARD Albin      L/L  P            7  LAJEVEC David         R/R  P, IF,OF
    16  SJORS Erik        L/R  C, IF        8  KAMBIC Miha           R/R  OF
    17  BROMS Axel        L/R  OF           9  ADLESIC Jan           R/R  P, IF,OF
                                          13  SMOLNIKAR Jaka        R/R  P, IF,OF
                                          14  KALIN Matija          R/R  IF, OF
                                          98  KUCENIC Mirko         R/R  P, OF
```

Pre-game report without statistics

Pre-Game Report - 01 - c:\2015\qec_cro\reports\game.pre

File   View   Copy   Print

```
                    Qualifier European Cup 2015 - Karlovac
                    LEKSAND SWEDEN at ZAJCKI LJUBLJANA
                    Jun 15, 2015 at KARLOVAC (4 RIVERS)

   LEKSAND SWEDEN

      ## Pos B/T Player           Avg.  GP-GS  AB  R  H 2B 3B HR RBI  SLG% BB HP SO    OB%   SB-ATT
   1.  3  rf R/L BLOMQVIST Rikard .071  5-5    14  5  1  0  0  0   2  .071  4  3  4  .381   1-1
   2. 12  2b L/R LINDER Daniel    .333  5-5    12  3  4  0  0  0   2  .333  1  3  2  .500   1-2
   3. 18  cf B/R KLARBERG Johan   .421  5-5    19  5  8  1  0  1   5  .632  1  1  1  .476   2-2
   4. 20  c  R/R BRUNSWICK James  .167  5-5    18  3  3  0  0  0   1  .167  1  3  2  .318   0-0
   5. 33  1b L/R SJORS Per        .357  5-5    14  7  5  0  0  1   5  .571  5  0  1  .526   0-0
   6.  9  p  L/L WALKER Ty        .000  4-3     7  3  0  0  0  0   1  .000  4  1  5  .417   0-0
   7. 25  lf R/R VILLAMO Adam     .133  5-5    15  4  2  0  0  0   2  .133  5  1  4  .381   3-3
   8. 27  3b L/R SCHOON Jonathan  .222  5-5    18  3  4  0  0  0   4  .222  4  0  3  .364   1-1
   9. 24  ss L/R MATSPERS Daniel  .263  5-5    19  3  5  0  0  0   4  .263  1  0  4  .286   0-0
              /
   ----------------------------------------------------------------------------------------------
          Starting Pitcher        ERA   W-L  App GS CG   IP   H   R  ER  BB  SO B/Avg  WP BK HP
      9  p  LHP WALKER Ty          2.35  1-1    2  1  1  7.2   2   3   2   6   8  .074   1  0  3

   ZAJCKI LJUBLJANA

      ## Pos B/T Player           Avg.  GP-GS  AB  R  H 2B 3B HR RBI  SLG% BB HP SO    OB%   SB-ATT
   1.  2  ss R/R GODNIC Martin    .312  4-4    16  6  5  0  0  0   2  .312  2  0  2  .389  10-10
   2. 12  c  L/R LESNJAK Matic    .308  4-4    13  4  4  0  1  0   2  .462  4  1  3  .500   6-7
   3.  5  2b R/R BRELIH Tadej     .000  1-1     3  0  0  0  0  0   1  .000  0  0  1  .000   0-0
   4. 10  dh R/R VADAS Rok        .364  3-3    11  0  4  1  0  0   3  .455  0  2  0  .462   1-1
   5. 16  1b L/L KEP Igor         .000  1-1     2  0  0  0  0  0   0  .000  0  0  1  .000   0-0
   6. 11  rf R/R STRUKELJ Ziga    .000  3-3    10  0  0  0  0  0   0  .000  2  0  1  .167   0-0
   7.  1  3b R/R SKULJ Matej      .133  4-4    15  1  2  0  0  0   3  .133  1  0  5  .176   4-4
   8.  6  lf R/R JERMAN Matic     .222  4-3     9  1  2  0  0  0   0  .222  0  2  1  .364   0-0
   9. 15  cf R/R GRIMSIC Miha     .167  4-4    12  4  2  1  0  0   0  .250  1  0  2  .231   1-1
   ----------------------------------------------------------------------------------------------
          Starting Pitcher        ERA   W-L  App GS CG   IP   H   R  ER  BB  SO B/Avg  WP BK HP
      4  p  LHP CUCEK Rok          5.59  0-2    2  2  0  9.2  14  14   6   7  12  .333   1  0  4

   Umpires
     HP: BUKOVCAN (CRO)
     1B: ERDOS (GBR)
     3B: OZIMEC (CRO)

   Game notes
     Scorers - WINKLER Stephanie (GER) STEIJGER Linda (NED)
     TC - BALK Roderick (NED)
   Weather: CLOUDI

   LEKSAND SWEDEN non-starters             ZAJCKI LJUBLJANA non-starters

     #  Player            B/T  Pos.         #  Player                B/T  Pos.
     5  OVERSTREET Tyler  R/R  P, IF        0  COLASUONNO Vincent    B/R  -
    10  GUDMUNDSSON Oscar R/R  OF           3  BIZJAK Andrej         R/R  P, IF,OF
    13  SIVARD Albin      L/L  P            7  LAJEVEC David         R/R  P, IF,OF
    16  SJORS Erik        L/R  C, IF        8  KAMBIC Miha           R/R  OF
    17  BROMS Axel        L/R  OF           9  ADLESIC Jan           R/R  P, IF,OF
                                          13  SMOLNIKAR Jaka        R/R  P, IF,OF
                                          14  KALIN Matija          R/R  IF, OF
                                          98  KUCENIC Mirko         R/R  P, OF
```
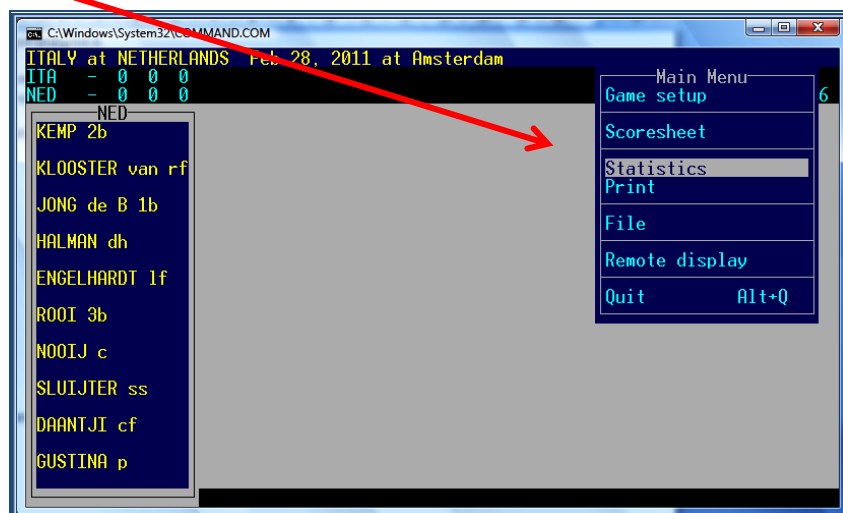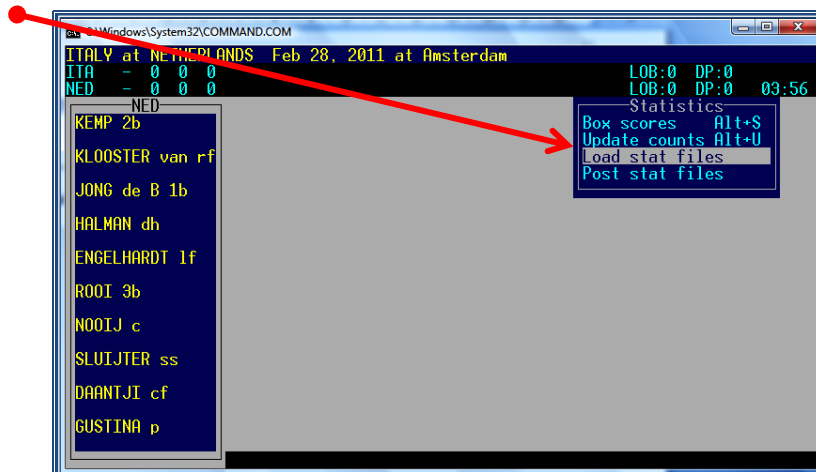
Pre-game report with statistics

Statistics in the internet

As we have chosen to put our game live in the internet, we wish to have the statistics available so we have to load them.

> Go to Statistics, selecting this option in the menu:
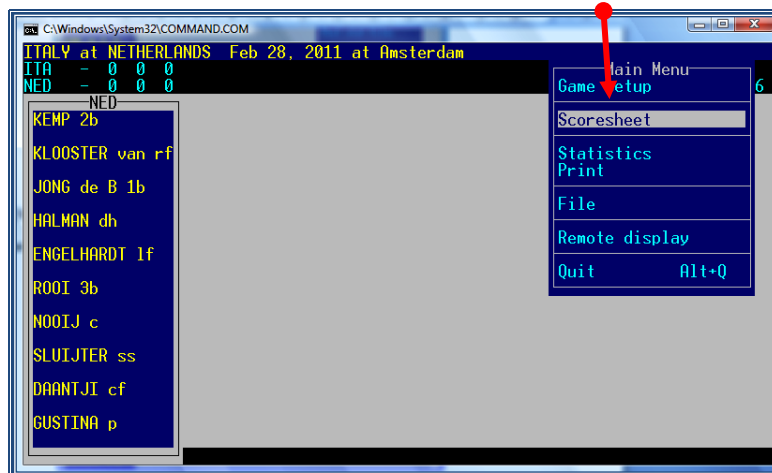

> Select Load stat files:

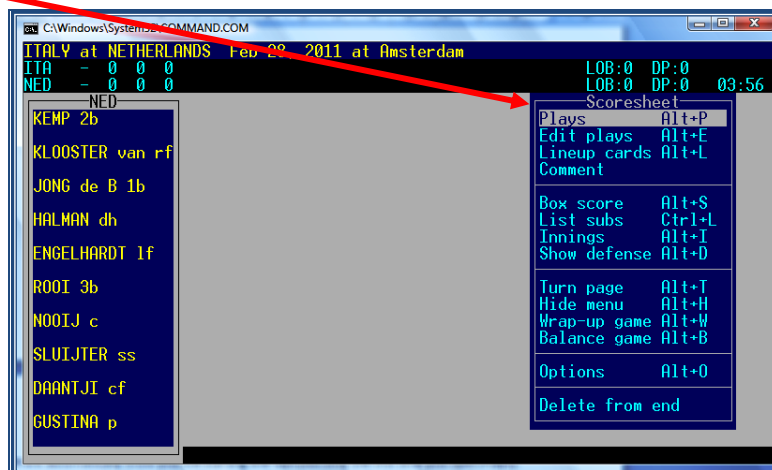**> Answer Y (yes) for both teams**, when you are asked.

Now you are ready to start the game. As it sometimes happens that changes are made before the games that do not count as substitutes, we must wait to continue until the lineup is final. The coach will give the final lineup to the home plate umpire, and inform him about any changes made. The home plate umpire gives part of the lineup form to the technical commissioner and shares the information. If the DE does not hear otherwise, the game can be started as of the first pitch.

> When you have to return to a previous menu, or escape from a window, click ESCape on your keyboard.
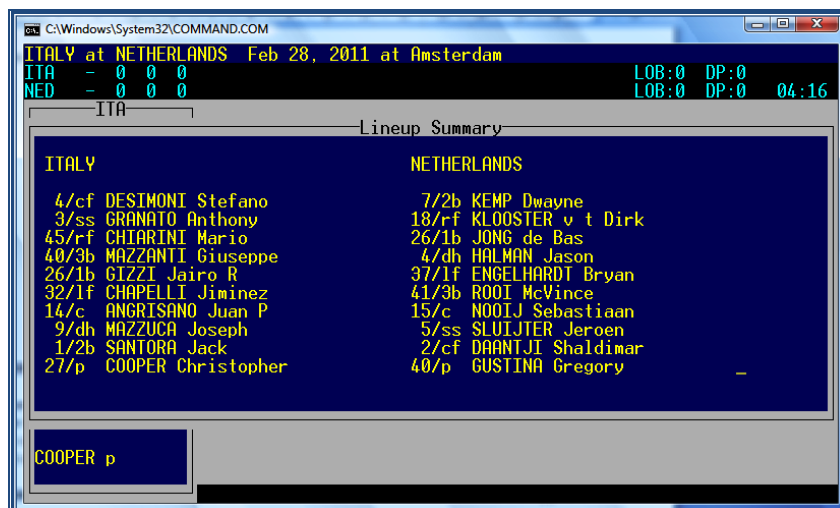
> Now return (if necessary use ESC) to the Main Menu and select Scoresheet

> Select Plays

The program will automatically show you the starting lineups (but only the first time you open Plays).

> Press Enter until the window disappears.

After that moment a change in the lineup might not be taken as a change, but as a substitution.

In case the program does that, you need to delete the game and start all over. If you do not know how to change it, contact your CO.
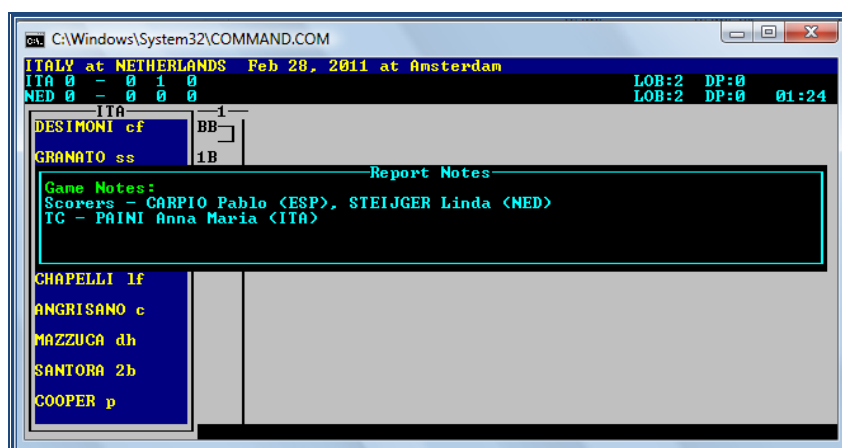
Now we have to insert the names of the scorekeepers and technical commissioners:
> Type ALT + N
Write 'Scorers –' and then the names of the scorer(s) / data entry: last name in capital and first name only first letter in capital, rest in small (COUNTRY CODE). Do not use a comma in between the last name and the first name, only between the two names. Use the names in such an order that the last name is of the data entry.
In the next line, write 'TC –' and the names of the technical commissioner(s) as done with the scorers.

> Click Enter to confirm the names until you have reached the last line of the black box and it disappears.
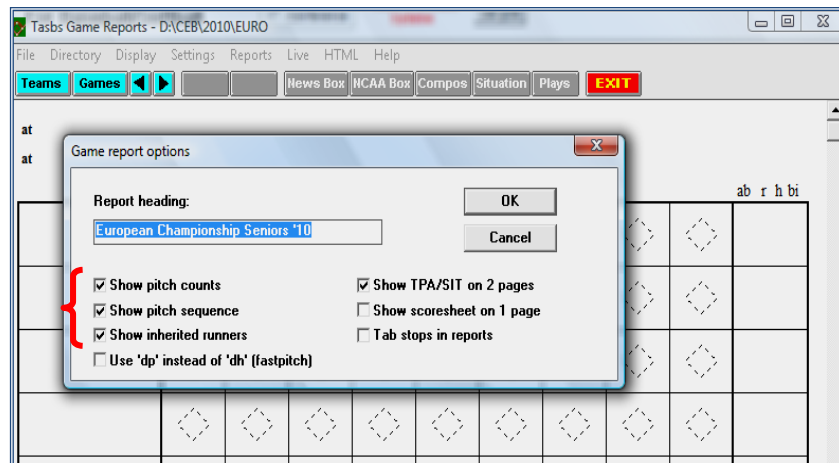

The black box can also be used for other game notes like '**rain delay', 'lights breakdown**' but never use it for the visits to the pitcher. Information in the Report Notes will only be added to the game report and not to the play-by-play.

☺ You can also enter the Notes window from the menu Lineup summary.

🔥 When all the information needed is inserted, **DON'T FORGET TO SAVE IT. Use ALT + F and Enter**
🔥 As we want to **show the pitches count, we have to activate this option to show the pitches in the internet.**

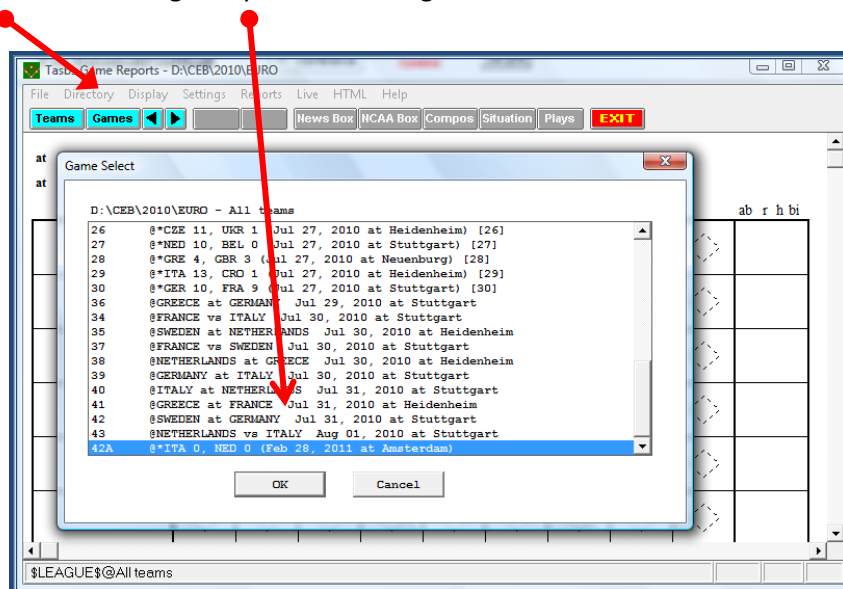**> Go to SCCP > Game Reports > Settings > Report Options and activate the first three (3) options**

> **Click OK** and close the window with **exit**

To check how to insert the pitches count, ☞ page 28.

Activate the game live to internet
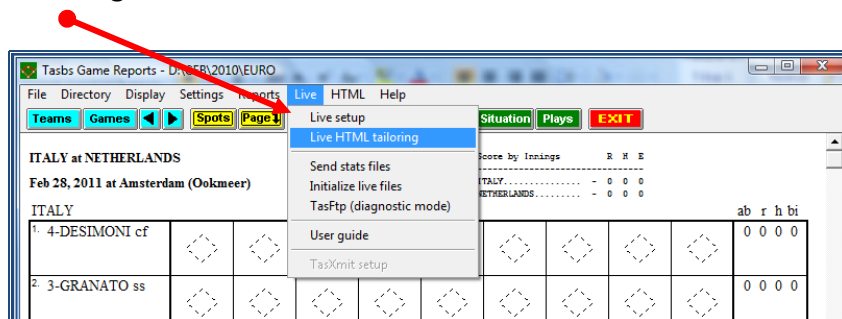
Now we will put the game LIVE in internet.

> Go back to the Stat Crew Control Panel (SCCP)
> Select Game reports
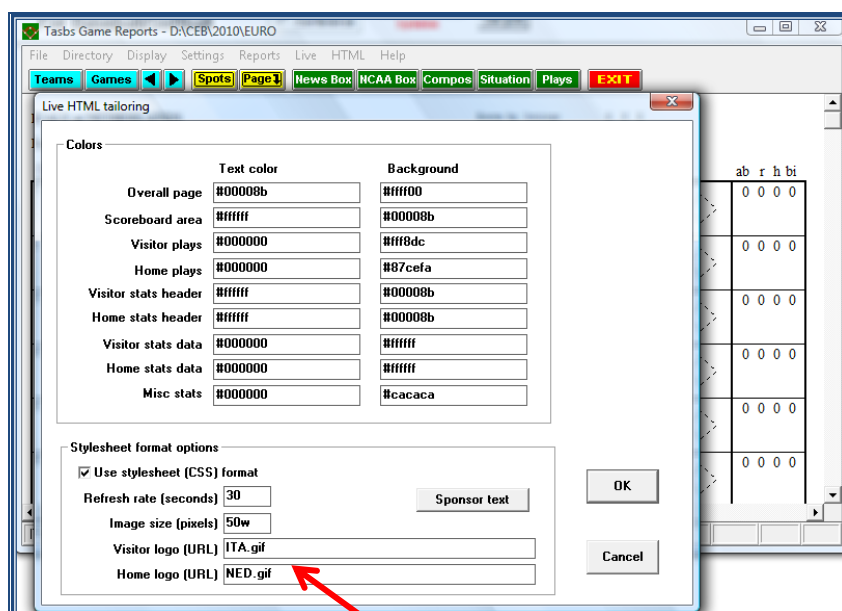**> Click Games** and select the game you are working in

In case you cannot find your game, then select 'Teams' first and make sure 'All teams' is selected. Now make your choice in the list.

Once you have selected the game press OK and go to

> Live > Live HTML Tailoring

Here we will insert the logos of the teams so these logos will be visible in the internet. We will be using the boxes 'Visitor logo' and 'Home logo'. The logos were put on the server by the webmaster of the tournament.

> Write the 3 initials (exactly as given by the CO) for each team + .gif
When the CO cannot be reached, check in the folder on the server the initials you have to use.
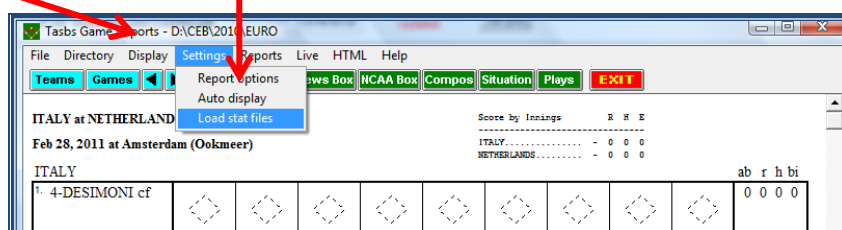
In case Gametracker is used in your tournament, you don't have to add the logo's in the HTML tailoring. You will receive your instructions from the CO.

After having inserted the codes for both logos
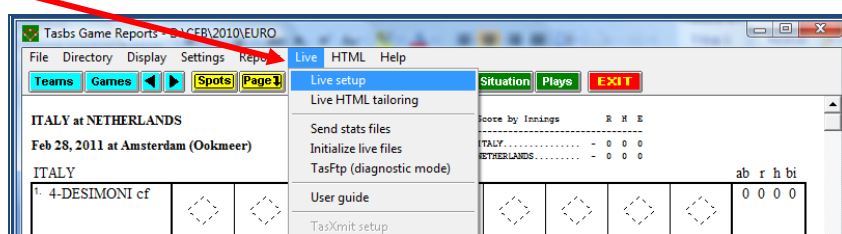**> Press OK**

Now, to make sure the batting averages are visible in the play-by-play:
> Click Settings   > Load Stat files   > Say Yes for both teams.

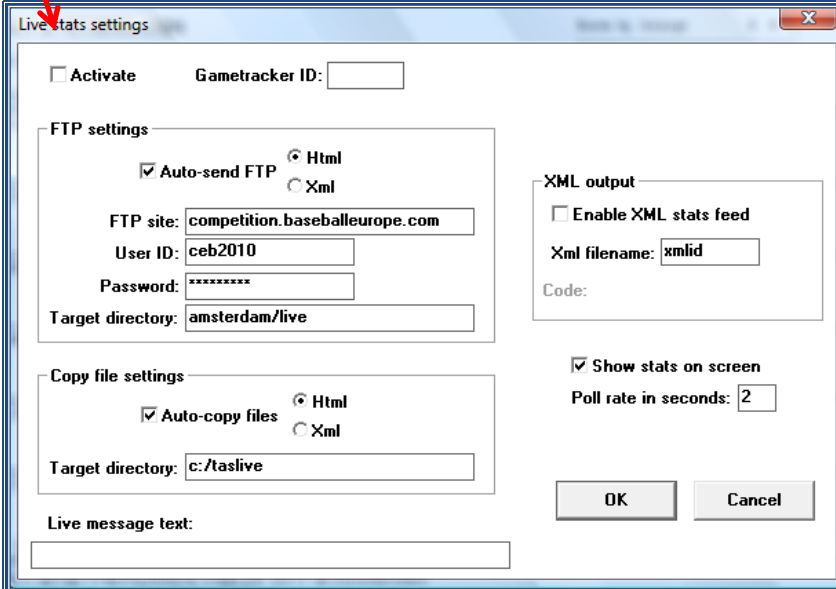After that we make the final step to put the game live in internet:

> Select Live > Live setup

Before the tournament starts, the CO will give the ftp settings that have to be filled in. Only with the ftp settings you will have connection to a server and play-by-play is possible. Now...

☝ **The box Activate must be selected:** ☑

☝ Then **click OK just** a few minutes before the starting time.

The live message text box can be used to give extra information to the internet-viewers, e.g. a **GAME DELAY**.

☝   Do not forget to erase the text again once the situation has changed.

After having done this, do **NOT** close the window of the game you have in front of you, or there will **NO** play-by-play visible. Just minimize the window.

☺ Sometimes, when there is a problem with the internet connection, you can try to reactivate the program. In this case, **go to the window above, deactivate the ACTIVATE box, and then activate it AGAIN.**
Or try to send the files manually. To do that, go to Game Reports > Live > Send Stat Files

Finally, before the game starts:

Show the live connection in the results website

👆 We have to indicate in the website that the game is live.

> Enter the website of the Tournament (The CO will give the link).

To access this web page, follow the instructions given by your CO.

For example   - **Click** the blue border line of the table, just in the middle point below.

    - You will be asked to write this data

Login: _____ *(provided by CEB Webmaster / Central Operator)*

Password: _____ *(provided by CEB Webmaster / Central Operator)*

> Click OK

> Click the Game Number

> Write the word '*Live*' in the Inning box

> Click UPDATE

Show the pitches count

In all CEB tournaments the pitch count of the game will be recorded. To do this, **activate the options to show this info on the screen / internet (check how to do it on page 22).**

> Go to the Scoresheet menu, **> Select Options**

> go to Pitch count in narr > Type Y (for Yes).

When you use ALT + O to get to Options, first choose S for Scoresheet options, and then type Y for Pitch count in narr.

Press Enter until the window disappears. Now return to Plays.

Scoring the game

The game starts

Once everything is prepared according to previous instructions, we are now ready to start scoring. We will work with the menu **SCORESHEET > PLAYS:**

The program will display a window with the lineup of the team at bat, and a schema of the field (in which the batter at bat will be indicated as well as the runners). Be aware that the green window (the schema of the field) will move to the left side of the window from the 6th inning on.

Then, when the batter is at bat: **> Type P** in the grey box in which we will insert the play later.

>Write an initial for each pitch, using the keyboard of your computer, like shown in the picture below:

When the batter has two strikes and you enter a K, the KL will automatically appear in the grey box with the batter; same as when you enter an S in that case, the program gives automatically KS.
Also when you type the fourth B (ball), it puts BB with the batter. And also for H it gives you HBP.
When there is a play, just type P and enter the play in the grey box with the batter. The program automatically counts this as a pitch for the pitcher.

Made a mistake? Type D to delete the last pitch and correct it. Like for instance you typed a K instead of an S for the third strike. The grey box shows you KL but you know this is wrong. Delete the KL and type P again to get into the pitch-by-pitch. Now press D to delete the last pitch and type an S. Now you will see KS to appear in the grey box.

When the pitcher tries to pick off the runner from base and does not succeed, exit the pitch-by-pitch window by using ESCape and type FPO (Failed Pick Off) to the runner. After having confirmed this with Enter, you get back to the batter, type P and continue the pitches. <u>Only do this once</u> because there is a risk you might lose the pitch count. If you wait after having typed the FPO to see if another FPO will take place, than you can put the other FPO, but never switch from pitches to FPO to pitches more than once.

👆 Remember this option requires a full and continuous concentration of the DE. When you are working with a pitch count sheet, check after every batter the total amount of pitches on paper with the program and correct if necessary, especially when you have used FPO.

When there is a play
> Write the play in the correspondent grey box (for the batter, or for the runner(s)), using the list of symbols. Most of them are quite similar to the CEB Scoring System.

👍 *You will find the complete list of symbols in the attachment.*

If you have to insert a play for the batter and for runner(s), first insert the play for the batter, press Enter and the grey field will move to the runner's box. Now you can insert the continuous play.

If you have to insert a play **ONLY** for a runner (e.g. a stolen base, a putout, or a FPO (Failed Pick Off) :

> Press Enter and the cursor will move to the grey box of the next runner on base:

When you're finished inserting the play, the program will display a Play Summary of the play(s) you have inserted. Read it carefully to check if your input was okay. Then **press Enter.**

When the description is not what the play was like, you have to correct your input. This will be explained on page 35.

As the program adds the RBI's or unearned runs as text to the grey box, the play might be too long to fit in the box. In that case the play-summary pop-up will tell you 'play too long to fit RBI's, split into separate plays' or 'play too long to fit unearned runs, use separate plays'. When this happens, split the play in a logical way and keep together what belongs together. Like when a (double/triple) base hit is followed by an error, keep the hit and advances on it together and make a new play of error and its advances.

At the end of each half inning, the program will display a Plays summary: **# inning, R-H-E-LOB.** Also here you confirm with **Enter,** and the program will **save the file** of the game **automatically.**

Check between innings with the ALT D function the shirt numbers in the field. By doing this, you can easily see a substitution. Be aware that when a team has different shirt numbers for home and away and they are playing as visiting team, the shirt numbers do not match. Use a separate piece of paper!

Sometimes we want to put a comment into the play-by-play to give an explanation. Like for instance '::: Coaching visit to mound :::', when the coach is talking with the pitcher during a time-out. For other examples, have a look at the list in the attachment on page 54. We will never add a comment about an ejected player!!

Also when you insert Out By Rules, you start with a comment before putting the play in the grey box. Only for Batter's Interference there is a symbol of its own, for all others use a comment.

Very important is to first put the comment in before putting in the play. Especially with two outs in the inning, when you first insert the play, the program will switch to a new inning and your comment will appear with the wrong team in the wrong half inning.

To put in a comment: **> Press ESCape**. In your scoresheet menu, select **Comment**.

CEB Scoring Commission

Fill in the comment and press **Enter**. Now return to **Plays**.

Examples for the comments like Out by rule, coaching visit or suspended games are to be found on page 53.

Making corrections

☺ **First of all, even if you have made a mistake, remain patient: don't forget you have a scorer beside you, who will repeat the plays for you when you have made a mistake or missed a play.**

a) if we have to delete only the last play:

> (out of the 'Plays' menu) **Press ESCape** to return to the Scoresheet menu,

> Select Delete from end and automatically, the last inserted play is deleted.

☝ Be aware that when you use 'Delete from end' you also delete the pitch count to that play. If you don't have written down the pitch count, use option b)

To return to scoring, select sub-menu Plays. Start typing the pitch count again and put in the correct play.

b) to correct plays previously inserted: USE PLAY EDITOR.

> Press ESCape to return to the Scoresheet menu.

> Select <u>Edit Plays</u> **to enter the PLAY EDITOR: (or use the quick key: ALT + E)**

If you need to change the team press ALT + T.

The cursor will display the last inserted play in **a white square**.
To correct it, press Enter, and insert the right play.

You can also 'move through' the game, and locate the exact play to correct (like in this example).
> Using the arrow keys (↑↓ to move up/down, or →←, to go to another inning).

In this submenu, **there is some helping text, with initial letters** for an easier and faster use. Like for instance to edit the lineup. First find the correct moment in the game where the lineup needs to be changed. Type L for lineup fix, change the lineup and close it with CTRL + Enter.

If you need to **change more plays**, press the **SPACE BAR** on your keyboard and stay in the play editor. To **leave Play Editor**, and return to scoring, press **Enter > Plays**

The Automated ScoreBook – Data Entry

c) to change an unearned run into an earned run

As described before, go to the play that caused the unearned run (so if it was scored on a double of player 8 of the batting order, move the white square to the double). The run is mentioned as UE (unearned). Press Enter to change the play. Now **delete the letters UE**.

The program will ask for a confirmation: **"Is Mazzanti G's run an Earned Run? Y)es N)o T)eam unearned"**. Confirm with Y and the run becomes an earned run.

Press **Enter** to get to the scoresheet Menu and continue with Plays.

d) to change an earned run into an unearned run

As described before, go to the play that caused the earned run (so if it was scored on a double of player 8 of the batting order, move the white square to the double). **Press Enter and then CTRL + Enter**.

The program will ask you "**Enter the number of RBI's (0-x)".** Reply to that question. Then the program will ask **"Is Mazzanti G's run an Earned Run? Y)es N)o T)eam unearned"**. Confirm with N and the run becomes an unearned run.

Press **Enter** to get to the scoresheet Menu and continue with Plays.

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Substitutions and defensive changes

☺ We strongly recommend using **the QUICK KEYS** for this task:

F5   **To edit the defensive line up (substitution in the field)**

F6   **To insert a pitcher's change**

F7   **To insert a Pinch Hitter**

F8   **To edit the offensive line up (substitution at bat or on base (= pinch runner))**

ALT +L **To enter the lineup window**

* Pitcher Change: Press F6 > write the shirt number or select the name from the list > Enter.

When an extra inning (Tie-Break) starts with a new pitcher on the mound, it is very important to **first** insert the new pitcher, before you place the runners on the bases. If you use the wrong order, the runs that the Tie-Break runners might score, will be charged to the substituted pitcher.

* Defensive changes:

For a defensive change press F5

> **Select the player** involved in the substitution

> **Write the shirt number of the new player and the position or change the position of the old one** (as explained), then go on with the other defensive changes in the same way.

🔥 PRESS **Enter until the end of the list, so the substitutions become effective** (or use CTRL + Enter). When we only use ESCape, the substitutions will **NOT** be effective.

* Substitutions

For new batters Press F7

Write the shirt number or select the name from the list > Enter and write PH in the column for position.

Press F8 for a substitution in the offensive line up (batting order)

Write the shirt number for the new player and the position PH. If more substitutions appear at the same time, make sure all players have the correct position afterwards.

Substitution of DH: Write the shirt number or select the name from the list > Enter and write PH or PR (which is applicable) in the column for position. After this half inning, change the position PH or PR in DH, when the player is not going to be in the field.

When a substitution has taken place with position PH/PR, the program will miss a fielding position. It will show a new window, saying **" the following defensive positions are not filled: xx"**
Press Enter and the program will lead you into the lineup, where you can change PH/PR into a fielding position. Press Enter until the end of the list (or use CTRL + Enter) to confirm the new position(s).
In case this occurs when the game is over, just press ESCape. At that moment of the game, we do not wish to fill the open defensive position.

In case a lineup does not contain 10 players anymore, use '/' on the DFO position.

* To check substitutions: > Go to sub-menu LIST SUBS (or use CTRL + L)

Wrap up (close) the game

When the game ends, there are several tasks to do, especially if we are scoring live. To do that, we use the following sequence.

> Go to SCORESHEET MENU > WRAP UP (or use ALT + W)

Press Enter and go to Record W-L-T. Check the result of the team upfront about the number of games won and lost so far. Add the result of the current game to the Record.

Press Enter until you have to give the **name of the winning pitcher.** You do that by using the arrows and choose the pitcher whose name is in the grey box. Check the name with the official scorer. Do the same for the save and the losing pitcher. You don't fill in anything with the W-L/Save (the CO will do that).

Write the **Game duration** (here: 3:02) and **Attendance** (700) > **Enter**.

Then a list 'Stat name team' will appear. Press Enter until the list disappears. You don't have to do anything else (press Enter to all).

Save the game (**ALT + F**) and **QUIT** with **ALT + Q.**

Now, after having checked that the game online is final (the word final must appear) the first thing you do is to **deactivate your Live Setup**.

Open the Game Reports window that you have minimized and go to > Live > Live setup > deactivate the Activate box.

✍ Now, you can also see or print the **BOX SCORE**
In the Game Reports window > Click Compos > File > Print
Remember: if you see anything that needs to be changed, you can use the Play Editor. After having used the Play Editor **DO THE WRAP UP and SAVE AGAIN** or your changes will not be in the game. Open the Live setup connection again, tick the activate box, and upload you corrected files.

Generate the files of the game

Go to **SCCP > Game Reports > Games > Select the game > OK**

Before generating the file, check if the right boxes are ticked.
Go to HTML – SETUP and tick the boxes 'Composite box', 'Play-by-play' and 'Line score'

Now **> HTML   > Generate**

The Program will now show the path, indicating the unit and directory for the **file with the extension .htm created for this game.**

Remember the path and the name of the folder because you'll need it to put the file on the server (in this example, **d:\ceb\2010\euro**) and **to export this file** (40.htm), **which will be on the subfolder 'HTML'.**

Put the box score in the website

This is the same procedure as mentioned on page 9 on how to download the files from the server before the game. Without the pictures, we remind you with a short list.

> Open the Program 'Leech FTP'.

> Enter the server of the website by double clicking the 'book' icon

> Double click the icon of the server on the right side of the window

When connected you will see 3 'windows':
(To return to a superior folder, double click the icon of folder with a blue arrow).

> Now open the folder "Games" at the right side by double clicking it
> Select the game files with the extension .htm, which you will find in the folder HTML of the tournament directory

> Do a "Drag and drop" of the _____.htm file from the center to the right window.

👉 **The DE only must open and use the folder 'GAMES'.**
👉 **Therefore, we recommend you that -in the first game of the competition – you select and set these folders. The following days, it will appear automatically. And we recommend keeping it as it is all days.**

TO QUIT/ESCAPE THE LEECH FTP PROGRAM

👉 You must **not** close with the box X at the right top of the window.

> First, click the 'switch' icon (to disconnect the server)
> Then click the 'man' icon (to leave the program)

Update the result in the website

> Enter the website, as explained on page 27. Click the game number

> Write the final score for home team (H) and Visitors (V):

> Inning box: **Remove the word Live and write the number of innings played but only if it is not 9 (e.g. 7-10-11). (If it is 9, don't write anything in the box and don't use half innings)**

> STANDING Box: select Played

> Click UPDATE, (placed in the lower part of the page)

Quit with **> Back to List > Exit**

Export the game and send the game files to the server

☝ *Before starting a Tournament, the CO will have created **a specific folder for the files to export**. If not, you can do it, on your computer hard disk. (For instance C:\CEB\2010\EURO\Export)*

☝ *We recommend all DE to use the same system of folders, to unify the scorers' labor.*

> Go to SCCP > Utilities / Roster Maintenance > Export Game

The program will ask for the name of the folder: **Confirm it with OK** (or write a new one; always use a folder 'Export').

Then, you will see the list of games:
> choose the game you want to export by clicking on it and **confirm with OK.**

> Confirm with OK   the name of the game selected

The program has now generated three game files. They end by the extensions .GAM .POS and .PLY. These are the files that the CO needs. So now you send the files to the CO.

> Use Leech FTP to get a connection to the server.

> Drag and drop the 3 files of the game on the server in the folder GAMES.

> Refresh the right window, so you can see that the drag and drop has succeeded

> Close the Leech FTP connection

> Inform the CO by Skype that the files are on the server.

Or..

> Drag and drop the 3 game files in the Skype text box. The CO can immediately save them to the computer.

Useful Attached Documents

List of scoring symbols

👉 **// (runners):** indicates that a play affects both the batter and the runner(s).

👉 **In all these examples and in the symbols list**, you will see there is <u>**ONE SPACE**</u> between symbols and numbers: **WRITE THIS SPACE WITH THE SPACE BAR OF YOUR COMPUTER** (this happens in most of the plays, but not for all).

👉 <u>Remember criteria for hits</u>: area in which the ball ends / falls after batting. Have a look at the **FIELD MAP** on page 61.

☺ *You can write the location of hits using the short position name (p, 3b, lf...) or the position number (1-9). Make sure that the notation in the computer is the same as on the score sheet.*

1B 8 / 1B CF	single to center field
1B 5 BU	single on a bunt to third base
2B 7 / 2B LF	double to left field
3B 9 / 3B RF	triple to right field
HR 8 / HR CF	homerun through center field
HR RF IP	homerun inside the field to right field
2B 9 GR	double by ground rule
1B LC	single to left center
1B RC	single to right center
1B LL	single down the left line
1B RL	single down the right line
1B LS	single to the left side
1B RS	single to the right side
1B MI	single to the middle

Walks, hit by pitch

BB	base on balls
IBB	intentional base on balls
HP / HBP	hit by the pitch

Ground Out

63	ground out 63
163	rolling to pitcher > shortstop > first baseman
3U / 3UA	rolling to first baseman unassisted
31 BU	grounded out on a bunt first baseman > pitcher

Fly Out

F8	fly out to center field
P6	pop fly to shortstop *(POP FLY: high fly ball to infield, in fair territory).*
L5	line out to third baseman

FF5	foul fly to third baseman
IF6	infield fly to shortstop

Strike outs

KS	strike out with swing
KL	strike out looking (no swing)
KS 23	dropped third strike and out by throw from catcher to first baseman
KS WP	struck out and on first on a wild pitch
KS PB	struck out and on first on a passed ball
KS E2T	struck out and on first on a throwing error by the catcher
KS E3M A2	struck out and on first by assist catcher, error first baseman

K with runners' plays:

KS FC // runner: **25 CS**	strike out fielder's choice for batter, caught stealing 25 for the runner
KS 24 DP // runner: **X CS**	strike out and caught stealing 24; defensive DP for catcher and second baseman

Errors

E6F	fielding error by shortstop
E4T	throwing error by second baseman
E6D	error on dropped fly by shortstop
E6F +E	the same batter arrives in second base by the error
E4M A6	for a play 6E4 (error on a muffed throw not caught by second baseman)
E3 DF	error on dropped foul ball
E3F BU	error by first baseman on a bunt
E4M NA A1	stayed longer on base by 1E4 (no advance)
E1T FPO	error at pick-off play, runner safe on first base

! The program doesn't distinguish extra base and decisive errors.

☺ **Be aware that the syntax for some defensive plays is in 'THE OPPOSITE' ORDER IN RESPECT TO SCORING, e.g.: 1E3 in scoring is E3M A1 in the program.**

Fielders' Choice

FC 6	Fielder's choice **(O6 or FC)**, ball was hit to shortstop.
	Always enter the position of the fielder the ball was hit to.
FC 3 BU // runner **16**	Fielder's choice with bunt to first base, runner out on second 16

Advance on Throw:

+T	symbol for the batter or runner, for instance after a hit: 1B 8 +T
++T	runner advances two bases on the throw

+ +T	runner advances one base as a result of the batter and advances another base on the throw

O/2, O/#: Defensive Indifference by the catcher / …

FC	write FC to the runner (but first: Open "Comments", and write *'Defensive Indifference'*).

GDP (Grounded into Double/triple Play)

463 GDP //runner: **X**	GDP 46 > 63: the program credits automatically all the assists, putouts and DP for the defensive players. write only X for the runner put out.
543 TP //runners: **X X**	If there is a grounded into <u>triple</u>, write X for both runners in this case: play 5 – 54 – 43
FC 54 GDP //runners: **X X**	GDP with Occupied Ball (FC). In this case play: 5 > 54 > GDP O5.

DP / TP defensive (not GDP):

KS 24 DP // runner: **X CS**	double play strike out and caught stealing
L6 DP // runner: **X**	double play line out to shortstop and runner out
L54 DP // runner: **X**	double play line out to 3b, assist 3b > 2b.
L543 TP // runners: **X X**	triple play line out to 3b, assist 3b > 2b. Assist 2b > 1b.
F862 DP // runners: **X**	double play fly out to cf, assist cf > assist ss > c
F862 TP // runners: **X X**	triple play fly out to cf, assist cf > ss, assist ss > c
FC X // runner **654 DP**	double play; batter reaches first base and then is out play assist ss > 3b, assist 3b > 2b
I6 // runner: **X**	double play infield fly shortstop, who then touches his base in a double play situation with infield fly, only use I not IF

Sacrifices:

13 SAC // runner(s): **+**	Sacrifice Hit 13 for the batter, runner(s) advance
E3M A1 SAC // runner(s): **+**	Sacrifice Hit 1E3 for the batter, runner(s) advance
E3F SAC // runner(s): **+**	Sacrifice Hit E3, runner(s) advance
F9 SF // runner(s): **+**	Sacrifice Fly 9, runner(s) advance
E8D SF // runner(s) **+**	Sacrifice Fly 8 dropped, runner(s) advance

RBI

In many situations, the program recognizes a RBI. In that case it will ask for a confirmation:
'Insert the number of RBI (0-1-2-3)', with the possible ones. The DE writes the correct number.

Runners' and batters' advances

To credit runners an advance, we have to place the cursor on his box, using the Enter key

+	when a runner advances one base
++	when a runner advances 2 bases

+++	when a runner advances 3 bases

👆 If a runner does **NOT** advance: > click **Enter** in his grey box.

+ +E	when a runner advances on a hit and then advances another base on an error (notice the space between + and +E)

Have a look at the difference:

++E	the runner advances two bases on an error

1B 6 +E6T	when a batter advances an additional base due to extra base or decisive error. <u>In this example:</u> hit to ss and extra base error on throw by ss; the batter reaches 2nd base.

👆 **When several advances are a result of the same error, DO NOT TYPE the defensive number of the player twice, because if you do that, you will be crediting 2 errors. Just write the advance of every runner with +E.**

1B 8 +E8T //runners: + +E	In this example: Runner on 1st base. Hit to cf, and extra base error on throw by cf: the batter reaches 2nd base. The runner advances to 2nd on the hit, and to 3rd on the error.
F9 SF //runners: **+E9T // +E // +**	To indicate a runner advancing due to errors made on his play, or on other players. <u>In this example:</u> Bases loaded. SF to rf. The runner on 3rd scores. Then, extra base error on throw by rf. The other runners advance to 3rd and 2nd by this error. For the batter: F9 SF // for the runner on 1st base: +E9T // for the runner on second base: +E // for the runner that scores: +

👆 **If there are 2 outs, and a runner advances because of an error, remember TO WRITE THIS ADVANCE WITH +E, to indicate that this advance is NOT legal (for Earned Runs).**

Stolen Base – Caught Stealing

SB	Stolen Base for the runner. (**Don't need to credit to catcher**)
FPO	Failed Pick Off
SB E2T	Stolen Base followed by advance on throwing error of the catcher
SB FPO	Stolen Base with failed pick off (SB not credited for catcher).
24 CS	Caught Stealing, assist c, putout 2b.
E6M CS FPO – A13	Caught Stealing 13E6 with failed pick off As the grey box is not large enough: first enter the play, then return to the runner and put in the assists
136 CS PO	Caught Stealing after pick off – play 136
13 PO	out on pick off – play 13

WP, PB, BK

To credit this kind of advances, place the cursor on the runners grey box, using Enter.

WP	Wild Pitch
PB	Passed Ball
BK	Balk

👆 If more than one runner advances with the same WP/PB/BK:
> Write the symbol to every runner, the program understands that it is just one WP/PB/BK

++WP	If a runner advances 2 bases with the same action.
	(Do not write WP twice, because the program will credit 2 wild pitches)
KS WP	Strike out with Wild Pitch
KS PB	Strike out with Passed Ball

Earned Runs (ER) / Unearned Runs (UE)

First, notice that the program displays them with different symbols in the score sheet screen:
ER: 回   UE: ☐

When there's no question about a run being earned, the program will recognize the earned run automatically. In all cases where the program is not sure, you will be asked to enter the information by yourself. Example: "**Is Mazzanti G's Run an Earned Run?   Y)es   N)o   T)eam unearned**"

At this point, you write the initial:
Y (Yes) – **N** (No) – **T** (if it is a Team unearned = *ER for the pitcher, but not for team].*
☺ Sometimes the scorer has to wait to decide whether the run is ER or not, depending on the evolution of the inning. When it becomes an Earned Run, **use the Play Editor** (☞ page 35) to change it.

Out By Rule

BI	Out for Batter Interference
RLE	Runner left early (only for juveniles)

There are NO other symbols specified for Out By Rule (OBR)
When an Out by Rule (OBR) applies, first open the comment in the scoresheet menu, add the comment, go back to plays and put in the play on the batter / runner.

::: NAME - Batter's illegal action :::	for the batter: 2U
::: NAME - Strikeout by rule :::	for the batter: KS or KL
::: NAME - Touched by own batted ball :::	for the batter: 2U
::: NAME - Out of turn :::	for the batter: 2U (or the play)
::: NAME - Refuse to touch first base :::	for the batter: 2U
::: NAME - Runner refuses to advance to home plate :::	for the runner: 2U
::: NAME - Dropped infield fly :::	type the play
::: NAME - Hit by fair ball :::	type the play (batter basehit, runner the play)
::: NAME - Base line violation :::	type the play
::: NAME - Passing preceding runner :::	type the play
::: NAME - Run reverse order :::	type the play
::: NAME - Runner interference :::	type the play
::: NAME - Interference by preceding runner :::	type the play

Batting Out of Turn:

B:#	to set the batting order for the regular batter
B:4	**instead of the 3rd batter the** 4th goes at bat

Extra inning rule (Tie Breaker)

R:#,b	to replace and set batter # (of the batting order) on the proper base
R:3,2	to put batter 3 of the batting order on second base

When a Tie Breaker starts with a new pitcher, be aware to put in the new pitcher before the runners / batter of this new inning.

Time-out

Every time when there is a visit to the pitcher, we will record it, in order to show it in the play-by-play. To do this:
> Go to SCORESHEET Menu > COMMENTS
> Write "::: Coaching visit to mound :::"

To activate this comment in the play-by-play, press F4. When F4 is not pressed, the comment will only appear after the next play.

Other plays

Most possible plays were mentioned and described so far. For all other situations we refer to the list under the key F1.

Other comments

Besides the already given examples for comments, you can also use:

::: Suspended Game - Injury Delay :::
::: Suspended Game - Rain Delay :::
::: Suspended Game - Fog Delay :::
::: Suspended Game - Light Failure :::
::: Game should be restarted at hh:mm :::

We will never write a comment about an ejected player!!!

Quick keys

There are combinations of keys for easy use in the Scoresheet menu:

ALT + F1	to see the **list** of these **quick keys**. To leave it, press ESC.
F1	Show the **complete list of scoring symbols** (to go forth and back in this window, use the keys **Av PAG / Re Pag** of your computer)
ALT + B	to see the **balance** of the Scoresheet
ALT + D	to check **defensive** positions
ALT + E	**edit** plays
ALT + F	to save the **file** of the game, after inserting Game info, and at the end of game. (During the game the program does it automatically at the end of every half inning).
ALT + G	to see / edit **Game Info** Menu
ALT + H	**Hide** the Menu
ALT + I	Read the **Information** of PLAY BY PLAY. (Use arrow keys (↑↓) to find the inning needed)
ALT + L	to see / edit **line up**s
CTRL + L	**List** of substitutions
ALT + N	enter the Game **Notes**
ALT + Q	to **Quit** a menu
ALT + R	to see /edit **rosters**
ALT + S	to see the **stats** of the team (offensive and pitching). Useful to check them with the official scorekeeper)...
ALT +T	**Turn** the Scoresheet page, from one team to the other.
ALT + U	**Update** stat counts
ALT + W	**Wrap-up** game (some data for summary, made at the end of the game).

For substitutions and changes:

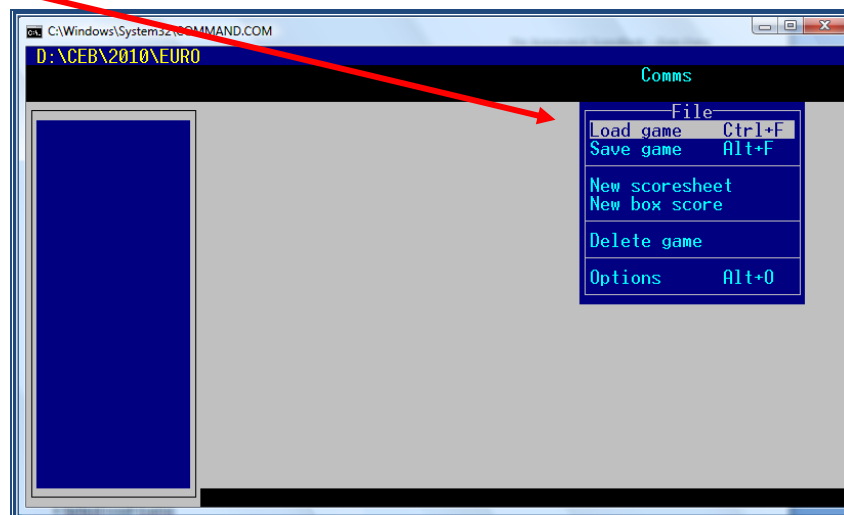|	
F5	To edit defensive line up (fielding change)
F6	To insert a pitcher's change
F7	To insert a Pinch Hitter
F8	To edit offensive line up / pinch runners (batting order)

To modify an already played and inserted game

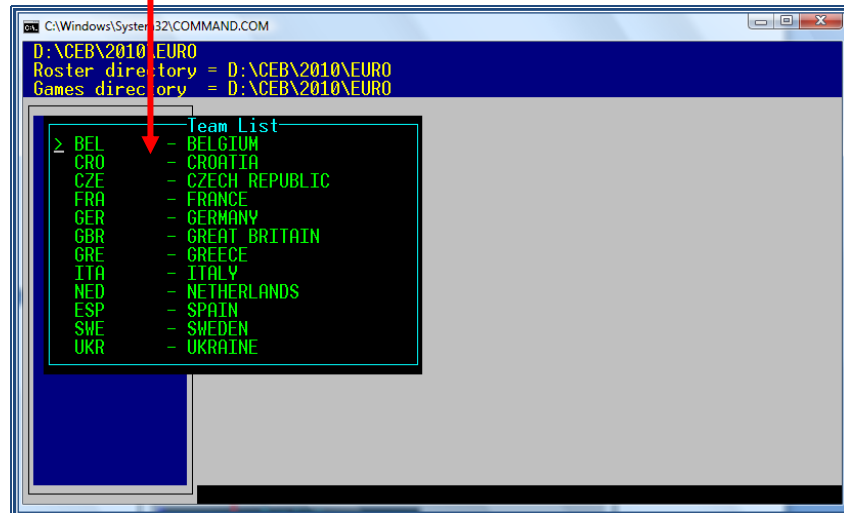When you need to open a game, to revise, modify, check, or keep on scoring a suspended game:
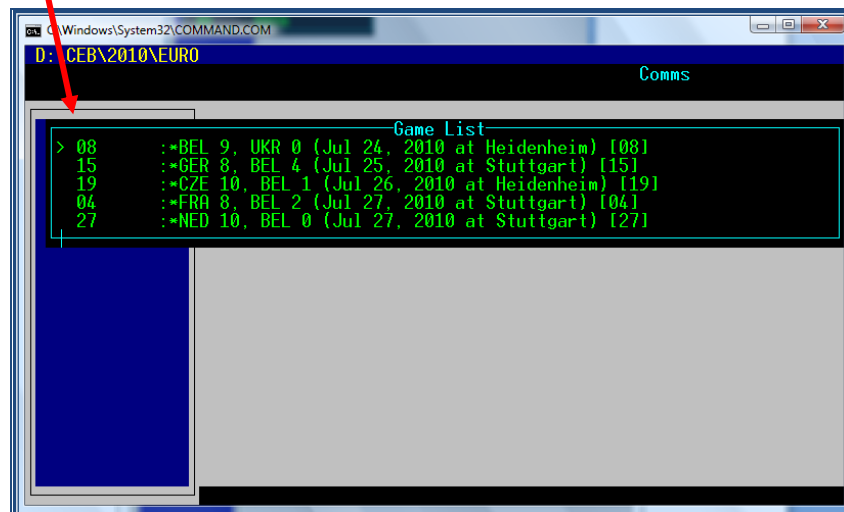
> **Go to <u>Main Menu</u>, and select File**

> **Select Load Game**

> Select one of the teams who played in the game (visitor or home), using the arrow keys (↑↓)

 (In this example Belgium)

> Enter and a list of all the games of this team appears.

> Select the game from the list displayed, using the arrow keys (↑↓)

> Enter to confirm

The game you need to revise, modify, check now opens and you can continue by using Plays. Don't forget to do a wrap-up and save again after you have finished.

Troubleshooting

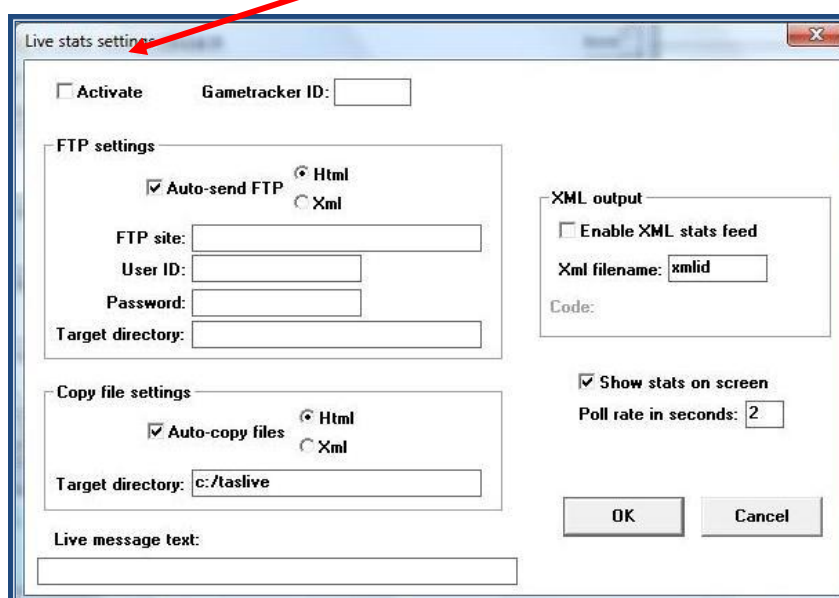## a) Problems with the internet connection

Normally, if all the connections and cables of your computer are correct, you will have to contact the person responsible at the venue / the IT expert.

If you can choose a cable connection, it will be safer and faster than a Wi-Fi connection.

If the problem persists, keep on scoring the game, and afterwards, do the task of the 3rd part (After the Game), in another computer/place.

☺ Sometimes, when there is a problem with the internet connection of the field (the internet play-by-play is not updating automatically), you have to reactivate the program.

In this case, **go to Game Reports – Live – Live Setup, deactivate the ACTIVATE box, and then activate it AGAIN.**

SERIOUS FAILURE IN THE CONNECTON TO INTERNET

👆 If after we have done the above and we realize the connection is still not working properly, we have to give ourselves some time to check, and proceed like this:

> Save the game
> Quit the game
> Find the TAS FTP icon that will be in the desktop menu bar, (placed in the lower part of your computer's screen).

**TAS
FTP**

> Select it, and choose <u>END TASK</u> **NOW, by clicking at the same time <u>CTRL + ALT + DEL</u>**
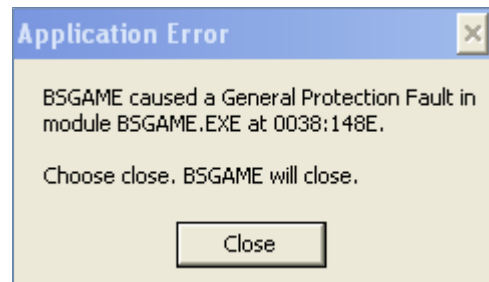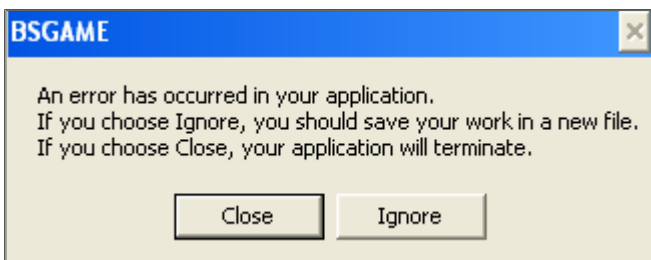**> Click <u>END NOW</u>**

> Exit the SCCP > Exit the program
> Enter again the Program > Load the game (File > Load Game)
> Go to LIVE > LIVE SETUP
> Click again in the box ACTIVATE
In case the above does not work, we can also do:
> GAME REPORTS > select the game > LIVE > SEND STAT FILES

b) Players in the field, but NOT in the roster

When there is a new player in the lineup given by the team, or a player is not in the roster (yellow list) inform the TC of the game.

c) error 'BS Game'

When you want to put a game live for play-by-play without loading the game file, you will receive a BS Game application error.

Close the error, load the game and try again.

d) TeamViewer

Sometimes it is easier for the CO to take over your computer instead of discussion problems by Skype. To do this, the program TeamViewer can be used. Check together with the CO that TeamViewer is downloaded and has a shortcut on the desktop of the DE computer.

Once the CO wishes to use TeamViewer, double click the icon and send the user ID and password by Skype to the CO.

Checklist of tasks in order when scoring a game

BEFORE THE GAME

1) Connect to internet
2) Update the folder with stats / rosters / results …   page   9
   - download and import the folder from the server
   - drag and drop in your PC
   - update stats
3) Capture stat files   page   12
4) Insert the Game Info (field, time, umpires…)   page   14
5) Insert the Game teams and line ups   page   16
6) Save the Game   page   18
7) Load Stat Files   page   25
8) Insert the names of scorekeepers and TC   page   22
9) Activate the game 'live' to internet   page   24
   - Insert the logos of the teams
   - load stat files
   - activate the game
10) Show the live connection in the results website   page   27

DURING THE GAME

Besides scoring the game:
   * Check the stats with the official scorekeeper
   * Insert text in case of coaching visit to pitcher   page   33
   * Insert substitutions   page   38

AFTER THE GAME

1) Wrap up the game (record W-L-T, pitchers' credits, etc.)   page   41
2) Check the stats with the scorekeeper
3) Generate the files of the game   page   42
4) Put the box score in the website   page   43
5) Update the final result in the website of the competition   page   44
6) Export the game and send the game files to the server   page   45

The 'field map' – determining areas for hits