

## COMPUTER SETUP:

Unlock Computer Storage Box:

Enter combination so that it appears on the side of the lock

Computer Setup:

- Place a computer, keyboard & mouse at each field
- Devices are color coded.
- **Keep the same colored dots together**
- Plug the power cord into the back of the monitor, lower right bottom outlet
- Plug into the power strip
- Power on the mouse and keyboard, switch is on the underside
- Power on Computer – button is on the upper right on the back of the monitor

Sign-on:

- When computer image appears use touch screen “**swipe up**” to proceed
- Type Pin number press “**Enter**”

Connect to the internet:

- Connection should be automatic, if not:
- Select “**Start**” small window on the bottom menu bar
- Select “**Settings**”
- Select “**Network & Internet**”
- Under “**Wi-Fi**” Select “**The Villages website..**”, confirm it is connected, if not select “**Connect**”
- Select “**Accept...**”

Dropbox:

- Select the “**Drop Box**” icon from the desktop
- Select “**Today’s Games**”

Open List of Players:

- Select “**Information**” folder
- Select “**Current Winter 2016 Alpha**” folder, list should appear on right of the screen
- Return to “**Today’s Games**”

Open Score Sheet:

- In “**Today’s Games**” current line-ups should appear
- At times this may be slow.....wait for the drop box to sync, if not in timely manner
- Right click on the “**Dropbox**” icon in the lower right corner
- Select the Gear on the right
- Select “**Pause Syncing**”, right click again on “**Dropbox**”
- Select “**Syncing Paused**”, “**Resume Syncing**”, new line-ups should appear, if not repeat
- Select your games
- Check against field line-up sheets

## GAME INFORMATION:

Information will be preloaded but check for changes

- Select "View" from the Menu
- Select "Game Information"

Note: On top of the screen there are 3 tabs; "Game Info", "Visitors", "Home"

The "Game Info" tab will be displayed

"Location" is displayed with a drop-down box

- Correct field information will be displayed.
- **Buffalo Glen F1, F2, F3 or F4** or **Saddlebrook F1, F2, F3, or F4**

Select the "Location:" drop-down box

- Select "Scorekeeper"
- Correct name should be displayed
- If not, move to the input area, **type your name**

Select the "Location:" drop-down box

- Select "Plate Umpire"
- Correct umpire should be displayed
- If not move to the input area, **type umpire's name**

Select the "Location:" drop-down box

- Select "Field 1 Umpire"
- Correct umpire should be displayed
- If not move to the input area, **type plate umpire's name**

Note:

- If umpire names are not available, entered them before the game is finalized
- "Visitors" and "Home" team tabs will display the teams you are scoring

## SCREEN LAYOUT:

- "Main Window" is the same as a paper score sheet
- The box on the right is the "At Bat Scoring" area
- Top line in the box displays the current batter

The ball field is displayed with a 1 outs, "RBI", "ER", numbered playing positions

- A menu runs Up/down the right side, "Batter", "Undo", "Comments", "Pitcher", "Last", "Skip"
- "Scoring at Bat" menu is below the "At Bat Scoring" area
- "Batting Stats" area are automatically filled by the computer program
- "Line Score" is also filled by the computer program

Note: The right side is for scoring and the left side displays the results

## Line-ups:

Note: Current line-up has been previously installed use these steps when there is no previously installed line-up

### Visitor's Line-up:

A blank visitor's blue score sheet should be displayed

1. Select the "#" box, the roster is displayed, then scroll down and select a name
2. Tab to the "P" field select the player's position
3. Tab twice to the next section and enter the next player
4. Repeat steps 1-3 until all names/positions have been added
5. Review and make sure all player information is correct
6. Check under the first column for the correct opposing team's pitcher

### Home Team Line-up:

Select "View" from the menu

Select "Home team", the blank yellow home team score sheet should be displayed

- Repeat the steps 1-6
- Select "View" from the menu
- Select "Visiting Team"

## Manual Entries:

The player number "#" in the first column must be unique; two players cannot have the same number

Cut/paste to make adjustments to a lineup

- Move cursor to "Player" box for the player being moved, right click, select cut
- Move cursor to the "Player" box on a blank section, right click, select paste
- For a player being removed, right click, clear

Sub - If a player is not in the roster consider them a sub

- Locate the blank section at the end of the list you entered
- Select the "#" field, enter a number starting with 50 or above
- Tab to the "Player" box type the sub's name in caps, see below  
**FIRST NAME** space **S-LAST NAME**
- Check the paper Master list and make sure the name was typed correctly  
Note: A new player may not be on the Master, enter as given and tell John
- Remember to insert **S-** before the last name
- Tab to "P" field, enter a position, if unknown use "DH-Designated Hitter"
- When the position is identified go to "P" and add before the game is finalized

Replacement/Injury Sub

- Place the cursor under the blank player number of the injured player
- Select the "#" field; enter a number above 50 that has not been used before
- Tab and enter replacement player **FIRSTNAME** space **S-LASTNAME**
- Tap enter position if known or "DH-Designated Hitter"
- Tab to the inning column, the inning the sub entered the game

If a sub is not needed because of a 12 man roster

- Select "Skip" from the side menu on the injured players name

Flip/Flop

Rule is use if enforced by Division 3 and occurs when the visiting is 10-14 runs ahead at the end of the sixth inning

- Record the last out as usual

- Select "Last" on the visiting player in the seventh inning
- Select "Batter" and it will take you back to the Home team
- Game will continue in the flip/flop mode

Ready to start the game

## Review the following before you begin scoring:

### DEFIITIONS:

#### Base hit vs. an Error:

- Consider how hard the ball was hit, how difficult was the defensive play, and the speed of the runner.
- Any ball hit to a defensive player that should have resulted in an out somewhere is an error. If the defensive player does not make the play it was an error.
- A ball hit hard to an infielder or outfielder where he has to move a lot to make the play and cannot is a base hit. Mostly it is common sense if the defensive player should have been able to make the play and does not it is an error.
- A throw to a base that arrived on time to make the out and the fielder drops the ball it is an error, not a base hit.
- If a batted ball is a base hit and then misplayed the batter should be given as many bases as he would have received if fielded correctly, so a single or double that turns into the batter getting more bases a single, double, or triple and the extra bases are due to an error.
- A runner who beats out a ground ball that was played flawlessly is a base hit

#### RBI or Not:

- Runs scored are RBI's when they score as a result of the batter getting a base hit, but if the run scores as a result of an error it is not an RBI.
- RBI's are given even if the batter makes an out or on a fielder's choice play as long as no error was made that caused the run to score.

## Sacrifice Fly:

- When a batter hits a Sac Fly he is not charged a time at bat, therefore it is important that all Sac Flies are recorded properly.
- A sacrifice fly is scored when, with fewer than two outs, the batter scores a runner with a fly ball or line drive that is:
  - A. Caught
  - B. Dropped by an outfielder (or an infielder running into the outfield), and in the scorer's judgment, the runner could have scored after the catch had the fly ball or line drive been caught.

## Scoring Options:

### "Bat Scoring" area exception

- It is possible to select the next batter on the left, but not recommended

Note: Also if you need to go back more than just one or 2 batters to fix a problem, you can go to the left (actual score sheet section)

- "Right click" and use "Clear" on the drop down menu, to go back several batters or even a whole inning after the fact
- Fix issues

### "At Bat Scoring" Menu Options:

"RBI", "ER", and "Outs" are greyed out until selected

### "Side Menu Options":

"Batter" switches to the next batter and controls the innings

"Undo" used to go back and change a play

"Comment" used to add information on a player when a runner needed.

- First flag the player as needing a runner then
- When the runner is assigned enter player's name in the "Comment" area

"Pitcher" is not used, is not applicable

"Last" is used to identify the last batter when the inning ends with less than 3 outs because of the 5 run rule, or catch up, or mercy rule

"Skip" is used when a team starts with 12 players but ends up with 11 due to injury. The injured player would be skipped when he next comes to bat

### "Scoring at Bat" Menu Options: "Hit BB FC E K F DP SAC More"

Note: When a menu is selected a drop-down menu maybe displayed with more options

When recording plays in the "Scoring at Bat" area it automatically fills in the "Main Window" score sheet.

"Hit" = 1B-Single, 2B-Double, 3B-Triple, Home Run, 2-Base GRD (Ground Rule Double)

"Hits" can also be recorded by selecting the base that represents the hit ie. 1<sup>st</sup> base for a single, 2<sup>nd</sup> base for a double, 3<sup>rd</sup> base for a triple, home plate for a home run

"BB" = "BB-Base on Balls (Walk)", other choices N/A

"FC" = (Fielder's Choice)

- All runners advance safely
- No runners advance
- Runner on 1<sup>st</sup> base put out
- Runner on 2<sup>nd</sup> base put out
- Runner on 3<sup>rd</sup> base put out

"E" = Error

"K" = "K-Strikeout" "KS-strike out swinging" or a foul third strike, all other options N/A

"F" = a more detailed way of recording outs, N/A at this time

"DP" = "DP-Double Play" at the bottom or

- Select "DP" from the menu, scroll down
- Select the appropriate sequence or "DP-Double Play" at the bottom
- Select "Batter" before scoring

Note: If one batter is scored over the previous batter will result in errors.

If you select the "Double Play Wizard" screen

- Select the player that made the first out, positions will be displayed
- Select the position where the out occurred
- Select "Next Out"
- Select the player for the second out
- Select the position where the out occurred or
- Select "MORE" "TP-Triple Play" to add one more out sequence

Note: Message will be displayed stating "base runners may need to be advanced"

- Advance runners if they are not in the correct position
- Select "OK"

"SAC" = "SF-Sacrifice Fly", "SFE-Sacrifice Fly with error", all other options N/A

"More" = Advance runner to home, 3rd, 2nd, "TP-Triple play", other options N/A

Note: Runners can be manually advanced by

- "Left click" the player and drag to the next base or
- "Right click" on the runner and then "Left click" the base where he advanced

Notes: On the "Main Window" when a play is recorded the next batter is highlighted or after recording a play you may need to select "Batter" to advance to the next batter

When a play is recorded the program moves to the next player but there may be times when you need to select "Batter" to transfer to the next player.

After three outs, select "Batter" to move to the other team

When 5 runs are scored to end the inning, make sure the correct inning box for that batter is highlighted on the left of the screen

- Select "Last" on the side menu
- Select "Batter" to move to the other team

Note: Wait, Wait, Wait.. Watch a play to its conclusion, and then record the play. Recording before the umpire calls time may result in recording the wrong play and make reversal more complex.

### "Extra Innings"

- From the Main Window
- Select the player that is going to be on second base
- Select "More"
- Select "ITB – Int'l Tie Breaker" to put the player on second base
- Move down to the next player to bat

## FINALIZE THE GAME

- Select "Tools" from the Menu
- Select "Game State"
- Select "Finalize Game"
- Select "NEXT"

From the "In Progress" drop-down menu

- Select the appropriate reason for ending the game (End-Regulation) (End-Extra-innings) (End-Run Rule) etc.

From the "Regulation Innings:" (or other reason for ending the game) drop-down menu

- Select "7-Fastpitch/Baseball"
- Select "NEXT"

From the drop-down menu

- Select "Winning Pitcher:" and "Losing Pitcher:"
- Select "NEXT"

On the next screen select both "Home Team" and "Visiting Team"  
Click "Finished"

## PROCESS REPORTS

Next steps: Generate "Game Summary Report" and "Scoresheet" reports so they can be transmitted to the Daily Sun

Game Summary Report:

From the "Menu Bar" at the top of the screen

- Select "File"
- Select "Export Game Summary"
- Select "Save"  
Note: "Game Summary Report" must be displayed.
- Select the "X" on the right to close the report

"Scoresheet"

- Select "File"
- Select "Export Scoresheet brief"
- Select "Save"  
Note: "Scoresheet" must be displayed
- Select the "X" on the right to close the scoresheet

Final report processing steps to make sure the reports have been generated

- Close the game by clicking on the "X" in the upper right-hand corner
- Check for three files for your game
- If you see a small blue dot the report are still updating
- If you see a small green check the update is complete, reports has been moved to the drop box

Prepare computer for storage when small green dots have been displayed:

- Turn off the monitor
- Turn off keyboard
- Turn off mouse
- Disconnect the power cord from the power strip and the monitor
- Place in the storage bin

Note: Last person to leave locks the cabinet