

**DAKSTATS SOCCER  
SOFTWARE**

INSTALLATION &  
OPERATION MANUAL

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**DAKTRONICS**

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# Table of Contents

<b>1</b>	<b>Introduction</b> .....	<b>1</b>
	Software Requirements.....	1
	Software Conventions.....	1
	Levels of Play.....	1
<b>2</b>	<b>Installation</b> .....	<b>2</b>
	Downloading from the Internet.....	2
	Installing from the Installation CD.....	2
	Season Update.....	2
<b>3</b>	<b>Initial Setup</b> .....	<b>3</b>
	Splash Screen.....	3
	<b>Season</b> .....	<b>3</b>
	<b>Team</b> .....	<b>3</b>
	<b>Roster</b> .....	<b>4</b>
	<b>Schedule</b> .....	<b>4</b>
	<b>Web-Sync (Discontinued)</b> .....	<b>4</b>
	<b>Common Tasks</b> .....	<b>4</b>
	Creating a Season.....	5
	Configure Teams.....	6
	<b>Adding a Team</b> .....	<b>6</b>
	To Manually Add a New Team.....	6
	To Add a New Team Via List (Discontinued January 2025).....	7
	To Import a Team.....	8
	<b>Editing a Team</b> .....	<b>8</b>
	Adding or Editing Rosters.....	9
	<b>Adding Players to a Roster</b> .....	<b>9</b>
	<b>Editing and Deleting Players</b> .....	<b>10</b>
	Creating New Games.....	10
<b>4</b>	<b>Pregame Setup</b> .....	<b>12</b>
	Before the Game.....	12
	<b>Be Familiar with the Program</b> .....	<b>12</b>
	<b>Have a Good Spotter</b> .....	<b>12</b>
	Beginning the Game.....	12
<b>5</b>	<b>In Game Operations</b> .....	<b>13</b>
	Main Toolbar.....	13
	Play-by-Play Mode.....	14
	<b>Game in Progress Toolbar</b> .....	<b>15</b>
	<b>Entering Starters</b> .....	<b>15</b>
	<b>Entering Shots on the Field</b> .....	<b>16</b>
	Made Shots.....	16
	Missed Shots.....	16
	Blocked Shots.....	17
	<b>Entering Shots with Play Entry Buttons</b> .....	<b>17</b>

# Table of Contents

Goals .....	17
Missed Shots .....	17
Blocked Shots .....	18
Penalty Kicks .....	18
Corner Kicks .....	18
Offsides .....	18
Fouls .....	18
Cards .....	18
Substitutions .....	19
Timeouts .....	19
<b>In-Game Roster .....</b>	<b>19</b>
Fouls .....	19
Cards .....	19
Offsides .....	19
Substitutions .....	19
<b>Edit Menu .....</b>	<b>20</b>
<b>Manually Adding and Inserting Plays .....</b>	<b>20</b>
<b>Deleting Plays .....</b>	<b>20</b>
<b>Deleting Events .....</b>	<b>20</b>
<b>Inserting Periods .....</b>	<b>20</b>
<b>Deleting Periods .....</b>	<b>20</b>
<b>Rebuild Stats .....</b>	<b>20</b>
<b>Game Control Menu .....</b>	<b>21</b>
<b>Start Next Period .....</b>	<b>21</b>
<b>Game Finished .....</b>	<b>21</b>
Update Team Win/Loss Records and Duration .....	21
<b>Win/Loss/Tie .....</b>	<b>21</b>
<b>Balance Stats .....</b>	<b>22</b>
<b>Swap Teams .....</b>	<b>22</b>
<b>Shootout Entry .....</b>	<b>22</b>
<b>Toggle Active Team .....</b>	<b>22</b>
<b>Export Game as XML File .....</b>	<b>22</b>
<b>View Menu .....</b>	<b>22</b>
<b>Toolbars .....</b>	<b>22</b>
<b>Entry Modes .....</b>	<b>23</b>
<b>GIP Data .....</b>	<b>23</b>
<b>Rosters &amp; Statistics .....</b>	<b>23</b>
<b>Box Mode .....</b>	<b>23</b>
<b>Entering Scores &amp; Statistics .....</b>	<b>24</b>
<b>Scoring Summary .....</b>	<b>24</b>
<b>Red/Yellow Cards .....</b>	<b>24</b>
<b>6 Creating Reports .....</b>	<b>26</b>

# Table of Contents

In-Game Reports .....	26
Shot Chart Printouts .....	26
Season Reports .....	27
<b>Printing Conference Season Reports</b> .....	<b>29</b>
<b>Creating Collections</b> .....	<b>29</b>
Print Career Reports .....	30
Roster Printouts .....	31
<b>7 Importing &amp; Exporting</b> .....	<b>32</b>
Importing Games .....	32
Exporting Games .....	33
Exporting Season Statistics .....	34
Importing Teams .....	35
Exporting Teams .....	35
Exporting Games as XML Files .....	35
<b>8 Additional Features &amp; Settings</b> .....	<b>36</b>
System Preferences .....	36
<b>Seasons</b> .....	<b>36</b>
<b>Tournaments</b> .....	<b>36</b>
To Add a Tournament .....	36
To Delete a Tournament .....	36
<b>Utilities</b> .....	<b>37</b>
Rules .....	37
Configuring DakStats Soccer .....	38
<b>Modifying Games</b> .....	<b>38</b>
<b>Configuring Conferences</b> .....	<b>39</b>
To Create a New Conference .....	39
To Configure a Conference .....	39
To Delete a Conference .....	40
Play Entry Button Colors .....	40
Auto Start Options .....	41
Messaging .....	41
Webcast (Discontinued) .....	41
Web-Sync (Discontinued) .....	41
Twitter (Discontinued) .....	41
Quick Display .....	42
Press Row Monitor .....	43
<b>9 Using the Keyboard &amp; Hotkeys</b> .....	<b>44</b>
<b>A DakStats Soccer Stat Sheet</b> .....	<b>45</b>
<b>B Supplemental Guides &amp; Manuals</b> .....	<b>49</b>

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# 1 Introduction

The purpose of this manual is to assist with the installation and operation of the DakStats® Soccer application. The manual includes the following main sections:

- **Introduction** covers the basic information about the program and this manual. Take time to read the introduction as it defines terms and explains concepts used throughout the manual.
- **Installation** describes the software installation procedures.
- **Initial Setup, Pregame Setup, In Game Operations, Creating Reports, Importing & Exporting, Additional Features & Settings, and Using the Keyboard & Hotkeys** explain how to control and configure the application.

## Software Requirements

- Microsoft Windows® 10 or higher Operating System
- CPU and RAM must at least be equal to minimum requirements of operating system
- 1024 x 768 resolution
- Some features require Internet access

## Software Conventions

This manual contains the following software conventions and terminology:

<b>Bold</b>	Indicates an item that requires direct action, such as clicking, pressing, selecting, or formatting. Also used for reference items within the manual, such as figures or sections, as well as other documents and notes.
<i>Italics</i>	Indicates onscreen text or labels that are not clickable.
<b>[Brackets]</b>	Represents a keyboard key that needs to be pressed.
"Quotes"	Text or commands that may be typed. Quotes also indicate folder names.
Click	Press and release the left mouse button.
Double-click	Press and release the left mouse button twice.
Right-click	Press and release the right mouse button.
Select	Highlight or mark, such as by placing a check mark in a nearby box; clicking will not necessarily perform an action.
>	Followed by (example: <b>File &gt; Open</b> ).

## Levels of Play

The DakStats Soccer application can be used at any level of competition including games, tournaments, and season statistics for club, high school, college, or professional teams. The software is available with two main entry modes:

- **Box** supports the box statistics entry mode (post game stats entry).
- **Play-by-Play** has all the features of the previous two entry modes, plus the ability to enter stats live during competitions.

## 2 Installation

The DakStats Soccer application can be downloaded from the Internet or installed from an installation CD.

### Downloading from the Internet

1. Download the DakStats Soccer program.
  - a. Open an Internet browser and go to <http://dakstats.daktronics.com/Pages/Download.aspx>
  - b. Find the Soccer row on the web page.
  - c. Click on **Click Here** under the *Download* column.
  - d. In the window that appears, click **Run**. If an additional window opens, click **Run** once more.
2. Follow the on-screen instructions.
3. Click **Finish** when done.
4. Double-click the desktop icon (**Figure 1**) to open the program.



Figure 1: Icon

### Installing from the Installation CD

1. Insert the installation CD.
2. Choose the **DakStats Soccer** program to install.
3. Follow the on-screen instructions.
4. Click **Finish** when done.
5. Double-click the desktop icon (**Figure 1**) to open the program.

### Season Update

If previous seasons are saved to the computer, go to **Configure > Season & System Preferences**. Select each existing season, and then click **Update**. This ensures older season databases are compatible with the latest software version. Refer to **System Preferences (p.36)**.

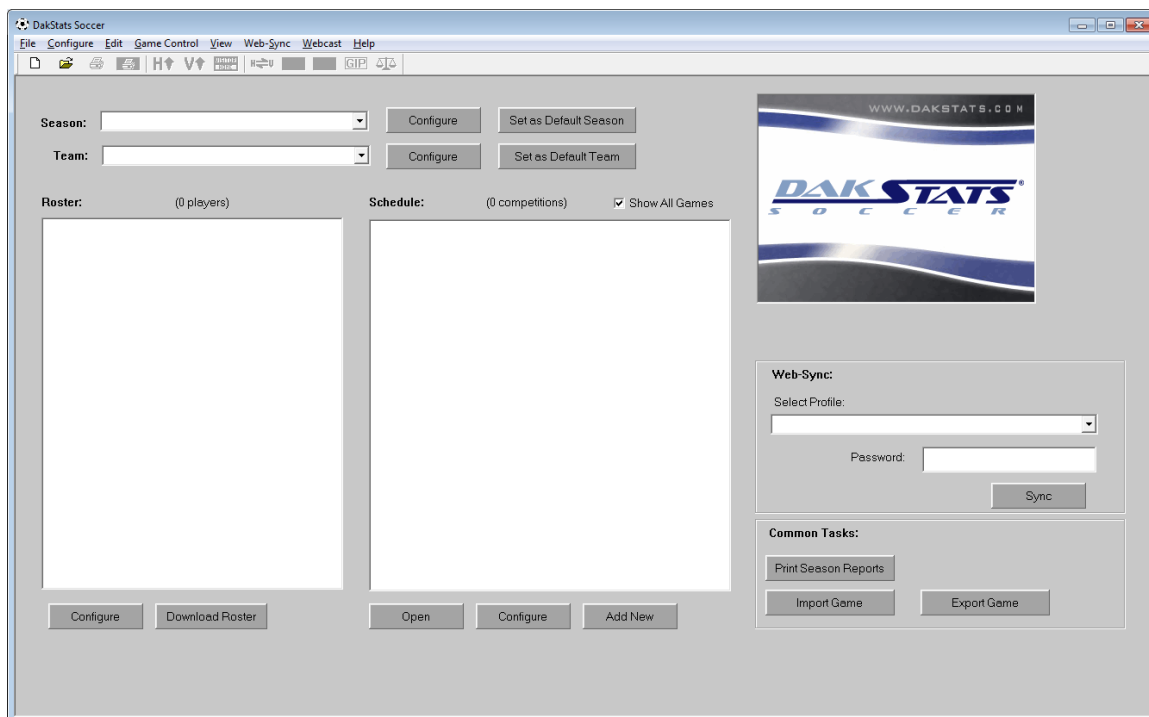


### 3 Initial Setup

The season, teams, rosters, and other game information must first be set up before the DakStats Soccer application can be used for scores and statistics. Entire seasons and all of the teams may be set up before the first game of the season even begins. It is recommended that games are set up at least one hour before the game start time.

#### Splash Screen

The splash screen appears when the DakStats Soccer program is first opened (**Figure 2**). The splash screen provides a quick way select seasons, games, and rosters to configure as well as open/import/export games, and print detailed reports.



**Figure 2:** Splash Screen

**Note:** This section gives only a brief explanation of the buttons on this screen. Each function is also available in the **File** and/or **Configure** menus at the top of the screen, and they are described in the sections or documents in parentheses.

#### Season

Use the drop-down list to select a previously created season. Refer to **Creating a Season (p.5)**. Click **Configure** to edit the season settings. Refer to **System Preferences (p.36)**. Click **Set as Default Season** to keep the same season selected each time the program is opened.

#### Team

After selecting a season, choose a previously created team. Click **Configure** to edit the team settings. Refer to **Configure Teams (p.6)**. Click **Set as Default Team** to keep the same team selected each time the program is opened.

**Note:** The default team may also be assigned in the season configuration. Refer to **System Preferences (p.36)**.

## Roster

After selecting the appropriate season and team, the roster will appear in this area if one has already been created. Refer to **Adding or Editing Rosters (p.9)**.

- Double-click a player in the roster, or click **Configure** to edit the roster settings.
- **Download Roster** was used with the Web-Sync service, which was discontinued in January 2025.

## Schedule

This area lists all scheduled games for a selected season.

- Select a game on the list and click **Open**, or double-click the game to begin entering scores and stats for that game.
- Select a game and click **Configure** to edit the game settings. Refer to **Modifying Games (p.38)**.
- Click **Add New** to create a new game for the season. Refer to **Creating New Games (p.10)**.

## Web-Sync (Discontinued)

The Web-Sync service was discontinued in January 2025.

## Common Tasks

This area includes additional frequently used commands.

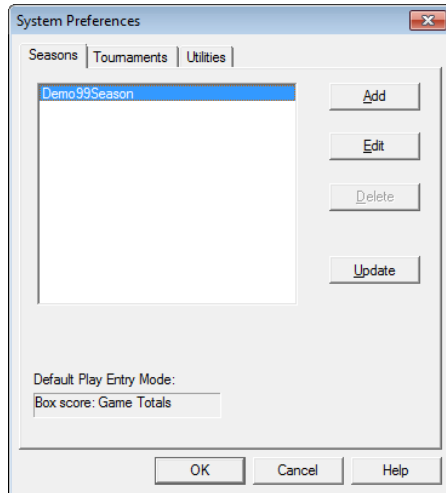
- **Print Season Reports:** Click to generate a wide variety of printouts. Refer to **Season Reports (p.27)**.
- **Import Game:** Click to import a game file. Refer to **Importing Games (p.32)**.
- **Export Game:** Click to export a game file. Refer to **Exporting Games (p.33)**.

## Creating a Season

The first step to set up the DakStats Soccer program is creating the season in which the games will be played. A default “Demo” season exists in the “Seasons” file, but new seasons should be created for all future games.

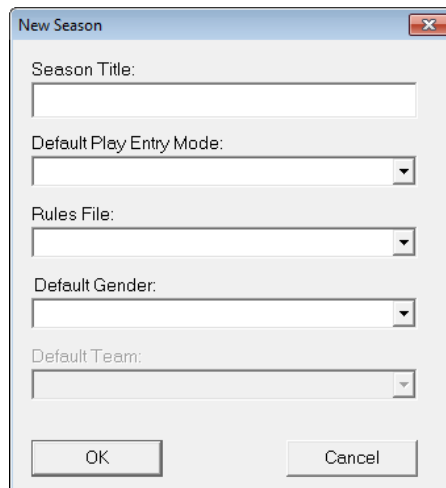
To create a season:

1. Go to **Configure > Season and System Preferences (Figure 3)**.



**Figure 3:** System Preferences

2. In the *System Preferences* window, click **Add**.
3. In the *New Season* window (**Figure 4**), type in the *Season Title*.



**Figure 4:** Create New Season

4. Select the *Default Play Entry Mode*:
  - **Box score: Game Totals:** All game total statistics are entered after the game is completed.
  - **Box score: Period by Period:** Game statistics are entered for each period after the game is completed.
  - **Play-by-play: Simple mode:** Statistics are entered as the game is played, down to each individual play.

5. Select the *Rules File*:
  - **Rules HS:** Soccer rules set for high school
  - **Rules NCAA:** Soccer rules set by NCAA

**Note:** Refer to **Rules (p.37)** for more information about rules configuration.

6. Select the *Default Gender*, either **Male** or **Female**.

**Note:** *Default Team* is only selectable when editing the season. Refer to **System Preferences (p.36)**.

7. Click **OK**.

## Configure Teams

The next step to set up the DakStats Soccer program is to configure the teams. For the program to work correctly, both home and guest teams must be configured.

### Adding a Team

Choose one of the following ways to add a team:

#### To Manually Add a New Team

Enter the team location, nickname, print name, and abbreviation for teams to be added correctly. All other information is optional.

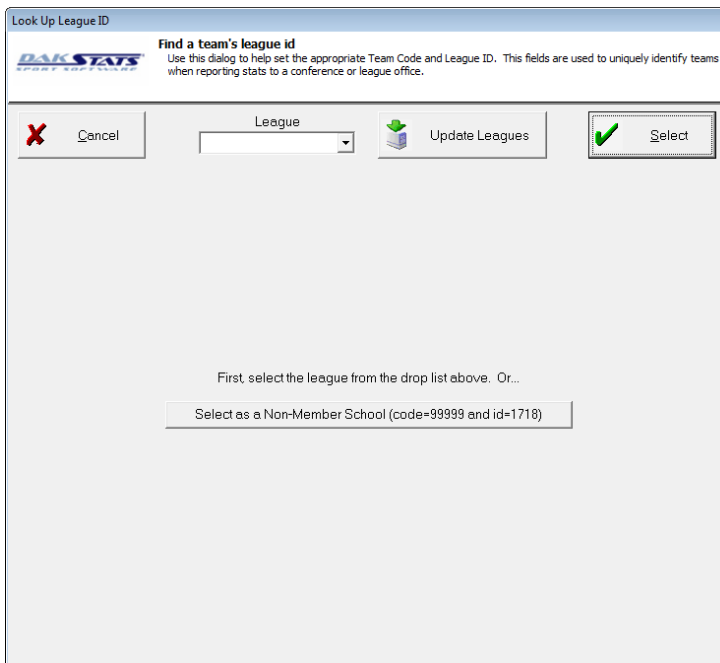
**Figure 5:** Configure Teams

1. Go to **Configure > Teams** to open the *Configure Teams* window (**Figure 5**).
2. Select the Season.
3. Click **Add New**.
4. Type in the *Team Location*, for example, a high school's or university's name.
5. Type in the *Stadium*, *City*, and *State*, if desired. When a new game is created, these fields will populate based on the home team. Refer to **Creating New Games (p.10)**.
6. Type in the team's *Nickname*. The team's mascot may also be entered here.
7. Type in the team's official name in the *Print Name* text box. This name appears on most reports and printouts.
8. Enter the team's *Abbreviation*. The abbreviation is used to identify games.
9. Enter the following optional information as desired:
  - *League*
  - *Division*
  - *Coach*
  - *Conference*
10. Click **Save** to keep the changes, or click **Cancel** to discard the changes.
11. Click **Close** when finished.

**Note:** Check **Female** as needed. Only check the **Disable Team** checkbox when the selected team is not to show up in the teams list. Checking **Show Disabled Teams** will show all teams, whether they were disabled or not.

### To Add a New Team Via List (Discontinued January 2025)

Teams that use the Web-Sync service are able to add other teams and information using the **Via List** option rather than having to manually enter other teams' information.



**Figure 6:** Look Up League ID

1. Click **Via List** to open the *Look Up League ID* window (**Figure 6**).
2. Select the team's *League*.
3. Highlight a team, and then click **Select**.

**Note:** If no leagues appear in the *League* drop-down menu, click **Update Leagues**.  
If no teams appear after selecting a league, click **Update Teams**.

### To Import a Team

1. Click **Import**.
2. Select a team to import.

**Note:** The importing option is typically used to quickly get information from another team that also uses DakStats Soccer, rather than manually typing in all of the information and risking errors. Refer to **Section 7: Importing & Exporting (p.32)** for more information about importing and exporting teams.

### Editing a Team

1. Go to **Configure > Teams** to open the *Configure Teams* window (**Figure 5**).
2. Select the *Season*.
3. Select the team to edit.
4. Enter changes to the team's information using the text and check boxes.
5. Click **Save** to keep the changes, or click **Cancel** to discard the changes.
6. Click **Close** when finished.

## Adding or Editing Rosters

Use the *Configure Rosters* window to add, retrieve, or edit rosters. A roster must be entered for the home team. If using Play-by-Play mode, opponent rosters are also required. When using Box Mode, opponent rosters are not necessary.

### Adding Players to a Roster

If the team has no players or is missing a player, players may be added to the roster.

Configure Rosters - Season Demo99Season has 3 Teams

**Configure Rosters**  
Select the team then add the players. At a minimum, be sure to enter jersey number, first and last name.

Select Player: 20 Players Listed

Amundson, Camie	4
Archangelo, Maria	9
Barbera, Josie	5
Bartholemew, Kyra	6
Burnett, Goldie	16
Chung, Lyla	12
DeKam, Gretel	18
Goldsmith, Regina	3
Goldstien, Robyn	2
Gonzalez, Seline	14
Habben, Alice	17
Howell, Ginger	15
Livingston, Roxanne	11
Longfellow, Jennifer	1
Martens, Samantha	7
Michaels, Susan	10
Richardson, Donna	19
Shortbread, Penelope	8
Vandergrooten, Jannelle	13
Wilson, Alicia	20

Season: Demo99Season  
Team: North Delaware State University

Player Number: 4  Disable Player  
 Show Disabled Players

Player First Name: Camie  
Player Last Name: Amundson

Position: G Year: Sr.  
Height: Weight:

Hometown:

Player Code: Team Code: League ID: 0

Jersey Order Name Order Print Roster

Misc. Line 1: Misc. Line 2:  
Misc. Line 3: Misc. Line 4:

Add New Delete Save Cancel Merge Close

**Figure 7:** Configure Rosters

1. Go to **Configure > Rosters** to open the *Configure Rosters* window (**Figure 7**).
2. Select the correct *Season* and *Team*.
3. Click **Add New**.
4. The new player will be displayed at the top of the roster as **Add New Player**.
5. Fill in the fields with the player's information. At a minimum, enter the *Player Number*, *Player First Name*, and *Player Last Name*.
6. Click **Save** to keep the changes, or click **Cancel** to discard the changes.
7. Click **Close** when finished.

**Note:** Only check the **Disable Player** checkbox if the selected player should not show up in the roster. Checking **Show Disabled Players** will show all players, whether they were disabled or not.

## Editing and Deleting Players

**To edit a player:** Select the player, and change the player information fields.

**To delete a player:** Select the player, and then click **Delete**.

**Note:** Players with statistics associated with them cannot be deleted. To delete the player, statistics associated with the player need to be removed or set to zero.

## Creating New Games

Use the *Game Information* window to fill in several fields of detailed game information. Complete the following steps to properly create a game.

**Game Information**

**Create New Competitions**  
Select the season for the new competition. Then, select the appropriate home and visiting team. Make sure your competition date and start time are correct.

**Game Information**

Season: Demo99Season  
Entry Mode: Box score: Game Totals  
Date: 10/30/2012  
Visiting Team:   
Record:   
Home Team:   
Record:   
Game Type: Non-Conference  
Start Time: 9:14 AM  
End Time: 9:14 AM  
Webcast:   
Tournament:   
New Tournament:   
Num of OTs: 0  
Forfeit:

**Location Information**

Arena:   
Attendance:   
City:   
Tickets Sold:   
State:   
Sell Out:   
Night Game:   
Neutral Field:

**Officials**

Referee 1:   
Referee 2:   
Referee 3:   
Update Game Notes...

Save Game Cancel Game New Season New Team Done

**Figure 8:** Game Information

1. Go to **File > New Game** to open the *Game Information* window (**Figure 8**).
2. Select the correct *Season*.
3. Select the *Visiting Team* and *Home Team*.
4. Select the *Game Type*.
5. Enter the correct *Start Time*.
6. Select the desired *Entry Mode*.
7. Enter the correct *Date*.
8. Click **Save Game** to keep the changes, or click **Cancel Game** to discard the changes.
9. Click **Done** when finished. If the game has not been saved, a prompt will appear to do so at this time.



**Note:** The remaining fields are optional and do not need to be filled in when creating a new game. Return to the *Game Information* window at any time to adjust this information. Refer to **Modifying Games (p.38)**. Remember that the *Arena*, *City*, and *State* fields will populate if they were entered during creation of the selected home team. Refer to **Configure Teams (p.6)**.

## 4 Pregame Setup

### Before the Game

Before using the DakStats Soccer software for the first time, read through the simple steps below to help make in-game use easy and efficient.

#### Be Familiar with the Program

It is highly recommended to take the time to read this manual and become comfortable with the program operation before game time. Some other helpful hints include:

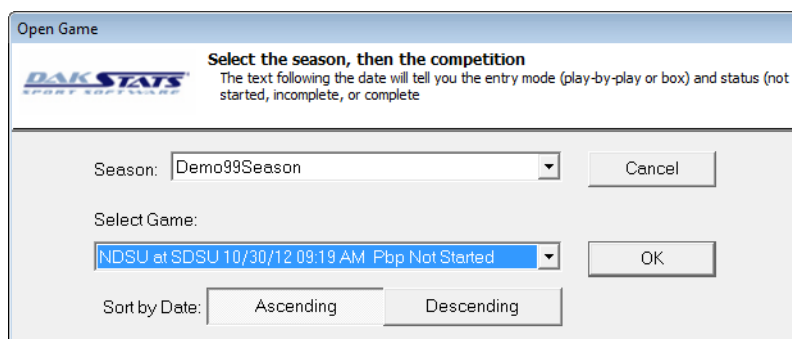
- Practice taking stats and keeping score while watching game film or online videos.
- Identify the location of buttons associated with the most common plays.
- Print out a Play-by-Play report from a Demo game, and then re-enter it to learn what buttons/steps were used to follow the Play-by-play action.

#### Have a Good Spotter

The spotter watches the game and tells the software operator the plays as they happen. This allows the software operator to concentrate on entering stats rather than looking back and forth between the game and a computer screen. Having a spotter who has a good understanding of the game and pays close attention will help the software operator more quickly enter data into the DakStats program.

**Note:** It is also helpful to have pens and paper handy in case the software operator gets behind entering stats or there are any technical difficulties.

### Beginning the Game



**Figure 9:** Open Game

1. Go to **File > Open Game** to open the *Open Game* window (**Figure 9**).
2. Select the correct *Season* and *Game*. Use *Sort by Date* to list the games from oldest (**Ascending**) to newest first (**Descending**).
3. Click **OK**.

**Note:** If a certain game does not appear in the list, return to the *Game Information* window (**Figure 8**) to make sure the game was created in the correct season. Create a new game in the proper season if necessary.

## 5 In Game Operations

Once a game is opened, statistics may be entered into the program. Depending on the Default Play Entry Mode as described in **Creating a Season (p.5)**, the screen will appear with a different layout and certain buttons available on the main toolbar.

### Main Toolbar



**Figure 10:** Main Toolbar

Click the buttons on the main toolbar (**Figure 10**) to quickly execute common tasks during games instead of going through the menus. Use the toolbar buttons to:

1. Create a new game
2. Open a game
3. Print the current game
4. Print the shot chart for the current game (Play-by-play Mode only)
5. Maximize the HOME team's stats list so only that list is shown
6. Maximize the VISITING team's stats list so only that list is shown
7. Show both the HOME and VISITING teams' statistic lists
8. Switch team sides on the field (Play-by-play Mode only)
9. Toggle the play field on or off (Play-by-play Mode only)
10. Refresh the shot chart (Play-by-play Mode only)
11. Toggle game in progress toolbar on or off (Play-by-play Mode only)
12. Balance statistics to check for inconsistencies

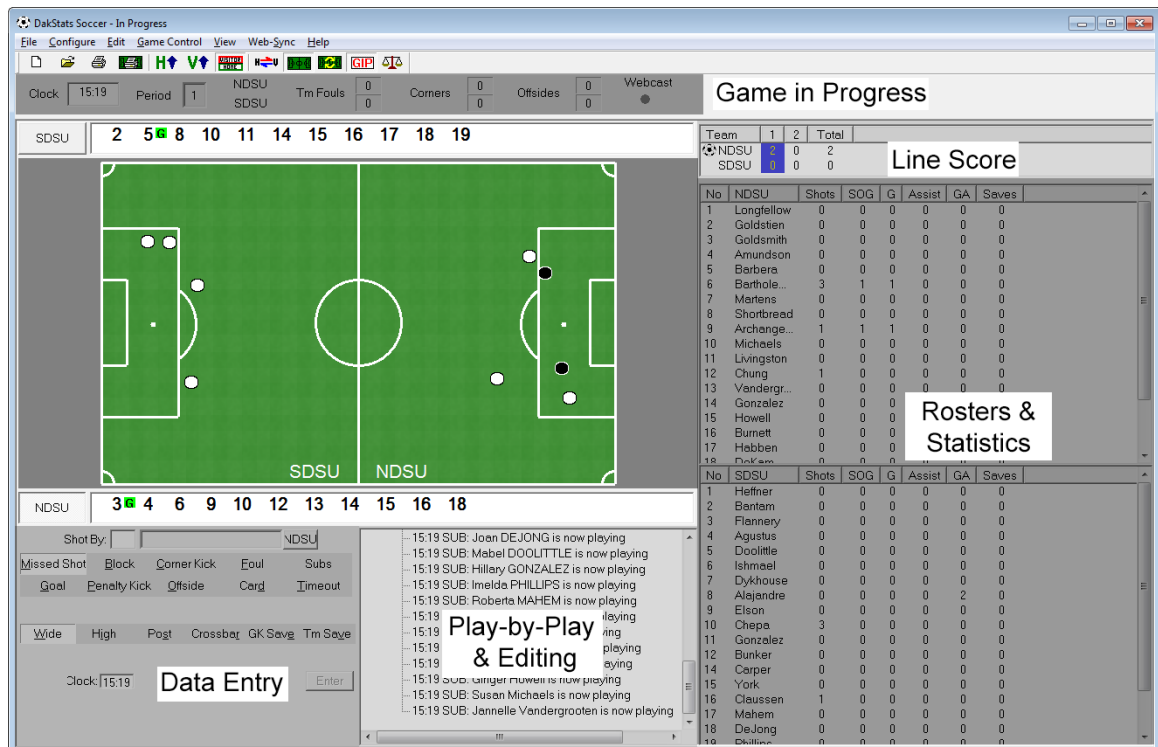
**Note:** It is possible to click and drag the toolbar anywhere else on the screen, dock it to the bottom or either side, or remove it completely. Go to **View > Toolbar** to turn it off and on.

## Play-by-Play Mode

Enter plays as they happen. Operators input stats by selecting game commands and then entering specific information when prompted; prompts will default to the most common choice. The Play-by-play screen is available throughout the game and remains accessible when the game is finished.

**Figure 11** shows the main application screen in Play-by-play mode, with each section of the screen labeled by function:

- **Game In Progress:** Shows the current game time, period, team fouls, corner kicks, and offsides. This also shows if the Webcast is currently running.
- **Line Score:** Tracks the score for both teams in each period.
- **Data Entry:** This is where the action of a play is recorded.
- **Rosters & Statistics:** Shows each player of both teams and their statistics for the game. Note that it is not possible to edit the stats in this area.
- **Play-by-play & Editing:** As stats are entered, a detailed commentary of each play will appear here. It is possible to modify any previous play as needed, and the rest of the game data will update accordingly.
- Above the Data Entry and Play-by-play Script sections is an illustration of a soccer field. This is where the position of each shot is recorded.



**Figure 11:** Play-by-play Screen

## Game in Progress Toolbar

Beneath the main toolbar is the game in progress toolbar (**Figure 12**). This provides a quick view of game information and team statistics.

Clock	45:00	Period	1	SDSU	Tm Fouls	0	Corners	0	Offsides	0	Webcast
				NDSU		0		0		0	<input type="checkbox"/>

**Figure 12:** Game In Progress Toolbar

- **Clock:** Use the **[Space Bar]** to start and stop the game time. When stopped, the clock may be edited by typing in the current time.
- **Period:** The current period value is not editable.
- **Team Fouls, Corners, Offsides:** These team statistic values are not editable.
- **Webcast:** The indicator turns green when webcasting the current game or remains red when webcasting is disabled.

## Entering Starters

Before it is possible to enter plays in Play-by-play mode, the players/positions must first be assigned using the **Subs** function.

Shot By:	<input type="text"/>	SDSU
Missed Shot	Block	Corner Kick
Foul	Subs	
Goal	Penalty Kick	Offside
Card	Timeout	

**Figure 13:** Subs

1. Click **Subs** from the play entry buttons (**Figure 13**).
2. In the *Starters* window (**Figure 14**), enter the starters for each team either by typing in the number (#) column or selecting each *Player* from the drop-down list.

**Starters**

**Starters and Substitutions**  
Select 11 players that are currently in the game for each team. There cannot be less than 11 players chosen.

NDSU Bison				SDSU Jacks			
Pos	#	Player		Pos	#	Player	
G		- None -		G		- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	
		- None -				- None -	

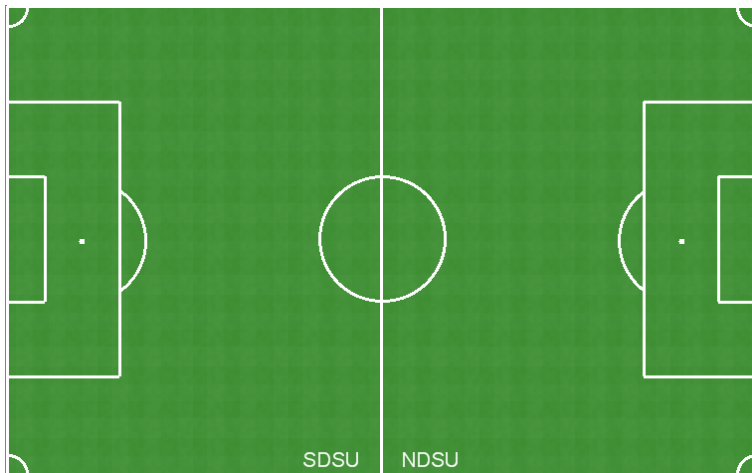
Cancel Clock 45:00 OK

**Figure 14:** Starters

**Note:** It is not necessary to set the position for every player, but it is not possible to click **OK** unless a goalie is selected for each team.

## Entering Shots on the Field

Entering shots on the field creates a detailed view of where and how many shots were taken (**Figure 15**). This chart helps to analyze the success rate of different types and locations of shots against particular teams and players.



**Figure 15:** Interactive Play-by-play Fields

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

### Made Shots

1. Click on the field approximately where a shot was taken, and an icon of a white ball will appear.
2. Select the player who made the shot from the *Shot By* menu (**Figure 16**). If the shot was a header, click **Header** before selecting a player.
3. Select **Goal** on the *Shot Result* menu (**Figure 17**).
4. Enter up to two assisting players on the next menus. If no players assisted the goal, click **None**.
5. The white ball will turn black to indicate a goal.

### Missed Shots

1. Click on the field approximately where a shot was taken, and an icon of a white ball will appear.
2. Select the player who attempted the shot from the *Shot By* menu (**Figure 16**).
3. On the *Shot Result* menu (**Figure 17**), choose whether the shot was **Wide**, **High**, hit the **Post** or **Crossbar**, if there was a **Block**, or if it was a **Goalie Save** or **Team Save**.
4. The white ball will remain on the field.



**Figure 16:** Shot By

## Blocked Shots

1. Click on the field approximately where a shot was taken, and an icon of a white ball will appear.
2. Select the player who attempted the shot from the *Shot By* menu (Figure 16).
3. Select **Block** on the *Shot Result* menu (Figure 17).
4. Select the player who blocked the shot.
5. The white ball will remain on the field.



Figure 17: Shot Result

## Entering Shots with Play Entry Buttons

Instead of entering shots on the interactive field, player numbers may be manually typed in, and then play entry buttons can be selected for each possible action. This is a quicker way of entering shots when the player is known, but not where the shot was taken.

**Note:** Plays can be entered by clicking on the appropriate buttons or by simply pressing the hot keys indicated by underlined letters. Button labels change depending on the size of the application window and may vary from the figures shown.

## Goals

1. Click **Goal** (Figure 18).
2. In the *Shot By* field, type in the player number, or select a player from the in-game roster.
3. If necessary, enter the jersey number of the player(s) who made the assist, or click on the player from the in-game roster.
4. Select **Kick**, **Header**, or **Own Goal**.
5. Type in a brief *Goal Description* if necessary.
6. Click or press **Enter**.

Figure 18: Goals

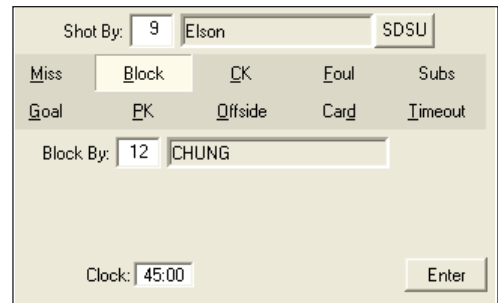
## Missed Shots

1. Click **Missed Shot** (Figure 19).
2. In the *Shot By* field, type in the player number, or select a player from the in-game roster.
3. Select whether the shot was **Wide**, **High**, hit the **Post** or **Crossbar**, or if it was a **Goalie Save** or **Team Save**.
4. Click or press **Enter**.

Figure 19: Missed Shots

## Blocked Shots

1. Click **Block** (Figure 20).
2. In the *Shot By* field, type in the player number, or select a player from the in-game roster.
3. In the *Block By* field, type in the player number, or select a player from the in-game roster.
4. Click or press **Enter**.

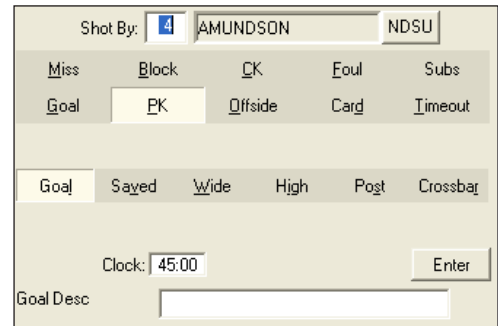


Shot By:	9	Elson	SDSU	
Miss	Block	CK	Foul	Subs
Goal	PK	Offside	Card	Timeout
Block By:	12	CHUNG		
Clock:	45:00			Enter

Figure 20: Blocked Shots

## Penalty Kicks

1. Click **Penalty Kick** (Figure 21).
2. In the *Shot By* field, type in the player number, or select a player from the in-game roster.
3. Select whether the penalty kick was a **Goal**, **Saved**, **Wide**, **High**, or hit the **Post** or **Crossbar**. With **Goal** selected, it is possible to type in a brief *Goal Description*.
4. Click or press **Enter**.



Shot By:	4	AMUNDSON	NDSU		
Miss	Block	CK	Foul	Subs	
Goal	PK	Offside	Card	Timeout	
Goal	Saved	Wide	High	Post	Crossbar
Clock:	45:00			Enter	
Goal Desc					

Figure 21: Penalty Kicks

## Corner Kicks

1. Click **Corner Kick**.
2. Type in the player number, or select a player from the in-game roster.
3. Click or press **Enter**.

## Offsides

1. Click **Offside**.
2. By default *TM* (team) appears in the *Offside By* box. If not by a team, enter the jersey number of the kicker, or click on the player from the in-game roster.
3. Click or press **Enter**.

## Fouls

1. Click **Foul**.
2. By default *TM* (team) appears in the *Foul By* box. If not by a team, enter the jersey number of the player who fouled, or click on the player from the in-game roster.
3. Click or press **Enter**.

## Cards

1. Click **Card**.
2. By default *TM* (team) appears in the *Card By* box. If not by a team, enter the jersey number of the player, or click on the player from the in-game roster.
3. Select **Player Yellow**, **Player Red**, **Coach Yellow**, **Coach Red**, **Bench Yellow**, or **Bench Red**.
4. Type in a brief *Card Description* if necessary.
5. Click or press **Enter**.



## Substitutions

1. Click **Subs**.
2. In the *Substitutions* window (similar to *Starters*, **Figure 14**), enter the incoming player number(s) in place of the player(s) leaving the game, or select the new player name(s) from the drop-down list.
3. Click **OK** to make the substitution(s).

## Timeouts

1. Click **Timeout**.
2. Select either **Television** or **Referee**.
3. Click or press **Enter**.

## In-Game Roster

Above and below the interactive play field are the in-game rosters for each team. Right-clicking a player's number brings up a menu containing different actions (**Figure 22**).

## Fouls

1. Right-click the player who received the foul from the in-game roster.
2. Select **Foul** from the list.

## Cards

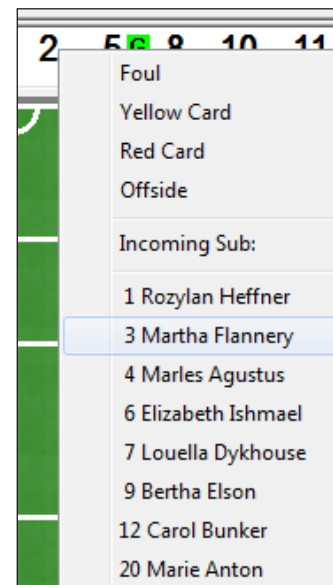
1. Right-click the player who received the card from the in-game roster.
2. Select **Yellow Card** or **Red Card** from the list.

## Offsides

1. Right-click the player who the offside was against from the in-game roster.
2. Choose **Offside** from the list.

## Substitutions

1. Right-click the player that is leaving the game from the in-game roster.
2. Select the incoming player from the menu.



**Figure 22:** Right-Click Menu

## Edit Menu

Use the **Edit** menu to insert/add plays into the play commentary, delete plays from the play commentary, delete events and periods, and rebuild the stats. Play by play can be edited simply by clicking on a previous play and making the appropriate changes.

**Note:** None of the **Edit** menu commands are available for Box scoring modes.

### Manually Adding and Inserting Plays

If a play was not recorded in the correct place:

1. Locate where the missing play should have taken place in the Play-by-play Script.
2. Go to **Edit > Insert Play** to put a new dummy play *before* the selected play, or click **Add Play** to put a dummy play *after* the selected play.
3. Select the added/inserted play and enter in the play as it should have happened.

### Deleting Plays

If a play needs to be deleted from the play commentary or statistics:

1. Locate the play to be deleted in the Play-by-play script.
2. Go to **Edit > Delete Play**.

**Note:** This action cannot be undone! Any deleted play must be manually re-entered.

### Deleting Events

1. Select an event (such as a substitution) in the Play-by-play script.
2. Go to **Edit > Delete Event**.

### Inserting Periods

1. Select the first event/play in the Play-by-play script that occurs in the new period.
2. Go to **Edit > Insert Period**.

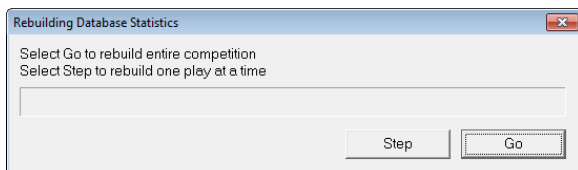
### Deleting Periods

1. Select the period to delete in the Play-by-play script.
2. Go to **Edit > Delete Period**.

### Rebuild Stats

Rebuild stats by one play at a time or the entire game at once. Be sure to rebuild the stats after editing previous plays. Ensure no plays are selected, and then go to **Edit > Rebuild Stats (Figure 23)**.

- Click **Step** to rebuild one play at a time. The **Step** button will have to be clicked every time to move on to the next play.
- Click the **Go** button to begin rebuilding the entire game.



**Figure 23:** Rebuilding Database Statistics

## Game Control Menu

Use the **Game Control** menu to start the next period, end the game, balance statistics, swap team sides, toggle between active teams, and export XML files.

**Note:** Only the **Game Finished**, **Win/Loss/Tie**, **Balance**, **Shootout Entry**, and **Export as XML file** menu choices are available in box scoring modes.

### Start Next Period

At the end of a period, go to **Game Control > Start Next Period**. A confirmation message will appear; click **Yes** to end the current period and begin the next.

**Note:** At the beginning of a new period, go to **Game Control > Use Previous Period's Starting Players** to quickly add starters used in the last period.

### Game Finished

1. At the end of a game, go to **Game Control > Game Finished**.
2. Click **Yes** if the game is over, or click **No** if plays still need to be entered.

### Update Team Win/Loss Records and Duration

After ending the game, the program will ask to update the Team Win/Loss Records or Game Duration. Click **No** to skip the screen, or click **Yes** to update the information. If **Yes** is clicked, the *Game Information* window (**Figure 8**) will appear to update any game information shown.


### Win/Loss/Tie

1. At the end of a game, go to **Game Control > Win/Loss/Tie**.
2. In the *Goalie Decision* window (**Figure 24**), select the appropriate *Home* and *Guest Goalie* from the drop-down lists.
3. Enter the season *Record* for one or both goalies.
4. Select *W*, *L*, or *T* for one of the goalies. These boxes are connected; changing one will change the other automatically.
5. Click **Save**. This button is only active once both goalies have been selected.

The screenshot shows a window titled "Goalie Decision" with a close button in the top right corner. Below the title bar is the BAKSTATS logo and the text "Goalie Decision" followed by a description: "This dialog allows you to configure the Win/Loss/Tie for the goalie decision as well as the season record." The main area is labeled "Goalie" and contains two rows of input fields. The first row is for the "Home" goalie, with a dropdown menu, a "Record" text box, and three checkboxes labeled "W", "L", and "T". The second row is for the "Guest" goalie, with a dropdown menu, a "Record" text box, and three checkboxes labeled "W", "L", and "T". At the bottom right are "Cancel" and "Save" buttons.

**Figure 24:** *Goalie Decision*

## Balance Stats

Go to **Game Control > Balance** or click the balance button  to have DakStats Soccer check to ensure all statistics are properly balanced. A green check mark means stats are correctly balanced, while a red X indicates an issue to be resolved (Figure 25).

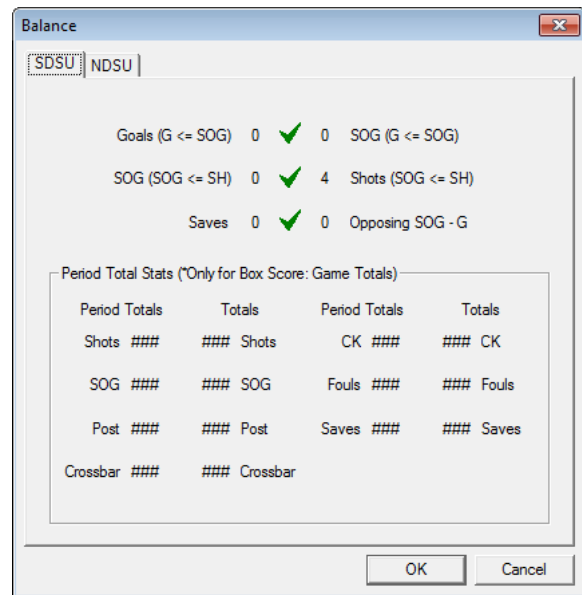


Figure 25: Balance

## Swap Teams

To change the teams' sides of the field, go to **Game Control > Swap Teams**.

## Shootout Entry

Go to **Game Control > Shootout Entry** to open the Shootout window (Figure 26). Click **Add**, and then select a *Team*, *Player*, and *Result*. To delete a shot, select it from the list, and then click **Delete**.

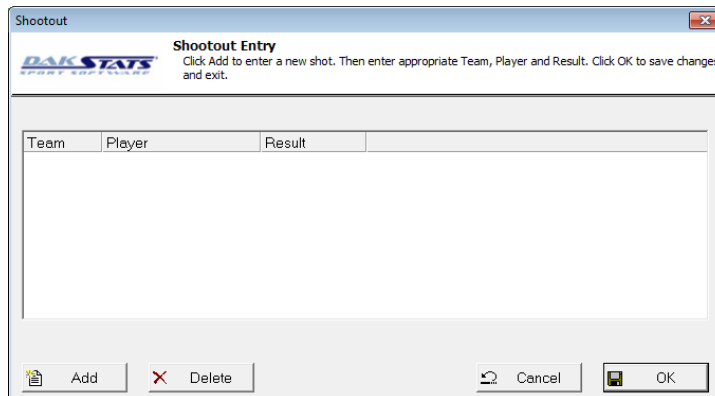


Figure 26: Shootout Entry

## Toggle Active Team

To switch ball possession, go to **Game Control > Toggle Active Team**, or press [x]. Active teams are indicated by the depressed button next to the appropriate in-game roster and a red box in the Line Score section.

## Export Game as XML File

In some instances, teams may need to export games as XML files to send to various media outlets. Refer to **Exporting Games as XML Files (p.35)** for more information.

## View Menu

Use the **View** menu to configure the in-game layout of the application screen.

## Toolbars

- Go to **View > Toolbar** to enable/disable the main toolbar. Refer to **Main Toolbar (p.13)**.
- Go to **View > Quick Display Toolbar** to enable/disable the Quick Display buttons. Refer to **Quick Display (p.44)**.

## Entry Modes

Click **View** and then select which mode to switch to: **Box Score by Period**, **Box Score by Game**, or **Play by Play**.

**Note:** Once a game is switched to a Box mode, any changes made to statistics will cause the game to remain in Box mode. Games in Box mode cannot be changed back to Play by Play. A warning message will appear to confirm the permanent change in scoring mode.

## GIP Data

- Go to **View > Game In Progress** (or press **[F7]**) to enable/disable the game in progress (GIP) information at the top of the screen.
- Go to **View > Field** to enable/disable the soccer field at the top of the screen.
- Go to **View > Field Refresh** to remove misplaced shots on the soccer field graphic.

## Rosters & Statistics

Click **View** and select which rosters and statistics to view on the screen:

**Home Team Only ([F10]), Visiting Team Only ([F11]), or Both Teams ([F12]).**

## Box Mode

There are two options for entering statistics in box mode: enter stats in **Box Score by Period (Figure 27)**, or **Box Score by Game**. The difference between the two is that box mode score by period separates game statistical totals into periods (4 goals in the 1st half) whereas in box mode score by game, the statistical totals are one lump sum (10 goals in the game).

**Note:** Most of the column headings in Box Mode contain abbreviations. To see what these abbreviations stand for, place the cursor over each heading for a moment.

Team		1	2	Total	Select Period: First Half		Scoring
NDSU	0	0	1	1			+
SDSU	0	1	1	1			-

#	NDSU	PP	PS	Shots	SNOG	SOG	Post	Crossbar	GL	AST	OG	GWG	CK	PKM	PKA	OFF	FL	YC	RC	BLK	GP GL	GS GL	GA	SV	PKF	PKB	Win	Loss	Tie
1	Longfellow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	Goldsten	1	0	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	Goldsmith	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	Amundson	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	
5	Barbera	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	Barthole...	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	Martens	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	Shortbread	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	Archange	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	Michaels	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	Livingston	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	Chung	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13	Vandergr...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	Gonzalez	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15	Howell	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16	Burnett	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



  

#	SDSU	PP	PS	Shots	SNOG	SOG	Post	Crossbar	GL	AST	OG	GWG	CK	PKM	PKA	OFF	FL	YC	RC	BLK	GP GL	GS GL	GA	SV	PKF	PKB	Win	Loss	Tie
1	Heffner	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	Bentley	1	0	3	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	Flannery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	Agustus	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	Doolittle	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	Ishmael	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	Dykhouse	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	Alojandre	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	
9	Elson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	Chepa	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	Gonzalez	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	Bunker	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	Casper	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15	York	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16	Claussen	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
17	Mahem	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Figure 27: Box Mode Score by Period

## Entering Scores & Statistics

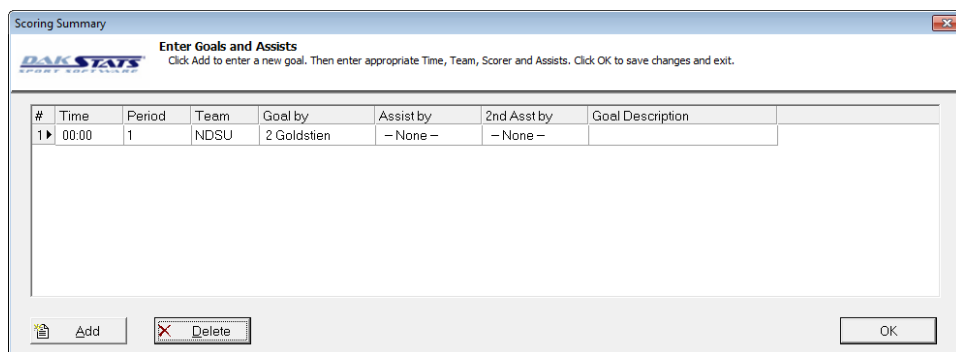
**Note:** If working in Box Score by Period, select the *Period* at the top of the screen.

- To increase the score or a statistic by one, double-click it. Alternately, select the value and then click the green plus button  in the upper-right corner of the screen.
- To decrease the score or a statistic by one, double-right-click it. Alternately, select the value and then click the red minus button  in the upper-right corner of the screen.
- To modify the score or a statistic by more than one, select the value, type in the new value, and press **[Enter]**.

**Note:** One statistic of interest is the *SHO*, or shutouts. If there is any substitution during the game but the opposing team is not allowed to score, a single player cannot obtain a shutout. In this case, the shutout must be recorded to the Team (TM).

## Scoring Summary

Click the **Scoring** button in the upper-right corner of the screen to open the *Scoring Summary* window (**Figure 28**). Use this screen to enter more detailed information about goals and assists without being in Play-by-play mode.



The screenshot shows a window titled "Scoring Summary" with a sub-header "Enter Goals and Assists". Below the sub-header is a small instruction: "Click Add to enter a new goal. Then enter appropriate Time, Team, Scorer and Assists. Click OK to save changes and exit." The main area contains a table with the following columns: #, Time, Period, Team, Goal by, Assist by, 2nd Asst by, and Goal Description. The first row is populated with: # 1, Time 00:00, Period 1, Team NDSU, Goal by 2 Goldstien, Assist by - None -, and 2nd Asst by - None -. At the bottom of the window are three buttons: "Add" (with a plus icon), "Delete" (with a minus icon), and "OK".

#	Time	Period	Team	Goal by	Assist by	2nd Asst by	Goal Description
1	00:00	1	NDSU	2 Goldstien	- None -	- None -	

**Figure 28:** Scoring Summary

1. Click **Add** to insert a new goal.
2. Enter the *Time*, *Period*, *Team*, *Goal by*, *Assist by*, *2nd Asst by*, and *Goal Description*.
3. Click **OK** to record the details of the goal.

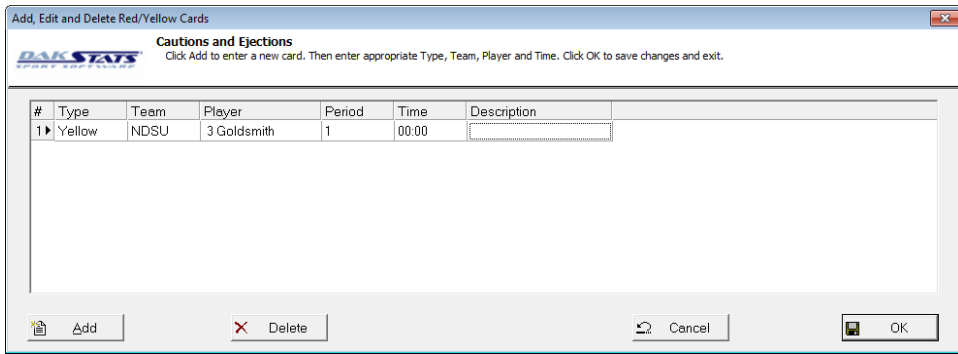
**Note:** Entering goals/assists in this window does not change player stats in the main Box mode window; they must be manually incremented for the appropriate players.

## Red/Yellow Cards

Click the **R/Y Cards** button in the upper-right corner of the screen to open the *Add, Edit and Delete Red/Yellow Cards* window (**Figure 29**). Use this screen to enter more detailed information about cards without being in Play-by-play mode.

1. Click **Add** to insert a new card.
2. Enter the *Type*, *Team*, *Player*, *Period*, *Time*, and *Description*.
3. Click **OK** to record the details of the card.

**Note:** Entering cards in this window does not change the player stats in the main Box mode window; they must be manually incremented for the appropriate player.



**Figure 29:** Add, Edit and Delete Red/Yellow Cards Window

## 6 Creating Reports

DakStats Soccer allows viewing and printing a variety of reports to help assess player and team statistics. The reports are produced as HTML files for easy transfer and email.

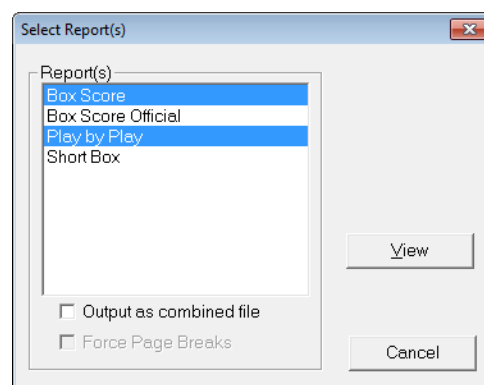
### In-Game Reports

Game reports may be printed when a game is finished or while it is still open.

**Note:** By “print” it is meant that the reports are generated as HTML files that can be opened in an Internet browser and then sent to a printer.

To print in-game reports:

1. Go to **File > Print In Game**.
2. In the *Select Report(s)* window (**Figure 30**), check one or more of the report types.
  - Check **Output as combined file** to show all reports on a single page. Combined reports will also have links back to the top of the page under each section.
  - Check **Force Page Breaks** to ensure each report appears on its own sheet of paper when printed out.
3. Click **View** to open the report(s) in the default Internet browser, or click **Cancel** to avoid creating the report(s).
4. Typically, going to **File > Print** within the Internet browser will create a hardcopy printout of the report.



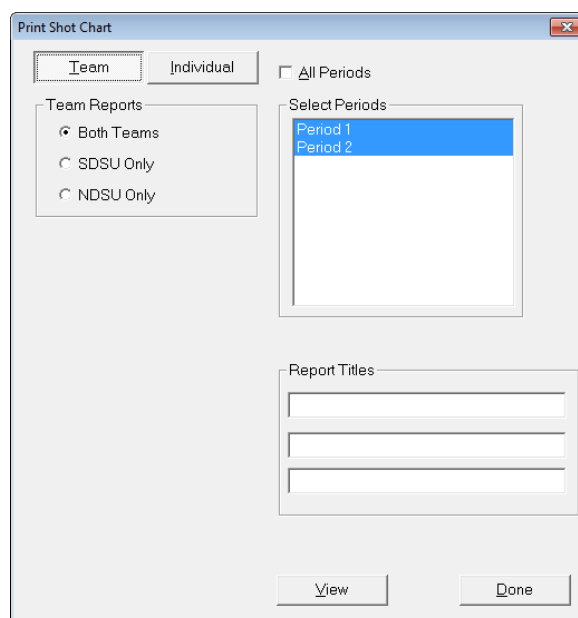
**Figure 30:** Select Report(s)

### Shot Chart Printouts

Shot charts may be printed by each period or the entire game (Play-by-play mode only).

To print a shot chart:

1. Go to **File > Print Shot Chart**.
2. In the *Print Shot Chart* window (**Figure 31**), select specific periods to print, or check **All Periods** to select every period at once.
3. Select **Team** or **Individual** reports. Select specific player(s) as needed.
4. Enter descriptive *Report Titles*.
5. Click **View** to open a shot chart in the default Internet browser.
6. Typically, going to **File > Print** within the Internet browser will create a hardcopy printout of the report.
7. Click **Done** when finished.

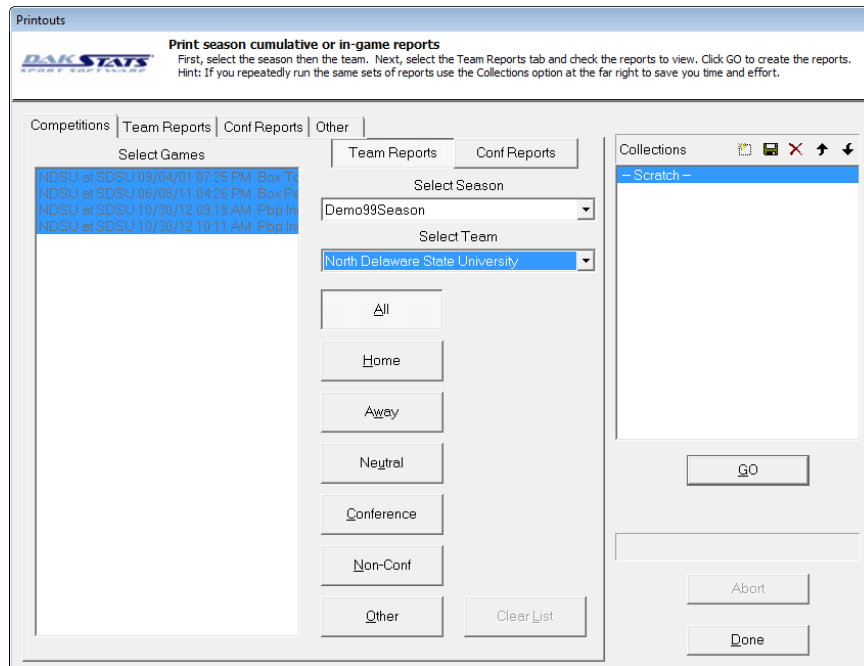


**Figure 31:** Print Shot Chart



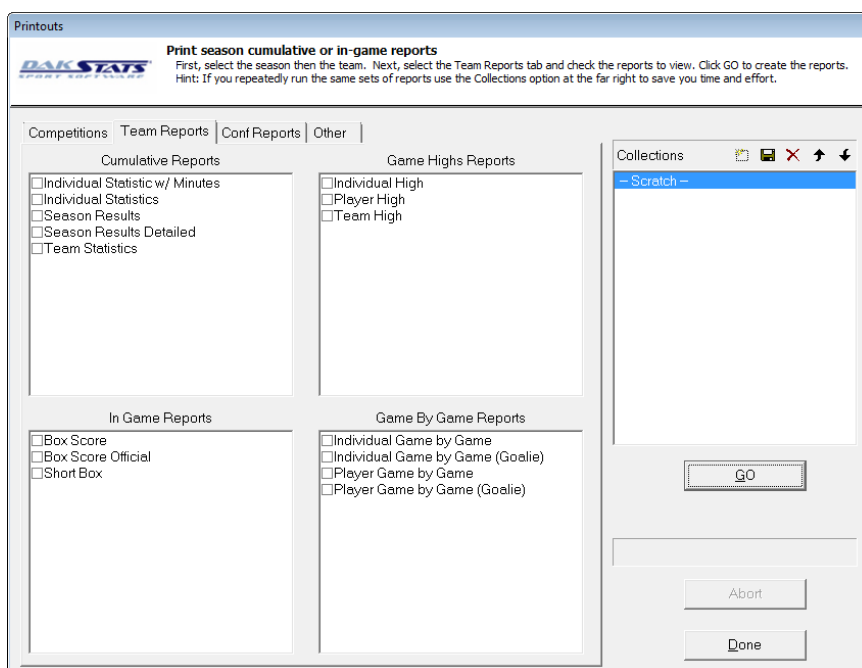
## Season Reports

To print reports containing statistics from entire seasons:



**Figure 32:** Printouts - Competitions

1. Go to **File > Print Season** to open the *Printouts* window (**Figure 32**).
2. On the **Competitions** tab, select the **Team Reports** sub-tab.
3. Select the *Season*.
4. Select the *Team*.
5. Select the *Games*:
  - **All**
  - **Home**
  - **Away**
  - **Neutral**
  - **Conference**
  - **Non-Conference**
  - **Other** – use to select specific games; click **Clear List** to deselect all games
6. Click the **Team Reports** tab (**Figure 33**), and then select the desired reports to print.



**Figure 33:** Printouts - Team Reports

7. Click the **Other** tab to view additional report options, such as the directory where they are saved and their titles.
8. Click **GO**, and a list of reports will appear in the default Internet browser (**Figure 34**).

Season					
<a href="#">Individual</a> <a href="#">Detailed Results</a>					
Game By Game					
<a href="#">Individual</a>					
Game Highs					
Date	Time		Opponent	Score	Stats
08/30/05	3:30 PM	a	Naranja Oranges	1-4 L	<a href="#">Box</a>
09/09/05	3:00 PM	h	Taylor Mustangs	W 6-0	<a href="#">Box</a>
09/15/05	3:00 PM	a	Queen Dolphins	1-3 L	<a href="#">Box</a>
09/20/05	3:00 PM	a	Art Bearcats	W 9-0	<a href="#">Box</a>

**Figure 34:** List of Reports

**Note:** If any report is selected that asks for individual results (i.e. **Individual Game by Game**) a screen with the team roster will appear, asking for an individual player to be selected. Select a player and click **Select** to continue generating the report(s).

9. Click a link, and a stat printout will appear (**Figure 35**).

<b>Record:</b>	<b>Overall</b>	<b>Home</b>	<b>Away</b>	<b>Neutral</b>
All Games	(0-1-0)	(0-1-0)	(0-0-0)	(0-0-0)
Conference	(0-0-0)	(0-0-0)	(0-0-0)	(0-0-0)
Non-Conference	(0-1-0)	(0-1-0)	(0-0-0)	(0-0-0)
<b>Date</b>	<b>Time</b>	<b>Opponent</b>		<b>Score</b>
09/04/01	7:25 pm	h	NDSU Bison	1-2
07/19/07	9:58 am	h	NDSU Bison	0-0
<b>Attendance Summary:</b>		<b>Dates</b>	<b>Totals</b>	<b>Average</b>
Home		1	894	894
Away		0	0	0
Neutral		0	0	0
Total		1	894	894

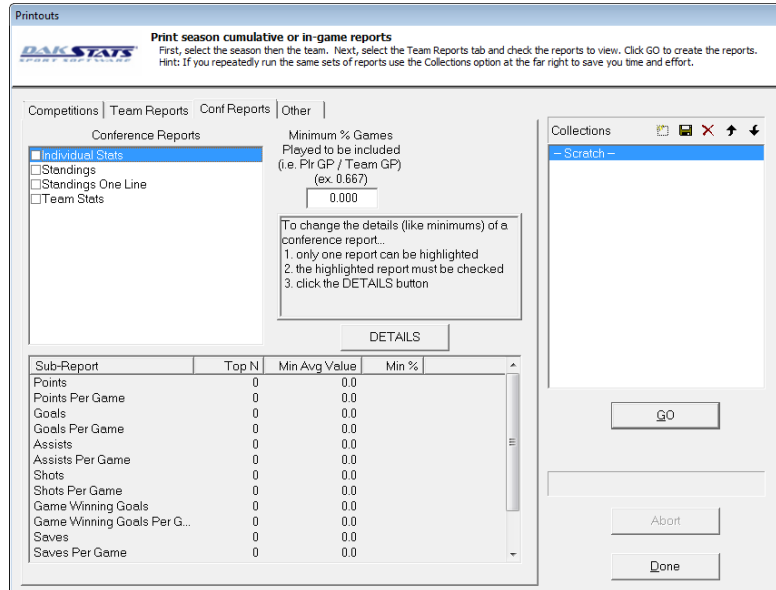
**Figure 35:** Statistic Printout

10. Typically, going to **File > Print** within the Internet browser will create a hardcopy printout of the report.
11. Click the browser's **Back** button to return to other report links, if necessary.

## Printing Conference Season Reports

1. Go to **File > Print Season** to open the *Printouts* window (**Figure 32**).
2. On the *Competitions* tab, select the **Conf Reports** sub-tab.
3. Select the *Season*.
4. Select the *Conference*.
5. Select the *Games*:

- **All**
- **Home**
- **Away**
- **Neutral**
- **Conference**
- **Non-Conference**



**Figure 36:** *Printouts - Conference Reports*

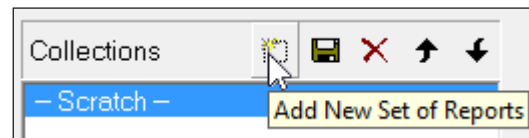
- **Other** – use to select specific games; click **Clear List** to deselect all games

6. Click the **Conf Reports** tab (**Figure 36**).
7. Select the *Conference Reports*.
8. Click the **Other** tab to view additional report options, such as the directory where they are saved and their titles.
9. Click **GO**, and a list of reports will appear in the default Internet browser.
10. Click a link, and a stat printout will appear.
11. Typically, going to **File > Print** within the Internet browser will create a hardcopy printout of the report.
12. Click the browser's **Back** button to return to other report links, if necessary.


## Creating Collections

Collections are used to save lists of the most commonly used reports.

1. Click the button next to the word *Collections* on the right side of the screen (**Figure 37**).



**Figure 37:** *Collections*

2. In the window that appears, type in a descriptive name for the collection of reports.
3. Select the desired reports as described above.
4. Click the **Save** button  to assign the reports to the collection. The types of reports within a collection can be changed at any time; just be sure to save the changes.
5. Click the red **X** to completely delete the collection. A confirmation message will appear asking to verify the deletion. **This action cannot be undone!**
6. Right-click a collection to **Rename**, **Save**, **Save As**, **Delete**, or **Add New**.

## Creating Reports

# Print Career Reports

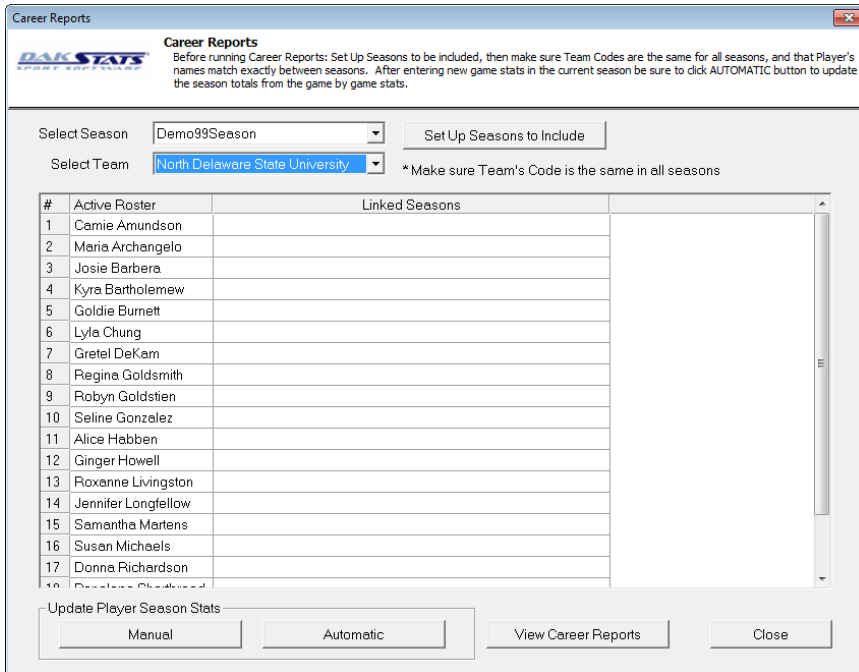


Figure 38: Career Reports

1. Go to **File > Print Career Reports** to open the *Career Reports* window (Figure 38).
2. Click **Set Up Seasons to Include**.
  - a. Assign each season a short *Print Name*.
  - b. Number the seasons in the order they should be displayed, using "0" for any season to omit from the report.
  - c. Click **Close**.
3. Select a *Season* and a *Team*.
4. Click **Automatic** to automatically update the season totals, or click **Manual** to update each statistic using a stat chart.
5. Click **View Career Reports**.
6. The *DakStats Career Reports* will appear in the default Internet browser.
  - To view a specific player's career reports, select the player from the list and click **View Single Player by Season**.
  - Select either **Player Career by Season**, **Player Career Totals**, or **Team Career by Season** (Figure 39) to view each report.

Career Player by Seasons Report NDSU Bison										
<b>Amundson, Camie</b>										
OFFENSE	GP	G	A	Pts	Shots	Shot%	SOG	SDG%	GW	EK
	1	1	0	2	5	0.200	1	0.200	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>0.200</b>	<b>1</b>	<b>0.200</b>	<b>0</b>	<b>0</b>
<b>Burnett, Goldie</b>										
OFFENSE	GP	G	A	Pts	Shots	Shot%	SOG	SDG%	GW	EK
	1	1	0	2	4	0.250	3	0.750	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0.250</b>	<b>3</b>	<b>0.750</b>	<b>0</b>	<b>0</b>
<b>DeKam, Gretel</b>										
OFFENSE	GP	G	A	Pts	Shots	Shot%	SOG	SDG%	GW	EK
	1	0	1	1	0	0.000	0	0.000	0	4
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>4</b>
<b>Gonzalez, Seline</b>										
OFFENSE	GP	G	A	Pts	Shots	Shot%	SOG	SDG%	GW	EK
	1	0	0	0	1	0.000	0	0.000	0	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>0</b>
<b>Livingston, Roxanne</b>										
OFFENSE	GP	G	A	Pts	Shots	Shot%	SOG	SDG%	GW	EK
	1	0	1	1	1	0.000	0	0.000	0	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>0</b>
<b>Longfellow, Jennifer</b>										
GOALIE	GP	Minutes	GA	GaAvg	Saves	SavePct	W	L	T	Sho
	1	90:00	1	1.000	6	0.857	0	0	0	0.0
<b>TOTAL</b>	<b>1</b>	<b>90:00</b>	<b>1</b>	<b>1.000</b>	<b>6</b>	<b>0.857</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Richardson, Donna</b>										
OFFENSE	GP	G	A	Pts	Shots	Shot%	SOG	SDG%	GW	EK
	1	0	1	1	3	0.000	1	0.333	0	2
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0.000</b>	<b>1</b>	<b>0.333</b>	<b>0</b>	<b>2</b>

Figure 39: Example Career Player by Seasons Report

## Roster Printouts

1. Go to **Configure > Rosters** to open the *Configure Rosters* window (**Figure 40**).
2. Select the *Season* and *Team*.
3. Click **Print Roster** and the roster will appear in the default Internet browser.
4. Typically, going to **File > Print** within the Internet browser will create a hardcopy printout of the roster.

The screenshot shows the 'Configure Rosters' window for 'Season Demo99Season'. The window title is 'Configure Rosters - Season Demo99Season has 3 Teams'. The 'Configure Rosters' section includes a sub-header 'Select the team then add the players. At a minimum, be sure to enter jersey number, first and last name.' Below this, there are two main sections: a player list and a form for adding a new player.

**Player List:** 20 Players Listed

Amundson, Camie	4
Archangelo, Maria	9
Barbera, Josie	5
Bartholemew, Kyra	6
Burnett, Goldie	16
Chung, Lyla	12
DeKam, Gretel	18
Goldsmith, Regina	3
Goldstien, Robyn	2
Gonzalez, Selina	14
Habben, Alice	17
Howell, Ginger	15
Livingston, Roxanne	11
Longfellow, Jennifer	1
Marfens, Samantha	7
Michaels, Susan	10
Richardson, Donna	19
Shortbread, Penelope	8
Vandergooten, Jannelle	13
Wilson, Alicia	20

**Form Fields:**

- Season: Demo99Season
- Team: North Delaware State University
- Player Number: [ ]
- Disable Player:
- Show Disabled Players:
- Player First Name: [ ]
- Player Last Name: [ ]
- Position: [ ]
- Year: [ ]
- Height: [ ]
- Weight: [ ]
- Hometown: [ ]
- Player Code: [ ]
- Team Code: [ ]
- League ID: 0

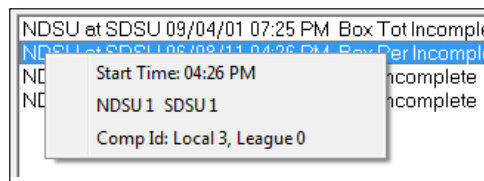
**Buttons:** Jersey Order, Name Order, **Print Roster** (circled in red), Add New, Delete, Save, Cancel, Merge, Close.

**Figure 40:** Printing Rosters

## 7 Importing & Exporting

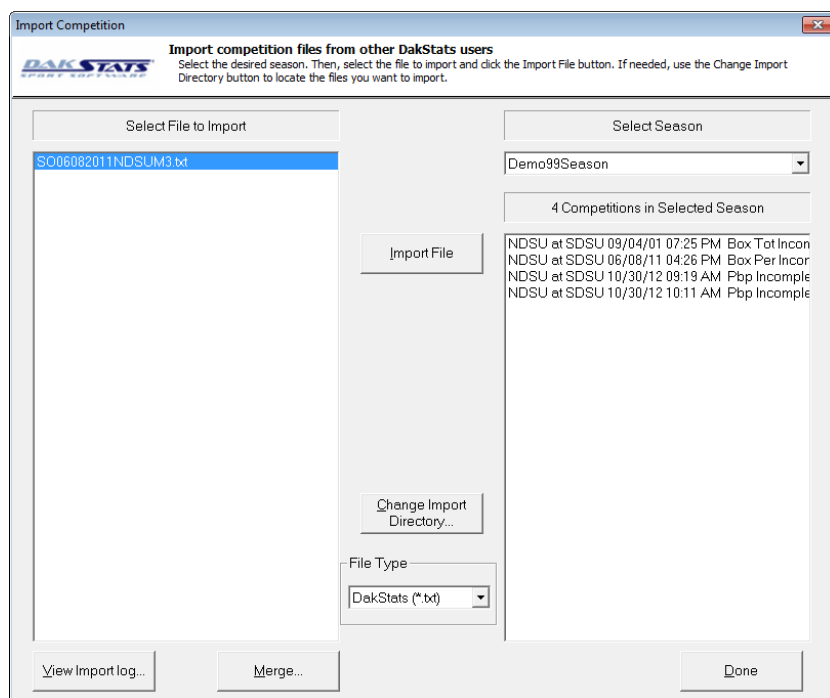
Information can be exchanged electronically from any team or conference that uses DakStats Soccer by importing and exporting game files. This will eliminate the need to reenter rosters or statistics that have already been entered. It is also possible to import information to and from other third-party software applications.

**Note:** When importing or exporting, right-click a game to see the score and start time for that game (**Figure 41**). This makes games easier to identify when importing and for conference offices.



**Figure 41:** Start Time & Score

### Importing Games



**Figure 42:** Import Competition

1. Go to **File > Import Game** to open the *Import Competition* window (**Figure 42**).
2. Select the *Season* in which to save the game file.
3. Click **Change Import Directory** to select the folder from which to import the file.
4. Select the *File Type* to look for in the selected folder:
  - **DakStats (\*.txt)** – Text files generated from the DakStats program
  - **SC XML (\*.xml)** – XML files generated from Stat Crew® programs
  - **DakStats Pbp (\*.pbx)** – Files generated from the DakStats program that include the entire play-by-play commentary

**Note:** After importing a PBX file, open the imported game and go to **Edit > Rebuild Stats**.

5. Select the game to be imported from the *Select File to Import* column, and then click **Import File**.
6. If a possible duplicate game is detected, the *Import Into* window will appear (Figure 43) with two choices:

- 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!**

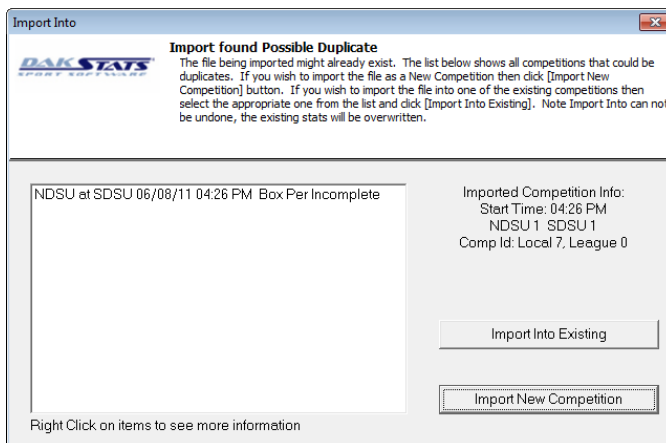


Figure 43: *Import Into*

## Exporting Games

1. Go to **File > Export Game** to open the *Export Competition* window (Figure 44).
2. Select the *Season, Team, and Competition* to be exported.

**Note:** The current save directory is shown at the bottom of the window. To change this location, click **Directory** and select the desired destination for the exported file.

3. Click the drop-down arrow to select the type of file to export:

- **DakStats (\*.txt)** – Text files for use with DakStats programs
- **SC XML (\*.xml)** – XML files for use with Stat Crew® programs
- **DakStats Pbp (\*.pbx)** – Files for use with DakStats programs that include the entire play-by-play commentary
- **MaxPreps (\*.txt)** – Text files for users of MaxPreps.com

4. Click **Export**.

5. With the game exported, it can now be emailed or burned to a disk for users of DakStats Soccer and other programs to import into their season.

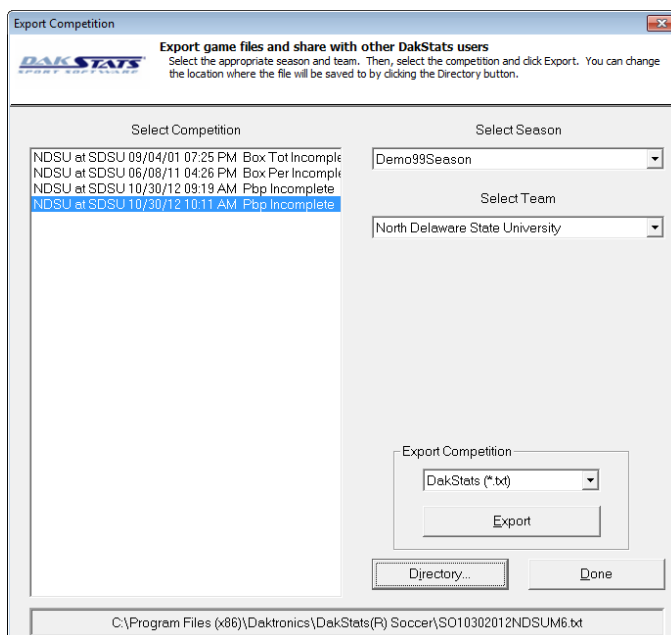
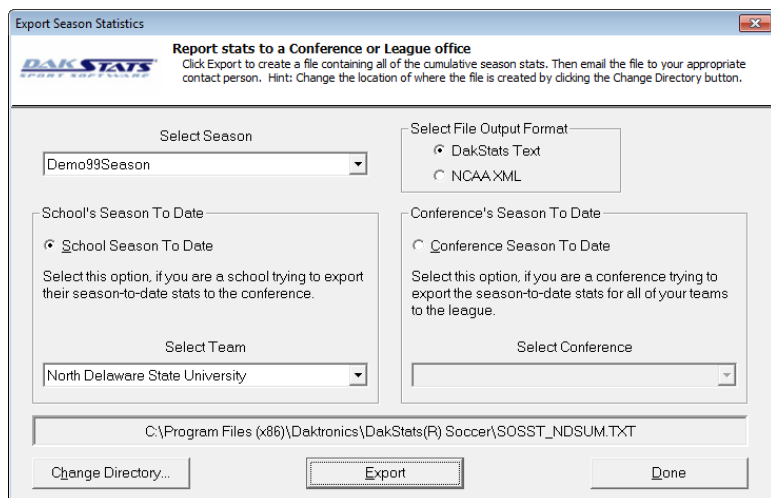


Figure 44: *Export Competition*

## Exporting Season Statistics

DakStats Soccer can export files containing season-to-date statistics to send to conference or league headquarters.



**Figure 45:** Export Season Statistics

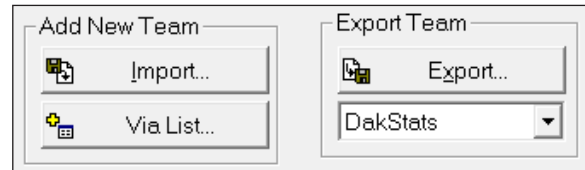
1. Go to **File > Export Season to Date** to open the *Export Season Statistics* window (**Figure 45**).
  2. Select the *Season* statistics to export.
  3. Select the *File Output Format*.
    - **DakStats Text:** Select this format if the file will be imported into DakStats.
    - **NCAA XML:** Only NCAA schools will select this statistics format.
  4. Select the type of *Season To Date*:
    - Select **School Season to Date** if the school is exporting the season to the conference.
    - Select **Conference Season to Date** if the conference is exporting statistics for all teams in the conference.
  5. Select the desired *Team* or *Conference*.
  6. The current directory is shown at the bottom of the window. Click **Change Directory**, and then select the desired destination for the exported file.
  7. Click **Export**.
- Note:** If the selected team does not have an assigned Team Code, it will not be possible to export the statistics. Refer to **Configure Teams (p.6)**.
8. With the season statistics exported, they can now be emailed or burned to a disk and given to the appropriate conferences.



## Importing Teams

Importing a team is a simple way to get another team's roster and data rather than having to manually type in all the information.

1. Go to **Configure > Teams**.
2. Select the *Season*.
3. Click **Import** in the bottom-right corner of the *Configure Teams* window (**Figure 46**).
4. Browse to the location of the file.
5. Select the team's file, and click **OK**.



**Figure 46:** Import & Export Teams

## Exporting Teams

1. Go to **Configure > Teams**.
2. Select the *Season*.
3. Select the team to be exported.
4. Click **Export** in the bottom-right corner of the *Configure Teams* window (**Figure 46**).
5. **Save** the file with the team information to an easily accessible location, such as "My Documents" or the "Desktop".
6. With the team exported, it can now be emailed or burned to a disk for other DakStats Soccer users to import into their season.

## Exporting Games as XML Files

It is possible to export a game as an XML file so that the file can be sent to other users who require game data in XML format.

**Note:** There must be a game open to export a game as an XML file.

1. Go to **Game Control > Export Game as XML File**.
2. Navigate to an easily accessible location, such as "My Documents" or the "Desktop".
3. Enter a descriptive *File name*.
4. Click **Save**.
5. With the file exported, it can now be emailed or burned to a disk.

## 8 Additional Features & Settings

This section describes additional features and configuration settings within the DakStats Soccer application.

### System Preferences

Use the *System Preferences* window to add, edit, delete, and update seasons, as well as repair, make and restore backups, and perform several other system management tasks. Go to **Configure > Seasons and System Preferences (Figure 47)**.

#### Seasons

Use the **Seasons** tab on the *System Preferences* window to add and edit seasons. The following actions are available:

- To add a season, refer to **Creating a Season (p.5)**.
- To edit a season, select a season, and then click **Edit**.
- To delete a season, select the season, and then click **Delete**.
- To make sure the season is up-to-date with the software version, select a season, and then click **Update**.

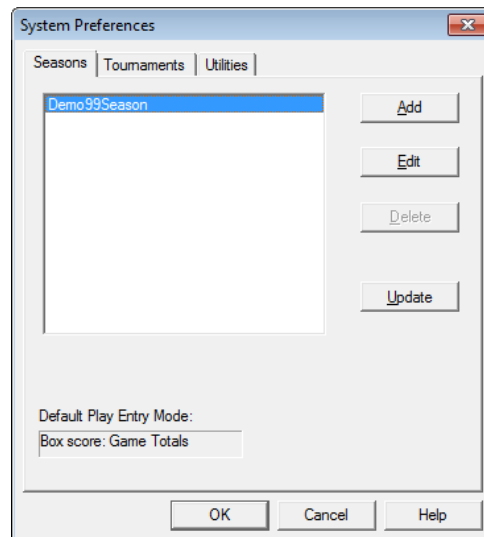


Figure 47: System Preferences - Seasons

**Note:** The **Update** option is used to update any changes made in DakStats Soccer such as database field updates and modifications. If the database is not working properly, use the **Repair/Compact** command. Refer to **Utilities (p.37)**.

#### Tournaments

Use the **Tournaments** tab on the *System Preferences* window (**Figure 48**) to add, delete, or edit tournaments.

##### To Add a Tournament

1. Select a Season.
2. Click **Add**.
3. Type in a descriptive *Tournament Name*.
4. Click **OK**.

**Note:** Click **Edit** to change the name of a selected tournament.

##### To Delete a Tournament

1. Select a Season.
2. Select a tournament to delete.
3. Click **Delete**.

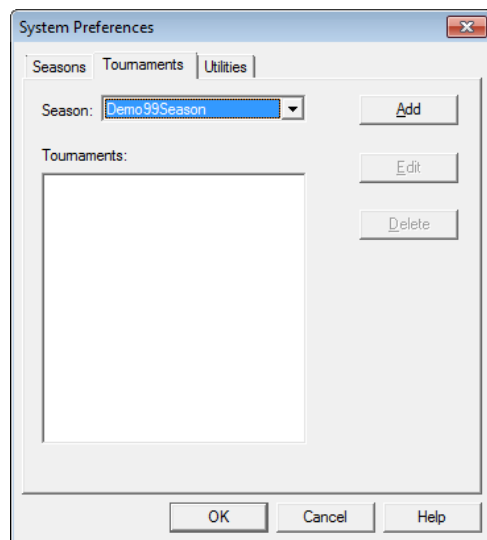


Figure 48: System Preferences - Tournaments

## Utilities

Use the **Utilities** tab on the *System Preferences* window (**Figure 49**) to manage season copies, repairs, and backup files.

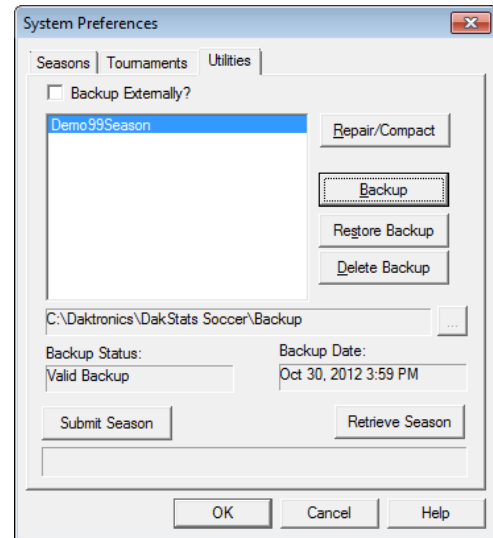
1. Click the **Utilities** tab.
2. Select a season.
3. The following actions are available:
  - To repair or compact the season database, click **Repair/Compact**.
  - To make a backup copy of an entire season, click **Backup**.
  - To overwrite the current database with a previously backed up database, click **Restore Backup**.

**Note: Restore Backup commands cannot be undone!**

- To delete the backup copy of the season, click **Delete Backup**.
- Check **Backup Externally** and select a different location to save the season backup. Use this feature in case of hard drive crashes or other unexpected computer problems. To change the external backup location later, click the [...] button.

If there are problems with a season, it is possible to submit the season to Daktronics so that a DakStats representative may examine the problem.

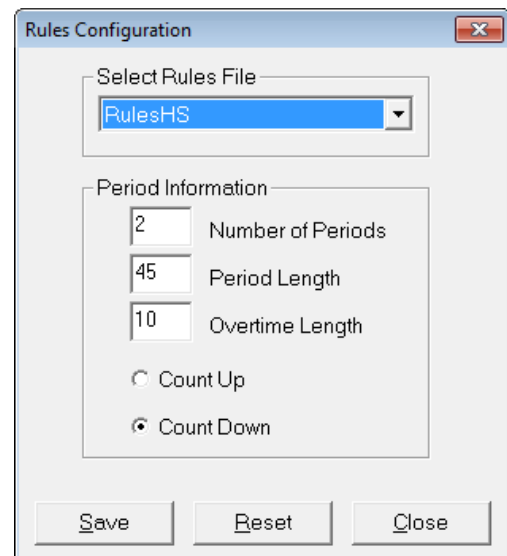
- Click **Submit Season** to upload a season to Daktronics.
- Be sure to write an email to Daktronics explaining the problem as clearly as possible.
- Click **Retrieve Season** to download a season that has been submitted to Daktronics.



**Figure 49:** System Preferences - Utilities

## Rules

1. Go to **Configure > Rules Configuration** to open the *Rules Configuration* window (**Figure 50**).
2. Select an available *Rules File*.
3. Type in the applicable values for *Number of Periods*, *Period Length*, and *Overtime Length*. Set the time to *Count Up* from 0 or *Count Down* from the selected value.
4. Click **Save** to update the changes. If needed, click **Reset** to restore the default rules.
5. Click **Close** when finished.



**Figure 50:** Rules Configuration

# Configuring DakStats Soccer

Modify or update game and conference information at any time.

## Modifying Games

**Creating New Games (p.10)** explains how to add a new game. To quickly modify an existing game:

1. Go to **Configure > Games**.
2. In the *Game Information* window (**Figure 51**), select the *Season* and *Game ID*, then add any information that was left blank when a game was first created, or update the rest of the information as needed.
3. Click **Save Game** to preserve the changes.

The screenshot shows the 'Game Information' window with the following sections and fields:

- Update Existing Competitions:** Select the appropriate season. Then, select the desired competition. Finally, make your modifications as needed.
- Game Information:**
  - Season: Demo99Season
  - Game ID: NDSU at SDSU 10/30/12 09:19 AM Pbp Incomplete
  - Visiting Team: North Delaware State University
  - Home Team: Santo Domingo State University
  - Game Type: Non-Conference
  - Tournament: [Blank]
  - Entry Mode: Play-by-play: Simple mode
  - Date: 10/30/2012
  - Record: [Blank]
  - Record: [Blank]
  - Start Time: 9:19 AM
  - End Time: 9:19 AM
  - Webcast:
  - Num of OTs: 0
  - Forfeit: None
- Location Information:**
  - Arena: [Blank]
  - City: [Blank]
  - State: [Blank]
  - Attendance: 0
  - Tickets Sold: 0
  - Sell Out:
  - Night Game:
  - Neutral Field:
- Officials:**
  - Referee 1: [Blank]
  - Referee 2: [Blank]
  - Referee 3: [Blank]
- Buttons:** Save Game, Cancel Game, Delete Game, Delete ALL Games, Done, Update Game Notes...

**Figure 51:** Modifying or Updating a Game

**Note:** Use the **Update Game Notes** function to enter any additional game information not covered in the provided fields.

## Configuring Conferences

Conferences allow teams to be grouped together for reporting purposes. Conferences are unique to each season, but one team can belong to multiple conferences. Go to **Configure > Conferences** to open the *Configure Conferences* window (**Figure 52**).

The screenshot shows the 'Configure Conferences' window. At the top left is the 'BAKSTATS' logo. Below it, the title 'Configure Conferences' is followed by a brief description: 'Conferences allow you to group teams together for reporting purposes. Conferences are unique to each season. A team can belong to multiple conferences.' The main area is divided into three columns. The first column, '1. Select Season', has a dropdown menu with 'Demo99Season' selected. The second column, '2. Select Conference', has a list with 'Add New Conference' highlighted. The third column, 'Conference Identifier', has a text field with 'Add New Conference' and a button. Below that, 'Conference Print Name' has a text field with 'New Conf'. At the bottom of this column is a 'Default Import Conference' text field and a 'Set As Default Import Conf' button. The rightmost column, 'Conference Teams Selected 0', has a list with 'North Delaware State University' and 'Santo Domingo State University'. At the bottom of the window are buttons for 'Add New', 'Delete', 'Save', 'Cancel', and 'Close'.

**Figure 52:** *Configure Conferences*

### To Create a New Conference

1. Select a *Season* for the conference.
2. Click **Add New**.
3. Type the conference name under *Conference Identifier*.
4. Type the conference short name under *Conference Print Name*. This name is for reports.
5. If desired, click **Set As Default Import Conf** for conference offices importing season-to-date files.
6. Click **Save**.

### To Configure a Conference

1. Select the *Season* of the conference.
2. Select the *Conference*.
3. Select which teams to include in the conference in the *Conference Teams Selected* box.
4. Click **Save**.

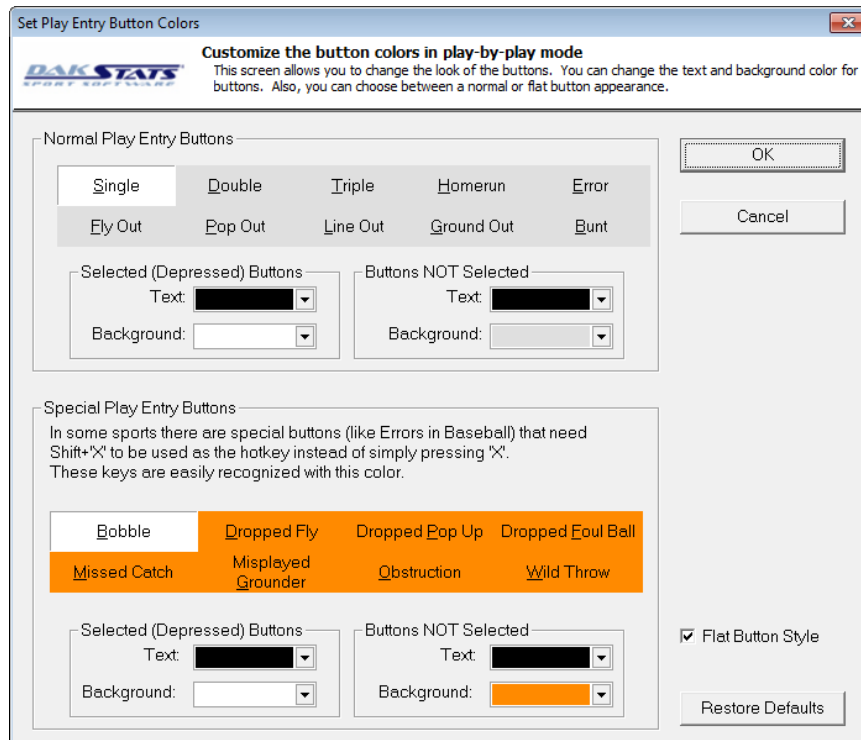
## To Delete a Conference

1. Select the *Season* of the conference.
2. Select a *Conference*.
3. Click **Delete**.

## Play Entry Button Colors

Use the *Set Play Entry Button Colors* window (**Figure 53**) to change the text and background colors for buttons, as well as to choose between a normal or flat button appearance.

1. Go to **Configure > Play Entry Button Colors**.
2. Choose the color of the text or background for *Normal Play Entry Buttons* selected and not selected, or choose the color of the text or background for *Special Play Entry Buttons* selected and not selected.
3. Uncheck **Flat Button Style** to give the buttons a 3D appearance.
4. Click **Restore Defaults** to return the buttons to their original settings, or click **OK** to save the changes.

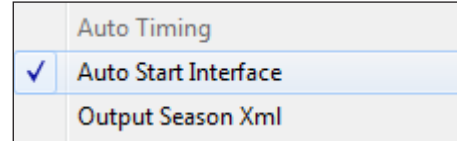


**Figure 53:** Set Play Entry Button Colors

## Auto Start Options

The Auto Timing and Auto Start Interface options are found on the **Configure** menu (**Figure 54**).

- **Auto Timing:** Should only be checked if the computer is connected to an All Sport® controller. DakStats Soccer will automatically start and stop time the game time in sync with the All Sport control console.
- **Auto Start Interface:** Should only be checked when using the Daktronics Scoring-Timing Interface (DSTI) to interface with a display.
- **Output Season Xml:** Check this option if instructed by a league office. This keeps an up-to-date XML file that certain leagues need to update their websites. Refer to **Appendix B**.



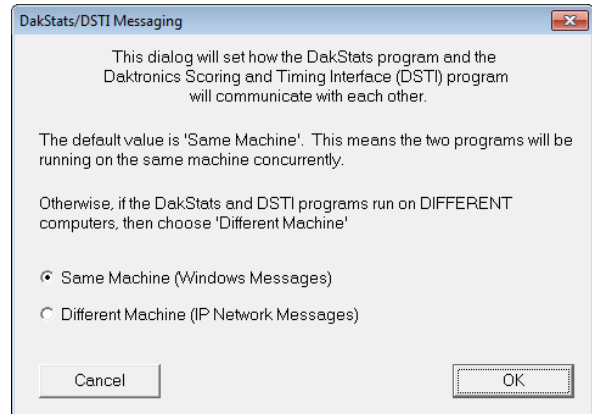
**Figure 54:** Auto Start Options

## Messaging

The messaging settings help determine how DakStats Soccer communicates with other Daktronics software.

The default setting is that the DakStats Soccer program is on the same computer as the DSTI program. If these programs are on separate computers:

1. Go to **Configure > Messaging**.
2. In the DakStats/DSTI Messaging window (**Figure 55**), select **Different Machine**.
3. Click **OK**.



**Figure 55:** DakStats/DSTI Messaging

## Webcast (Discontinued)

The Webcast feature was discontinued in January 2024.

## Web-Sync (Discontinued)

The Web-Sync service was discontinued in January 2025.

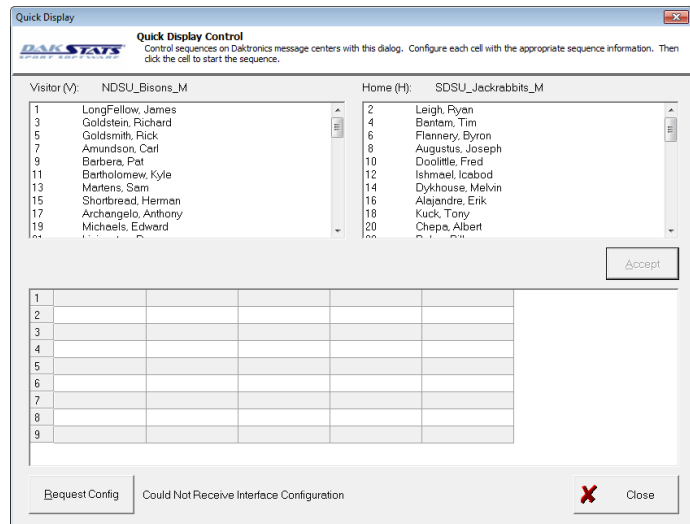
## Twitter (Discontinued)

Twitter integration with DakStats is no longer supported, and the buttons/configuration menus do not function.

## Quick Display

The Quick Display option allows users who interface with Daktronics display controllers to run sequences from DakStats Soccer. These settings do not need to be modified if the DakStats Soccer program is not interfacing with a display controller. For more information about creating sequences, refer to the documentation provided with the display control software.

1. Make sure to have DakStats Soccer, DSTI, and the display controller running.
2. In DakStats Soccer, go to **Configure > Quick Display**, and the *Quick Display* window will appear (**Figure 56**).
3. If the *Empty Interface Configuration File!* message appears at the bottom of the window, click **Request Config**.
4. Right-click an empty cell, and then click **Add Item**; to modify an existing cell, right-click the cell, and click **Edit Item**:

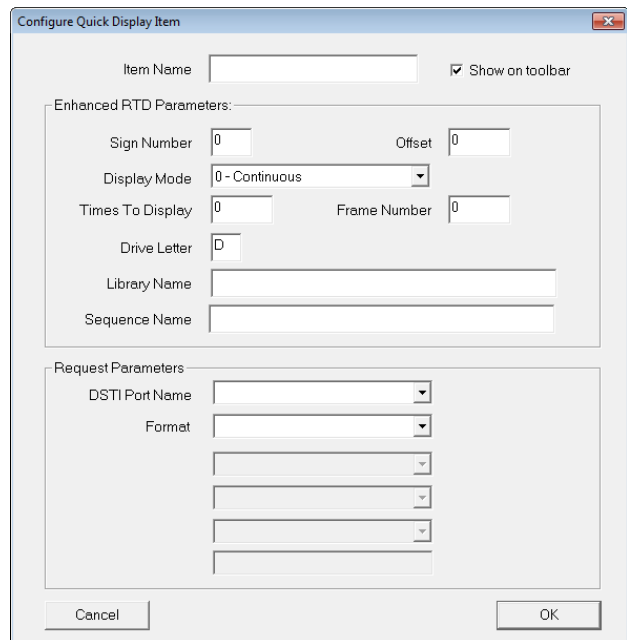


**Figure 56:** Quick Display

- a. In the *Configure Quick Display Item* window (**Figure 57**), check the box next to **Show on toolbar**.
- b. Type in a descriptive *Item Name*.
- c. Fill in the *Enhanced RTD Parameters* to specify the desired sequence to play.
- d. Fill in the *Request Parameters* to specify what type of data to output.

**Note:** Items with the **%Select Nickname** are not compatible with quick display buttons.

- e. Click **OK** to save the changes to the quick display button.



**Figure 57:** Configure Quick Display Item

5. Repeat **Step 4** to assign up to 20 other commands on the toolbar.
6. To delete an existing cell, right-click the cell, and click **Delete Item**.
7. Click **Close** when finished creating the quick display buttons.
8. Go to **View > Quick Display Toolbar** to make the Quick Display Toolbar appear above the standard toolbar.
9. The QD Toolbar can be undocked and moved, and it also will dock on either side or the bottom of the screen.



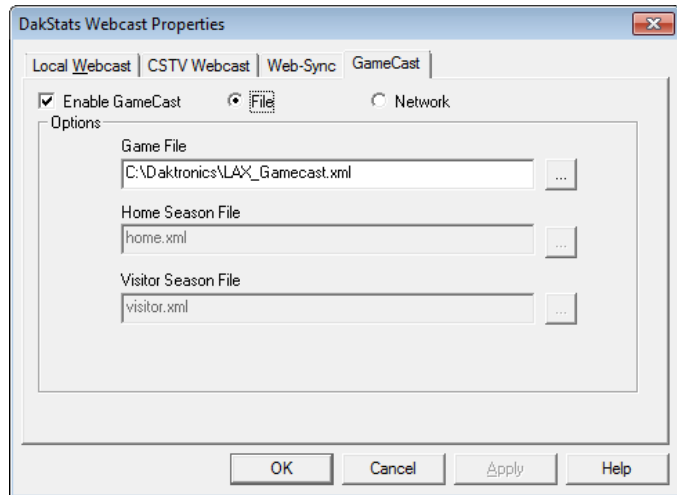
## Press Row Monitor

DakStats Soccer can output XML files to be used by third-party websites for displaying live game stats. This feature can also show live stats for in-house media (TV, radio, newspaper). When used for that purpose, the feature is referred to as a Press Row Monitor (PRM). In the past, a PRM output required a separate piece of software and special monitors. Now DakStats itself provides a PRM output via a shared network drive to a web browser.

To set up a PRM output, follow the steps below.

1. With a game open, go to **Webcast > Configure**.
2. Click on the **GameCast** tab (**Figure 58**).
3. Click **Enable GameCast**.
4. Select **File**.
5. Click the [...] button to browse to a shared/network directory where the file will be created.

**Note:** The computers used by the media must have read access to this location. Contact your IT department for assistance if needed.











**Figure 58:** GameCast Setup for Press Row Monitors

6. Name the file "SO\_Gamecast.xml" and then click **Open**.
7. Click **OK** when finished.
8. Go to **Webcast > Start** and the file will be generated in the specified directory.

The file updates every 2 seconds. The media will simply open the "SO\_Gamecast.html" file from the shared directory using a web browser on their computer.

## 9 Using the Keyboard & Hotkeys

Many of the commands in DakStats Soccer can be accessed with the keyboard as well as the mouse. Most buttons in the main menu and Play-by-play entry mode have labels with an underlined letter. Pressing the key on the keyboard that correlates with the underlined letter will activate that particular button. To activate secondary buttons, which are usually colored differently, press the underlined key at the same time as **[Shift]**.

Hotkey	Command	Button
[F4]	opens Balance window	
[F5]	swap Teams to the other side of the field	
[F7]	toggle Game in Progress on/off	
[F10]	view Home roster/stats	
[F11]	view Visitor roster/stats	
[F12]	view both Visitor and Home roster/stats	
[Ctrl] + [n]	opens <i>Game Information</i> window (new game)	
[Ctrl] + [o]	opens <i>Open Game</i> window	
[Ctrl] + [i]	opens <i>Select Report(s)</i> window (in-game)	
[Ctrl] + [s]	opens <i>Print Shot Chart</i> window	
[Ctrl] + [p]	opens <i>Printouts</i> window (season)	
[Ctrl] + [q]	opens <i>Quick Display</i> window	
[Space Bar]	toggle Game Clock start/stop	
[x]	Possession to Other Team	

# A DakStats Soccer Stat Sheet

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<b>Team (Record)</b>	<b>1</b>	<b>2</b>
( )		
( )		

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Conference \_\_\_\_\_ Non-Conference \_\_\_\_\_

End Time: \_\_\_\_\_

## Soccer Stats Sheet

Home \_\_\_\_\_ Away \_\_\_\_\_ Neutral \_\_\_\_\_

Site: \_\_\_\_\_

(Arena/City/State)

Player Name	GP	GS	Shots	SOG	POST	+BAR	GL	AST	OG	GWG	CK	PKM	PKA	OFF	FL	YC	RC	BLK

### Goalie Stats

Player Name	GA	SV	PKF	PKB	WINS	LOSS	TIE	SHO	MIN

### Scoring

Time	Team	Goal by	Asst by	2nd Asst

### Red/Yellow Card

Type (Red/Yellow)	Team	Player	Time

**GP** - Games Played, **GS** - Games Started, **SOG** - Shots on Goal, **Post** - Hit goal post, **+BAR** - Hit crossbar, **GL** - Goal, **AST** - Assist, **OG** - Own goal; **GWG** - Game Winning Goal, **CK** - Corner Kick, **PKM** - Penalty Kick Made, **PKA** - Penalty Kick Attempted, **OFF** - Offsides, **FI** - Foul, **YC** - Yellow Card, **RC** - Red Card, **BLK** - Blocked Shot, **GA** - Goals Against, **SV** - Saves, **PKF** - Penalty Kicks Faced, **PKB** - Penalty Kicks Blocked, **SHO** - Shut Out

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## **B Supplemental Guides & Manuals**

- **DakStats Output Season XML Quick Start Guide (DD2119764)**

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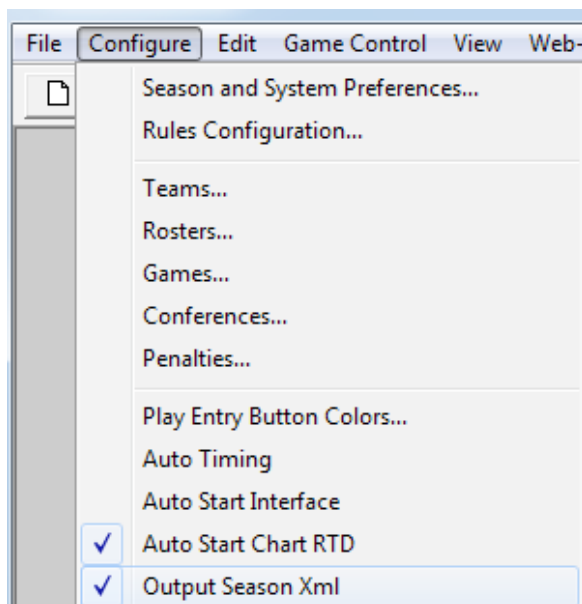


This guide will assist you with a feature of the DakStats software that allows you to output an XML file of the current season. This is useful when posting up-to-date statistics to a website with your own style sheet applied.

This feature may be enabled or disabled in DakStats Baseball, Basketball, Football, Soccer, and Volleyball.

## Enabling Season XML Output

1. Open the DakStats program.
2. Go to **Configure > Output Season Xml**. A checkmark appears next to the menu item to indicate it is enabled.



## Setting the Default Team

In order to create the season XML file, there must be a default team for the current open season. The current season is shown on the top of the screen when the program is opened.



To set a default team, simply select the team from the drop-down list and click **Set as Default Team**. Alternately, a default team may be selected when creating a new season. To set a different default team, you must go to **Configure > System and Season Preferences**, select the season, and click **Edit**.

With Output Season XML enabled and a default team set, a Season XML file will be created in the following location:  
"C:\Daktronics\DakStats [Sport]\season.xml"

**Note:** For Baseball and Basketball, a "gamebygame.xml" file is also created in the same folder.

The XML files are created and updated ONLY after performing one of the following actions:

- Closing a game (**File > Close**)
- Closing the *Configure Teams* window (**Configure > Teams**)
- Closing the *Configure Rosters* window (**Configure > Rosters**)

The "season" file is the NCAA/Stat Crew specification. The "gamebygame" file provides a record of each game of the season.

The names of the XML files are always the same. They can be parsed by a CSS or XLST file to display the stats on a website however you want, with your own style and branding.

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