This quick start guide for DakStats Lacrosse is designed to familiarize new users with the main features and entry modes of the program. For more complete instructions, refer to the Installation & Operation Manual (**DD3383122**), available online at dakstats.daktronics.com/Pages/Download.aspx.

Creating Seasons

1. Go to **Configure > Seasons and System Preferences**.
2. Click **Add,** and type in a name for the season under *Season Title*.
3. Select the *Default Play Entry Mode*.
4. Select the proper *Rules File* for your league.
5. Select the *Default Gender*.
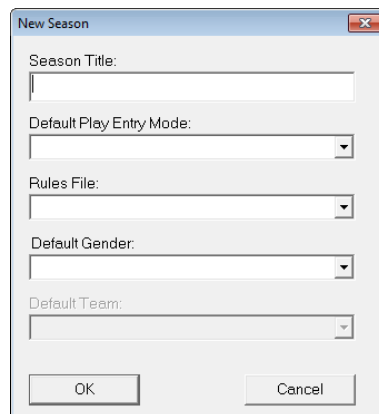
    Note: Create separate seasons for each gender. Statistics tracked and play entry functions will vary by gender.
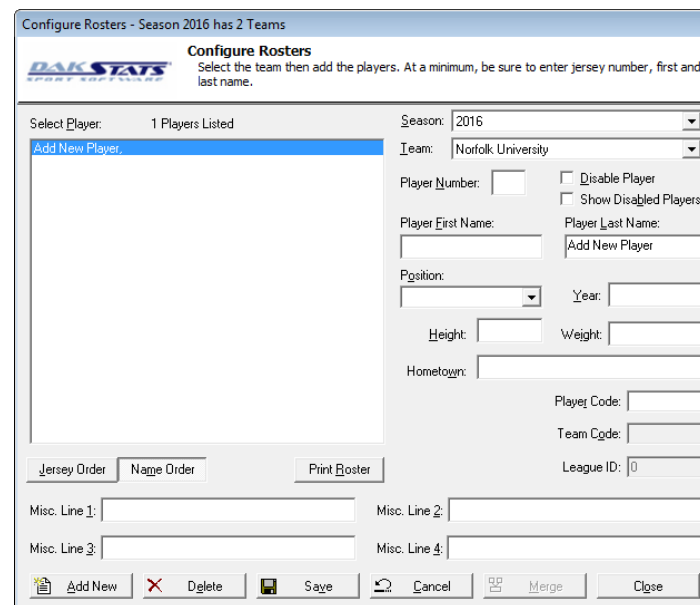
6. Click **OK** when finished.

Creating Teams

1. Go to **Configure > Teams**.
2. Select your *Season*.
3. Click **Add New**.
    If your league uses the DakStats Web-Sync, you may click the **Via List** button to select your teams from the list.
4. Type in a *Team Location*, *Nickname*, *Print Name*, and *Abbreviation* for each team.
5. Click **Save**, and then **Close** when finished.
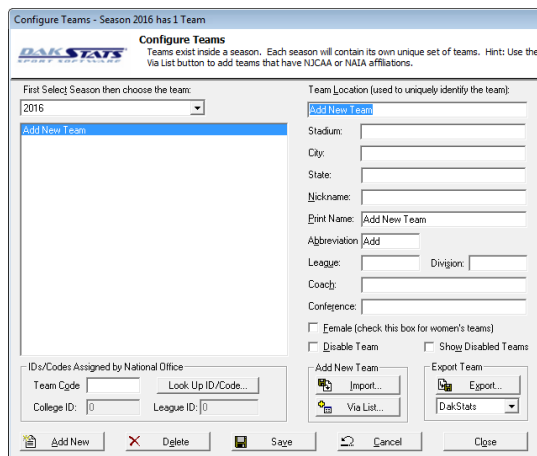
Creating Rosters

1. Go to **Configure > Rosters**.
2. Select a *Season* and your *Team*.
3. Click **Add New**.
4. Type in the *First Name*, *Last Name*, and *Player Number* of the new player. All other information is optional at this point.
5. Click **Save,** and then **Close** when finished.

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Creating Games

1. Go to **File > New Game**.
2. Select the *Season*.
3. Select the *Visiting Team, Home Team*, and *Game Type* for the game.
4. Make sure the *Date* and *Start Time* are correct.
5. Select an *Entry Mode*:
   - **Box Score: Game Totals** records total game stats
   - **Box Score: Period by Period** records stats for each period

6. Click **Save Game**, and then click **Done** when finished.

Note: Go to **Configure > Games** to edit a game's information after it has been created. Select the correct *Season* and *Game ID* to make the appropriate changes.

Play-by-Play Entry

Daktronics recommends that at least two people operate the DakStats software in Play-by-Play mode with one person acting as the spotter and the other actually entering the stats.

1. Go to **File > Open Game**.
2. Select the *Season* and Play-by-Play (*Pbp*) game, and click **OK**.

   Note: In Play-by-Play mode, you can use the **[Space Bar]** to start and stop the game clock.

Entering Starters

Before beginning the game, the players/ positions for each team must be assigned.
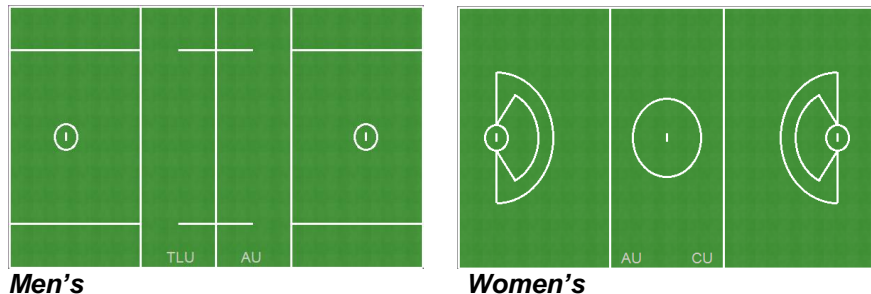

1. Click **Subs** from the play entry buttons, the **Substitution** button 🔲 in the main toolbar, or press **[F2]**.
2. In the *Starters* window, enter the starters for each team by either typing each number in the number (#) column or selecting each *Player* from the drop down menu.

   Note: It is not necessary to set the position for every player, but the screen will not close unless a goalie is selected for each team.

3. You can use this same process for making substitutions to the starters later in the game.

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Using the Shot Chart

Men's   **Women's**

Using the shot chart is optional; it may be disabled by clicking the **Toggle Field** button [icon]. If a shot play is deleted or the field is accidently clicked and a shot appears, click the **Redraw Shots** button [icon] to erase it.

Made Shots

1. Right-click on the field approximately where a shot was taken, and an orange circle will appear.
2. Select the player who made the shot from the *Goal By* menu.
3. Select an assisting player as needed. If no players assisted the goal, click **None**.
4. Select the *Goal Type*: **Even**, **Man Up**, **Man Down**, or **30 Sec** (Men only).
5. The orange circle remains on the field to indicate the goal.
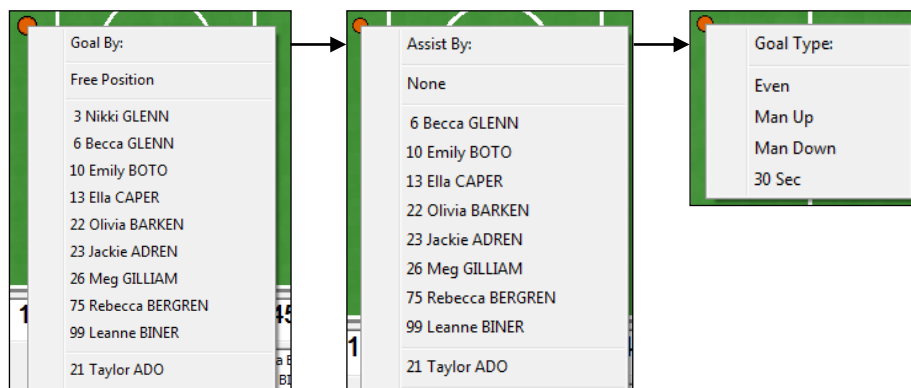
Missed/Blocked Shots

1. Click on the field approximately where a shot was taken, and a white square will appear.
2. Select the player who attempted the shot from the *Miss Shot By* menu.
3. On the *Shot Result* menu, choose whether the shot was **Wide**, **High**, hit the **Post** or **Crossbar**, or if there was a **Block**, **Goalie Save**, or **Team Save**.
4. If the shot was blocked, select the player who made the block in the *Block By* menu.
5. If there was a goalie or team save, a white circle will appear. Otherwise, the white square will remain on the field to indicate the missed/blocked shot.
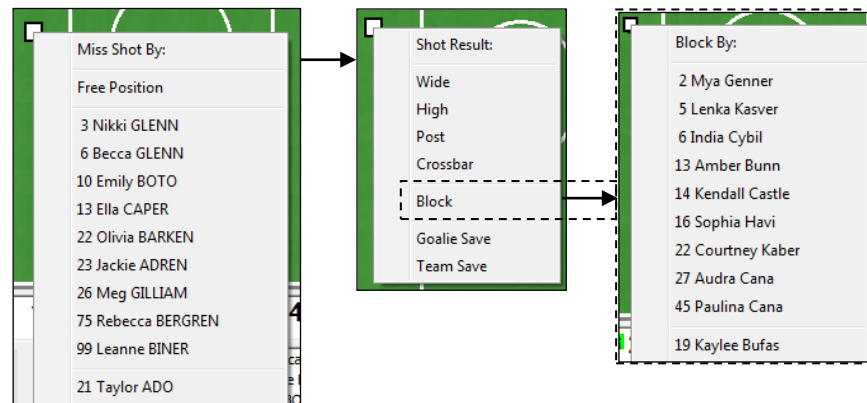
Free Position Shots (Women Only)

When entering a made, missed, or blocked shot from the free position, be sure to click **Free Position** *before* selecting the player. Follow all other steps as described in the sections above to complete the play entry.

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Using Play Entry Buttons

Plays can be entered by clicking on the appropriate buttons or by simply pressing the hot keys indicated by underlined letters. This is a quicker way of entering shots when the player is known, but not where the shot was taken.

Made Shots

1. Click **Shot**.
2. Click **Goal** or **Own Goal** as applicable.
3. In the *Shot By* field, enter the player number. Enter their *Season* goals. Note that own goals are always assigned to a team (TM).
4. If necessary, enter the player who made the assist along with their *Season* assists.
5. Select **Even**, **Man Up**, **Man Down** or **30 Sec** (Men only).
6. Type in a brief *Goal Description* if necessary.
7. Click or press **Enter**.

Missed Shots

1. Click **Shot**.
2. In the *Shot By* field, enter the player number.
3. Select whether the shot was **Wide**, **High**, hit the **Post (Y)** or **Crossbar**, or if it was a **Goalie Save** or **Team Save**.
4. Click or press **Enter**.

Blocked Shots

1. Click **Shot**.
2. In the *Shot By* field, enter the player number.
3. Click **Blocked**.
4. In the *Block By* field, enter the player number.
5. Click or press **Enter**.

Free Position Shots (Women Only)

When entering a made, missed, or blocked shot from the free position, click **Free (Z)** instead of **Shot**. Follow all other steps as described in the applicable sections above to complete the play entry.

If the player declined to take a shot from the free position, click **No Shot**.

Ground Balls

1. Click **Ground Ball**.
2. In the *Gnd Ball* field, enter the player number.
3. Click or press **Enter**.

Turnovers

1. Click **Turnover**.
2. In the *Turnover* and *Caused* fields, enter the player numbers.
3. Click or press **Enter**.

Faceoff (Men Only)

The **Faceoff** entry screen automatically opens after entering starters and after scoring a goal, but it may be accessed at any time.

1. Click **Faceoff**.
2. Enter the numbers of both players participating in the faceoff.
3. Select the faceoff result:
   Ground Ball, **Won By Violation**, or **Out of Bounds**.
   - If Groundball, select a team or player.
   - If Won By Violation or Out of Bounds, select a team.
4. Click or press **Enter**.

Draws (Women Only)

The **Draw** entry screen automatically opens after entering starters and after scoring a goal, but it may be accessed at any time.

1. Click **Draw**.
2. In the *Draw By* field, enter the player number.
3. Click or press **Enter**.

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Clears

1. Click **Clear**.
2. The *Clear By* field is filled in with the active team (TM). To change the team, click the team abbreviation button.
3. Select **Good(Y)**, **Fail(N)**, or **Fail Turnover**.
4. Click or press **Enter**.

   Note: If **Fail Turnover** is selected, play entry will continue on the **Turnover** entry screen.

Penalties

1. Click **Penalty**.
2. In the *Penalty* field, enter the player number.
3. Select the penalty length: **30 Sec**, **1 Min**, **2 Min**, or **3 Min**.
4. Enter the penalty *Code* or click **[>>]** to select from a list of codes.
5. Select **Non-Releasable**, **Extra Man Opp**, both, or neither as needed.
6. Enter a *Comment* about the penalty as needed.
7. Click or press **Enter**.

Fouls (Women Only)

1. Click **Foul**.
2. In the *Foul By* field, enter the player number.
3. Click or press **Enter**.

Stall Warning/Stall Violation (Men Only)

1. Click **Stall Warning** or **Stall Violation** as applicable.
2. The *Warning* or *Violation* field is filled in with the active team (TM). To change the team, click the team abbreviation button.
3. Click or press **Enter**.

Substitutions

1. Click **Subs** or the **Substitution** button in the main toolbar.
2. In the *Substitutions* window (similar to *Starters* on page 2), enter the incoming player number(s) in place of the player(s) leaving the game.
3. Click **OK** to make the substitution(s).

Comments

1. Click **Comment** or press **[F8]**.
2. Enter a descriptive comment about the current play. Typical comments may include notes about weather delays or new records.
3. Click or press **Enter**.

Timeouts

1. Click the **Timeout** button **TO** in the main toolbar.
2. Select the team calling a timeout.

Editing Plays

1. Click on an incorrect play in the Play-by-Play script.
2. Make the changes to the play and then click or press **Enter**.
3. After editing a play, go to **Edit > Rebuild Stats**, and select **Go**.

Game Control

The **Game Control** menu contains several game options:

- **Start Next Period:** Begins the next period
- **Game Finished:** Ends the game
- **Win/Loss/Tie:** Enters goalie decision at the end of the game
- **Participation:** Enters player participation at the end of the game
- **Balance:** Shows if every stat equals out for each team
- **Swap Teams:** Changes teams to the other side of the field
- **Toggle Active Team:** Changes team possession
- **Use Previous Period's Starting Players:** Brings in all starters from last period (only available after performing the **Start Next Period** command)
- **Export game as XML file:** Saves the game in XML format

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Edit

The **Edit** menu contains several play-by-play options:

- **Insert Play:** Inserts a new play *before* a selected play
- **Add Play:** Inserts a new play *after* a selected play
- **Delete Play:** Deletes a selected play
- **Delete Event:** Deletes a selected event
- **Insert Period:** Inserts a new period *before* a selected play
- **Delete Period:** Deletes an entire period
- **Rebuild Stats:** Updates the season database after editing plays

Box Mode Entry

1. Open a game by going to **File > Open Game**.
2. Select the *Season* and Box mode game (*Box Tot* or *Box Per*), and then click **OK**.

Entering Scores

Scores can be entered three ways:

- Double-*left*-click the cell for the appropriate period and team to increase the score by one. Double-*right*-click to decrease the score by one.

- Select a cell, type in a new value number for the score, and then press **[Enter]**.

- Select a cell, and click the green plus (**+**) button or red minus (**–**) button to increase or decrease the score.

Click **Add Period** to create an overtime period. Click **Remove Period** to delete the overtime period.

Note: In Box Score By Period mode, a specific period must be selected from the drop-down list in order to modify the scores.
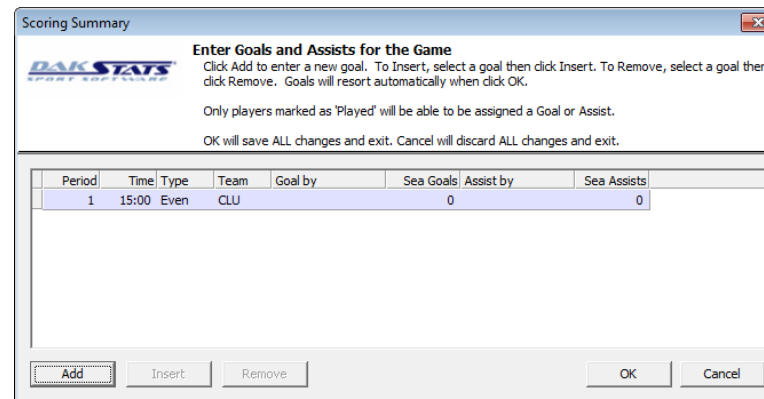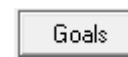
Entering Stats

Individual player stats are entered the same way as scores. Refer to the above instructions to record the stats too. When all stats and scores are entered, go to **Game Control > Game Finished**.

Note: In Box Score By Period mode, a specific period must be selected from the drop-down list in order to modify the stats.
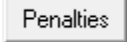
Entering Goals & Assists

1. Click the **Goals** button in the upper right-hand corner of the screen.
2. Click **Add** to insert a new goal.
3. Enter the *Period, Time, Type, Team, Goal by*, and number of *Season Goals*, along with the *Assist by* and number of *Season Assists*.
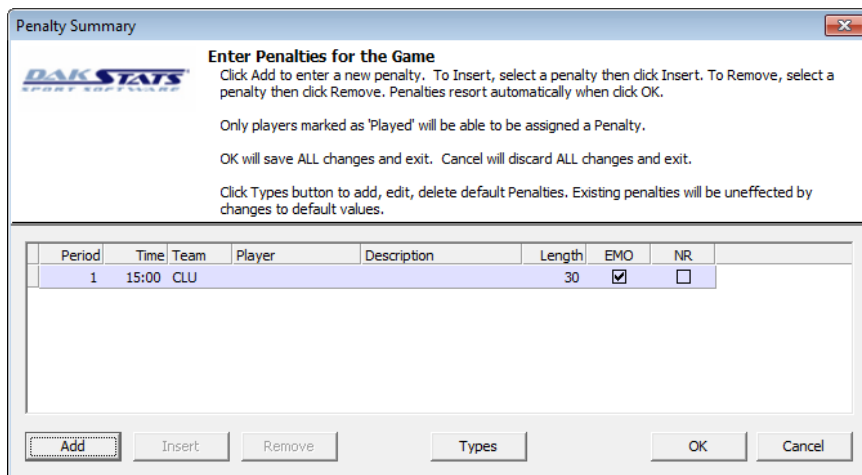4. Click **OK** to record the details of the goal.

Note: Entering goals/assists in this window does not change the player stats in the main box mode window; they must be manually incremented for the appropriate players.

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Entering Penalties

1. Click the **Penalties** button in the upper right-hand corner of the screen.
2. Click **Add** to insert a new penalty.
3. Enter the *Period*, *Time, Team, Player, Type, Length*, and *Description*, and indicate *EMO (Extra Man Opportunity)* or *NR (Non-Releasable)*, as required.

   Note: To modify the available penalty types, click the **Types** button. Click the checkbox to disable unwanted penalties, or click **Add** to create new penalty types.
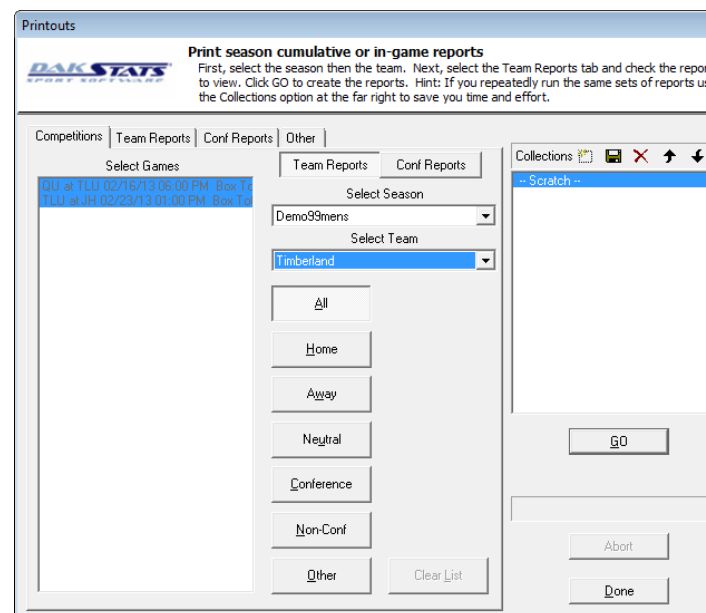
4. Click **OK** to record the details of the penalty.

Note: Entering penalties in this window does not change the player stats in the main box mode window; they must be manually incremented for the appropriate players.
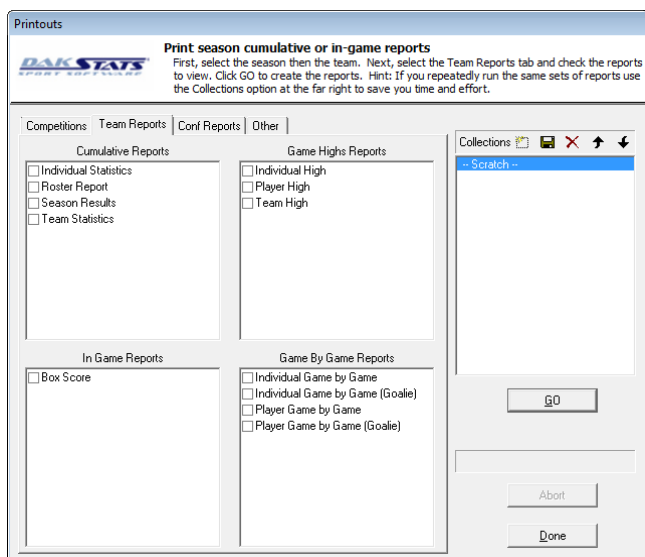
Printing Season Stats

1. Go to **File > Print Season**.
2. Select the *Season* and your *Team*.
3. Use the **All** through **Other** buttons to select game types to view.

4. On the **Team Reports** sub-tab of the **Competitions** tab, click the **Add New Set of Reports** button.
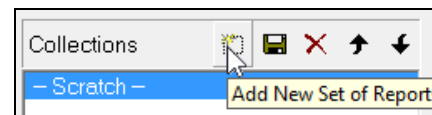
5. Type in a name for the collection, and then click **OK**.
6. In the **Team Reports** tab, highlight the new collection. Check your most used or favorite printouts, and then click the **Save** icon.

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7. Click the **Other** tab to view additional report options, such as the directory where they are saved and their titles.
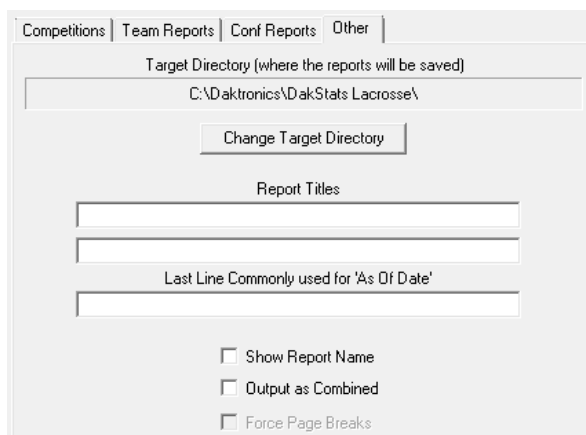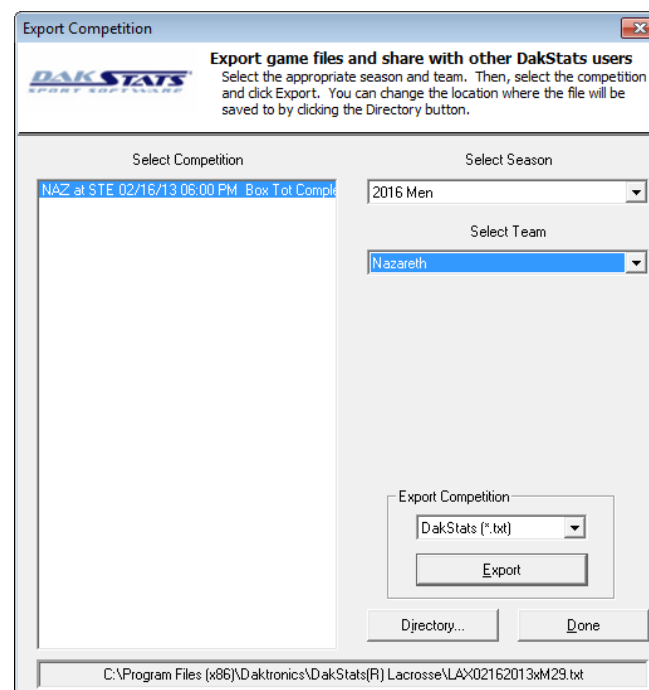

8. Click **GO** to view reports in the default Internet browser. Reports are created in HTML format for easy printing and posting on websites.

Exporting Game Files

DakStats offers the ability to export and import game and roster files for quick and easy sharing with other DakStats users.

1. Go to **File > Export Game**.
2. In the *Export Competition* window, select the *Season*, *Team*, and *Competition* to be exported.
3. Click **Directory** to change where the files are saved.
4. Click **Export**.

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Importing Game Files

1. Go to **File > Import Game**.
2. Select the directory that contains the file(s) by clicking **Change Import Directory**. Click **OK** and the file(s) will appear on the left side of the *Import Competition* window.
3. Select the *Season*, and then click **Import File**.
4. If a possible duplicate game is detected:
   - Click **Import New Competition** to import the game as is.
   - Select the existing game from the list, and then click **Import Into Existing** to replace the game with the imported game.

   Note: **Import Into Existing** commands cannot be undone

Note: If prompted with a *Problem resolving TEAM* window, highlight the team from the list that matches the team in gray and click **OK**. If the team is not on the list, click **Add New**. Repeat the above steps if *Problem resolving PLAYER* appears.
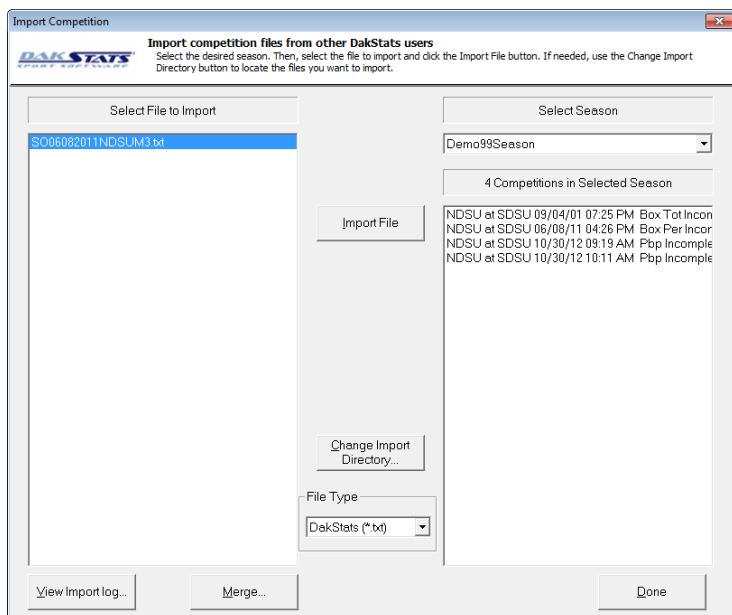
Stat Crew Import

When importing a Stat Crew XML game file, there are a few stats specific to DakStats that do not populate. If desired, these stats may be manually entered after an import as shown below.

Men's Lacrosse – Team Faceoff Attempts by Period
On the **Team** tab, enter the number of Faceoff Attempts for each period.

Women's Lacrosse – Free Position Goals
Click the **Goals** button, and then check the FPG box next to all applicable goals.


Men's & Women's Lacrosse – Non-Releasable Penalties
Click the **Penalties** button, and then check the NR box next to all applicable penalties.

Importing & Exporting Rosters

Exporting Rosters

1. Go to **Configure > Teams**.
2. Select the season and highlight the team to export.
3. Click **Export**, navigate to the directory, and then click **Save**.
4. Be sure to also **Save** any changes made to the roster.
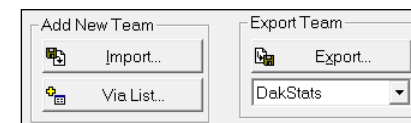
Importing Rosters

1. Go to **Configure > Teams.**
2. Select the season to import the roster and team into.
3. Click **Import**.
4. Navigate to the desired directory.
5. Select the roster file, and then click **Open.**
6. Click **Save** to keep the changes in the roster.

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