

NAIA SCHOOL SID
WEB-SYNC MANUAL

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DAKTRONICS

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1 Introduction

The purpose of this manual is to help familiarize a NAIA Sports Information Director (SID) with setting up a DakStats® application for the Web-Sync® process.

System Overview

A DakStats application with the Web-Sync process creates a centralized location for league statistics while reducing the amount of time it takes to compile and distribute statistics to the national office, other coaches, and the media. The Web-Sync service automates the collection and distribution of player, team, and league statistics. Statistics can either be entered directly into the DakStats program or imported from XML game files provided from third-party statistics software.

DakStats & NAIA History

DakStats programs have been the official statistical provider for the NAIA since 2001. Before being named the official statistical software, DakStats programs were already involved in a variety of NAIA national tournaments.

At the beginning of the DakStats/NAIA partnership, it was the responsibility of the conference SID to report season-to-date files. This was a labor-intensive process, and in January 2004, the Web-Sync service was launched, allowing schools to Web-Sync statistics on their own and eliminating work for the middle man. Web-Syncing was initially used for Basketball, and in that first season, school participation was already at 80%. Football and Baseball Web-Sync came online soon after, as well as Volleyball and Soccer most recently.

In August 2006, a revised Web-Sync site was launched, including a new layout. Additional enhancements were released in subsequent years, providing users with new reports and leader lists.

Web-Sync Integration

Daktronics has worked with other NAIA partners to automate many of the stats-related tasks of SIDs. Information is distributed to partners to automate the following tasks:

- Player of the Week Nominations
- NAIA Scoreboard
- All-American Voting
- Schedule Entry
- Regional Rankings
- Year-End Statistics

Statistical Updates

Upon the completion of a successful Web-Sync, game statistics on the site update immediately. Season cumulative statistics and rankings do not update until 3 A.M. CST during a nightly process to tabulate and calculate the statistics.

Updated Immediately

The following portions of the Web-Sync site are updated after a successful Web-Sync:

- Box Scores
- Game Score
- Team Win / Loss Record

Updated at 3 A.M. CST

The following portions of the Web-Sync site are updated at 3 A.M. CST following a successful Web-Sync:

- Conference Leaders
- National Leaders
- Player Cumulatives
- Team Cumulatives
- Player Career Statistics

Missing Stats Reports

When statistics are missing for a game, Daktronics sends a nightly "Statistics Missing Report" to the school, the conference SID, and the NAIA Sports Information department, depending on how long the statistics have been missing.

The nightly PDF report goes out to the following individuals after the following number of days has passed:

- **2 days** – School Web-Sync User (this email goes to the email address entered into the Web-Sync Profile for the sport/gender).
- **4 days** – Conference SID
- **7 days** – NAIA SID

A weekly report is also sent to Conference SIDs and the NAIA Sports Information department on Tuesday of every week. This report includes any games that have been missing stats for 72 hours or more in accordance with the NAIA statistics reporting policy.

DakStats and Web-Sync Support

This manual assumes previous knowledge of creating new seasons, teams, and rosters, as well as creating and opening new games, and entering plays in DakStats. For general program installation and operation instructions, refer to the appropriate sport manual.

The DakStats website includes a searchable Support Knowledge Base that can help answer many questions about the DakStats program or the Web-Sync process. To search the articles, go to www.dakstats.com and click **Support**.

Software Conventions

This manual contains the following software conventions and terminology:

Bold	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.
[Brackets]	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: File > Open).

2 DakStats Installation

1. Download the DakStats program.
 - a. Open an Internet browser and go to <http://dakstats.daktronics.com/Pages/Download.aspx>
 - b. Click on **Click Here** under the *Download* column next to the appropriate sport Software to download.
 - c. 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 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.

3 DakStats Setup

If already familiar with setting up a DakStats application, refer to **Appendix A** for a simple checklist of steps. Otherwise, read the following sections to set up the DakStats program.

Creating Seasons

1. In the DakStats program, go to **Configure > Season and System Preferences**.
2. Click **Add** to open the *New Season* window (**Figure 1**).
3. Enter a descriptive *Season Title*.
4. Select the *Default Play Entry Mode*.
5. Select **RulesNCAA.ini** as the *Rules File*.
6. Select the *Default Gender*.
7. Click **OK**.

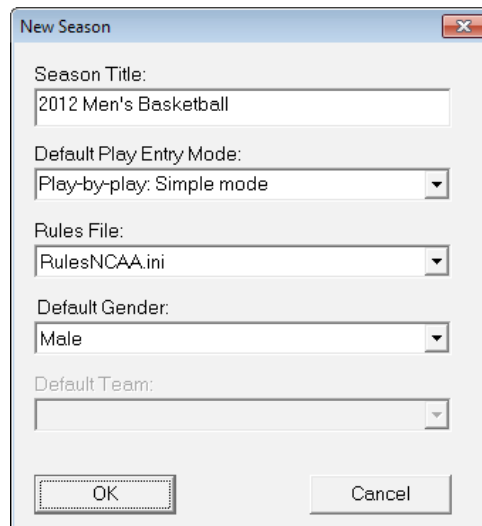


Figure 1: New Season

Note: As long as Web-Sync is unlocked, a prompt will appear asking to set up a Web-Sync profile (**Figure 2**).

- Click **No** to return to the *System Preferences* window. Refer to **Creating a Web-Sync Profile (p.6)** to continue.
- Click **Yes** to open the *Web-Sync Setup* window (**Figure 3**) and set the default team.
 - a. Select **NAIA** as the *League*.
 - b. Select the *Team*. If necessary, click **Update Teams** to refresh the list.
 - c. Click **Select** when finished and refer to **Creating a Web-Sync Profile (p.6), Step 6** to continue.

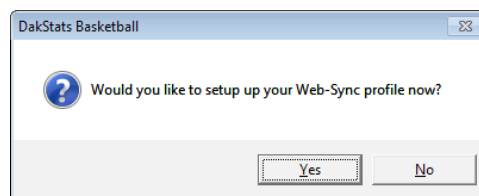


Figure 2: New Season Setup

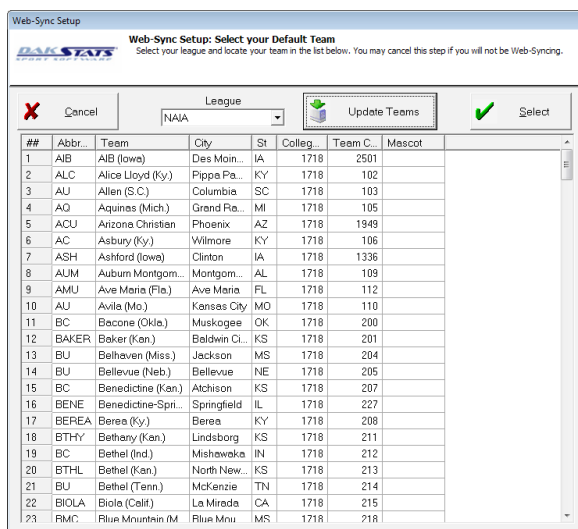


Figure 3: Web-Sync Setup

Creating a Web-Sync Profile

1. In the DakStats program, go to **Web-Sync > Setup**.
2. Click **Add Profile** (Figure 4).
3. Select **NAIA** as the *League*. If **NAIA** does not appear, click **Update Leagues**.
4. Select a *Season*.
5. Select the home *Team*. If your team does not appear, refer to **Adding Teams (p.6)**.
6. Fill in the *Email* field (required).
7. Select a *Profile Type*:

- **Full Web-Sync:** This profile type gives full control of a team's Web-Sync page, including the ability to add, edit, and delete rosters, games, and statistics.
- **Retrieve Only Web-Sync:** This profile type should only be used to Webcast from a secondary laptop instead of the main Web-Sync laptop.
- **Single Game Web-Sync:** This profile is not currently used by NAIA schools.
- **Tourney Host Web-Sync:** This profile type is meant for tournament hosts, often third-party schools. New games and statistics for those games may be uploaded, but rosters cannot be edited.

8. Click **Save** to save the profile, and then click **Done** when finished.

Figure 4: Configure Web-Sync Profile

Entering Schedules

Schedules are used to set up each game that the team will play in a season. It is also possible to import XML files to create a schedule.

Note: If possible, enter the team's entire schedule and perform a Web-Sync before the season starts so that fans and media can view the full schedule online.

Adding Teams

1. Go to **Configure > Teams**.
2. Select a *Season*.
3. Under *Add New Team*, click **Via List**.
4. On the *Look Up League ID* window (similar to **Figure 3**), select **NAIA** as the *League*, and then select the team(s). To select more than one team at once, hold **[Ctrl]** while clicking.
5. Click **Select** and the new teams will be added to the season.
6. For each team, type in any other information as desired. When a new game is created, the *Stadium*, *City*, and *State* will populate based on the home team.

Creating Games

1. Go to **File > New Game**, and enter the following information:

- Season
- Visiting Team
- Home Team
- Game Type
- Start Time
- Entry Mode
- Date of the game

Note: It is important to enter the proper game date. Incorrect dates will cause duplicate games to appear on the Web-Sync site.

2. Other information on the screen is optional. Information entered can be edited later by going to **Configure > Games**.

Importing Games

DakStats has the ability to import game files from other DakStats users as well as from third-party statistical software programs.

1. Go to **File > Import Game**.

2. Select the *File Type* (**Figure 5**).

- To import a file from DakStats software, select **DakStats (*.txt)** for box score information or **DakStats Pbp (*.pbx)** for full play-by-play commentary.
- To import an XML file from Stat Crew® software, select **SC XML [*.xml]**.

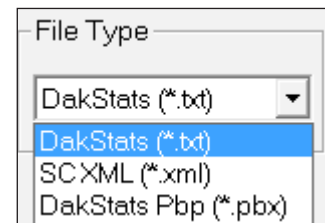


Figure 5: File Type

3. Click **Change Import Directory** to select the folder from which to import the file.

Note: Any game files in the directory will not be visible until OK is clicked.

4. Select the Season.

5. Highlight the game to import from the games listed on the left.

6. Click **Import File**.

- If the *Please select the appropriate TEAM* window appears (**Figure 6**), match the team listed at the top with the same team listed below, and then click **Select**. If the team does not exist in the list, click **Add New**.

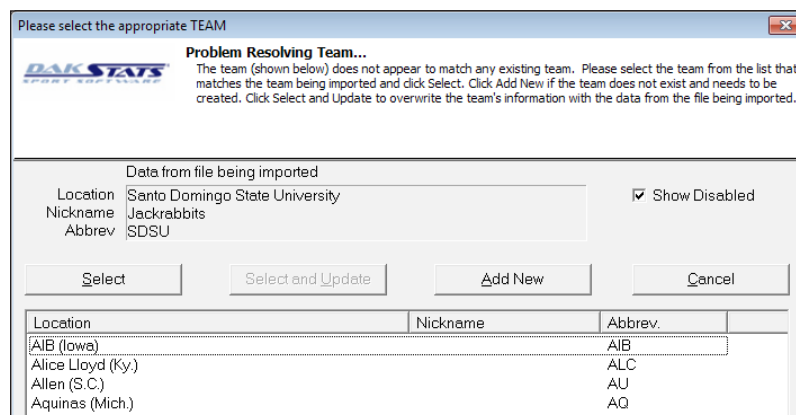


Figure 6: Problem Resolving Team

- If the *Please select the appropriate PLAYER* window appears (**Figure 7**), match the player listed at the top with the same player listed below, and then click **Select**. If the player does not exist in the list, click **Add New**.

Figure 7: Problem Resolving Player

7. When the import is complete, the game file will disappear from the left side of the screen and the game will appear in the list of games on the right. Repeat the above steps until all of the desired game files are imported into the season.

Entering Rosters

Enter the roster into DakStats for the current season. When the season is Web-Synced for the first time, the system will prompt the operator to reconcile the career stats from previous seasons. Refer to **Advanced Features (p.12)**. Changes to the roster can be made later if necessary.

Note: Rosters entered into DakStats can also be imported into SID Help.

Creating a Roster

1. Go to **Configure > Rosters**.
2. Select the *Season*.
3. Select the *Team*.
4. Click **Add New**.
5. Enter the *Player Number*, *Player First Name*, and *Player Last Name*. All other information is optional.
6. Click **Save**.
7. Repeat **Steps 1–6** for additional players on the team.

Downloading Opponent Rosters

If a team is NAIA, it may be possible to download their roster. Refer to **Downloading Opponent Rosters (p.8)** to download opponent rosters. If they are not NAIA, they must be entered as stated above.

4 Web-Syncing

After all of the statistics have been correctly entered for a game, they should be Web-Synced as soon as possible. If unfamiliar with DakStats entry, please consult the DakStats manual or quick start guide for the appropriate sport. The steps below will explain the Web-Sync process.

Web-Syncing

Season

Performing a season (full) sync uploads every game in the season as well as the complete roster information.

1. Go to **Web-Sync > Setup**.
2. Under *Select Web-Sync Profile*, select the profile created in **Creating a Web-Sync Profile (p.6)**.
3. Enter the *Password*.

Note: If the password is not known or it is lost, please contact dakstats@daktronics.com.

4. Click **Synchronize**.
5. When the Web-Sync process is finished, a message will say *Successfully completed the sync. Thank you!!! (Figure 8)*.
6. Click **Done** to exit.

Alternate method to Web-Sync season:

Go to **Web-Sync > Web-Sync Season**, and then select the previously configured season. Follow **Steps 3–5** above to complete the sync.

Game

Performing a game (single) sync uploads information for the currently opened game.

Note: A single game sync may only be performed **on the day of or day after** the game, typically by the home team.

1. After the game is finished, go to **Web-Sync > Web-Sync Game**.
2. Enter the *Password*.
3. Click **Sync Single**.
4. Click **Done** when finished syncing the competition.

On the Web-Sync page for the competition, scores and stats for both the home and guest teams will be displayed. In addition, the game's ".txt" file is uploaded to the Web-Sync server, and a message will be sent to the opposing team's Message Center (**Figure 10**), which will allow them to download the competition to their computer.

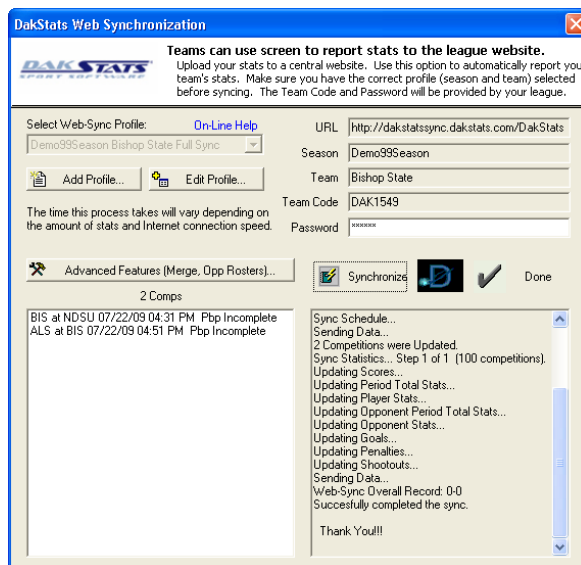


Figure 8: Completed Web-Sync

Submitting & Retrieving Game Files

Web-Sync users can quickly share game files by submitting them to and retrieving them from the DakStats server. This eliminates the extra effort of exporting and emailing game files between teams. This can also be used as a way to backup games online in case of hard drive crashes or other data loss.

Submit Game File

1. With the game open, go to **Web-Sync > Submit game file**.
2. Click **OK** after the file is successfully uploaded.

Retrieve Game File

1. Go to **Web-Sync > Retrieve game file**.
2. In the *Retrieve Game* window (**Figure 9**), select a Web-Sync profile to view available games saved on the server.
3. Select a game from the list, and then click one of the following buttons:
 - **Opponent Version:** Contains the stats uploaded by the opponent for a competition.
 - **Home Version:** Contains the stats uploaded by the team in the selected Web-Sync profile.
 - **Server Version:** Contains only the limited box score.

Note: Download the Home team's file when one is available.

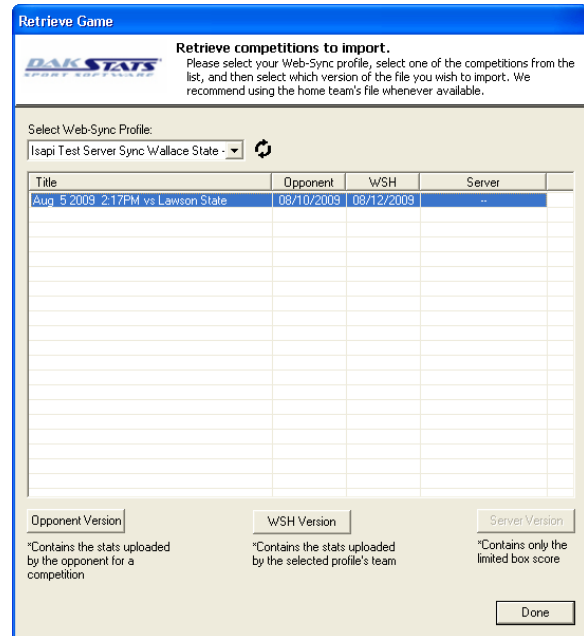


Figure 9: Retrieve Game

4. Click **Done** when finished.

An alternate way to retrieve games involves the *Web-Sync Message Center*. Refer to **Web-Sync Message Center (p.10)** for more information on this feature.

Web-Sync Message Center

The *Web-Sync Message Center* (**Figure 10**) is a central hub for viewing messages about software updates, new games to retrieve, and other important information from the DakStats team.

To activate the *Web-Sync Message Center*, close any open games and go to **Web-Sync > Show/Hide Message Center**. The DakStats animation on the splash screen will then be replaced with the message center.

To view new messages, first select a Web-Sync profile below the message center. Each message contains a *Date*, *Title*, and *Hide* column.

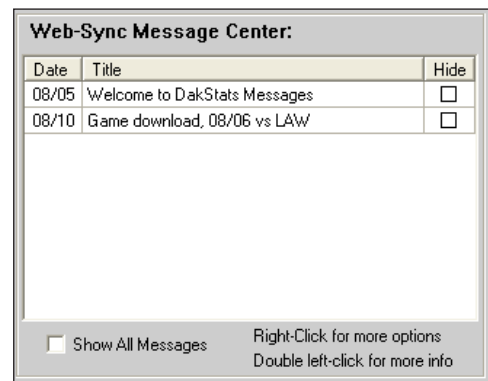


Figure 10: Web-Sync Message Center

Viewing General Messages

1. Double-click a general message to view it in its own window (**Figure 11**).
2. Click **OK** to exit.



Figure 11: Welcome to DakStats Messages

Right-clicking a general message presents the following options:

- **Browse to Url:** Click to open a related website in the default web browser.
- **Hide:** Click to hide the message.

Viewing Game Download Message

1. Double-click a game download message to view it in its own window (**Figure 12**).
2. Click **OK** to exit.

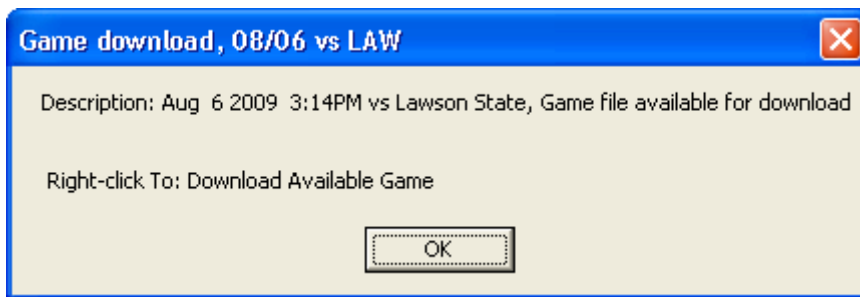


Figure 12: Game Download

Right-clicking a general message presents the following options:

- **Download Available Game:** Click to open the *Retrieve Game* window (**Figure 9**).
- **Browse to Url:** Click to open the game's Web-Sync site in the default web browser.
- **Hide:** Click to hide the message.

Hiding Messages

Click the box in the *Hide* column to instantly hide a message. Alternately, right-click a message and select **Hide**. Click **Show All Messages** to make any hidden messages visible.

Advanced Features

To access the advanced Web-Sync features:

1. Go to **Web-Sync > Setup**.
2. Under *Select Web-Sync Profile*, select the profile created in **Creating a Web-Sync Profile (p.6)**.
3. Enter the *Password*.
4. Click the **Advanced Features** button, and the *Web-Sync Advanced Features* window will open (**Figure 13**).

Downloading Opponent Rosters

If NAIA teams have already Web-Synced their rosters, they may be downloaded instead of manually entered.

Note: If it is early in the season, opponents may not have Web-Synced current rosters. If this is the case, the previous year's roster will download and will be available for edit later.

1. Select the desired team under *Download Opponent's Roster* on the *Web-Sync Advanced Features* window (**Figure 13**).
2. Click **Download**.
3. Follow **Steps 1–2** to download the roster for each team in the schedule.

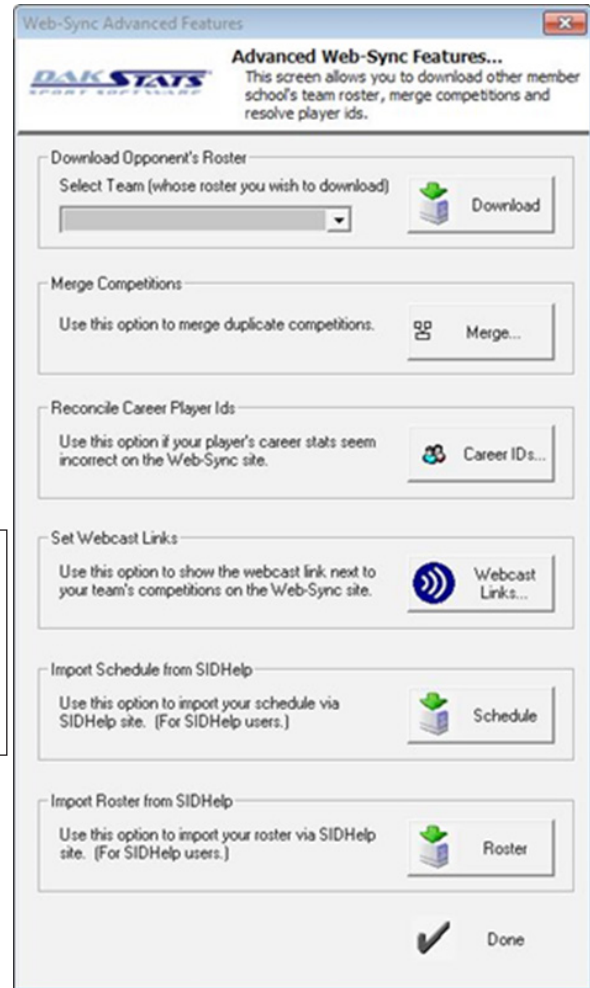
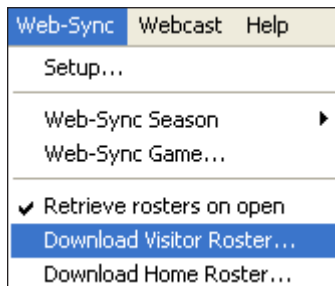


Figure 13: Web-Sync Advanced Features

Alternate methods to download rosters:

- With a competition open, click on the **Web-Sync** menu and select either **Download Visitor Roster** or **Download Home Roster**.



- From the main DakStats screen, select a *Season* and a *Team*, and then click **Download Roster**.



Note: Downloading an opponent's roster only works for other teams who use the Web-Sync service. Add teams to the current season by going to **Configure > Teams**.

Merging Competitions

Games will occasionally be duplicated if not created properly. DakStats will ask the operator to merge these games during the sync.

Note: The merging process may be avoided by creating each game with the correct date, home and visiting team, and start time. When both teams will be syncing, be sure that each team has matching information.

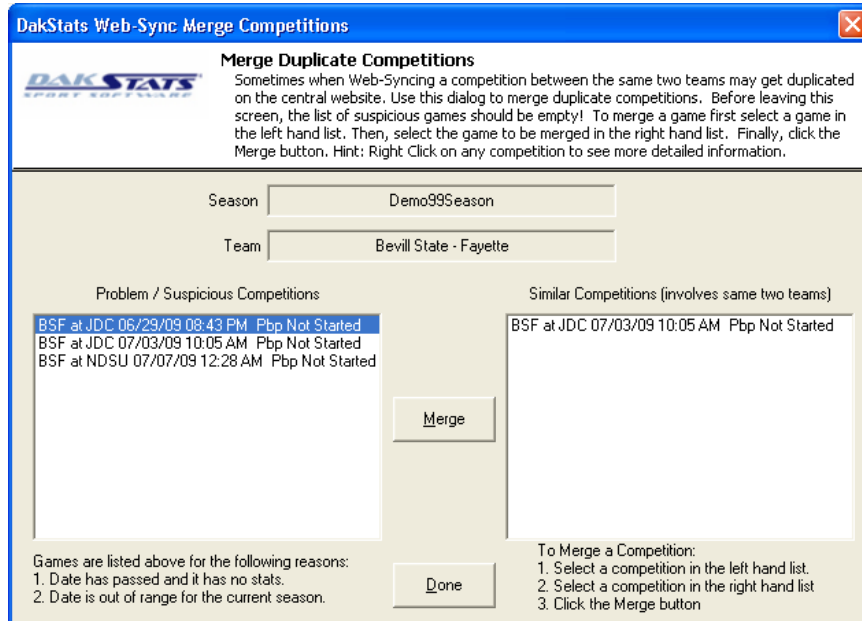


Figure 14: Merge Competitions

1. Click **Merge** on the Web-Sync Advanced Features window (**Figure 13**). In the DakStats Web-Sync Merge Competitions window (**Figure 14**), the list on the left shows possible duplicate games. After highlighting a game on the left, similar competitions will appear on the right.

Note: Double headers may appear as duplicates because of the same date.

2. If the game on the left is the same as the one on the right, highlight the game on the right and click **Merge**. Once all duplicated games have been merged, click **Done**.

Reconcile Career Player IDs

If a school has used the Web-Sync service in previous years and there are returning players, players' years can be linked to produce career statistics. It is important to ensure that returning players are properly linked.

1. Click **Career IDs** on the Web-Sync *Advanced Features* window (Figure 13).
2. The current roster is on the left, and previous year's roster is on the right (Figure 15). Match up each player using the drop-down lists on the right. Select **New Player** for new players to the team.

#	Current Roster	Previous Years Roster (Click to Edit)
1	Bjorklund, Tiffany	Bjorklund, Tiffany
2	Brower, Emily	-- New Player --
3	Buisker, Lauren	-- New Player --
4	Granum, Kaylee	Granum, Kaylee
5	Halberma, Natasha	Halberma, Natasha
6	Jensen, Birin	Jensen, Birin
7	Keele, Anna	-- New Player --
8	Keele, Jennifer	-- New Player --
9	Pepperman, Jessica	Pepperman, Jessica
10	Peterson, Carley	Peterson, Carley
11	Reeter, Kimberly	Reeter, Kimberly
12	Vanderzee, Courtney	Vanderzee, Courtney

Figure 15: Reconcile - Resolve Player Ids

Note: Players that are matched up correctly appear in white. Mismatched players or new players appear in yellow. Players may be mismatched because of misspellings on one of the rosters, or a last name has been changed.

3. Once all players are reconciled, click **Done**.

Set Webcast Links

Use this window to select which competitions should include a link to a Webcast from the Web-Sync schedule page. Refer to **Section 5: Webcast (p.17)** for more information about setting up Webcasts.

1. Click **Webcast Links** on the Web-Sync *Advanced Features* window (Figure 13).
2. On the *Schedule Webcasts* window (Figure 16), change the *Webcast* value to **Yes** for each competition that will feature a Webcast by the home or visiting team.
3. Click **Done** when finished.

#	Opponent	Date	Status	Webcast
1	NDSU Bison	7/22/2009 4:31:00 PM	In Progress	No
2	Alabama Southern	7/22/2009 4:51:00 PM	In Progress	No
3	Alabama Southern	7/23/2009 3:33:00 PM	In Progress	No

Figure 16: Schedule Webcasts

Import Schedule from SIDHelp

Click **Schedule** to import a schedule from SIDHelp. Once the schedule is downloaded, a message with the number of competitions and teams downloaded will appear (Figure 17). Click **OK**. Another message will ask if you wish to Web-Sync upon Exit; click **Yes** or **No**.

Figure 17: Import Schedule from SIDHelp

Import Roster from SIDHelp

Click **Roster** to import a schedule from SIDHelp. Once the roster is downloaded, a message with the number of players downloaded will appear (**Figure 18**). Click **OK**. Another message will ask if you wish to Web-Sync upon Exit; click **Yes** or **No**.



Figure 18: Import Roster from SIDHelp

Publisher-Ready Reports

Use Publisher-Ready Reports to quickly generate tab-delimited readouts of statistics and leaders off a Web-Sync site from within DakStats. These reports may be copied and pasted or saved and imported into desktop publishing programs.

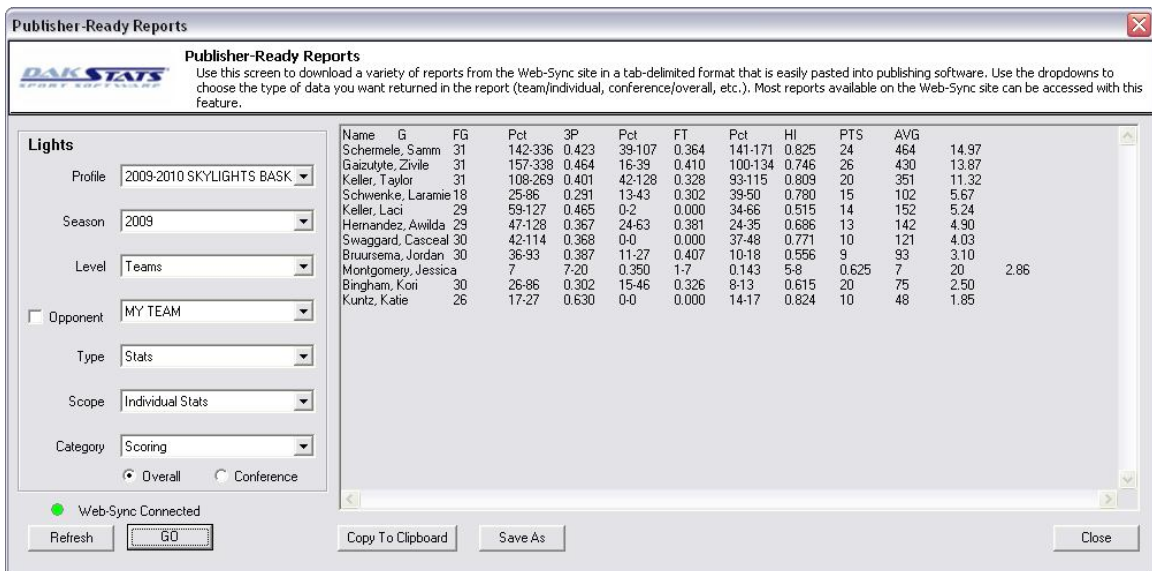


Figure 19: Publisher-Ready Reports

1. Go to **Web-Sync > Publisher-Ready Reports**.
2. In the *Publisher-Ready Reports* window (**Figure 19**), select a previously created *Profile*.

Note: Make sure the *Web-Sync Connected* message appears in the lower-left corner. If the *Web-Sync Connection Error* message appears, click **Refresh** to try again. If the message persists, verify the DakStats computer is connected to the Internet.

3. Select a *Season*. Any previously Web-Synced season is available.
4. Under *Level*, select **Division**, **Conference**, **Teams**, or **Player**.

Note: At this point, the operator may check **Opponent** and select an opposing team, or simply leave **MY TEAM** selected.

5. Leave the *Type* set to **Stats**.

6. Select a *Scope*. The settings will vary based on the selected *Level*:

Level	Scope
Division	Individual Leaders Team Leaders
Conference	Individual Leaders Team Leaders
Team	Individual Stats Team Stats
Player	Player

7. Select a *Category*. The available categories will vary based on the *Scope* and the sport, and are also visible on the Web-Sync page:

The screenshot shows the NAIA Men's Basketball stats page. Annotations include:

- Level:** Points to the 'Select:' dropdown menu containing 'Teams', 'Conferences', and 'Divisions'.
- Season:** Points to the 'Season 2009' dropdown menu.
- Scope:** Points to the 'Team Leaders' and 'Individual Leaders' tabs.
- Type:** Points to the 'Summary' and 'Stats' tabs.
- Category:** Points to the 'Select a Category:' dropdown menu, which is currently set to 'Scoring Offense/Game'.

Additional visible elements include 'Division I', 'NAIA Men's Basketball', 'Quick Links', 'NAIA', 'Division Page', 'Standings', 'Printer Friendly', and radio buttons for 'Overall' and 'Conference'.

8. Leave **Overall** selected to show all stats, or click **Conference** to filter the stats.
9. After selecting the desired settings, click **GO** to generate the report.
10. Once a report has been successfully generated, there are a couple options for getting the raw data into a publishing program:
- Click **Copy To Clipboard** to take a quick snapshot of the data that can be pasted into the publishing program.
 - Click **Save As** to save the report as a text file that can be imported into the publishing program.

Note: Once the data is in the publishing program, it may be necessary to use the **[Tab]** key to manually adjust the spacing between the stat categories so that the correct information lines up between each player or team.

5 Webcast

Web-Sync users may use the Webcast feature to send live game information and statistics to the Internet for fans and media to view. In order to use the Webcast feature, stats must be entered in Play-by-play mode and Internet access at the venue is required.

Webcast may be used on the same computer used for Web-Sync, or on a different computer altogether. Setup will vary slightly between the two options.

Webcast on Web-Sync Computer

Follow the steps below to set up Webcasts on the same computer that is used for Web-Syncing.

Note: Games must be Web-Synced before they can be Webcasted.

Configuring the Web-Sync Webcast

1. Go to **Webcast > Configure** to open the *DakStats Webcast Properties* window (**Figure 20**).
2. Click on the **Web-Sync** tab.
3. Click **Enable Web-Sync**.

Note: Do not change the default URL.

4. Click **Apply**.
5. Click **OK**.

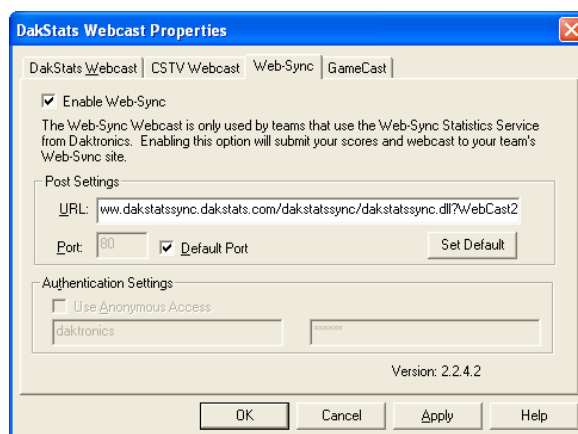


Figure 20: DakStats Webcast properties

Setting Webcast Links on Web-Sync Site

The Web-Sync site will not automatically display the link to Webcasts for games until the game is opened. However, the links can be set to show up for all future games. This step is entirely optional. Refer to **Set Webcast Links (p.14)** for more information.

Webcast on Secondary Computer

Many schools take a laptop to games to record statistics and Webcast and then transfer the statistics to a different computer in order to Web-Sync. To perform this process, the Webcast will need to be set up a little differently, as explained in the following steps.

1. Go to **Web-Sync > Setup (Figure 8)**, and click **Add Profile**.
2. Select the *Association*, *Season*, and *Team* from the appropriate menus.
3. Enter a valid *Email* address.
4. Change the *Profile Type* to **Retrieve Only Web-Sync**.
5. Click **Save** followed by **Done**.
 - Get the rosters for opponent teams – **Downloading Opponent Rosters (p.12)**.
 - Configure the Webcast Component – **Configuring the Web-Sync Webcast (p.17)**.
 - Set the Webcast Links on the Web-Sync site – **Set Webcast Links (p.14)**.

Webcasting During the Game

1. Open the game that is about to begin.
2. Go to **Webcast > Start**.
3. A *Webcast* indicator will turn from red to green if the game is successfully Webcasting (Figure 21).



Figure 21: Webcast Indicator

To view the current Webcast:

1. Go to www.dakstats.com/websync.
2. Navigate to the team's webpage, and links will be available as shown in Figure 22.

2/10/2007	Southern Virginia Univ.	H	8-3	W	((W))
2/16/2007	Lindsey Wilson College	H	0-1	L	((W))
2/16/2007	Lindsey Wilson College	H	18-1	W	((W))
2/17/2007	Lindsey Wilson College	H	8-7	W	((W))
2/20/2007	William Carey University	H	11-13	L	((W))
2/23/2007	Huntington Univ	H	11-1	W	((W))
2/23/2007	Huntington Univ	H	10-1	W	((W))
2/27/2007	Missouri Baptist Univ	H	11-3	W	((W))

Figure 22: Webcast Links

Games with the ((W)) links have either been properly set up for a future Webcast or have already occurred and have been Webcasted.

WebTickers

DakStats WebTickers (Figure 23) are a quick and easy way to display live game scores and schedules for any Web-Sync league on an outside website. Refer to the **DakStats WebTicker Quick Guide (DD1685707)** in **Appendix B** for more information.

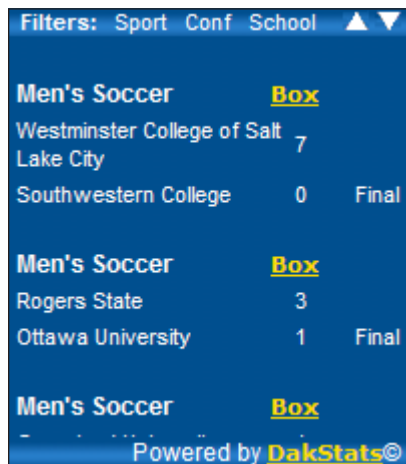


Figure 23: WebTicker

6 Web-Sync Team Admin Pages

This section explains how to manage and edit team pages on the Web-Sync site. With the Team Administration pages, users can edit team information displayed on the Web-Sync site, edit team background and text colors, and upload team logos, sponsor advertisements, and headshots.

Note: Images may only be uploaded using Microsoft® Internet Explorer® (NOT Mozilla Firefox®). Any uploaded images will not appear until approved by a DakStats representative.

1. Open Internet Explorer and go to www.dakstats.com/websync.
2. Click **Member Login** at the top of the page (**Figure 24**).

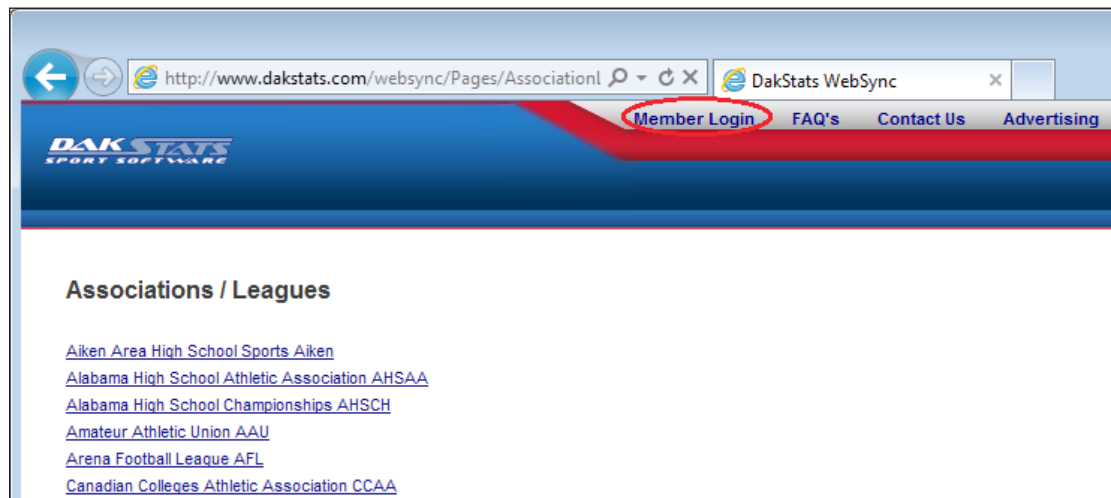


Figure 24: Web-Sync Home Page

3. On the Member Login page (**Figure 25**), type in the *Username* and *Password* and then click **Login**.

Note: The *Username* is the Team Code. The *Password* is the Web-Sync password. If this information is not known or lost, please contact dakstats@daktronics.com.

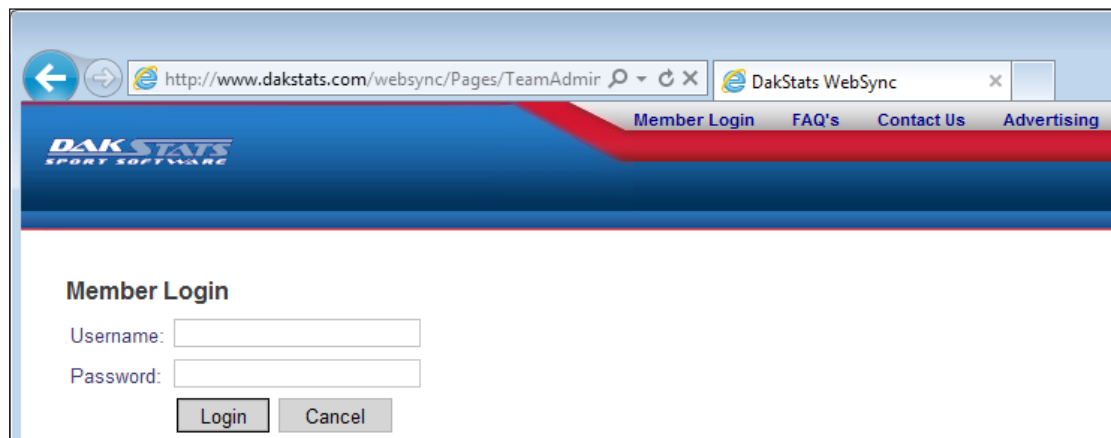


Figure 25: Web-Sync Member Login

Editing Team and Sponsor Information

The *Edit Team and Sponsor Information* page is used to change team information as well as upload and edit team logo and sponsor advertisements.

1. On the main *School Administration* page, click **Edit Team and Sponsor Information** below the appropriate sport (**Figure 26**).
2. Click **Save** at the bottom of the screen after making the desired changes.

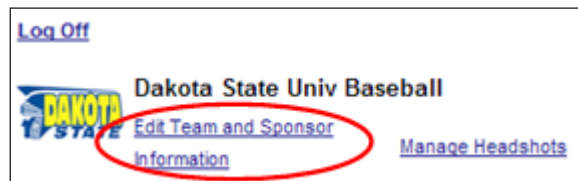


Figure 26: Edit Team and Sponsor Information

Team Information

All of the following information entered on the *Edit Team and Sponsor Information* page is optional, but it is helpful to include for fans and media viewing the site:

- Stadium name
- Stadium address
- Stadium city
- State
- Zip code
- School athletic website address
- Coach's name
- School enrollment
- A personal email address or the coach's email address. Email addresses are NOT visible to fans viewing the site.

Team Page Background Color and Text Color

Use this feature to change the background and text color of team pages.

1. On the *Edit Team and Sponsor Information* page, click **Select New** below *Team Page Background Color* or *Team Page Text Color* to select a color for the pages or text, respectively.
2. Pick a color (or enter specific values in the boxes), and then click **Select Color** to save the changes (**Figure 27**).

Team Logo

Use this feature to upload a team logo.

Note: The logo must be formatted at 72 DPI and at least 60 x 60 pixels.

1. On the *Edit Team and Sponsor Information* page, click **Browse** under *Team Logo*.
2. Locate the desired logo image file, and then click **Open**.

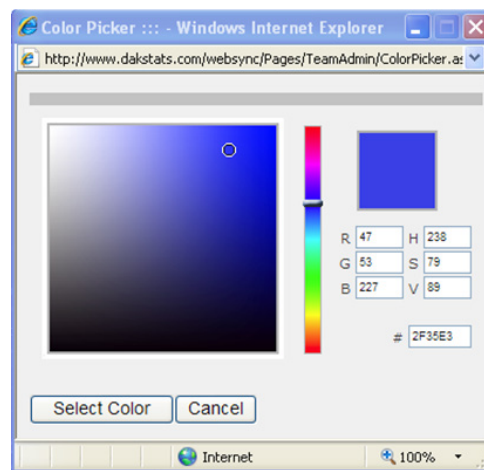


Figure 27: Color Picker

Division, Region, or Conference Alignment

If the school changes division, region, or conference, the alignment may be changed on the *Edit Team and Sponsor Information* page as needed:

- Select the new division from the *Divisions* drop-down menu.
- Select the new region from the *Regions* drop-down menu.
- Select the new conference from *Conferences* drop-down menu.

Sponsor Advertisements

Sponsor advertisements may be uploaded to a team's Web-Sync site as a means of earning extra money for the team. There is a maximum of two advertisements per team.

Note: Recommended sponsor advertisement size is 200 pixels wide by 125 pixels high. Maximum image file size is 200KB.

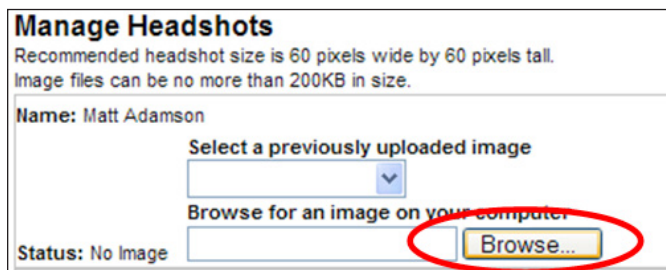
1. On the *Edit Team and Sponsor Information* page, click **Browse** under the *Sponsor Advertisement* heading.
2. Locate the desired logo image file, and then click **Open**.

Managing Headshots

Player headshots may be uploaded to appear on individual stats pages. The same headshot images can also be used for Webcasts.

Note: Recommended headshot size is 60 x 60 pixels. Maximum image file size is 200KB.

1. On the main *School Administration* page, click **Manage Headshots**.
2. Click **Browse** below a player's name (**Figure 28**).
3. Locate the appropriate headshot image file, and then click **Open**.
4. When done uploading headshots, click **Save** at the top or bottom of the page.



Manage Headshots
Recommended headshot size is 60 pixels wide by 60 pixels tall.
Image files can be no more than 200KB in size.

Name: Matt Adamson

Select a previously uploaded image

Browse for an image on your computer.

Status: No Image

Figure 28: Manage Headshots

7 Web-Sync Tournaments

The DakStats program includes a tournament feature to make it easy for Web-Sync users to compile tournament results and statistical leaders. The site includes team and individual stat leaders, tournament results, and Webcasts. It also allows the tournament host to report stats directly to the Web-Sync site so the results will be included with season stats for each team.

Cumulative tournament statistics on the tournament pages update every time a user Web-Syncs, instead of during the nightly process that regular Web-Syncing goes through. This ensures tournament statistics are the most up-to-date.

Web-Sync Tournament Setup

The tournament must be registered. To do so, contact Daktronics with the following tournament information:

- Start date
- End date
- Number of teams
- Host school
- Contact information

After receiving the tournament information, Daktronics will set up the tournament and supply a Tournament ID and Password. Contact dakstats@daktronics.com to set up a tournament.

DakStats Version

Refer to **Section 2: DakStats Installation (p.4)** for instructions on downloading the latest version of DakStats. Be sure to close any open DakStats program before reinstalling.

DakStats Setup

To initially set up DakStats for a tournament, the following steps must be completed.

1. Create a Season. Refer to **Creating Seasons (p.5)**.
2. Enter Teams. Refer to **Adding Teams (p.6)**.
3. Create a Web-Sync Tournament Profile:

Note: Create the Web-Sync profile as described in **Creating a Web-Sync Profile (p.6)**. However, select **Tourney Host Web-Sync** as the *Profile Type*. Enter the *League ID* in the *Tournament Set Up* section and click **Verify Tournament**.

4. Download Rosters. Refer to **Downloading Opponent Rosters (p.8)**.
5. Create Games. Refer to **Creating Games (p.7)**.
6. Add games to the tournament:
 - a. Go to **Web-Sync > Setup**.
 - b. Select the tournament profile under *Select Web-Sync Profile*.
 - c. Enter the given password from DakStats.
 - d. Select the first game in the list of competitions on the left side and click **Sync Tourney**; do this for each game in the tournament.

7. Enable Webcasts:
 - a. Go to **Webcast > Configure**.
 - b. Click the **Web-Sync** tab.
 - c. Check **Enable Web-Sync**.
 - d. Click **OK**.

Note: If each game is not Web-Synced individually, they will not appear on the Web-Sync site. This should also be done after creating games for other rounds.

Web-Syncing Tournament Statistics

Follow the steps below to upload final statistics for the game.

1. Go to **Web-Sync > Setup**.
2. Select the tournament profile under *Select Web-Sync Profile*.
3. Enter the given *Password* from DakStats.
4. Select the completed game from the list of competitions and click **Sync Tourney**.

Note: Be sure to do this after each game is completed, or the game statistics will not appear on the Web-Sync site.

8 Troubleshooting

Below are some of the most common issues that may occur when using DakStats software to Web-Sync. If a certain situation is not covered below, please feel free to email dakstats@daktronics.com or call 1-888-325-7828.

Duplicate Players within Rosters

1. On the *Configure Rosters* screen, attempt to delete one instance of the player. If the first instance cannot be deleted, attempt to delete the second. If neither can be deleted, proceed to the next step.
2. **Merge** the players:
 - a. On the *Configure Rosters* screen, click the first instance of the player, hold **[Ctrl]**, and then click the second instance of the player.
 - b. Click the **Merge** button that appears in the bottom-right corner of the screen.

If both instances of the player have statistics in Play-by-play games, the program will not let them merge. A message will appear that says *Both players have stats in Play-by-play games*. Manually edit the Play-by-play games so that only one of the players has stats.

1. Attempt to delete one of the players. It will show a list of Play-by-play games in which the player has stats.
2. Open each game listed for the player, and then edit each play in which the player is involved by giving the stats to the other instance of the player instead.
3. Go back to the *Configure Rosters* screen and attempt to **Merge** the players again.

If both instances of the player have statistics in the same game, the program will not let them merge. A message will appear that says *Both players have stats in the following games*. Manually edit the game so that only one of the players has stats.

1. Open the game(s) listed in the error message.
2. Go to **Game Control > Game Finished** so that the stats may be edited.
3. Total the statistics for the two players into just one of the duplicate players.

Note: For DakStats Baseball, it will also be necessary to click **In Game** in the top-right corner of the screen. If the player is in the list, remove him or her.

4. Click Game **Control > Game Finished** to finish the game again.
5. On the *Configure Rosters* screen, attempt to merge the players again.

Duplicate Teams within DakStats

If there are duplicate teams within DakStats, attempt to delete one of the teams. If one does not delete, try the other. If neither of the teams can be deleted, try combining them as described below.

In order to combine the teams, it will be necessary to export the games involved, delete the games, delete the teams, and then re-import the games under the correct team:

1. On the *Configure Teams* screen, change the abbreviation of the duplicated team to "AAA" in order to differentiate between teams in the upcoming steps.
2. Export the games involving the duplicate team ("AAA").
 - a. Go to **File > Export Game**.
 - b. Select the *Season*.
 - c. Select each game individually and click **Export**.
3. Delete the games involving the duplicate team ("AAA").
 - a. Go to **Configure > Games**.
 - b. Select the games involving the duplicate team and click **Delete Game**.
 - c. Delete the duplicate team ("AAA") on the *Configure Teams* screen.
 - d. Import the games by going to **File > Import Game**.
 - e. Make sure to select the team when it says *Problem Resolving Teams* instead of clicking **Add New**.

Invalid Team Code When Web-Syncing

When trying to Web-Sync, the following error appears: *TEAM has invalid team code*.

Make sure a Team Code for each team is entered on the *Configure Teams* screen. If the team in question is not in the league, select it as a Non-Member School:

1. On the *Configure Teams* screen, select the team.
2. Click **Look Up ID/Code**.
3. Click **Select As Non-Member School**.

Moving DakStats to a New Computer

To move the DakStats program and statistics to a new computer:

1. On the new computer, download the latest DakStats program from <https://dakstats.daktronics.com/Pages/Download.aspx>
2. On the old computer:
 - a. Open "My Computer".
 - b. Go to "C:\Daktronics\", and open the "DakStats" folder for the applicable sport.
 - c. Within the DakStats folder, there will be folders named the same as the seasons that were created within DakStats. Burn these folders to a disc or copy them to a USB drive.
3. Place the copied season folders in the same "C:\Daktronics\DakStats [Sport]" directory on the new computer.

Deleting Games / Duplicate Games on Web-Sync Site

If a schedule on the Web-Sync site has games that should not be there or that are duplicated:

1. The game must be in the DakStats schedule, not just on the Web-Sync schedule. If it is not in the schedule, run the Web-Sync process to download the game into DakStats.
2. Go to **Web-Sync > Setup**.
3. Enter the Web-Sync Password.
4. Click **Advanced Features**.
5. Click **Merge**.
6. Select the duplicate competition in the *Problem / Suspicious Competitions* list.
7. Select the game to be merged in the *Similar Competitions* list.
8. Click **Merge**.

Note: If the game on the Web-Sync site has opponent statistics, simply deleting it from the DakStats schedule and Web-Syncing will not remedy the problem, and the above procedure must be performed.

Incorrect Career Statistics

If there are players on the Web-Sync site with career statistics linked that are linked to another player's statistics or shouldn't be linked at all:

1. Go to **Web-Sync > Setup**.
2. Select the profile under *Select Web-Sync Profile*.
3. Enter the Web-Sync Password.
4. Click **Advanced Features**.
5. Click **Career IDs**.
6. The current roster will appear on the left side of the screen.
 - If players are returning, select their names from the drop-down menu to the left of their names.
 - If players have not played for the team before, leave the option set to **Add New Player**.
7. Make sure all returning players match up with their own name in the right column.

Note: If a player has transferred from another NAIA school, contact dakstats@daktronics.com to have their career statistics linked. Please provide the player's name, the current school, and the school from which they transferred.

8. When finished matching up the players, click **Done**.

Deleting Players from the Web-Sync Site

If there is a player that should no longer be on the team roster, and when the player is deleted from DakStats and Web-Sync, he or she re-appears in the roster:

1. Determine in what game(s) the player in question is involved.
2. Remove all statistics for the player. It may be necessary to switch the game to Box mode to change the statistics.
3. Web-Sync with the player's statistics set to all zeros.
4. Go to **Configure > Rosters**.
5. Select the *Season*.
6. Select the *Team*.
7. Click on the player to be deleted.
8. Click **Delete**.
9. Run the Web-Sync process again to remove the player from the Web-Sync site.

Note: If players have statistics associated with them on the Web-Sync site, they cannot just be deleted from a DakStats roster, as they will be downloaded back after a Web-Sync.

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A DakStats and Web-Sync Setup Checklist

- Install latest version of DakStats

- Create a new season

- Enter teams using the Via List function

- Enter the roster / Download opponent rosters from *Web-Sync Advanced Features*

- Enter games / schedule

- Create new Web-Sync profile or edit previous year's profile

- Web-Sync schedule and roster

- Verify career statistics links

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B Supplementary Guides & Manuals

- **DakStats File Import/Export Reference (DD3076553)**
- **DakStats WebTicker Quick Guide (DD1685707)**

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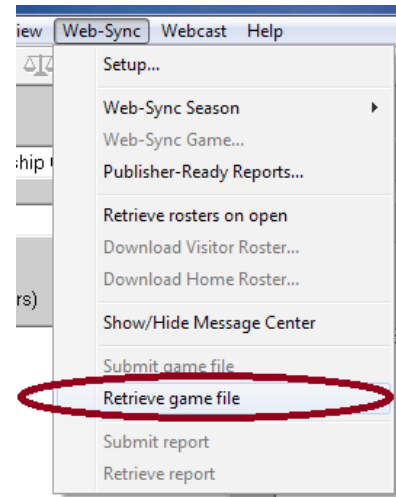
Game files are often exchanged between SIDs. Sometimes it is between DakStats users; other times it is between DakStats and third-party vendors such as other stats software and/or website hosts. Not all game files behave the same. Some are better to use in certain circumstances. This document will go over the behaviors or pros/cons of each file.

Web-Sync – Retrieve Game File

This is the easiest way to exchange game files between DakStats Web-Sync users. Files are uploaded when teams use Single Game Sync, or when using Full Sync as long as the game is still open.

- **Play by Play (PBP)** – if the opponent uploaded the Play-by-Play data, it will be downloaded automatically.
- **Raw Stats (Box Score only, no PBP)** – will always be available as long as game stats have been Web-Synced.

Note: Stats can be out of sync if a team edits the game but doesn't upload the new PBP data (Sync with Game Open or do Single Game Sync).



Manual Import/Export

If you need to exchange files without using the Web-Sync Retrieve Game feature, you can do so by manually exporting the files and emailing them between users or saving the files to a USB drive.

Sport	DakStats Native	DakStats Native	By Others	By Others	By Others
Baseball	PBX	TXT	XML	CSV **	
Basketball	PBX	TXT	XML	BPK *	XKG *
Football	PBX	TXT	XML		
Lacrosse	PBX	TXT	XML		
Soccer	PBX	TXT	XML		
Volleyball	PBX	TXT	XML	VGM	

* Not typically recommended for statistical accuracy.
 ** CSV feature is used for Semi-Pro independent baseball leagues.

Overview of File Extensions

- **TXT** – DakStats first native file format. It is tab delimited and has Home/Guest team and roster data. It includes raw stats for team and player. It does NOT include play-by-play data (except for games entered in Two-Click Basketball).
- **PBX** – DakStats second native file format. In addition to including everything the TXT file has, it also has the Play-by-Play data.
- **XML** – NCAA file format that multiple vendors can import/export. Daktronics is not in control of this file format. It doesn't import/export as smoothly because it doesn't always match the native DakStats database. For example, Game Notes will not be imported via this file format.
 - Export – DakStats can export this file and include Play-by-Play data.
 - Import – DakStats can import but will ignore Play-by-Play data (except Two-Click Basketball).
- **OTHERS** – These are file formats that other vendors export. Daktronics makes an attempt to import/export these formats when possible to save customers from having to re-enter stats. However, Daktronics is not in control of these proprietary file formats, and they often don't match up with DakStats native formats.

Recommended Files – In Order of Most to Least Compatible

When Exchanging Files between Two DakStats Users

1. **Web-Sync – Retrieve Game File:** This is the quickest/easiest and includes PBP data.
2. **PBX:** Includes raw stats and PBP data. Works if opponent uses DakStats but doesn't Web-Sync.
3. **TXT:** Includes raw stats only (except Two-Click Basketball). Works if opponent uses DakStats but doesn't Web-Sync.
4. **XML:** Includes raw stats only (except Two-Click Basketball). Use with caution if for some reason none of the above are available. Some data fields will be lost as well as PBP in most sports.
5. **OTHERS:** DO NOT use these files to exchange data with other DakStats users.

When Exchanging Files with Other Vendors (Not DakStats Users)

In general, when sending or receiving these files, attach a PBP and Box report as well to verify or have confidence the import/export worked properly.

1. **XML:** Can typically be exported and imported by multiple vendors, but Daktronics cannot be sure how well each vendor does in each sport. Only DakStats Basketball will import the PBP data. For other sports, the PBP data didn't match up closely enough with native format.
2. **BPK (basketball only):** Use with caution. Some versions of vendors' software work better than other versions; however, Daktronics does not track which versions by which vendors.
3. **VGM (volleyball only):** Includes raw stats only when exporting/importing from DakStats; no PBP.
4. **PBX and TXT:** DO NOT use unless vendor says they work. These are native DakStats file formats. Daktronics is not aware of other vendors working with these file formats at this time.

Other Data Files

Aside from Game data files, other files such as Season data and Roster files can also be imported/exported on a limited basis by each sport.

Season Files

- **Export** – DakStats can export Season XML for vendors that need it.
- **Import** – Only baseball imports, but this feature is not used by Web-Sync users. Instead it is used to run scoreboards/videoboards for entertainment value. It is not full historical data.

Roster Files

- **Export** – DakStats exports native roster files (ROS) for all sports in a simple tab delimited file format. Daktronics does not know of any vendors that can import this file.
- **Import Native** – Works with DakStats ROS files for all sports. Web-Sync has feature built into software. Only use ROS if opponent is not a Web-Sync user.
- **Import Other** – Limited, but should work for SRO, VRO, BRO, and FRO (file extension varies by sport). These files are another vendor's format and available for import only.

This guide will help you create a DakStats WebTicker that will display scores and schedules for games around any Web-Sync league for the current day. You can hyperlink to WebTickers, or embed them into existing pages to provide live, interactive scoring content for anyone who visits your site.

Using WebTickers on Your Own Site

A simple way to show a WebTicker on your local website is to create an iframe in the page. Set your preferred height and width for the <iframe> using the style attribute, and assign the WebTicker URL to the src attribute. Your iframe should resemble the following:

```
<iframe id="webTickerIframe"
src="http://www.dakstats.com/WebSync/Pages/WebTicker/
WebTicker.aspx?assocID=10" style="height:229px; width:201px"
frameborder="No">
</iframe>
```

To include a link to the WebTicker instead, use the following code:

```
<a href= "http://www.dakstats.com/WebSync/Pages/WebTicker/
WebTicker.aspx?assocID=10"> DakStats WebTicker </a>
```

Note: The above codes can be copied and pasted directly into your page.

Customizing WebTickers

Associations

There must always be a value for the "assocID=" parameter in the WebTicker URL to specify the association you wish to view:

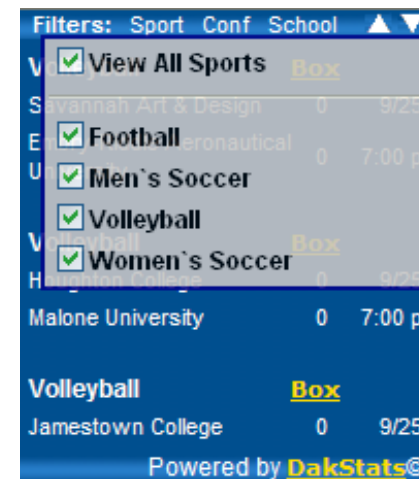
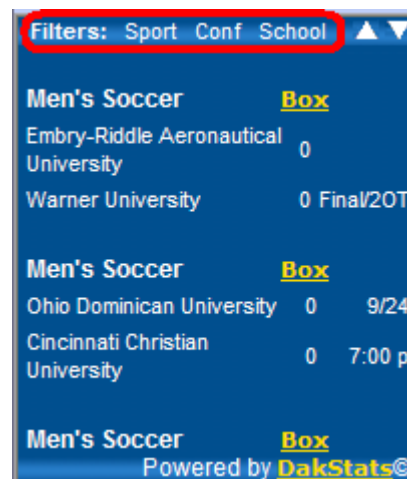
```
http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.
aspx?assocID=10
```

Note: Without a valid association ID, the WebTicker WILL NOT display any games.

Filter Controls

Filter controls are hidden by default. To add this control, enter "&filters=yes" into the WebTicker URL:

```
http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.
aspx?assocID=10&filters=yes
```



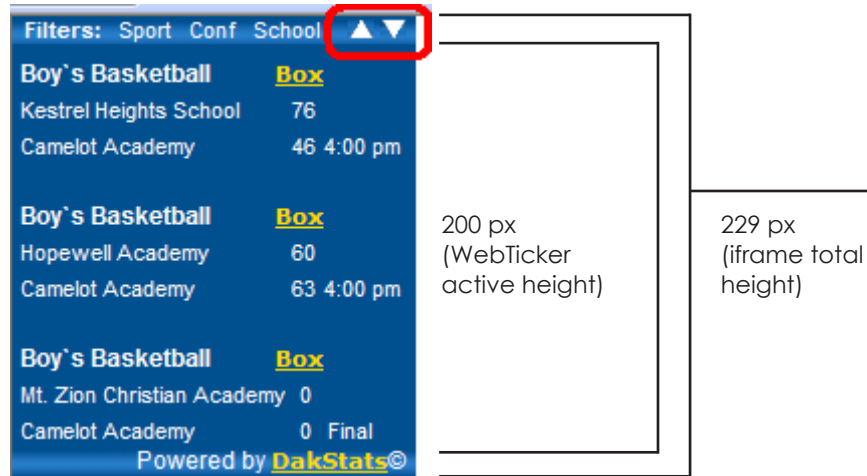
Placing your cursor over *Sport*, *Conf*, or *School* will allow you to select specific sports, conferences, and schools to view.

At least one sport, one conference, and one team must be selected for any games to be displayed. Select the sport(s) before the conference(s), and select the conference(s) before the school(s). If these conditions are not met, no games will appear.

Speed Controls

Speed controls are hidden by default. To add this control, enter "&speedControls=yes" into the WebTicker URL:

<http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.aspx?assocID=10&speedControls=yes>



Click the up and down arrow buttons to increase or decrease the scrolling speed.

Default Settings

Dimensions

The default dimensions are 200 x 200 pixels. To change these dimensions, enter the "&height=" and "&width=" parameters into the WebTicker URL with the desired values:

<http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.aspx?assocID=10&height=300&width=350>

Note: When using the default dimensions, the recommended size for an iframe is **style="height:229px; width:201px"** to accommodate the outside menus. For custom dimensions, be sure to add 29 extra pixels to the height and 1 extra pixel to the width.

Speed

To specify a default scroll speed, enter the "&defaultSpeed=" parameter into the WebTicker URL with the desired speed value:

<http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.aspx?assocID=10&defaultSpeed=2>

Note: Minimum speed is 0 (stopped); maximum speed is 5. Speed is set to 1 by default.

Default Filters

By default the WebTicker will display every sport, conference, and school within the selected association. To always display specific filters, use the settings below.

Sports

To display only certain sports, enter the "&sports=" parameter to the WebTicker URL with the desired sport ID:

<http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.aspx?assocID=10&sports=WSO~MFB~>

Note: Each sport ID needs to be followed by a tilde (~), including the last sport ID. Every sport ID must be entered in ALL CAPS as shown in the table below.

Sport	ID
Men's Basketball	MBB~
Women's Basketball	WBB~
Men's Soccer	MSO~
Women's Soccer	WSO~
Football	MFB~
Women's Football	WFB~
Baseball	MBA~
Softball	WBA~
Men's Volleyball	MVB~
Women's Volleyball	WVB~

Conferences

To display only certain conferences, enter the "&confs=" parameter to the WebTicker URL with the desired conference names:

<http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.aspx?assocID=10&confs=California%20Pacific%20Conference~>

Note: Each conference name needs to be followed by a tilde (~), including the last conference. Also, any spaces in a conference name must be replaced with "%20". All conference names must be entered according to their exact spelling and casing in Web-Sync.

Schools

To display only certain schools, enter the "&schools=" parameter to the WebTicker URL with the desired school names:

<http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.aspx?assocID=10&schools=Auburn%20University%20Montgomery~>

Note: Each school needs to be followed by a tilde (~), including the last school. Also, each space within a school name must be replaced with the URL standard "%20". All school names must be entered according to their exact spelling and upper/lower cases in Web-Sync.

Putting it all together

The following example shows how you would compose a WebTicker URL to display every Men's Basketball and Baseball game in the Yellowstone Trail Conference played by Eureka and Bowdle. This URL will also enable the filter and speed controls, as well as set the default scroll speed to 3 and the dimensions to 300 x 350. Note that this is all one string with no spaces.

<http://www.dakstats.com/WebSync/Pages/WebTicker/WebTicker.aspx?assocID=10&speedControls=yes&filters=yes&defaultSpeed=3&height=300&width=350&sports=MBB~MBA~&confs=Yellowstone%20Trail%20Conference~&schools=Eureka~Bowdle~>

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