This quick start guide for DakStats Soccer is designed to familiarize new users with the main features and entry modes of the program. For more complete instructions, refer to the Operation Manual.

## Creating Seasons

1. Open DakStats Soccer.
2. Go to **Configure > Seasons and System Preferences**.
3. Click **Add,** and type in a name for the season under *Season Title*.
4. Select the *Default Play Entry Mode*.
5. Select the proper *Rules File* for your league.
6. Select the *Default Gender*.
7. Click **OK** when finished.



## Creating Teams

1. Go to **Configure > Teams**.
2. Select your season.
3. To add a new team, click **Add New**. If your league uses the DakStats Web-Sync, you may click the **Via List** button to select your teams from the list.
4. Type in a *Team Location*, *Nickname*, *Print Name*, and *Abbreviation* for each team.
5. Click **Save**, and then **Close** when finished.

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## Creating Rosters

1. Go to **Configure > Rosters**.
2. Select a season and your team.
3. Click **Add New**.
4. Type in the *First Name*, *Last Name*, and *Player Number* of the new player. All other information is optional at this point.
5. Click **Save,** and then **Close** when finished.



## Creating Games

1. Go to **File > New Game**.
2. Select the season and visiting and home team for the game.
3. Make sure the *Date* and *Start Time* are correct.
4. Select one of the following *Entry Modes*:
   - **Play-by-Play: Simple mode** records each play as it happens.
   - **Box Score: Game Totals** lets users enter end of game stats.
   - **Box Score: Period by Period** tracks stats for each period.

5. Click **Save Game**, and then click **Done** when finished.



*Note:* Go to **Configure > Games** to edit a game's information after it has been created. Select the correct *Season* and *Game ID* to make the appropriate changes.

## Play-by-Play Entry

Daktronics recommends that at least two people operate the DakStats software in Play-by-Play mode with one person acting as the spotter and the other actually entering the stats.

1. Go to **File > Open Game**.
2. Select the season and Play-by-Play (*Pbp*) game, and then click **OK**.

*Note:* In Play-by-Play mode, you can use the **[Space Bar]** to start and stop the game clock.

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## Entering Starters

Before beginning the game, the players/positions for each team should be assigned.

1. Click the **Subs** tab, and the *Starters* window will appear.
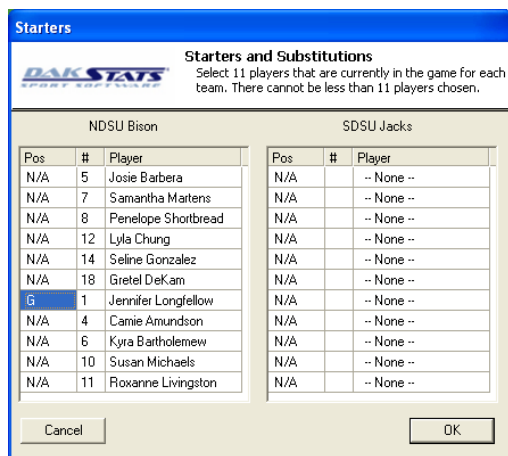


2. Enter the starters for each team by either typing each number in the number column or selecting each player from the drop down menu.

   *Note:* It is not necessary to set the position for every player, but the screen will not close unless a goalie is selected for each team.

3. You can use this same process for making substitutions to the starters later in the game.

## Using the Shot Chart
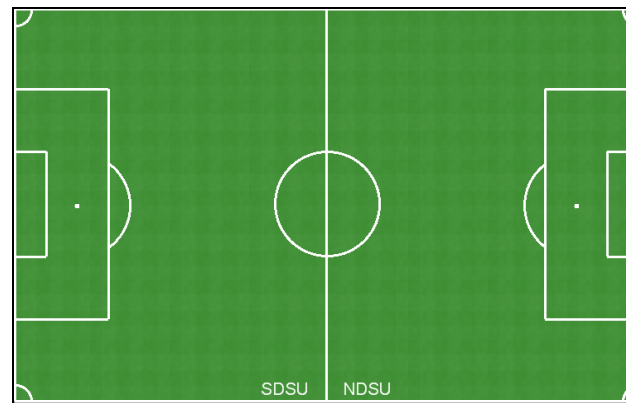


Using the shot chart is optional, and it may be disabled by clicking the **Toggle Field** button. If you accidently click on the field and a shot appears, click the **Redraw Shots** button to erase it.
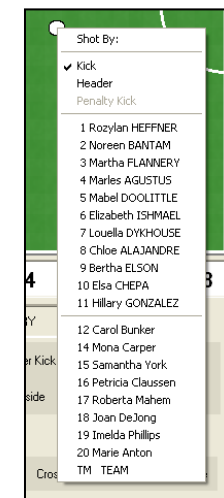
   

**Toggle Field**        **Redraw Shots**

## Made Shots

1. Click on the field where the shot was taken, and a white ball will appear.
2. Select the player who made the shot from the *Shot By* menu.

   *Note:* If the shot was a header, click **Header** before selecting the player.

3. Select **Goal** from the *Shot Result* menu.
4. Select up to two assisting players on the next menus. If no players assisted the made goal, click **None**.
5. The white ball turns black to indicate a successful shot.

## Attempted Shots

1. Click on the field where the shot was taken, and a white ball will appear.
2. Select the player who attempted the shot from the *Shot By* menu.
3. On the *Shot Result* menu, choose whether the shot was **Wide**, **High**, hit the **Post** or **Crossbar**, or if it was a **Goalie Save** or **Team Save**.

## Blocked Shots

1. Click on the field where the shot was taken, and a white ball will appear.
2. Select the player who attempted the shot from the *Shot By* menu.
3. On the *Shot Result* menu, select **Block**, and then select the player who blocked the shot.
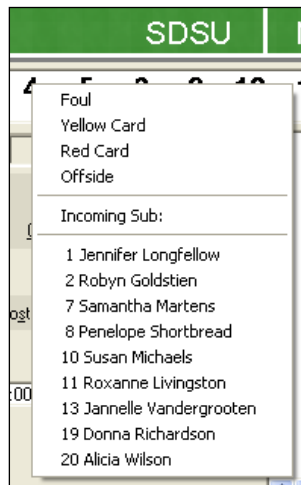
## Fouls

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

## Cards

1. Right-click on 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 on the player who received the offside from the in-game roster.
2. Select **Offside** from the list.

## Substitutions

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

## Using Play Entry Buttons

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

*Note:* If the shot chart is being used, then there is no need to use the **Miss**, **Goal**, or **Block** buttons.

## Made Shots

1. Click **Goal**.
2. Enter the jersey number of the player who made the shot, or click on a player from the in-game roster.
3. Enter the jersey number of the player(s) who made the assist, or click on the player(s) from the in-game roster.
4. Click **Kick**, **Header**, or **Own Goal** for the type of shot.

## Attempted Shots

1. Click **Missed Shot**.
2. Enter the jersey number of the player who attempted the shot, or click on a player from the in-game roster.
3. Choose whether the shot was **Wide**, **High**, **Post**, **Crossbar**, **Goalie Save**, or **Team Save**.

## Blocked Shots

1. Click **Block**.
2. Enter the jersey number of the player whose shot was blocked, or click on the player from the in-game roster.
3. Enter the jersey number of the player who blocked the ball, or click on the player from the in-game roster.
4. Click or press **Enter**.

### Corner Kicks

1. Click **Corner Kick (CK)**.
2. 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. Enter the jersey number of the kicker or click on the player from the in-game roster.
3. Click or press **Enter**.

### Penalty Kicks

1. Click **Penalty Kick (PK)**.
2. Enter the jersey number of the kicker or click on the player from the in-game roster.
3. Select the kick result (**Goal**, **Saved**, **Wide**, **High**, **Post**, or **Crossbar**).
4. Click or press **Enter**.

### Offsides

1. Click **Offside**.
2. Enter the jersey number of the kicker or click on the player from the in-game roster.
3. Click or press **Enter**.

### Cards

1. Click **Card**.
2. Enter the jersey number of the kicker or click on the player from the in-game roster. If the card is assigned to the team, enter "TM" or "?".
3. Select either **Yellow** or **Red**.
4. Click or press **Enter**.

### Timeouts

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

### Substitutions

See *Entering Starters*.

### Taking Timeouts

1. Click the **Timeout** tab or press **[F6]**.
2. Select the team that is taking the timeout.
3. Click or press **Enter**.

### Entering Penalties

1. Click **Card** or press **[F3]**.
2. Select a red or yellow **Player**, **Coach**, or **Bench** card.
3. If the penalty is on a player, enter the player's jersey number.
4. Click or press **Enter**.

### Editing Plays

1. Click on an incorrect play in the Play-by-Play script.
2. Make the necessary changes to the play, and then click or press **Enter**.
3. After editing a play, go to **Edit > Rebuild Stats**, and then select the **Go** option.

### Game Control

The **Game Control** menu contains several game options:

- **Start Next Period:** Begins the next period
- **Game Finished:** Ends the game
- **Balance:** Shows if every stat equals out for each team
- **Swap Teams:** Changes the sides of the field on which the teams are playing
- **Toggle Active Team:** Changes team possession
- **Use Previous Period's Starting Players:** Retains the same starters as the last period
- **Export game as XML file:** Saves the game in XML format

### *Edit*

The **Edit** menu contains several play-by-play options:
- **Insert Play:** Inserts a new play *before* a selected play
- **Add Play:** Inserts a new play *after* a selected play
- **Delete Play:** Deletes a selected play
- **Delete Event:** Deletes a selected event
- **Delete Period:** Deletes an entire period
- **Rebuild Stats:** Updates the season database after editing the play-by-play report

## Box Mode Entry

1. Open a game by clicking **File > Open Game**.
2. Select the season and Box mode game (*Box Tot* or *Box Per*), and then click **OK**.

### *Entering Scores*

Scores can be entered three ways:

- Double-*left*-click the cell for the appropriate period and team to increase the score by one. Double-*right*-click to decrease the score by one.



- Select a cell, type in a new value number for the score, and then press **[Enter]**.

- Select a cell, and click the green plus (**+**) button or red minus (**–**) button to increase or decrease the score.



### *Entering Stats*

Individual player stats are entered the same way as scores. Refer to the above instructions to record the stats too. When all stats and scores are entered, go to **Game Control > Game Finished**.

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

## Printing Season Stats

1. Go to **File > Print Season**.
2. Choose the season and your team.
3. Use the **All** through **Other** buttons to select game types to view.
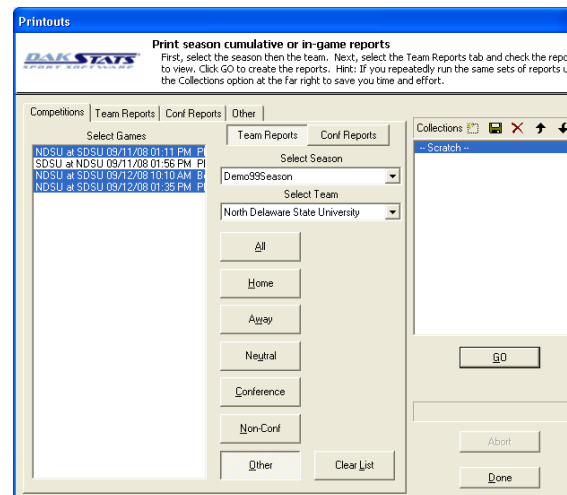


4. On the **Team Reports** sub-tab of the **Competitions** tab, click the **Add New Set of Reports** button next to the word *Collections*.

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5. Type in a name for the collection, and then click **OK**.
6. In the **Team Reports** tab, highlight the new collection. Check your most used or favorite printouts, and then click the **Save** icon.
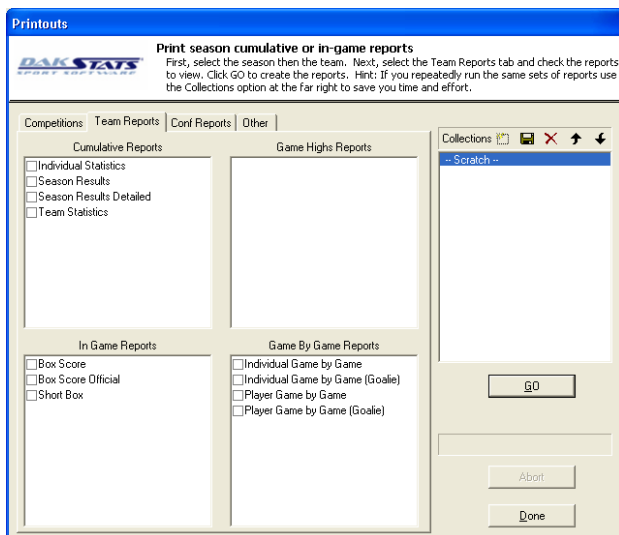


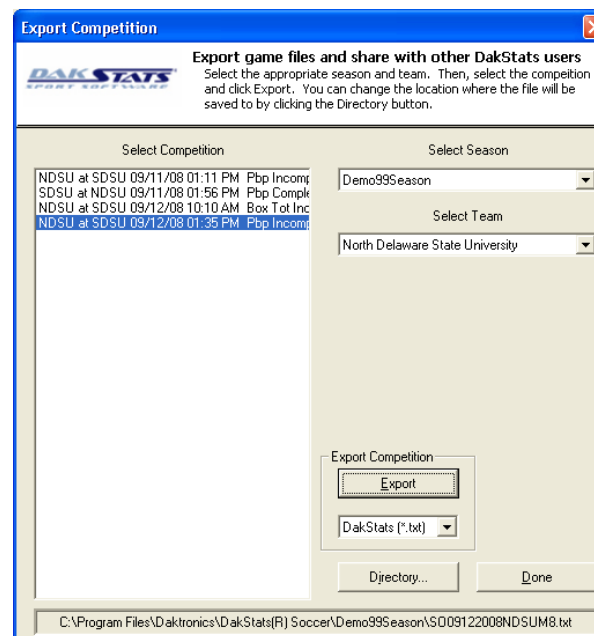7. Click the **Other** tab to enter a *Report Title* for the report.
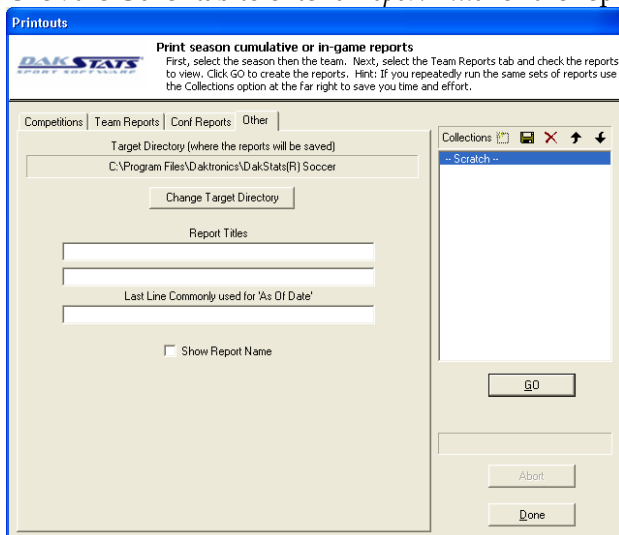


8. Click **GO** to view reports in the default Internet browser. Reports are created in HTML format for easy printing and posting on websites.

## Exporting Match Files

DakStats offers the ability to export and import game and roster files for quick and easy sharing with other DakStats users.

1. Go to **File > Export Game**.
2. In the *Export Competition* window, click **Directory** to change where the files are saved.
3. Select the season and team.
4. Highlight the competition you wish to export.
5. Click **Export**.



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## Importing Match Files

1. Go to **File > Import Game**.
2. Select the directory that contains the file(s) by clicking **Change Import Directory**. Click **OK** and the file(s) will appear on the left side of the *Import Competition* window.
3. Select the season, and then click **Import File**.

   *Note:* If prompted with a *Problem resolving TEAM* window, highlight the team from the list that matches the team in gray and click **OK**. If the team is not on the list, click **Add New**. Repeat the above steps if *Problem resolving PLAYER* appears.
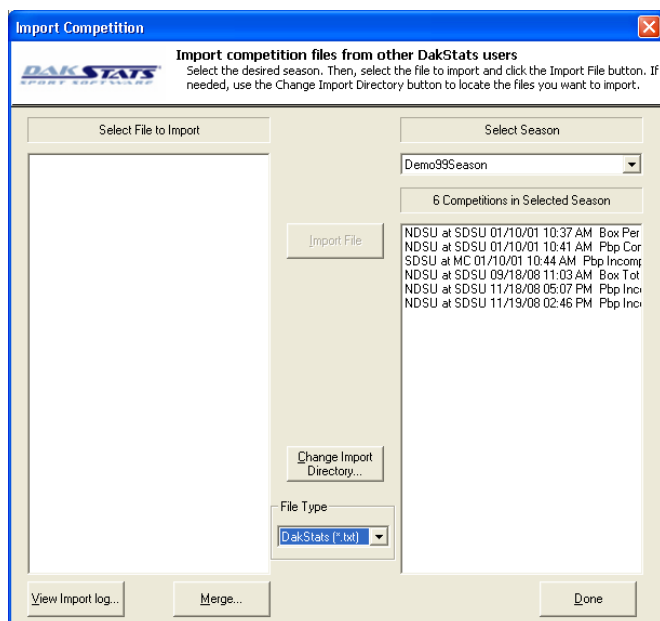


## Importing & Exporting Rosters
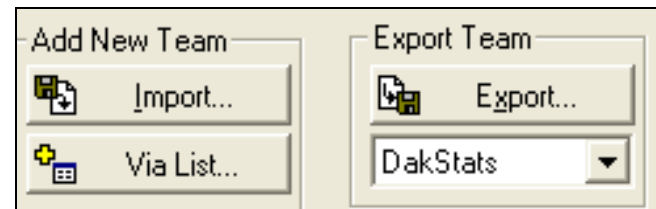


### *Exporting Rosters*

1. Go to **Configure > Teams**.
2. Select the season and highlight the team you wish to export.
3. Click **Export**, and then select the directory.
4. Be sure to click **Save** if any changes were made to the roster.

### *Importing Rosters*

1. Go to **Configure > Teams.**
2. Select the season you wish to import the roster and team into.
3. Click **Import**.
4. Select the desired directory.
5. Highlight the roster file, and then click **Open.**
6. Click **Save** to keep the changes in the roster.

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