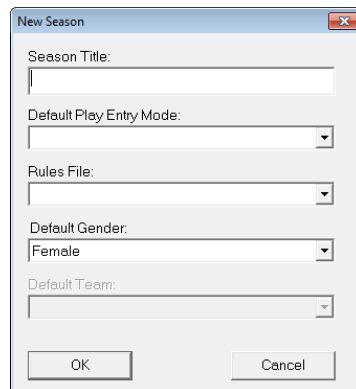


This quick start guide for DakStats Volleyball is designed to familiarize new users with the main features and entry modes of the program. For more complete instructions, refer to the Installation & Operation Manual (**ED-18152**), available online at dakstats.daktronics.com/Pages/Download.aspx.

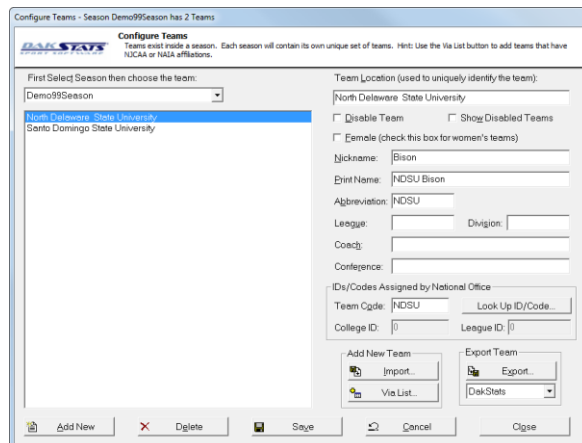
Creating Seasons

1. Open DakStats Volleyball.
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.



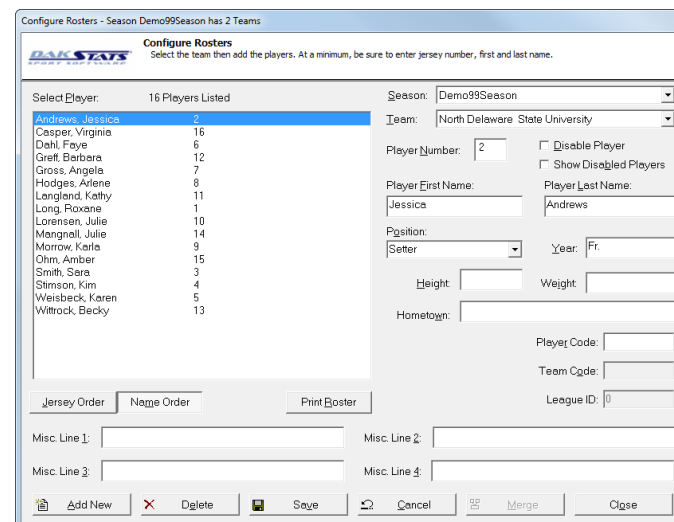
Creating Teams

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**.



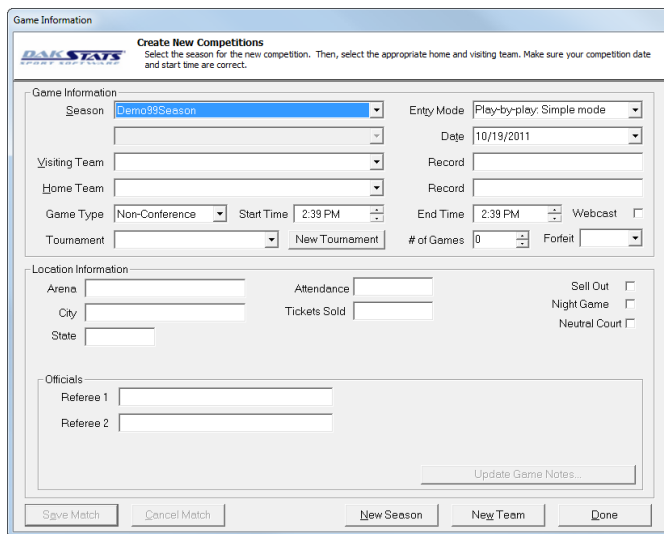
Creating Rosters

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**.



Creating Matches

1. Go to **File > New Match**.
2. Select the season and visiting and home team for the match.
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: Match Totals** lets users enter end of match stats.
 - **Box Score: Game by Game** tracks stats for each game.
5. Click **Save Match**, and then click **Done** when finished.



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


Play-by-Play Entry

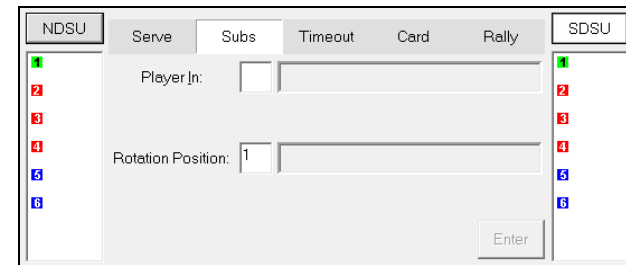
Daktronics recommends that at least two people operate the DakStats software in Play-by-Play mode with one person acting as the spotter and the other actually entering the stats.

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

Entering Starters

Before beginning the game, assign the players/positions for each team.

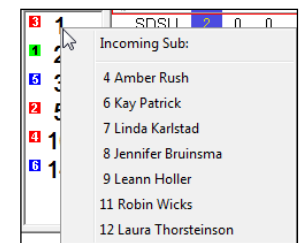
1. Press **[F2]** (or click the **Substitutions** button  or the **Subs** tab) to begin entering starters.
2. Enter the starting players for each team, either by typing in the player's number or by clicking on their name in the roster list.
3. Enter the player's *Rotation Position* (or select a position 1-6 in the list), and then press **Enter**.



Note: Press **[X]** or click the button with the other team's abbreviation to switch teams and enter their starters too.

4. You can use this same process for making substitutions to the starters.

Alternately, right-click the number of the player coming out and select the player coming in from the list.

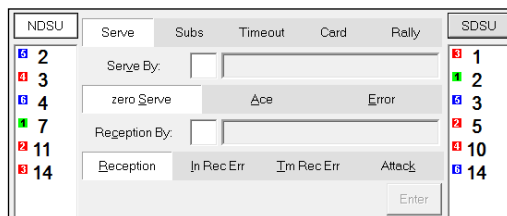


Play Entry Buttons & Shortcuts

Plays can be entered by clicking on the appropriate button or by using the hot keys signified by the underlined letter. Due to the fast pace of volleyball, it is recommended that you become familiar using keyboard hotkeys rather than using a mouse. Refer to the last page of this guide for a complete list of hotkeys. No plays save until you press **[Enter]**. You will not be able to record a play until you've entered the required information.

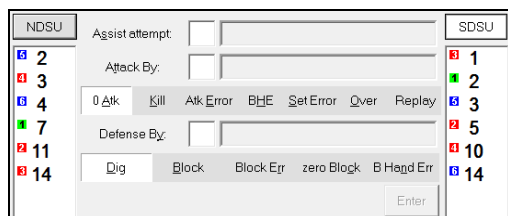
Entering Serves

1. On the **Serve** tab, enter the player's number who served the ball.



Note: When entering single digit numbers, enter a "0" first to jump to the next text box. Otherwise, press **[Tab]**.

2. Select a result:
 - **Zero Serve** - enter the player who received the ball if desired, or select **Attack**, and then press **[Enter]**.
 - **Acce** - select **In Rec Err (individual)** and enter the player, or select **Im Rec Err (team)** and then press **[Enter]**.
 - **Error** - press **[Enter]**.
3. If there was a reception or attack, enter the player who made the *Assist attempt* as needed. This is typically only recorded for plays resulting in a kill, but it is required for Set and Ball Handling Errors.



4. Enter the player who made the attack as needed.

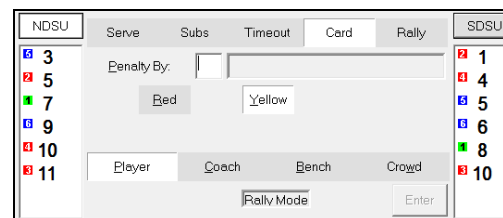
5. Select a result:
 - **0Atk** - select **Dig** or **zero Block** along with the defensive player(s), and then press **[Enter]**.
 - **Kill** - select **Block Err** or **B Hand Err** along with the defensive player as needed, and then press **[Enter]**.
 - **Attack Error** - select **Block** along with the defensive player(s) as needed, and then press **[Enter]**.
 - **BHE** - select **No Set Error** or **With Set Error** as needed and then press **[Enter]**.
 - **Set Error** - press **[Enter]**.
 - **Over** - press **[Enter]**.
 - **Replay** - press **[Enter]** to start the play over with a serve.
6. If a 0 Atk or Over occurred, continue recording the play until a point is scored.

Taking Timeouts

1. Press **[F6]** or click the **Timeout** tab.
2. Select the team that is taking the timeout (press **[T]** to toggle between teams).
3. Press **[Enter]**.

Entering Cards

1. Press **[F3]** or click the **Card** tab.
2. Press **[X]** to switch teams if needed.
3. Select a **Red** or **Yellow** card and the type of penalty (**Player**, **Coach**, **Bench**, or **Crowd**).
4. If the penalty is on a player, enter the player number.
5. Press **[Enter]**.



Editing Plays

1. Click on an incorrect play in the Play-by-Play script. To edit the last play, press [Ctrl] + [L]. The fields to edit will turn yellow.
2. Make the necessary changes to the play, and then 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 Game:** Begins the next game
- **Match Finished:** Ends the match
- **Rally Score:** Starts/stops rally scoring
- **Substitutions:** Opens the **Sub** tab
- **Red/Yellow Card:** Opens the **Card** tab
- **Balance:** Shows if every stat equals out for each team
- **Swap Teams:** Changes teams to the other side of the court
- **Time Out:** Opens the **Timeout** tab
- **Side Out:** Inserts a side out
- **Point:** Adds a point to the active team's score
- **Replay:** Ends the current play without adding points
- **Export as XML file:** Saves the game in XML format

Edit

The **Edit** menu contains several play-by-play options:

- **Add Play:** Inserts a new play *after* a selected play
- **Insert Play:** Inserts a new play *before* a selected play
- **Delete Play:** Deletes a selected play
- **Add Serve:** Inserts a new serve *after* a selected play
- **Insert Serve:** Inserts a new serve *before* a selected play
- **Find Play:** Searches for a specific play
- **Find Serve:** Searches for a specific serve
- **Add/Edit Play Commentary:** Adds text in the play-by-play report
- **Rebuild Stats:** Updates the season database after editing the play-by-play report
- **Check for Errors:** Checks the game for statistical errors
- **Include Subs in Check for Errors:** Enable only if entering every sub

Box Mode Entry

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

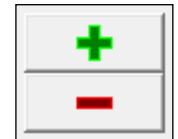
Entering Scores

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.

Team	1	2	3	GW
NDSU	12	5	6	0
SDSU	15	15	15	3

- 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.



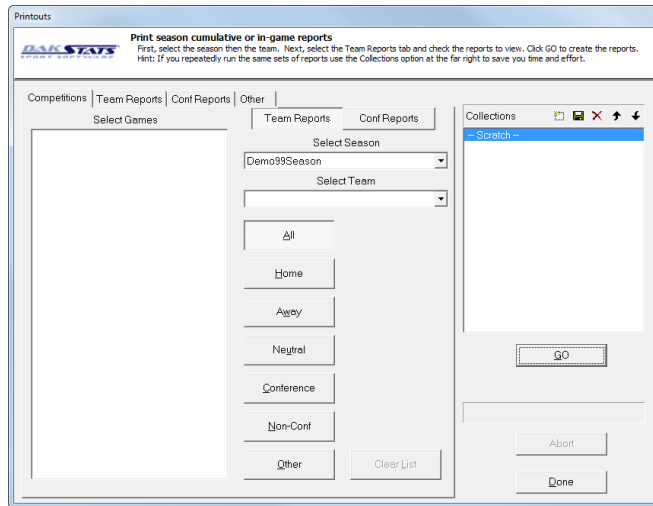
Entering Stats

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 > Match Finished**.

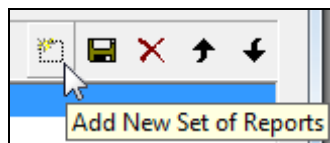
Note: Go to **Game Control > Balance** to check game stats for errors. A red X will indicate an error to correct.

Printing Season Stats

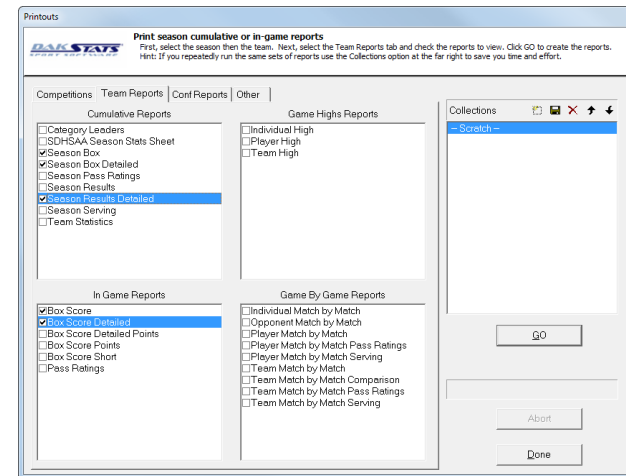
1. Go to **File > Print Season**.
2. Choose the season and your team.
3. Use the **All** through **Other** buttons to select game types to view.



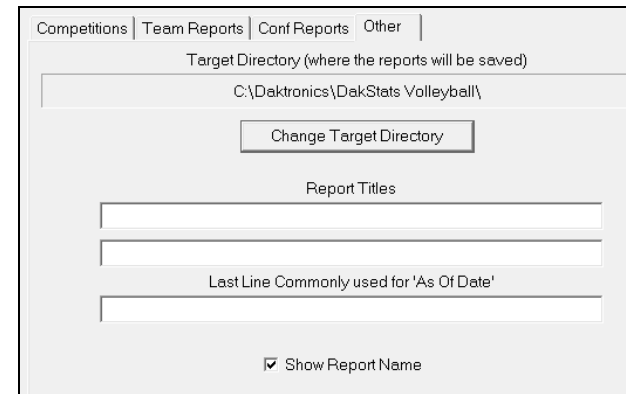
4. On the **Team Reports** sub-tab of the **Competitions** tab, click the **Add New Set of Reports** button.



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.

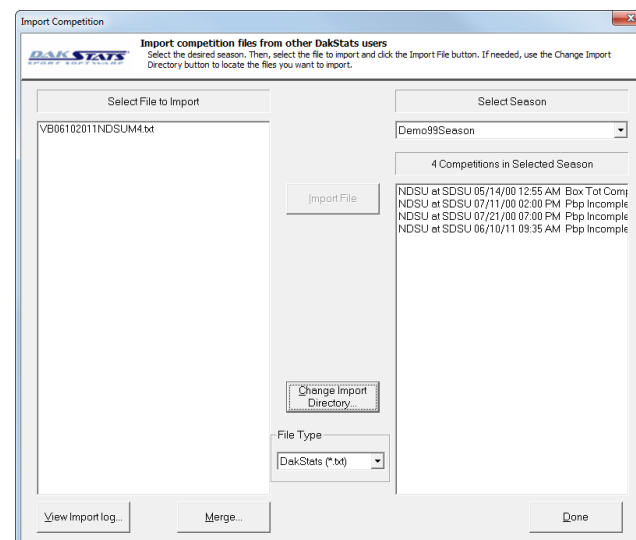
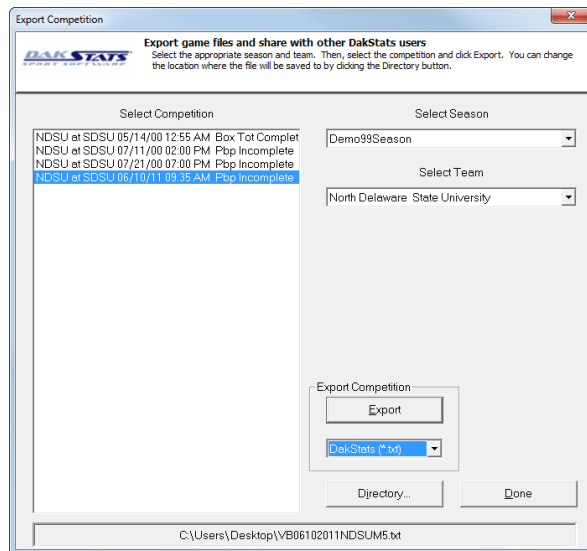


8. Click **GO** to view reports in the default Internet browser. Reports are created in HTML format for easy printing and posting on websites.

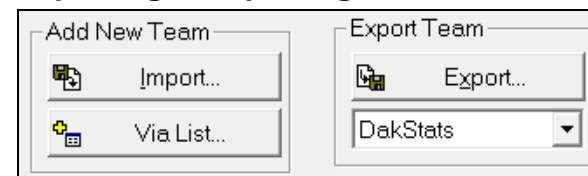
Exporting Match Files

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 Match**.
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**.



Importing & Exporting Rosters



Importing Match Files

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

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.

Play-by-Play Tips & Tricks

- There is a one or two game learning curve. Don't try to be the official stat keeper for a match if you have never used the software before.
- Practice taking stats while watching game film to get used to the pace of the game and software buttons for common plays.
- Have a good spotter to watch the game and describe each play.
- Have pens and paper on hand just in case of technical difficulties.
- Keep things simple to start, and then add more stats to record as you become familiar with the flow of the game and the software.
 - **Assist Attempts** – If you are going to track every touch of the ball, press **[Ctrl] + [D]** and set the *Default Player* to **Assist Player**. Otherwise, leave this set to **Attack Player** until you are comfortable recording all assist attempts.
 - **Substitutions** – Subs are not required by the software. At any point, you can select a player from the roster and credit them with a stat even if they are not listed as in-game.
 - **Receptions** – Receptions are optional on serves in DakStats, but they may be required by certain leagues.
- The first touch for an attacking team after a block back (zero block) is not a stat, so your spotter should not call this contact. Ignore this touch unless it leads directly to a kill, in which case it would be an assist.

Keyboard Hot Keys

- **[F1]** – opens users manual
- **[F2]** – switches to **Subs** tab
- **[F3]** – switches to **Card** tab
- **[F4]** – opens Balance window
- **[F5]** – changes teams to the other side of the court
- **[F6]** – switches to **Timeout** tab; **[T]** – toggles the team
- **[F7]** – Side Out. Similar to F8, but switches serving team as well.
- **[F8]** – Point. Useful when not sure how to stat a play, but you need to keep moving.
- **[F9]** – Replay (press **[Enter]** to confirm)
- **[F10]** – View Home roster/stats
- **[F11]** – View Visitor roster/stats
- **[F12]** – View both Visitor & Home rosters/stats

- **[Ctrl] + [N]** – opens *Game Information* window (new game)
- **[Ctrl] + [O]** – opens *Open Match* window
- **[Ctrl] + [P]** – opens *Printouts* window (season)
- **[Ctrl] + [I]** – opens *Reports* window (game)
- **[Ctrl] + [X]** – deletes last play (must select **Yes** to confirm)
- **[Ctrl] + [L]** – edits the last play
- **[Ctrl] + [D]** – opens *Configuration* window
- **[U]** – clears the Assist attempt on the Attack screen
- **[X]** – toggles the active team
- **Comma, Period, Semicolon** – these keys may be used as a shortcut for any player number on both teams. Press **[Ctrl] + [D]** to access the setup menu, or right-click player in the roster.
- **[?]** – Team Player (TM). Use this anytime you can't see the player number and need to keep entering stats (or if a play should be credited to the Team Player).
- **[T]** – Attack on Two (on second contact). Used on the attack screen, this moves the player in the *Assist attempt* field to the *Attack By* field, and looks to see if it can grab the dig/pass from previous play for the assist. It will not overwrite the attacker if it's already populated, nor will it change the attacker if assist and attack will be the same player.