This quick start guide for DakStats Football 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 (**ED-18036**), 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*.
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* and *Home Team* for the game.
4. Make sure the *Date* and *Start Time* are correct.
5. Select one of the following *Entry Modes*:
    - **Play-by-Play: Simple mode** records each play as it happens
    - **Box Score: Game Totals** records total game stats
    - **Box Score: Quarter by Quarter** records stats for each quarter

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.
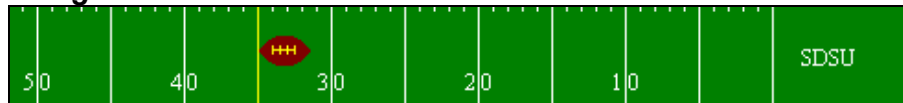
Kicking Off

1. When a new game is opened or after a touchdown, the **Kick Off** tab is selected automatically for you.
2. Enter the jersey number of the player who is kicking off.

Note: Go to **Game Control > Possession Home** or **Possession Visitor** to change the ball possession if necessary.

3. Select **Kickoff** or **Onside**, and if the kick off was **Returned**, a **Faircatch**, a **Touchback**, or **OutOfBounds**.
4. Select the player who made the return and at what yard lines the ball was kicked from and caught.
5. Fill in the kick off result (**Tackle**, **Out of Bounds**, etc.) along with any necessary details, and then click or press **Enter**.

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Using the Drive Chart

The drive chart lets you quickly select the placement of the ball instead of typing in the yard line.

Using the drive chart is optional, and it may be disabled by clicking the **Toggle Field** button at the top of the screen.

Using Play Entry Buttons

Plays can be entered by clicking on the appropriate button or by using the hot keys signified by the underlined letter.

Entering Rush Plays

1. Click the **Rush** tab, and enter the jersey number of the rusher.
2. Select the rush type (**Handoff**, **Pitch**, **Sack**, etc).
3. Fill in the rush result (**Tackle**, **Out of Bounds**, etc).
4. Record the yard line, and then click or press **Enter**.

Entering Pass Plays

1. Click the **Pass** tab, and enter the type of pass (**Complete**, **Intercepted**, etc).
2. Enter the jersey number of the passer.
3. Enter the jersey number of the receiver or who the pass was intended for if applicable.

4. Fill in the pass result (**Tackle**, **Out of Bounds**, etc).
5. Record the yard line, and then click or press **Enter**.

Note: The first passer entered during the game will be the default passer for that team throughout the entire game unless manually changed.

Entering Punt Plays

1. Click the **Punt** tab, and enter the jersey number of the punter.
2. Select **Punt Good** or **Blocked**.
3. Select whether the punt was **Returned**, **Downed**, etc.
4. Record the yard line, and then click or press **Enter**.
5. Fill in the punt result (**Tackle**, **Out of Bounds**, etc).
6. Record the yard line, and then click or press **Enter**.

Entering Field Goals

1. Click the **Field Goal** tab, and enter the jersey number of the kicker.
2. Select the kick outcome (**Good**, **Short**, **Blocked**, etc.).
3. Record the yard line, and then click or press **Enter**.

Entering Penalties

1. Click the **Penalty** tab, and enter the jersey number of the player or the Team(TM) that incurred a penalty.
2. Select the penalty action (**Nullify Play**, **Decline**, etc.)
3. Select the penalty result (**Change Down**, **First Down**, etc.).
4. Click **[>>]** to select a more specific penalty type from the list.
5. Record where the penalty was enforced from and the ball on, and then click or press **Enter**.

Entering Points After Touchdown

Kicks

1. After a touchdown, click **Kick** on the **PAT** tab.
2. Enter the jersey number of the player who is kicking.
3. Select whether the kick was **Good**, **No good**, or **Blocked**.
4. Record the yard line, and then click or press **Enter**.

Passes

1. After a touchdown, click **Pass** on the **PAT** tab.
2. Enter the jersey number of the players who are passing and receiving.
3. Select the pass outcome (**Good**, **No Good**, **Intercepted**, or **Fumble**)
4. Record the yard line, and then click or press **Enter**.

Rushes

1. After a touchdown, click **Rush** on the **PAT** tab.
2. Enter the jersey number of the player who is rushing.
3. Select the outcome of the pass (**Good**, **No Good**, or **Fumble**)
4. Record the yard line, and then click or press **Enter**.

Bad Snap (Aborted Plays)

1. Click the **Bad Snap** tab.
2. Enter the jersey number of the players who fumbled and recovered.

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3. Select whether the aborted play was **Advanced** or **Not Advanced**.
4. If the play was not advanced, select the outcome of the play (**T**ackle, **Out of Bounds**, etc.)
5. Record the yard line where the ball was recovered, and then click or press **Enter**.

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:

- **Quarter Finished**: Begins a new quarter or overtime
- **Game Finished**: Ends the game
- **Down and Distance:** Edits the downs in the current drive
- **Balance**: Shows if every stat equals out for each team
- **Swap Teams**: Changes teams to the other side of the field
- **Participation:** Enters the starters/participants for the game
- **Coin Toss**: Decides the initial possession
- **Possession Hone/Visitor**: Switches possession
- **Export game as XML file:** Saves the game in XML format

Edit

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

- **Insert Down:** Inserts a new down *before* a selected play
- **Add Down:** Inserts a new down *after* a selected play
- **Delete Down:** Deletes a selected down
- **Delete Last Down:** Deletes the latest down
- **Insert Drive:** Inserts a new drive *before* a selected play
- **Add Drive:** Inserts a new drive *after* a selected play
- **Delete Drive:** Deletes a selected drive
- **Insert End of Quarter:** Puts a break in the quarter
- **Add/Edit Play Commentary:** Adds text in the play-by-play report
- **Rebuild Stats:** Updates the season database after editing plays
- **Check for Errors:** Checks the game for statistical errors

Box Mode Entry

1. Open a game by clicking **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.

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:* Go to **Game Control > Balance** to check game stats for errors. A red **X** will indicate an error to correct.

Printing Season Stats

1. Go to **File > Print Season**.
2. Choose the season and your team.
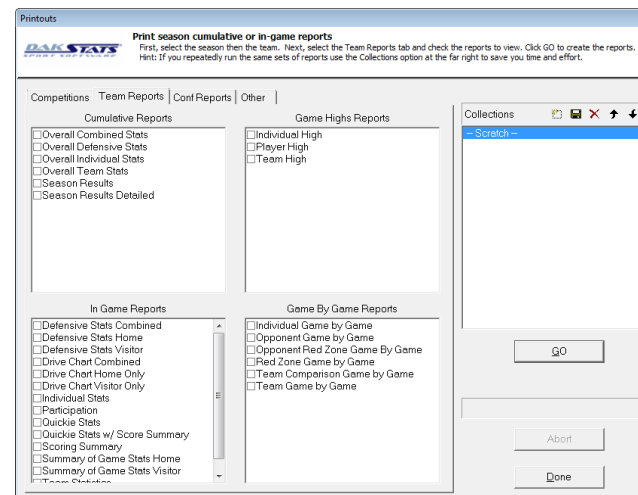3. Use the **All** through **Other** buttons to select game types to view.
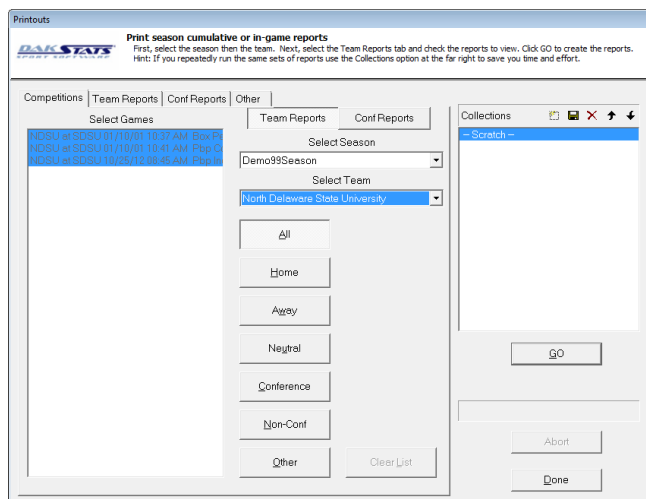
4. On the **Team Reports** sub-tab of the **Competitions** tab, click the **Add New Set of Reports** button next to the word *Collections*.
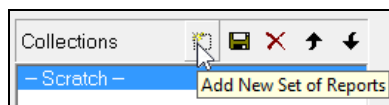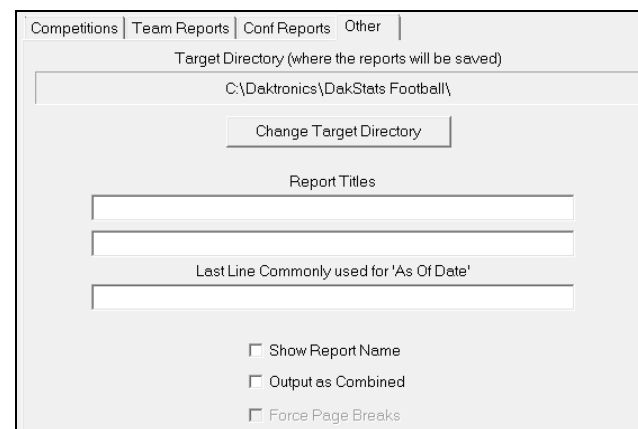

5. Type in a name for the collection, and then click **OK**.

6. In the **Team Reports** tab, highlight the new collection. Check your most used or favorite printouts, and click the **Save** icon.

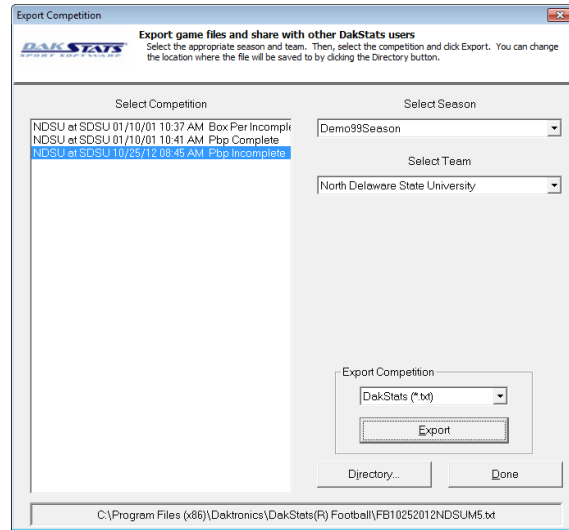7. Click the **Other** tab to enter a *Report Title* for the report.

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

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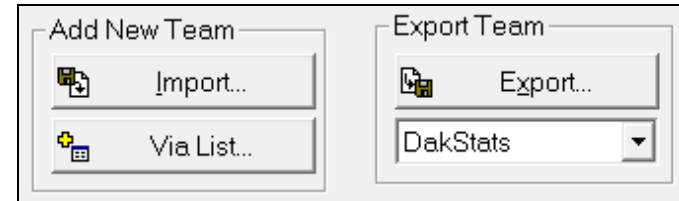
Exporting Game Files

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 and team.
3. Highlight the competition you wish to export.
4. Click **Directory** to change where the files are saved.
5. Click **Export**.

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**.

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.
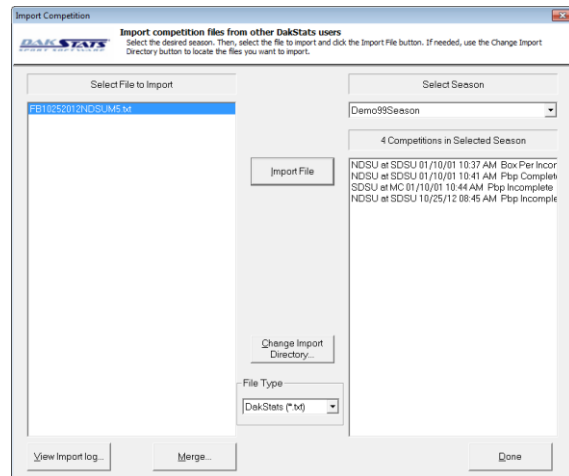
Importing & Exporting Rosters

Exporting Rosters

1. Go to **Configure > Teams**.
2. Select the season and highlight the team you wish 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 you wish 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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