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 <u>dakstats.daktronics.com/Pages/Download.aspx</u>.

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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*.
- 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.
- Configure Teams Teams exist inside a se NJCAA or NAIA affiliati DAK STATS First Select Season then choose the team Team Location (used to uniquely identify the Marion College North Delaware State University Santo Domingo State University City: State: Nickname Print Name: Add New Tear Abbrevir League Division: Coach Show Disabled Disable Tear Export Tean Team Code: Look Up ID/Code... Expor [mport College ID: League ID: Via List. Dglete Save ⊆ Cancel Add New × Close



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New Season

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.

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Umpire				Field Judg	e			-
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Line Judge						Update Ga	me Notes	

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 <u>Kickoff</u> or On<u>s</u>ide, and if the kick off was Returned, a <u>Faircatch</u>, a <u>Touchback</u>, or OutOf<u>B</u>ounds.
- **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 (<u>Tackle</u>, **Out of** <u>Bounds</u>, etc.) along with any necessary details, and then click or press Enter.



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 **<u>R</u>ush** tab, and enter the jersey number of the rusher.
- 2. Select the rush type (<u>H</u>andoff, <u>Pitch</u>, Sack, etc).
- 3. Fill in the rush result (<u>Tackle</u>, Out of <u>B</u>ounds, etc).
- 4. Record the yard line, and then click or press Enter.

<u>R</u> ush	P <u>a</u> ss	P <u>u</u> nt	Field <u>G</u> oal	Kick Of	P <u>e</u> nalty	PAT	Bad Snap
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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 (<u>Tackle</u>, Out of <u>B</u>ounds, etc).
- 5. Record the yard line, and then click or press Enter.

<u>R</u> ush	P <u>a</u> ss	P <u>u</u> nt	Field <u>G</u> oal	Kick Off	Penalty	PAT	Bad Snap
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	Time of snap : 14:58						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 **P**<u>u</u>**nt** tab, and enter the jersey number of the punter.
- 2. Select Punt Good or Blocked.
- 3. Select whether the punt was **Returne**<u>d</u>, **Dow**<u>n</u>**e**d, etc.
- 4. Record the yard line, and then click or press Enter.
- 5. Fill in the punt result (<u>Tackle</u>, Out of <u>B</u>ounds, etc).
- 6. Record the yard line, and then click or press Enter.

<u>R</u> ush	P <u>a</u> ss	Punt	Field <u>G</u> oal	Kick Off	P <u>e</u> nalty	PAT	Bad Snap
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				_	Punt to?	18	SDSU
		Time of sna	ip: 14:58				Enter



Entering Field Goals

- 1. Click the Field Goal tab, and enter the jersey number of the kicker.
- 2. Select the kick outcome (<u>G</u>ood, <u>S</u>hort, Bloc<u>k</u>ed, 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 (<u>Nullify Play</u>, 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**.

<u>R</u> ush	P <u>a</u> ss	P <u>u</u> nt	Field <u>G</u> oal	Kick Off	P <u>e</u> nalty	PAT	Bad Snap
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Penalty	On? TM	TEAM	SDS	L			
Penalty	Type DH	Defensi	ve Hi 🔼]	Ball On	2 15	NDSU
	۱	ime of sna	ap : 15:00				Enter

Entering Points After Touchdown



Kicks

- 1. After a touchdown, click **Ki**<u>c</u>**k** 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, <u>No Good</u>, <u>Intercepted</u>, or <u>Fumble</u>)
- 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, <u>No</u> Good, or <u>Fumble</u>)
- 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.



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

<u>R</u> ush	P <u>a</u> ss	P <u>u</u> nt	Field <u>G</u> oal	Kick Off	P <u>e</u> nalty	PAT	Bad Snap
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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.

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Team	1	2	3	4	F				
NDSU	0	6	0	7	13				
SDSU	-14	21	7	14	56				

- 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.

rintouts					
Print season cumulative First, select the season ther Hint: If you repeatedly run t	e or in-game reports the team. Next, select the he same sets of reports us	e Team Reports tab and e the Collections option a	check th it the fa	e reports to view. Cli r right to save you tin	k GO to create the reports. le and effort.
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4. On the **Team Reports** sub-tab of the **Competitions** tab, click the **Add New Set of Reports** button next to the word *Collections*.

Collections	₹ ★ ★
- Scratch -	Add New Set of Reports

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.

rintouts		
Print season cumu First, select the seas Hint: If you repeated	lative or in-game reports on then the team. Next, select the Team Reports tab and cheo by run the same sets of reports use the Collections option at the collections option at the collections option at the collection option option at the collection option option option option at the collection option opt	ck the reports to view. Click GO to create the reports. e far right to save you time and effort.
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In Game Reports	Game By Game Reports	
Defensive Stats Home Defensive Stats Visitor Drive Chort Combined Drive Chort Combined Drive Chort Home Only Drive Chort Visitor Only Individual Stats	Opponent Game by Game Opponent Red Zone Game By Game Red Zone Game by Game Team Comparison Game by Game Team Game by Game	02
Participation Quickie Stats Quickie Stats w/ Score Summary Scoring Summary Summary of Game Stats Home		Abort
Summary of Game Stats Visitor	v	Done

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

Competitions Team Reports Conf Reports Other
Target Directory (where the reports will be saved)
C:\Daktronics\DakStats Football\
Change Target Directory
Report Titles
Last Line Commonly used for 'As Of Date'
🖂 Show Report Name
Output as Combined
🗖 Force Page Breaks

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 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**.



Import competition files from other DakStats users Select the deared season. Then, select the file to import and click the Import File button. If needed, use the Change Imp Directory button to locate the files you want to import. DAK STATS Select File to Import Select Season Demo99Season 4 Competitions in Selected Seaso NDSU at SDSU 01/10/01 10:37 AM Box Per Incor Import File NDSU at SDSU 01/10/01 10:41 AM Pbp Complet SDSU at MC 01/10/01 10:44 AM Pbp Incomplete NDSU at SDSU 10/25/12 08:45 AM Pbp Incomplete Change Import Directory... - File Type DakStats (*.txt) ٠ ⊻iew Import log_ Done Merge.

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.

