This guide will help you set up your DakStats® software to report scores and statistics using the Web-Sync® service. If you have any questions about registering or setting up the Web-Sync service, please email dakstats@daktronics.com.

Before You Start

Requirements
1. Internet access on the DakStats computer.
2. Windows® 98 or higher
3. A registered copy of DakStats, Ver. 4.06 or higher.

DakStats Setup

Please read the following hints to ensure that data is being entered properly. Refer to the quick guide/manual for the specific sport for more information about setting up seasons and games, as well as entering scores and stats.

Helpful Hints

Opponent Stats
When recording stats for a game, you should enter team totals for your opponent if you want your defensive stats to be correct. It is not necessary to input individual stats for your opponents. Only your opponent's team totals will be synced. When your opponent syncs, the individual stats are posted.

Entering Text
The data you enter in DakStats will be visible online. Your stats will look better with proper capitalization and spelling. Please avoid using ALL CAPS.

Player Rosters
Choose the player position from the drop list rather than typing your own description.
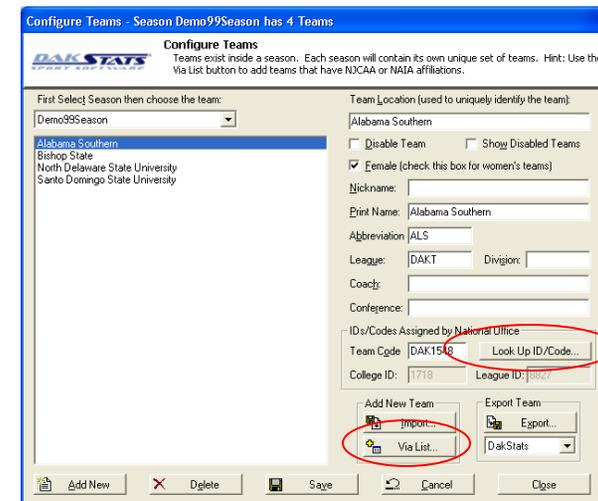
Season Schedule
It is a good idea to check your schedule after Web-Syncing to ensure that your records are correct.

Assign Team Codes

Team codes are necessary to correctly identify the teams when synchronizing. All teams using the Web-Sync are already entered in DakStats and have team codes assigned to them.

1. Go to **Configure > Teams**.
2. Select the current *Season*.
3. There are 3 options when adding teams or codes:
   a. If you need to add a new team that is a member of your league, click the **Via List** button.
   b. If you need to assign a code to a team you already created, select that team from the list on the left and click **Look Up ID/Code**.
   c. If you need to add a team that is not a member of your league, click **Add New**. Enter the appropriate team information and then click **Look Up ID/Code**. Click **Select as a Non-Member School**. Skip to Step 7.
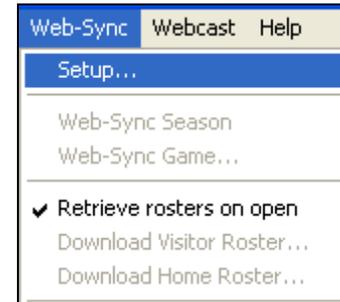

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4. In the *Look Up League ID* window, select your *League*. If the team you are trying to select is not a member of your league see step 2c to set the team code as a non-member team.

5. Teams are in alphabetical order. Highlight the team you would like to add from the list and click **Select**. If you are still unable to locate the team, see Step 2c to set the team code as a non-member team.
6. Click **OK** on the "Team successfully added" message. This message won't appear if you clicked **Look Up ID/Code**.
7. The team you selected is now in the team list. Make sure all team information is correct. You may change any of this information except the *Team Code*.
8. Close the *Configure Teams* window or repeat steps 1-7 to add additional teams as needed.

Add a Profile

1. To create a new Web-Sync profile, go to **Web-Sync > Setup**.

2. On the *DakStats Web Synchronization* window, click **Add Profile**.

3. On the *Configure Web-Sync Profile* window, select your league. If your league is not in the list, click **Update League**.

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4. Select the *Season* and a *Team*. Both of these must be setup beforehand through the appropriate **Configure** menus.
5. Enter your e-mail address.
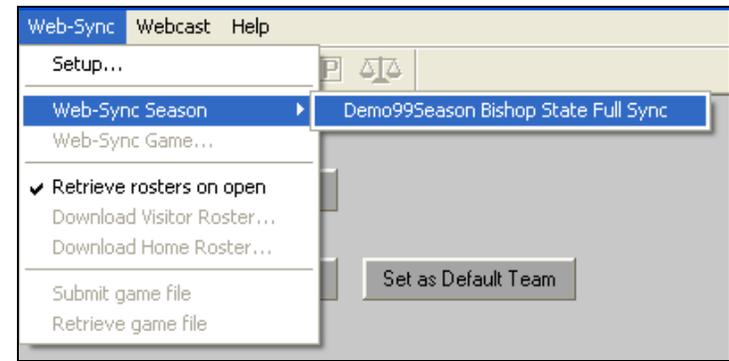6. Select **Full Web-Sync**.

    Note: **Retrieve Only Web-Sync** is for teams that Webcast to the Web-Sync site.

7. Click **Save** and then click **Done**. This will be your profile for the entire season.
8. Repeat this step for any other teams that will be using the Web-Sync. (Ex: Men's and Women's teams are Web-Synced separately)
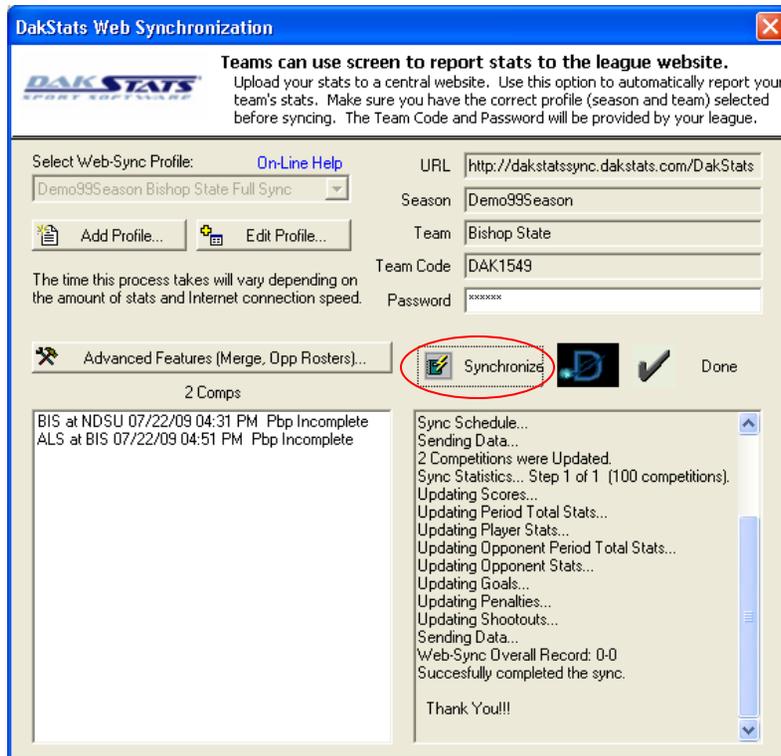
Web-Sync Season

With the Web-Sync set up, follow the 4 simple steps below. Web-Syncs should be performed as soon as possible after every game.

1. To start the Web-Sync, go to **Web-Sync > Web-Sync Season**, and then select the appropriate profile from the list.

2. Enter your *Password* provided by DakStats. If you do not have your password, e-mail dakstats@daktronics.com with your league and school name.
3. Click **Synchronize** button. The gray box will display the status of the Web-Sync.
4. Click **Done** when the sync is finished.

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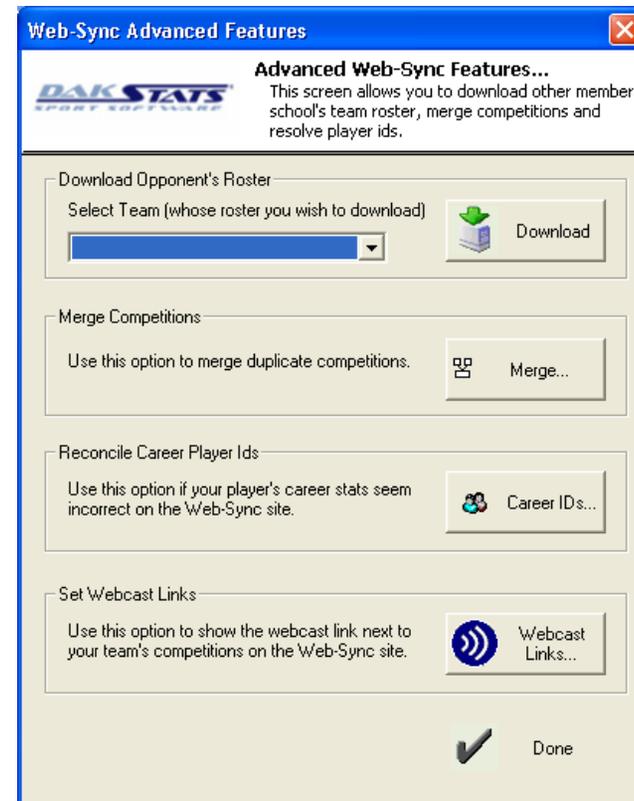*Note:* The following steps do not occur each time a team Web-Syncs:

1. When Web-Syncing for the first time, a window will appear asking to verify the team and gender. Click **Yes** if it is correct.
2. DakStats will download last year's roster to compile career reports. You will then see the *Problem Resolving Player* window.
3. There will be a name in the gray box at the top of the window. Select the same player from the roster in white and click **Select**. If the player in gray is no longer with the team, choose **Add New**.
4. After the roster has been resolved, the *Configure Rosters* screen will appear. Highlight any player that is no longer on the team (added from step 3) and click **Delete**.
5. Click **Close** when finished.

Web-Sync Game

1. With a competition opened, go to **Web-Sync > Web-Sync Game**.
2. Type in your *Password*.
3. Click **Sync Single**.
4. Click **Done** when finished syncing the competition.

Advanced Features

1. To access the advanced features, go to **Web-Sync > Setup**.
2. Select a profile, and enter your *Password*.
3. Click the **Advanced Features** button.

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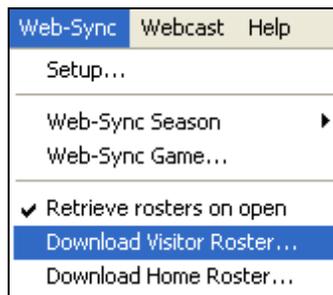Website: www.daktronics.com

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Downloading Rosters

Choose your opponent from the drop down list and click **Download**. DakStats will download the most recent roster that was Web-Synced by the opponent. If the opponent has not Web-Synced during the current season, the previous year's roster will be downloaded instead.

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**.
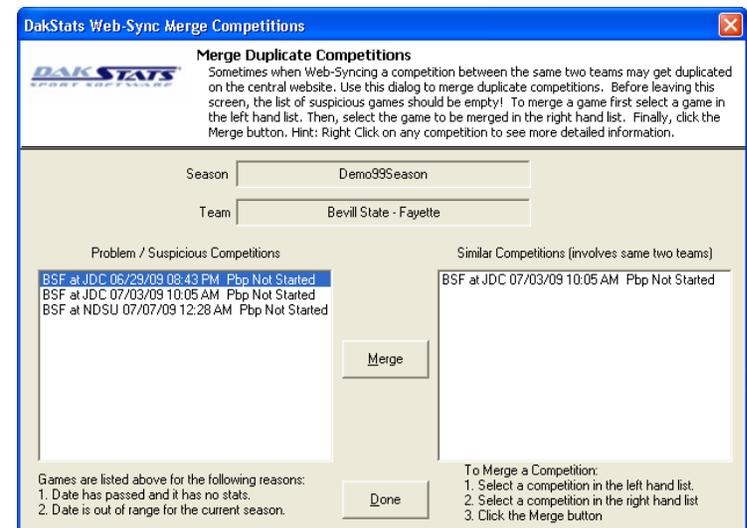

Note: Downloading an opponent's roster only works for other teams who use the Web-Sync service. Teams must first be added to the current season by going to **Configure > Teams**.

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.
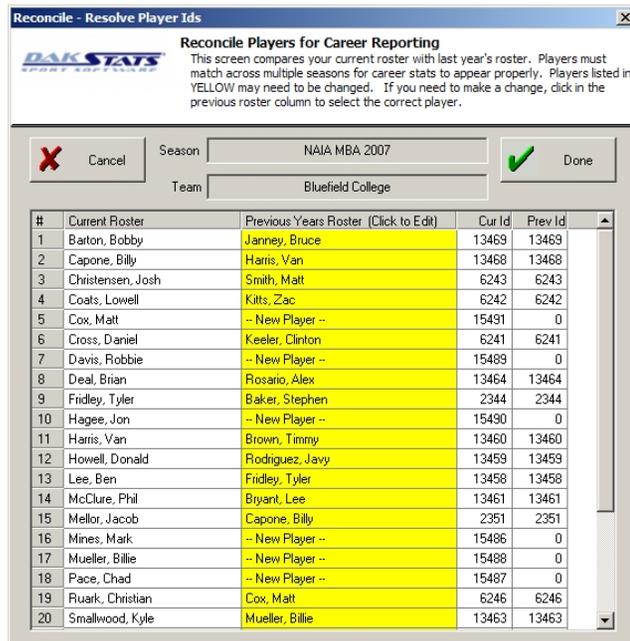
1. Click **Merge**. In the *DakStats Web-Sync Merge Competitions* window, the list on the left shows possible duplicate games. After highlighting a game on the left, similar competitions will appear on the right. Double headers appear as possible duplicates because of the same date.

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**.

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Reconcile Career Player IDs

Reconciling player IDs is vital for compiling career stats. The following steps will assist you in correcting errors and matching player IDs if an error was made during the Web-Sync process.
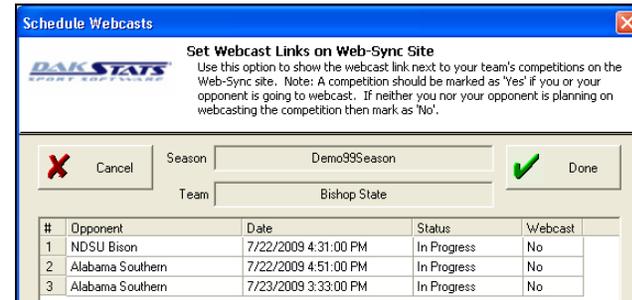
1. Click **Career IDs**.
2. The current roster is on the left. Last year's roster is on the right. Match up each player using the drop down lists on the right. Select **New Player** for new players to the team.
3. Players that are matched up correctly will appear in white. Mismatched players or new players will appear in yellow. Players may be mismatched because of misspellings on one of the rosters, or a last name has been changed.
4. Once all players are reconciled, click **Done**.

Set Webcast Links

This window lets users select which competitions should include a link to a Webcast from the Web-Sync schedule page.

1. Click **Webcast Links**.
2. For each competition that will feature a Webcast by you or your opponent, change the *Webcast* value to **Yes**.
3. Click **Done** when finished.

To Enable the Web-Sync Webcast:
1. Go to **Webcast > Configure**.
2. Click on the **Web-Sync** tab.
3. Click **Enable Web-Sync**, and then click **Apply** and **OK**.

    Note: Do not change the default *URL* address.

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