

# School SID

---

## NAIA Web-Sync<sup>®</sup> Manual

DD1379209

Rev 5 – 14 July 2010

# DAKTRONICS

## **DAKTRONICS, INC.**

### **Copyright © 2009-2010**

All rights reserved. While every precaution has been taken in the preparation of this manual, the publisher assumes no responsibility for errors or omissions. No part of this book covered by the copyrights hereon may be reproduced or copied in any form or by any means – graphic, electronic or mechanical, including photocopying, taping or information storage and retrieval systems – without written permission of the publisher.

*All trademarks used in this manual are property of their respective owners.*

# Table of Contents

---

<b>Section 1:</b>	<b>Introduction.....</b>	<b>1</b>
1.1	System Overview .....	1
1.2	DakStats / NAIA History .....	1
1.3	Web-Sync Integration .....	1
1.4	Statistical Updates.....	1
1.5	Missing Stats Reports .....	2
1.6	Software Conventions .....	2
1.7	DakStats and Web-Sync Support .....	3
<b>Section 2:</b>	<b>DakStats Installation &amp; Registration.....</b>	<b>5</b>
2.1	Installation.....	5
2.2	Running the Software .....	5
2.3	Registering the Software .....	5
<b>Section 3:</b>	<b>DakStats Setup .....</b>	<b>7</b>
3.1	Creating Seasons .....	7
3.2	Creating a Web-Sync Profile.....	7
3.3	Entering a Schedule .....	8
	Adding Teams .....	8
	Creating Games.....	8
3.4	Importing Games .....	9
3.5	Entering Rosters .....	9
	Creating a Roster.....	10
	Downloading Opponent Rosters .....	10
<b>Section 4:</b>	<b>Web-Syncing.....</b>	<b>11</b>
4.1	Web-Syncing.....	11
	Season.....	11
	Game.....	11
4.2	Submitting & Retrieving Game Files .....	12
	Submit Game File.....	12
	Retrieve Game File.....	12
4.3	Web-Sync Message Center.....	12
	Viewing General Messages.....	13
	Viewing Game Download Message .....	13
	Hiding Messages.....	13
4.4	Advanced Features .....	14
	Downloading Opponent Rosters .....	14
	Merging Competitions .....	15
	Reconcile Career Player IDs .....	16
	Set Webcast Links .....	16
<b>Section 5:</b>	<b>Webcast Feature.....</b>	<b>19</b>
5.1	Webcast on Web-Sync Computer .....	19
	Configuring the Web-Sync Webcast.....	19
	Setting Webcast Links on Web-Sync Site.....	19
5.2	Webcast on Secondary Computer.....	19
5.3	Webcasting During the Game .....	20

<b>Section 6:</b>	<b>Web-Sync Team Admin Pages.....</b>	<b>21</b>
6.1	Login .....	21
6.2	Editing Team and Sponsor Information.....	21
	Team Information .....	22
	Team Page Background Color and Text Color.....	22
	Team Logo.....	22
	Division, Region, or Conference Alignment.....	22
	Sponsor Advertisements .....	23
6.3	Managing Headshots.....	23
<b>Section 7:</b>	<b>Web-Sync Tournaments.....</b>	<b>25</b>
7.1	Web-Sync Tournament Setup.....	25
7.2	DakStats Version .....	25
7.3	DakStats Setup.....	25
7.4	Web-Syncing Tournament Statistics .....	26
<b>Section 8:</b>	<b>WebTickers .....</b>	<b>27</b>
<b>Section 9:</b>	<b>Troubleshooting Common Problems.....</b>	<b>29</b>
9.1	Duplicate Players within Rosters .....	29
9.2	Duplicate Teams within DakStats.....	29
9.3	Invalid Team Code When Web-Syncing.....	30
9.4	Moving DakStats to a New Computer .....	30
9.5	Deleting Games / Duplicate Games on Web-Sync Site .....	30
9.6	Incorrect Career Statistics.....	31
9.7	Deleting Players from the Web-Sync Site .....	31
<b>Appendix A:</b>	<b>DakStats and Web-Sync Setup Checklist.....</b>	<b>33</b>

# Section 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.

## 1.1 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 by allowing the user to quickly report statistics. Statistics can either be entered directly into the DakStats program or imported from XML game files provided from third-party statistics software.

## 1.2 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 Fall 2007, providing users with new reports and leader lists.

Page views for the Web-Sync site topped 32 million in the 2008-2009 seasons, illustrating the success of the DakStats/NAIA partnership.

## 1.3 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

## 1.4 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 right 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

## 1.5 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 have 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.

## 1.6 Software Conventions

This manual contains the following software conventions and terminology:

<b>Bold</b>	Indicates an item that requires direct action, such as clicking, pressing, selecting or formatting.
<i>Italics</i>	Indicates onscreen text or labels that are not clickable.
<b><i>Bold Italics</i></b>	Used to reference items within the manual, such as figures or sections, as well as other documents and important notes.
[X]	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 (ex. <b>File &gt; Open</b> ).

## 1.7 DakStats and Web-Sync Support

DakStats.com includes a searchable Support Knowledgebase that can help answer many questions about the DakStats program or the Web-Sync process. To search the articles, go to [www.dakstats.com](http://www.dakstats.com) and click **Support**.

If any question is not answered after reading the Support Knowledgebase, contact the DakStats Helpdesk at [dakstats@daktronics.com](mailto:dakstats@daktronics.com) or call 888-325-7828.





## Section 2: DakStats Installation & Registration

### 2.1 Installation

The DakStats application can be installed from either the Internet or a CD, and it can be installed on multiple computers.

1. Open an Internet browser.
2. Type <http://www.dakstats.com> in the address box. This address takes the user to the download portion of the DakStats website.
3. Once at the *Download* webpage, click **Click Here** next to the appropriate sport to download the DakStats software.
4. In the window that appears, click **Run**.
5. If another window appears saying that the publisher could not be verified, click **Run**.
6. Follow the installation steps as they appear on the screen.
7. After the installation is finished, it is recommended to restart the computer.

*Note:* To update a previously downloaded version of DakStats, download the program as described above. When asked to **Modify**, **Repair**, or **Remove** the program, click **Repair**.

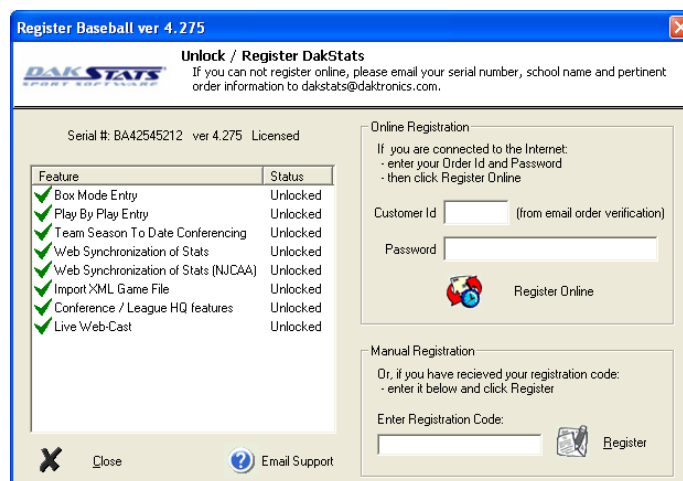
### 2.2 Running the Software

After downloading to a computer, the DakStats application is instantly available for operation. To run the application, double-click the DakStats icon on the desktop. After double-clicking the icon, the main application screen will appear.

The software can also be run by clicking the Start button, navigating to the “DakStats(R)” folder, and selecting the appropriate sport.

### 2.3 Registering the Software

To register the software, open the DakStats application and go to **Help > Register**. Enter the user’s Team ID in the *Customer Id* field and the user’s Web-Sync password in the *Password* field (*Figure 1*). Please contact [dakstats@daktronics.com](mailto:dakstats@daktronics.com) to get this product registration information if it is not already known or if it is lost.



*Figure 1: Registering the Software*



## Section 3: DakStats Setup

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

1. Creating Seasons
2. Creating Web-Sync Profile
3. Entering Rosters
4. Entering Schedules

### 3.1 Creating Seasons

Statistics are sorted by games within a season.

1. In the DakStats program, go to **Configure > Season and System Preferences**.
2. Click **Add** (Figure 2).
3. Enter a *Season Title*. Ex. "2009 Men's Basketball"
4. Select the *Default Play Entry Mode*.
5. Select "RulesNCAA.ini" as the *Rules File*.
6. Select the *Default Gender*.
7. Click **OK**.

*Note:* As long as Web-Sync is unlocked in the software, DakStats will automatically go to the *Set Default Team* screen to set up a Web-Sync profile.

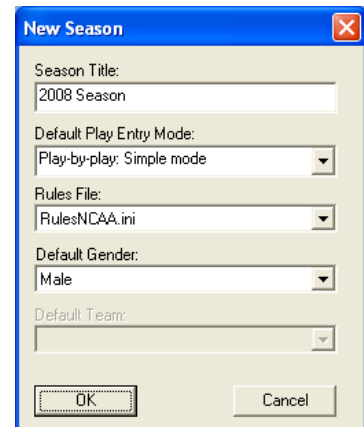


Figure 2: Entering Season Information

### 3.2 Creating a Web-Sync Profile

1. Go to **Web-Sync > Setup**.
2. Click **Add Profile**.
3. Choose "NAIA" from the *League* dropdown. If "NAIA" does not appear, choose **Update League**.
4. Choose the home team from the *Teams* dropdown. If your team does not appear, click **Update Teams**.
5. Fill in the *Email* field.
6. Choose a *Profile Type*:
  - **Full Web-Sync:** This profile type gives the user 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 times third party schools. New games and statistics for those games may be uploaded, but rosters cannot be edited.
7. Click **Save**.
8. Click **Done**.

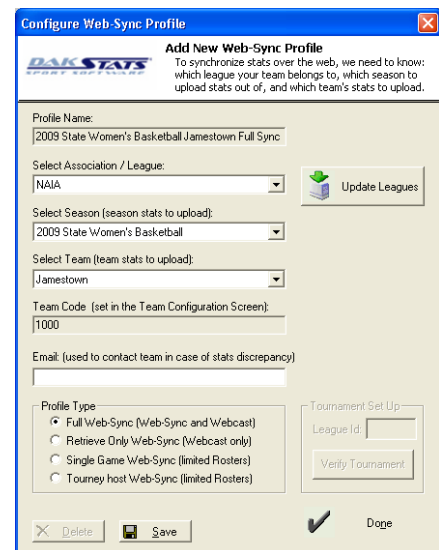


Figure 3: Creating a Web-Sync Profile

### 3.3 Entering a Schedule

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:** It is highly recommended to enter the team's entire schedule and complete a Web-Sync before the season starts so that fans and media can view the full schedule online.

#### Adding Teams

1. Go to **File > New Game**.
2. Select a season from the *Season* dropdown menu.
3. Click the *Visiting Team* dropdown. If the team is listed, click it. If not, click **Select a New Team (Figure 4)**.
4. On the *Look Up League ID* window, select a *League*, and then select the team(s).

**Note:** To select more than one team at a time, hold the **[Ctrl]** key while clicking the teams.

5. Click **Select** and the new teams may then be selected for the *Home Team* or the *Visiting Team*.

The screenshot shows the 'Create New Competitions' window in the DakStats software. The window has a blue header with the DakStats logo and the title 'Create New Competitions'. Below the header, there is a sub-header 'Game Information' and a brief instruction: 'Select the season for the new competition. Then, select the appropriate home and visiting team. Make sure your competition date and start time are correct.' The form contains several sections: 'Game Information' with dropdowns for Season (2007 SDSU Football), Entry Mode (Play-by-play: Simple mode), Date (7/29/2008), and a dropdown for Visiting Team; a section for Home Team and Game Type; 'Location Information' with input fields for Stadium, City, State, Temp, and Weather, and checkboxes for Sell Out, Night Game, Neutral Field, Indoor Stadium, and Natural Surface; 'Attendance' and 'Tickets Sold' input fields; 'Intermission Length' input field; and 'Officials' with input fields for Referee, Umpire, Linesman, Line Judge, Back Judge, Field Judge, and Side Judge. A 'Select a new team...' dropdown menu is open for the Home Team, listing several teams. At the bottom, there are buttons for 'Save Game', 'Cancel Game', 'New Season', 'New Team', and 'Done'.

**Figure 4:** Adding Teams & Creating Games

#### Creating Games

1. Go to **File > New Game**, and fill in 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**.

### 3.4 Importing Games

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

1. Go to **File > Import Game**.
2. Choose the *File Type* (Figure 5).
  - To import a file from another DakStats user, choose **DakStats [\* .txt]**.
  - To import an XML file from third-party software, choose **SC XML [\* .xml]**.
3. Click **Change Import Directory**, and browse to the directory where the game files are saved.

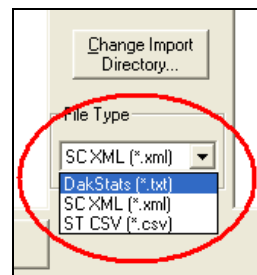


Figure 5: File Type

*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 below, click **Add New**.
  - If after selecting a team, the *Please select the appropriate PLAYER* window appears (Figure 7), match the player listed above with the same player listed below and click **Select**. If the player does not exist below, click **Add New**.

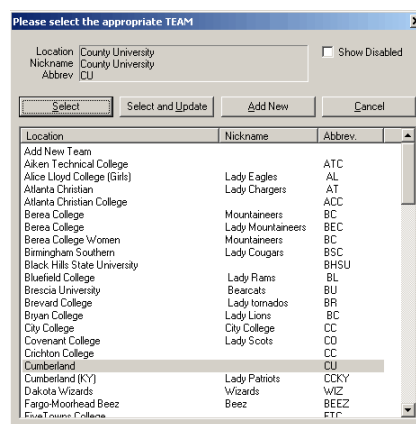


Figure 6: Matching Imported Teams

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.

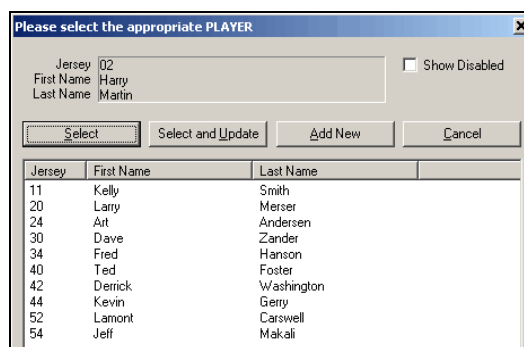


Figure 7: Matching Players

### 3.5 Entering Rosters

If the school has used the Web-Sync service in previous years for the current sport, the previous year's roster will download into the DakStats program the first time Web-Sync is used (see Section 4.1). From there, delete players that are not on the current team, and add new players, as explained below.

If this is the first season the school will be Web-Syncing, enter the current roster for the team. Changes to the roster can be made later if necessary.

## Creating a Roster

1. Go to **Configure > Rosters** (Figure 8).
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. See [Section 4.3](#) to download opponent rosters. If they are not NAIA, they must be entered as stated above.

The screenshot shows the 'Configure Rosters' application window. The title bar reads 'Configure Rosters - Season Demo99Season has 5 Teams'. Below the title bar is a sub-header 'Configure Rosters' with a note: 'Select the team then add the players. At a minimum, be sure to enter jersey number, first and last name.' The main area is divided into two panes. The left pane, titled 'Select Player: 20 Players Listed', contains a list of player names and their jersey numbers. The right pane contains form fields for adding a new player: 'Season' (Demo99Season), 'Team' (North Delaware State University), 'Player Number' (4), 'Player First Name' (Camie), 'Player Last Name' (Amundson), 'Position' (MF), 'Year' (Sr.), 'Height', 'Weight', and 'Hometown'. At the bottom of the window are buttons for 'Add New', 'Delete', 'Save', 'Cancel', 'Merge', and 'Close'.

Figure 8: Adding Players to a Roster

## Section 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.

### 4.1 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 [Section 3.2](#).
3. Enter the *Password*.

*Note:* If the password is not known or it is lost, please contact [dakstats@daktronics.com](mailto: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 9](#)).
6. Click **Done** to exit.

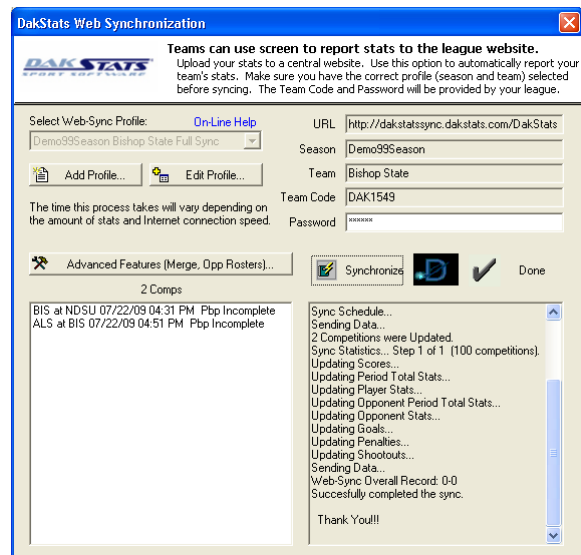


Figure 9: Completed Web-Sync Process

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 11](#)), which will allow them to download the competition to their computer.

## 4.2 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 10), 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:* Users should download the Home team's file when one is available.

4. Click **Done** when finished.

An alternate way to retrieve games involves the *Web-Sync Message Center* (refer to [Section 4.3](#) for more information on this feature).

## 4.3 Web-Sync Message Center

The *Web-Sync Message Center* (Figure 11) 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, users must first select a Web-Sync profile below the message center. Each message contains a *Date*, *Title*, and *Hide* column.

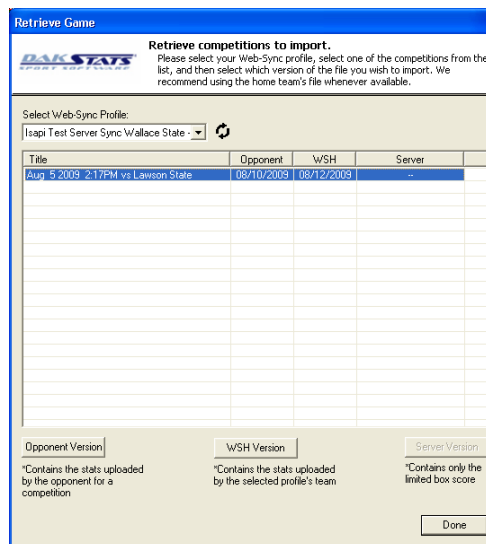


Figure 10: Retrieve Game

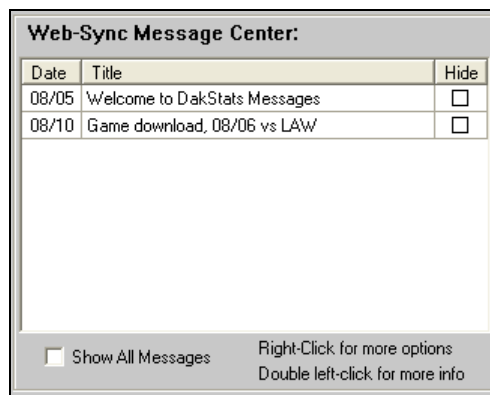
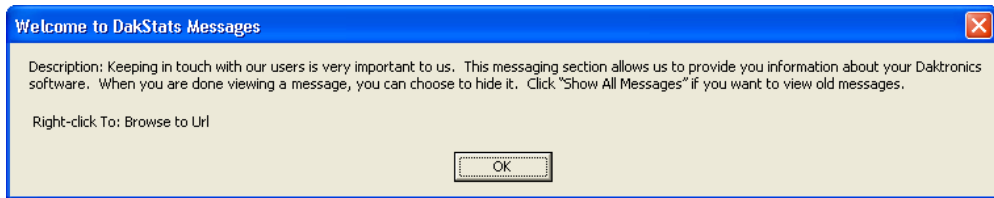


Figure 11: Web-Sync Message Center



## Viewing General Messages

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



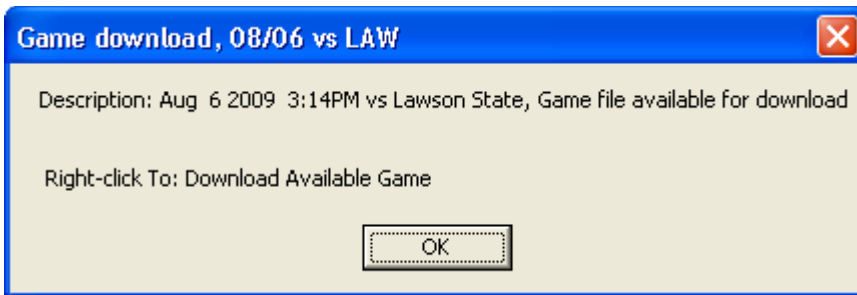
*Figure 12: General Message*

Right-clicking a general message presents users with 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 13*).
2. Click **OK** to exit.



*Figure 13: Game Download Message*

Right-clicking a general message presents users with the following options:

- **Download Available Game:** Click to open the **Retrieve Game** window (*Figure 10*).
- **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.

## 4.4 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 *Section 3.2*.
3. Enter the *Password*.
4. Click the **Advanced Features** button, and the *Web-Sync Advanced Features* window will open (*Figure 14*).

### 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.

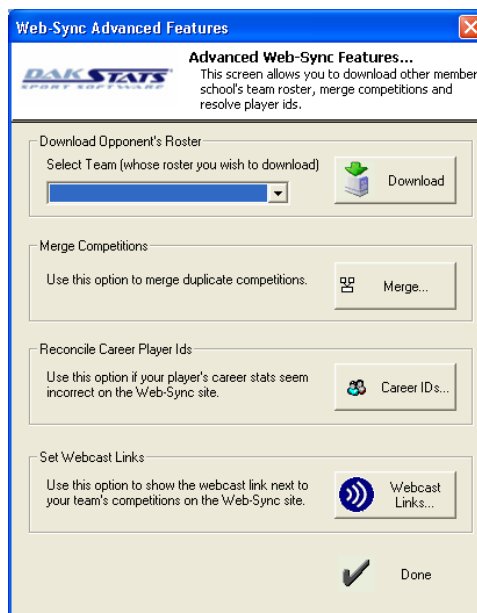
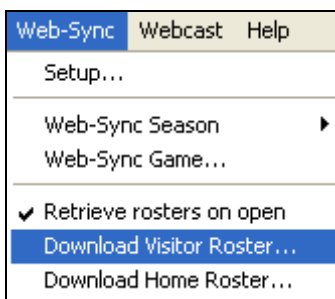


Figure 14: Web-Sync Advanced Features

1. On the *Web-Sync Advanced Features* window (*Figure 14*) under *Download Opponent's Roster*, select the desired team.
2. Click **Download**.
3. Follow steps 1-2 to download the roster for each team in the schedule.

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**.

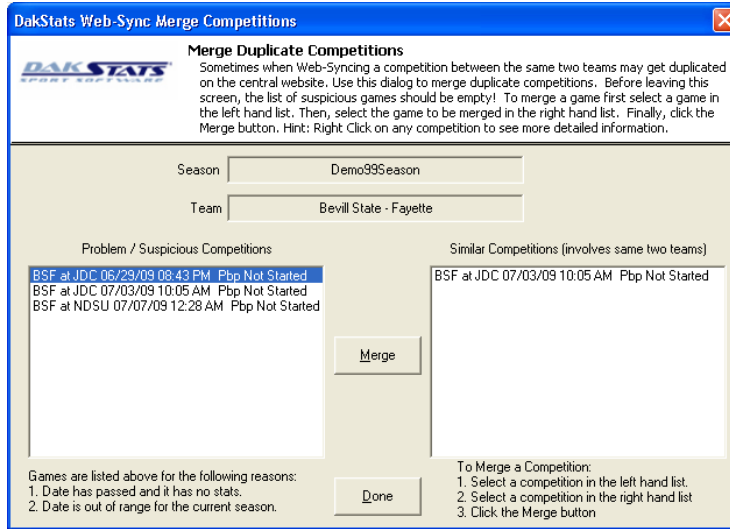


**Note:** Downloading an opponent's roster only works for other teams who use the Web-Sync service. Teams must first be added to the current season by going to **Configure > Teams**.

## Merging Competitions

Games will occasionally be duplicated if not created properly. DakStats will ask the user 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 15:** Merge Competitions

1. On the *Web-Sync Advanced Features* window (**Figure 14**), click **Merge**. In the *DakStats Web-Sync Merge Competitions* window (**Figure 15**), the list on the left shows possible duplicate games. After highlighting a game on the left, similar competitions will appear on the right. Double headers appear as possible duplicates because of the same date.
2. If the game on the left is the same as the competition 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. On the *Web-Sync Advanced Features* window (Figure 14), click **Career IDs**.
2. The current roster is on the left, and last year's roster is on the right (Figure 16). Match up each player using the drop down lists on the right. Select **New Player** for new players to the team.
3. Players that are matched up correctly will appear in white. Mismatched players or new players will appear in yellow. Players may be mismatched because of misspellings on one of the rosters, or a last name has been changed.

#	Current Roster	Previous Years Roster (Click to Edit)	Cur Id	Prev Id
1	Barton, Bobby	Janney, Bruce	13469	13469
2	Capone, Billy	Harris, Van	13468	13468
3	Christensen, Josh	Smith, Matt	6243	6243
4	Coats, Lowell	Kitts, Zac	6242	6242
5	Cox, Matt	-- New Player --	15491	0
6	Cross, Daniel	Keeler, Clinton	6241	6241
7	Davis, Robbie	-- New Player --	15489	0
8	Deal, Brian	Rosario, Alex	13464	13464
9	Fridley, Tyler	Baker, Stephen	2344	2344
10	Hagee, Jon	-- New Player --	15490	0
11	Harris, Van	Brown, Timmy	13460	13460
12	Howell, Donald	Rodriguez, Javy	13459	13459
13	Lee, Ben	Fridley, Tyler	13458	13458
14	McClure, Phil	Bryant, Lee	13461	13461
15	Mellor, Jacob	Capone, Billy	2351	2351
16	Mines, Mark	-- New Player --	15486	0
17	Mueller, Billie	-- New Player --	15488	0
18	Pace, Chad	-- New Player --	15487	0
19	Ruark, Christian	Cox, Matt	6246	6246
20	Smallwood, Kyle	Mueller, Billie	13463	13463

Figure 16: Verifying Career IDs

## Set Webcast Links

This window lets users select which competitions should include a link to a Webcast from the Web-Sync schedule page. Refer to *Section 5* for more information about setting up Webcasts.

1. On the *Web-Sync Advanced Features* window (Figure 14), click **Webcast Links**.
2. On the *Schedule Webcasts* window (Figure 17), 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 17: Setting Webcast Links

## 4.5 Publisher-Ready Reports

Publisher-Ready Reports allow users 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.

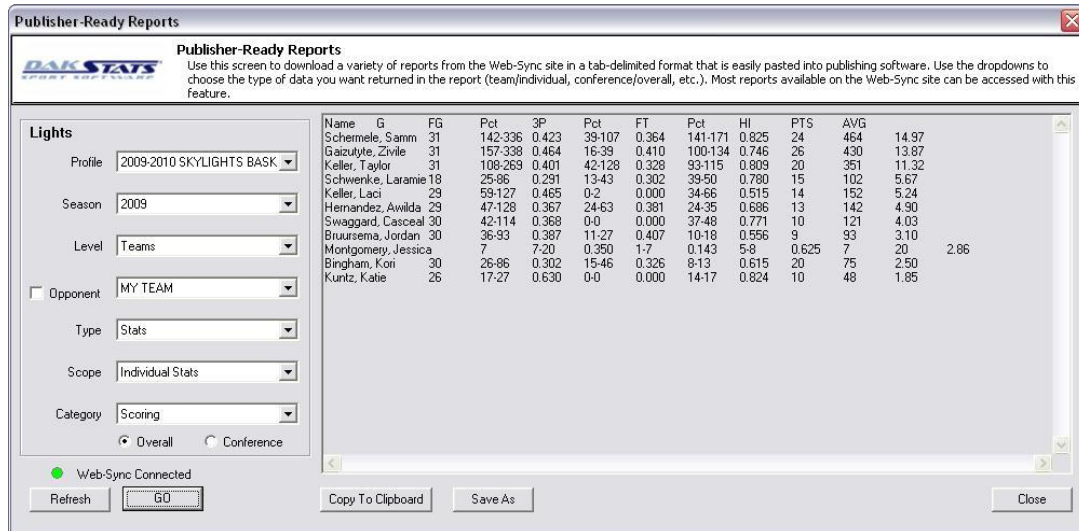


Figure 18: Publisher-Ready Reports

1. Go to **Web-Sync > Publisher-Ready Reports**.
2. In the *Publisher-Ready Reports* window (Figure 18), 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, users 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:



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, users have 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.

## Section 5: Webcast Feature

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.

### 5.1 Webcast on Web-Sync Computer

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

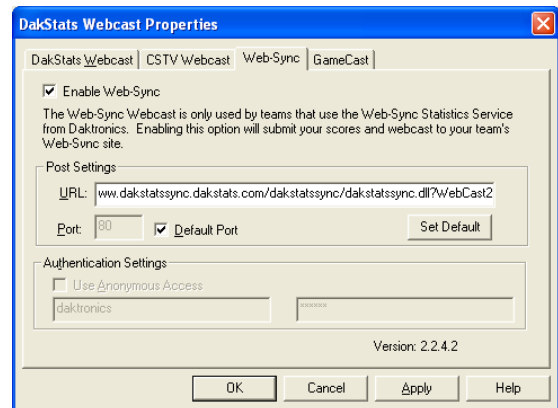
*Note:* Games must be Web-Synced before they can be Webcasted.

#### Configuring the Web-Sync Webcast

1. Go to **Webcast > Configure** to open the *DakStats Webcast Properties* window (*Figure 19*).
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 19: Enabling the Web-Sync Webcast*

#### 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 *Section 4.3* for more information.

### 5.2 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. In the DakStats program, go to **Web-Sync > Setup**.
2. Click *Add Profile*.
3. Select the *Association*, *Season*, and *Team* from the appropriate menus.
4. Enter a valid *Email* address.
5. Change the *Profile Type* to **Retrieve Only Web-Sync**.
6. Click **Save**.
7. Click **Done**.
  - Get the rosters for opponent teams as explained in *Section 4.3*.
  - Configure the Webcast Component as explained in *Section 5.1*.
  - Set the Webcast Links on the Web-Sync site as explained in *Section 4.3*.

### 5.3 Webcasting During the Game

1. Open the game that is about to begin.
2. Go to **Webcast > Start**.
3. An indicator in the *Game in Progress* bar will turn from red to green if the game is successfully Webcasting (*Figure 20*).



**Figure 20:** Webcast Indicator

**Note:** To view the current Webcast:

1. Go to [www.dakstats.com/websync](http://www.dakstats.com/websync).
2. Navigate to the team’s webpage, and links will be available as shown in *Figure 21*.

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

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

**Figure 21:** Viewing Webcast Links



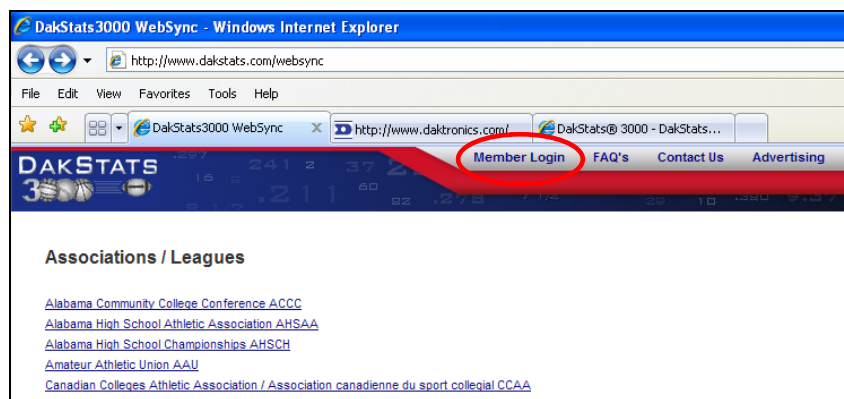
## Section 6: Web-Sync Team Admin Pages

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

### 6.1 Login

1. Open an Internet browser and go to [www.dakstats.com/websync](http://www.dakstats.com/websync).
2. Click **Member Login** at the top of the screen (*Figure 22*).



*Figure 22: Member Login Page*

3. Type in the *Username* and *Password*.

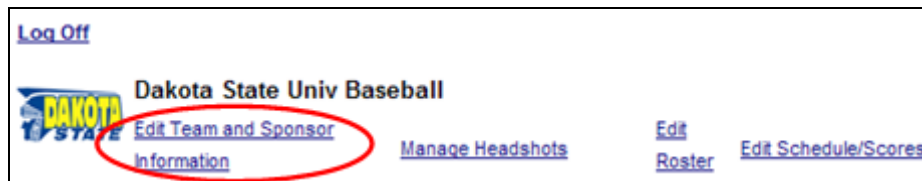
*Note:* The *Username* is the Team Code. The *Password* is the Web-Sync password. If this information is not known or lost, please contact [dakstats@daktronics.com](mailto:dakstats@daktronics.com).

4. Click **Login**.

### 6.2 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 23*).



*Figure 23: Editing Team and Sponsor Information*

2. Click **Save** at the bottom of the screen after making the desired changes.

## Team Information

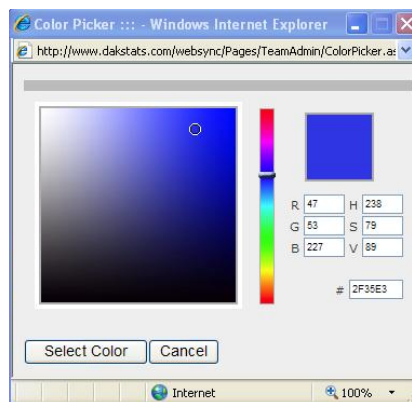
All of the following information entered on the *Edit Team and Sponsor Information* page is optional, but it is helpful to include for fans and media viewing the site:

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

## 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* to choose a color for the pages.
2. Choose a background color and then click **Select Color** to save the changes (*Figure 24*).
3. On the *Edit Team and Sponsor Information* page, click **Select New** below *Team Page Text Color* to choose a color for the text.
4. Choose a text color and then click **Select Color** to save the changes (*Figure 24*).



*Figure 24: Choosing Colors*

## Team Logo

Use this feature to upload a team logo. Internet Explorer must be used to upload team logo images.

*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**.

*Note:* Logos will not appear on the page until approved by a DakStats representative.

## 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* dropdown menu.
- Select the new region from the *Regions* dropdown menu.
- Select the new conference from *Conferences* dropdown 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. Internet Explorer must be used to upload team sponsor advertisements.

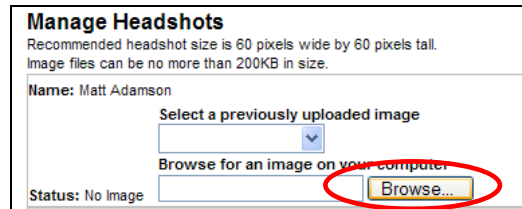
**Note:** It is recommended that a sponsor advertisement is 200 pixels wide by 125 pixels high. Image files can be no more than 200KB in size.

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**.

**Note:** Sponsor advertisements will not appear on the page until approved by a DakStats representative.

## 6.3 Managing Headshots

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



**Figure 25:** Managing Headshots

**Note:** Recommended headshot size is 60 x 60 pixels. Images can be no more than 200 KB in size.

1. On the main *School Administration* page, click **Manage Headshots**.
2. Each player's name is listed on this screen. Click **Browse** below their name to locate the appropriate headshot image file (*Figure 25*).
3. Click **Open**.
4. When done uploading headshots, click **Save** at the top or bottom of the page.

**Note:** Headshots will not appear on the page until approved by a DakStats representative.



## Section 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.

### 7.1 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. Email [dakstats@daktronics.com](mailto:dakstats@daktronics.com) or call 888-325-7828 to set up a tournament.

### 7.2 DakStats Version

Ensure that the latest version of DakStats is installed. To do so, click **Help > Register**. Users will need at least:

- Version 4.22 of DakStats Football, Volleyball and Soccer
- Version 4.24 of DakStats Baseball
- Version 4.11 of DakStats Basketball

If the latest version is not installed for a particular sport, please refer to *Section 2.1* to get the latest version. Be sure to close any open DakStats program before reinstalling.

### 7.3 DakStats Setup

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

1. Create a Season (*Section 3.1*).
2. Enter Teams (*Section 3.3*).
3. Create a Web-Sync Tournament Profile:

*Note:* Create the Web-Sync profile as described in *Section 3.2*. However, choose **Tourney Host Web-Sync** as the *Profile Type*. Enter the *League ID* in the *Tournament Set Up* section and click **Verify Tournament**.

4. Retrieve Rosters (*Section 4.3*).
5. Create Games (*Section 3.3*).

6. Add games to the tournament:
  - Go to **Web-Sync > Setup**.
  - Select the tournament profile under *Select Web-Sync Profile*.
  - Enter the given password from DakStats.
  - 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:
  - Go to **Webcast > Configure**.
  - Click the **Web-Sync** tab.
  - Check **Enable Web-Sync**.
  - 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.

## 7.4 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.

## Section 8: WebTickers

---

DakStats WebTickers (*Figure 26*) 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](#)) for more information.



The image shows a screenshot of a web application interface for DakStats. At the top, there is a navigation bar with the text "Filters: Sport Conf School" and two small triangle icons. Below this, the interface displays three separate sections for "Men's Soccer". Each section has a "Box" link in yellow text. The first section shows a game between Westminster College of Salt Lake City (score 7) and Southwestern College (score 0), with the word "Final" to the right. The second section shows a game between Rogers State (score 3) and Ottawa University (score 1), also with "Final" to the right. The third section is partially visible. At the bottom of the interface, it says "Powered by DakStats©".

Section	Team 1	Score 1	Team 2	Score 2	Status
Men's Soccer	Westminster College of Salt Lake City	7	Southwestern College	0	Final
Men's Soccer	Rogers State	3	Ottawa University	1	Final
Men's Soccer					

*Figure 26: DakStats WebTicker*





## Section 9: Troubleshooting Common Problems

---

Below are some of the most common problems that users encounter when using their DakStats software to Web-Sync. If a certain question is not covered below, please feel free to email [dakstats@daktronics.com](mailto:dakstats@daktronics.com) or call 888-325-7828.

### 9.1 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 portion of the screen.

*Note:* 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*. Please manually edit the Play-by-play games so that only one of the players has stats.

- a. Attempt to delete one of the players. It will show a list of Play-by-play games in which the player has stats.
- b. 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.
- c. Go back to the *Configure Rosters* screen and attempt to **Merge** the players again.

*Note:* 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 game*. Please manually edit the game so that only one of the players has stats.

- a. Open the game(s) listed in the error message.
- b. Go to **Game Control > Game Finished** so that the stats may be edited.
- c. 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.

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

### 9.2 Duplicate Teams within DakStats

If there are duplicate teams within DakStats:

1. Attempt to delete one of the teams. If one does not delete, try the other. If neither of the teams can be deleted, proceed to the next step.
2. 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. The steps below explain this process:
  - a. On the *Configure Teams* screen, change the abbreviation of the duplicated team to "AAA" in order to differentiate between teams in the upcoming steps.
  - b. Export the games involving the duplicate team ("AAA").
    - 1) Go to **File > Export Game**.
    - 2) Select the *Season*.
    - 3) Select each game individually and click *Export*.

- c. Delete the games involving the duplicate team (“AAA”).
  - 1) Go to **Configure > Games**.
  - 2) Choose the games involving the duplicate team and click **Delete Game**.
  - 3) Delete the duplicate team (“AAA”) on the *Configure Teams* screen.
  - 4) Import the games by going to **File > Import Game**.
  - 5) Make sure to select the team when it says *Problem Resolving Teams* instead of clicking **Add New**.

### 9.3 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:
  - a. On the **Configure Teams** screen, select the team.
  - b. Click **Look Up ID / Code**.
  - c. Click **Select As Non-Member School**.

### 9.4 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 [www.dakstats.com/download.html](http://www.dakstats.com/download.html).
  - Email the serial number and version number to [dakstats@daktronics.com](mailto:dakstats@daktronics.com) to obtain a registration code.
2. On the old computer:
  - Open “My Computer”.
  - Go to “C:\Daktronics\”, and open the “DakStats” folder for the applicable sport.
  - 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 flash memory drive.
3. Place the copied season folders in the same “C:\Daktronics\DakStats [Sport]” directory on the new computer.

### 9.5 Deleting Games / Duplicate Games on Web-Sync Site

If a schedule on the Web-Sync site has games that should not be there or 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. Suspicious competitions appear in the left-hand list. Select the duplicate competition in the left-hand list.
7. Select the game to be merged in the right-hand 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.

## 9.6 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, choose their names from the dropdown 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](mailto: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**.

## 9.7 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. Choose the *Season*.
6. Choose 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.



## Appendix A: DakStats and Web-Sync Setup Checklist

---

- Install and Register latest version of DakStats
- Create a new season
- Enter teams using the *Via List* button
- Enter the roster / Download opponent rosters from *Advanced Features of Web-Sync*
- Enter games / schedule
- Create new Web-Sync profile or edit last year's profile
- Web-Sync schedule and roster
- Verify career statistics links