



USER GUIDE FOR THE STATISTIC PROGRAM
"THE AUTOMATED SCOREBOOK"
EDITION FOR THE CENTRAL OPERATOR

EUROPEAN BASEBALL CONFEDERATION
SCORER COMMISSION

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INDEX

Introduction	Page	4
<i>Management of a competition</i>		
Before the competition	Page	5
To create directories and folders for year/competition	Page	5
How to enter the directory of a new competition	Page	6
To insert teams, rosters and schedules	Page	8
- Teams	Page	8
- Rosters	Page	9
- Schedules	Page	11
Other options/tasks for the CO to choose	Page	12
Games: edit, consult or delete games previously inserted	Page	14
Add the pitcher's records to the wrap up	Page	17
Making the report of a game (how to generate the information)	Page	17
Final stats of a competition	Page	19
- team cumulative stats	Page	19
- individual stats ranking	Page	20
- team statistics rankings	Page	21
To elaborate the team standings	Page	21
Competitions in two phases	Page	22
Instructions how to manage a competition with two phases	Page	23
Forfeited games	Page	24
<i>Stats reports: contents, elaboration, recommendations</i>		
Contents	Page	25
Elaboration	Page	25
Recommendations to elaborate the report	Page	25
Statistics at the end of the competition	Page	26
<i>Working on the website of the competition</i>		
Recommendations about the internet connection	Page	27
At the beginning of the competition	Page	27
How to put the result of the game in the website	Page	28
How to put the box score in the website	Page	29
How to put the file of the game in the website	Page	29
How to generate files of team stats and put them in the website	Page	33
How to put the standings of the competition in the website	Page	33
How to put the daily report in the website	Page	34
<i>Troubleshooting</i>		
Failure in the internet connection	Page	35
BSGame	Page	36
The stats of a player don't appear in the screen	Page	37
<i>Attachments</i>		
1) Summary of the tasks of the Central Operator	Page	38
2) Content of the Daily Report	Page	39

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INTRODUCTION

This part of the Guide describes how the Central Operator (CO) must work to manage a competition with the statistic program '*The Automated Scorebook*', in all aspects: create the competition (rosters, schedule, standings), managing the games stats, deliver the stats for the daily report to the LOC (Local Organization Committee) during and at the end of the competition, and elaboration of all kind of individual and team stats. It is also explained how to put all this information in the Internet.

This guide is strongly linked as a completion to the first part of the **Guide for the DATA ENTRY**, so it is required to read the previous part to get used to the data entry tasks before using this guide.

As general criteria, we will use the same terminology, symbols and abbreviations, as in the first part : DE (Data Entry), CO (Central Operator), SCCP (Stat Crew Control Panel), Skype, Leech FTP...

Some icons used:

- > Indicates an action we must do
- 😊 **Tips and recommendations** for an easier management
- 👉 **Attention:** actions we have to follow exactly as indicated
- ! Actions we must NOT do / **Danger for the program, loss of/keep the data**
- 👉 **Go to page ...**

And remember that you can contact scorer@baseballeurope.com in case of technical questions or consults.

SOME INFORMATION ABOUT THE PROGRAM '*THE AUTOMATED SCOREBOOK*'

This program is made by the North American sports software company **Stat Crew Inc.** It is used in several Minor Leagues within MLB, and since 2007, it is the stats program used by CEB in its main competitions.

MANAGEMENT OF A COMPETITION

BEFORE THE COMPETITION

Before the competition starts, the CEB Scoring Commission / CEB Scoring Director will contact you and provide you with information. This information will allow you to work this tournament in the internet. Make sure that you have

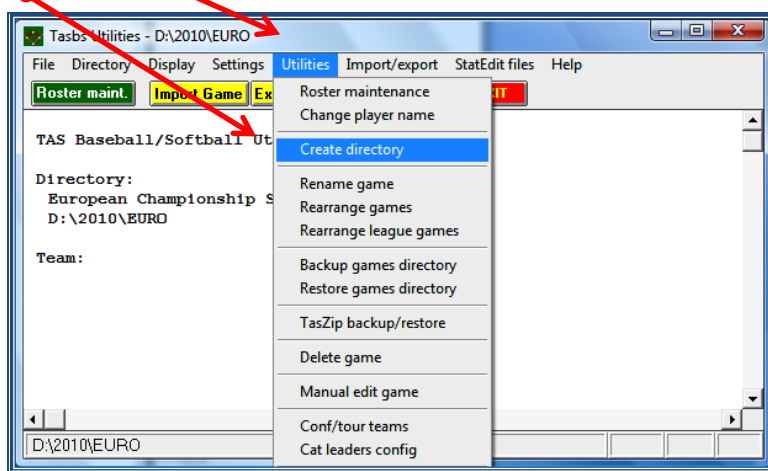
- * login details for the leech ftp
- * login details for the TAS ftp settings (live play-by-play)
- * login details for the website
- * the preliminary rosters to prepare at home, before the tournament.

When you have access to the server by your leech ftp, you will find a folder 'Games' where you have to put all your game files. In this folder, you will also find the correct titles for the flags (in Live – HTML tailoring) and the top and bottom files for the tournament. The last two should be copied and downloaded to the computer(s) for the tournament. Make sure the top and bottom are in the TASBS folder on the C drive.

TO CREATE DIRECTORIES AND FOLDERS FOR YEAR/COMPETITION

First, let's create a directory (or folder) per year / competition. To do that:

- > Go to SCCP
- > Click on UTILITIES / ROSTER MAINTENANCE:
- > Click on UTILITIES
- > Click on CREATE DIRECTORY:



> Insert the **path (drive)**, and the name of directory (preferably CEB\year\competition):
(in this example, D:\CEB\2010\EURO)



Bear in mind these **considerations about the names of the files/folders**:

- the folder name can have up to 8 characters.
- there are some **restrictions**: you must **not** use the following symbols:
colon (:), slash (/), backslash (\), dot (.), plus sign (+), at sign (@)
- you must **NOT** leave blank spaces among words when naming the folders.
Example: "AB CD" is **NOT** valid; "ABCD" is valid.
- you must **NOT** use these codes (used for MS DOS internal code):
COM1 LPT1 NUL AUX COM2 LPT2 CON PRN COM3 LPT3 USER

! IMPORTANT: after creating the directory for the year/competition, it is necessary to start with at least one of the teams. This way the competition will be configured correctly.

How to do that, [see](#) page 8.

HOW TO ENTER THE DIRECTORY OF A NEW COMPETITION

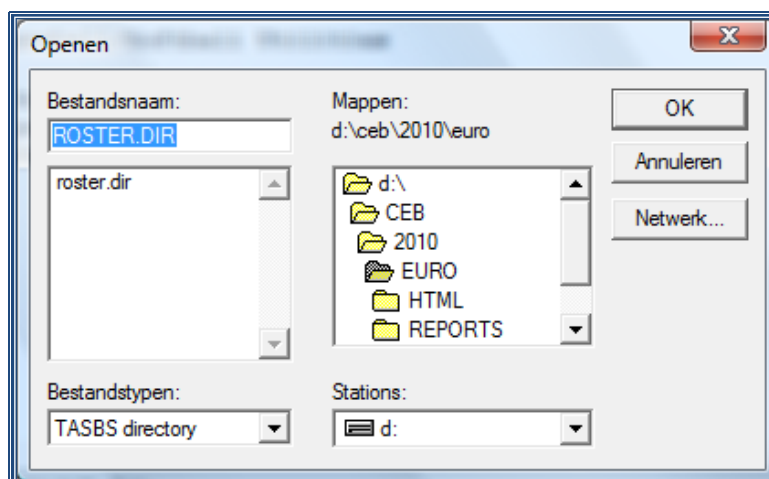
From SCCP, > Click on **UTILITIES / ROSTER MAINTENANCE**:

> Click on **FILE**

> Click on **OPEN DIRECTORY**

(You can also enter this menu directly, by clicking in the menu **DIRECTORY**)

You will see this window, showing the folder created for CEB, then the year, and the subfolders for each concrete competition. (Example: CEB - year 2010, competition EURO)



☺ It is recommended to create a folder and subfolder for each competition

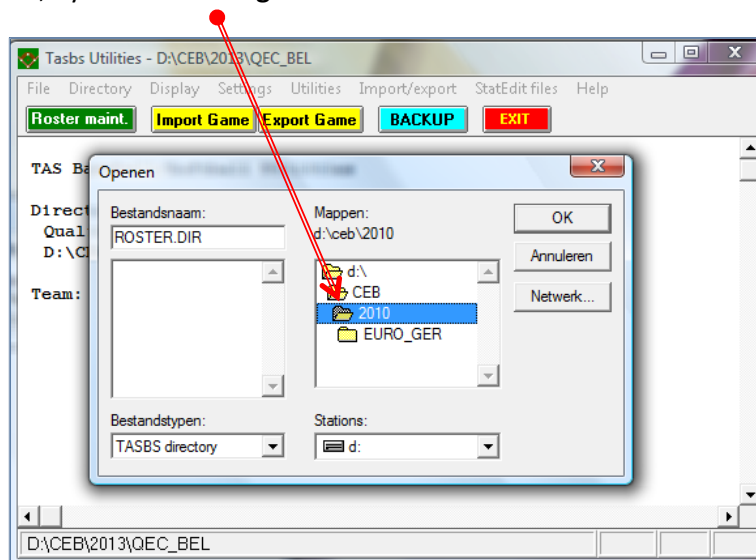
To open the folder of the year (e.g. 2010): > **double click** on the folder's icon (2010)
In the box below right, you can also choose the Drive Disk (C: or D:) in which the folder will be kept.
Usually, the program will open in the last directory used, so you don't need to change it until the competition has finished.

If you have to change to another competition, open the upper folder by double clicking.

> **Double click on the upper folder (C:\CEB)** and then in the year folder:

The list of directories for each competition in the computer will be shown.

> **Select the folder to set, by double clicking on its name or icon.**



Before you continue inserting teams and rosters, ask the CEB Scoring Commission who will take care of the creation of these items. Sometimes the CEB Scoring Commission will prepare the folder of the program and put it on the server. In that case you download it from the server in the created folder.

Example: European Cup 2010 in Stuttgart is in the folder EURO_GER. Download it from the server into the created folder. The complete path will be CEB\2010\EURO_GER.

This is the list of the abbreviations we use for the different tournaments, (xxx stands for the country code, like GER in the example):

- European Cup	EC_xxx
- Qualifier for European Cup	QEC_xxx
- Play-off European Cup Relegation	ECR_xxx
- European Champions Cup	ECC_xxx
- U12 European Championship	U12_xxx
- U12 Qualifier Championship	U12Q_xxx
- U15 European Championship	U15_xxx
- U15 Qualifier Championship	U15Q_xxx
- U18 European Championship	U18_xxx
- U18 Qualifier Championship	U18Q_xxx
- U21 European Championship	U21_xxx
- European Championship B-Level	EChB_xxx
- European Championship C-level	EChC_xxx
- European Championship	EURO_xxx

If for some reason there is no possibility for the CEB Scoring Commission to prepare, you will be asked to insert the teams and rosters by yourself. Ask about the rosters one week before the tournament starts if you have not received anything, so you can prepare the preliminary rosters at home. How to do that is explained below. After the technical meeting of the tournament, you will have to do less work as you already have all names inserted. At that time you have to add shirt numbers and delete players that will not be part of the tournament.

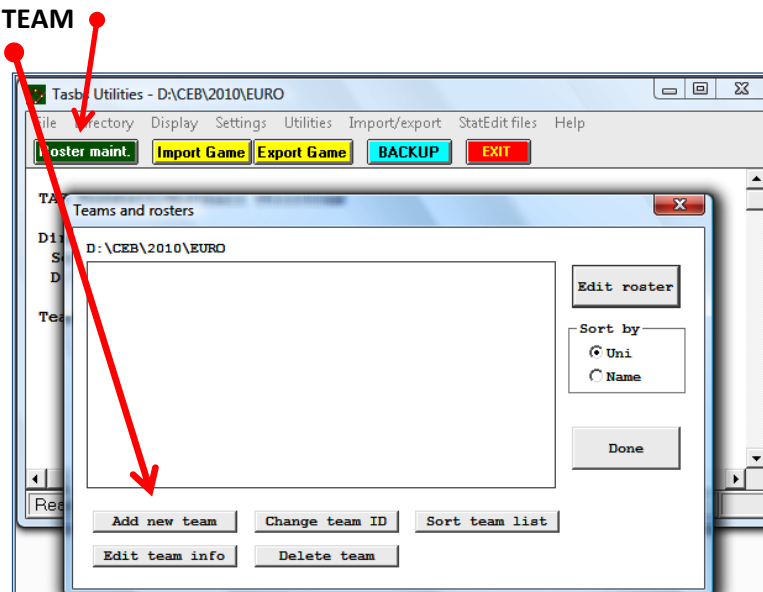
TO INSERT TEAMS , ROSTERS AND SCHEDULES

*** TEAMS:**

After having created the directory, and once selected it, we can insert the team's data of the competition. To do that, from the same menu of **UTILITIES/ROSTER MAINTENANCE**:

> Click on **ROSTER MAINTENANCE**

> Click on **ADD NEW TEAM**



> Insert the **NAME OF THE TEAM** using capital letters.

For Countries:

- > **TEAM ID:** the 3 official letters for the country
- > **TEAM NAME:** use the full country name
- > **TEAM SHORT NAME:** use the 3 official letters

> Click OK

Examples:

For Club teams:

- > **TEAM ID:** 3 official letters for the country
 - > **TEAM NAME:** use the full club team name
 - > **TEAM SHORT NAME:** use the team name
Not in capital letters
- > Click OK

Only in Final Two it is possible that both teams are from the same country. In that case use not the initials for the country as the Team ID, but a logical abbreviation for the team name.

*** ROSTERS: INSERT, SELECT OR EDIT A TEAM ROSTER:**

> Select the team from the list, and click on Edit Roster

(Using the menus below, we can edit all the team information: delete teams, add new team, change its name, etc.).

Once the team has been selected, we start inserting the roster.

👉 We only insert the names of the players, NOT of the coaches.

To do that:

> Click on ADD

> Insert the data of each player of the team, with the following instructions:

- **Uni** Shirt Number (👉 it is not possible to add a number 00!)
- **Short name** Surname in capital letters (complete) (e.g. MAZZANTI)
In case of more players with the same surname in the team, add the first initial
(e.g. MAZZANTI G)
- **Extended name:** Surname (complete, in capital) + first name (complete): (e.g. MAZZANTI Giuseppe) (*)

- * If the player has a double first name, write only the initial of the second name, e.g. (RIERA Jose L) for Jose Luis.
- * If a name or surname does not fit in its proper box, write the most comprehensible and clear abbreviation.
- * beware of Spanish players names where they have two surnames. Always use only the first surname e.g. Pablo José CARPIO NAVARRO. Use the short name CARPIO and the extended name CARPIO Pablo J

- **Bats / Throws:** Click the proper one.
- **Year (= Category):** SR = senior; JR= junior; SO = cadet; FR = Juveniles.
- **Position:** Write one (or more) of these abbreviations: P – C – IF – OF- UT
- **Height / Weight:** Information not needed.
- **Hometown:** We use this box to write the date of birth as dd/mm/yyyy

Edit roster entry

Uni: 40

Short name: MAZZANTI

Extended name: MAZZANTI Giuseppe

Bats: ☒ Right ☐ Left ☐ Both

Throws: ☒ Right ☐ Left

Year: ☐ FR ☐ SO ☐ JR ☒ SR

Position: IF

Height:

Weight:

Hometown: 05/04/1983

☒ Active

OK Cancel

After inserting each player > Click on OK.

From the window with all the players names, we can edit the roster.

Roster maintenance

Team ID: ITA

Team name: ITALY

1	SANTORA	B/R	SR	Y	SANTORA Jack	IF	06-10-1976
3	GRANATO	R/R	SR	Y	GRANATO Anthony	IF	18-03-1981
4	DESIMONI	L/L	SR	Y	DESIMONI Stefano	OF	12-04-1980
6	INFANTE	B/R	SR	Y	INFANTE Juan C	IF	08-10-1981
9	MAZZUCA	R/R	SR	Y	MAZZUCA Joseph	IF	21-05-1981
11	CICATELLO	R/R	SR	Y	CICATELLO Justin J	P	06-03-1984
13	CORRADINI	R/R	SR	Y	CORRADINI Roberto	P	23-09-1978
14	ANGRISANO	R/R	SR	Y	ANGRISANO Juan P	C	08-04-1980
16	GRIFANTINI	R/R	SR	Y	GRIFANTINI Marco M	P	17-09-1985
18	RICHETTI	R/R	SR	Y	RICHETTI Carlos M	P	23-08-1983
22	AMBROSINO	R/R	SR	Y	AMBROSINO Paolino	OF	17-02-1989
25	AVAGNINA	L/L	SR	Y	AVAGNINA Lorenzo	OF	14-11-1980
26	GIZZI	L/L	SR	Y	GIZZI Jairo R	IF	21-07-1971
27	COOPER	L/L	SR	Y	COOPER Christopher	P	31-10-1978
28	ALBANESE	R/R	SR	Y	ALBANESE Simone	C	13-10-1985
29	CILLO	R/R	SR	Y	CILLO Cody D	P	17-07-1980

Buttons: Done, Apply, Report, XML, Cancel, Upper case, Mixed case, First Last, Last, First

- * to modify the information about a player: > Select the player > Click on EDIT
- * to add new players: > click on ADD
- * to delete a player: > Select the player > Click on DELETE
- * to generate a roster: > Click on REPORT
- * to order them by different criteria: > Click on Upper case/First Last/ Last First/Mixed case

👉 As soon as you have changed the order and you click done, the roster will be saved in the new way. This is not the common way CEB wishes to use the rosters, so it is recommended not to use these buttons.

Do not enter the names of the coaches, but only of the players.

After having inserted all the players, generate the roster to put on the server.

> Click on **REPORT** and sort by uniform number.

> Click on **File > Edit Report File** and click OK. You are now in a notepad file.

> Remove the lines with **<api#>** and **<lpi#>**

> Remove the columns **Ht – Wt** and **Cl**. Use **DELeTe** to do so

> Change the title "Hometown,High School/JC" into "Date of birth"

> After the last date of birth of the report, press **ENTER** two times

> Now add the names of the coaches. Use your space bar to align the document, not **TAB**.

Use only the words **MANAGER**, **HEADCOACH** or **COACH** (the latter for assistant coaches).

> Click on **File > Save as** and save the report in the folder 'REPORTS'.

For the name of the document, use the short name of the team in small letters.

Close the file as a txt file and put it (as a txt file) on the server in the folder Games by using Leech FTP
👉 see page 29.

* SCHEDULE OF THE COMPETITION

It is not necessary to insert the schedule previously, but if want to, we can do it.

Normally, the schedule is being created each time a Data Entry inserts the date of each game in the Menu 'Game Info'.

If we want to create or edit the schedule:

> Go to **Game Scoring** > Enter the scorebook by typing **B** and **2x ENTER**

Now go to **Game Setup > Game info** and create all the games in advance.

Once this information is exported into the DE's computer, the DE only loads the game and starts by putting in the Lineup Cards.

Make a copy of the tournament folder on an external tool like a USB or download the folder to the server. When you do this on a daily basis, you'll always have a back-up in case the computer fails or you cannot reach the server.

OTHER OPTIONS/TASKS FOR THE CO TO CHOOSE

In Utilities/Roster Maintenance in the menu **SETTINGS > REPORT OPTIONS**

> **Write the Official Name of the Competition (take it from the website):**

> Activate all the options of the left boxes (Report Contents)

The 'Report options' dialog box contains the following fields and sections:

- Title settings:**
 - Report heading:
 - 'As of' date:
 - 'League' title:
- ERA basis (# innings):
- Report contents:**
 - ☒ Include summary info in cumes
 - ☒ Include 'extra' summary info
 - ☒ Show '-' instead of '0'
 - ☒ Use 'extended' names
 - ☒ Show uniform numbers
- Special settings:**
 - ☒ Tournament formats
 - ☐ Use StatEdit data
 - ☐ Use -TEAM- data
 - ☐ Tab stops in reports
 - ☐ Archive imported files

Buttons: OK, Cancel

In the same Settings menu, we have to check before the tournament starts if the minimum values for the statistics are put in right:

> **SETTINGS > Statistics minimums**

The 'Stats minimum criteria' dialog box contains the following fields and sections:

- Hitting minimums:**
 - Games played:
 - At bats:
 - Plate appearances:
 - Pct games played:
 - AB/game:
 - Plate appearances/game:
- Pitching minimums:**
 - Appearances:
 - Innings pitched:
 - Batters faced:
 - Decisions:
 - Pct games played:
 - IP/game:
- Other settings:**
 - ☒ Display minimum settings in reports
 - ☒ Use minimum settings in all reports
 - ☒ Include 'others' not meeting minimums

Buttons: OK, Cancel

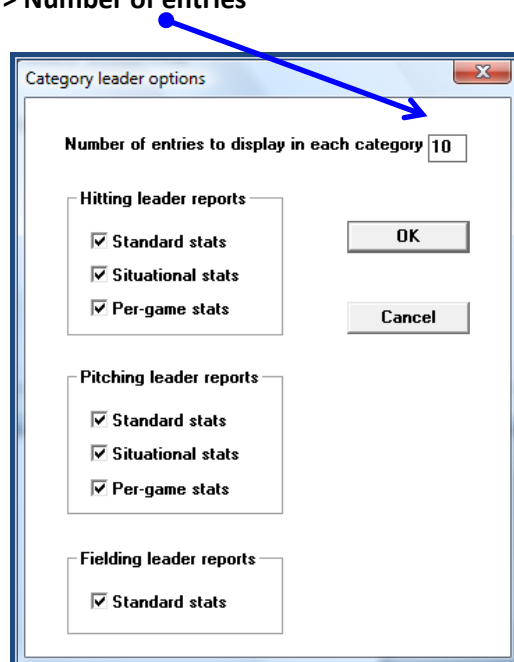
Depending on the tournament, these figures might change (CEB competition rules, chapter 12). Follow therefore the next table:

Tournament	AB/game	Plate appearances/ game	IP/game
European Cup (Qualifier / Play Off)	1.0	2.7	1.5
European Champions Cup	1.0	2.7	1.5
European Championship Juveniles U12 (Qualifier)	0	0	0
European Championship Cadets U15 (Qualifier)	1.0	2.4	1.0
European Championship Juniors U18 (Qualifier)	1.0	2.7	1.5
European Championship U21	1.0	2.7	1.5
European Championship Seniors	1.0	2.7	1.0
European Championship Seniors (Qualifier/C-Pool)	1.0	2.7	1.5

no individual awards

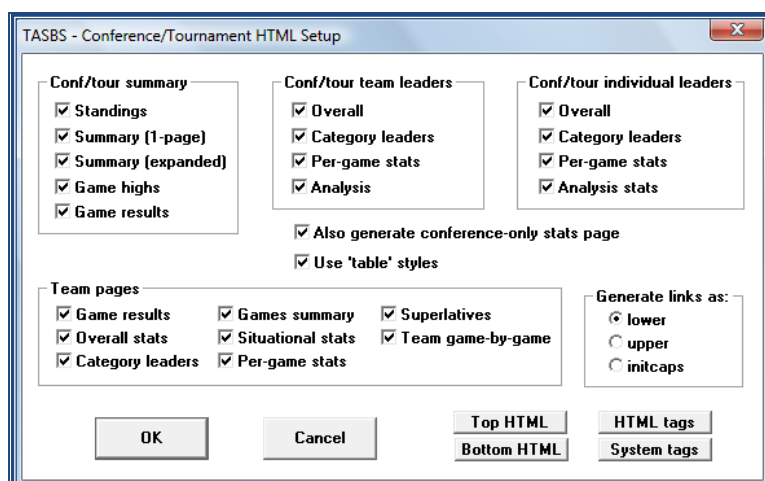
Also, we will choose how many category leaders will be shown in our reports (choose 10):

> **SETTINGS > Category leaders > Number of entries**



To complete this with information in the internet:

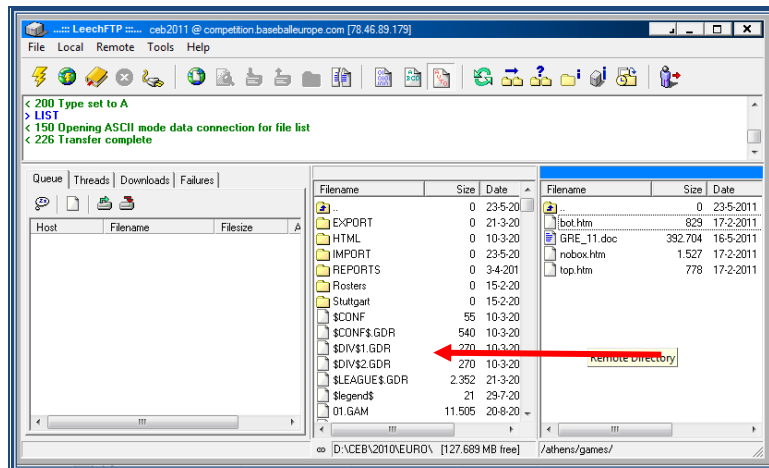
> **SEASON REPORTS > HTML > Conf/tour setup** and flag all the possibilities there are



GAMES: EDIT, CONSULT OR DELETE GAMES PREVIOUSLY INSERTED

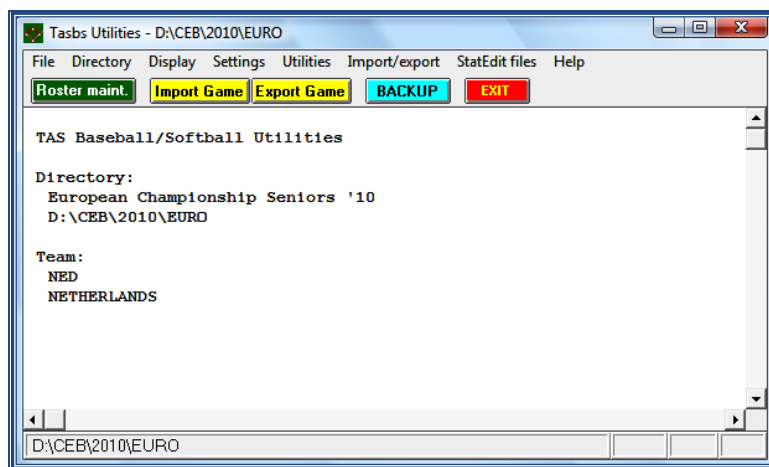
When the game files have been finished and put on the server by the DE, the CO will import them. To do this, create a folder IMPORT in the main folder (here CEB\2010\EURO)

> **Copy the game files by using Leech FTP from the server to the IMPORT folder.**
(if you forgot about how to use Leech FTP; have a look at chapter 2 of the DE manual).

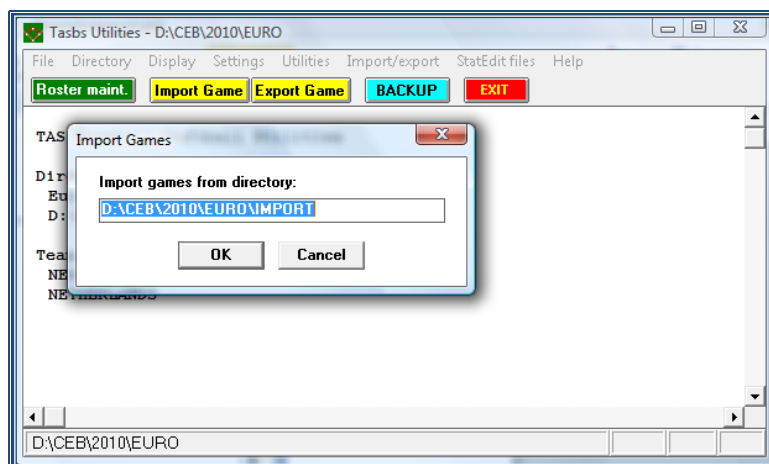


Then go to

> **SCCP > Utilities/Roster Maintenance > Import game (yellow button)**



Give the path where to find the game files.



> Choose the number of the game and press OK

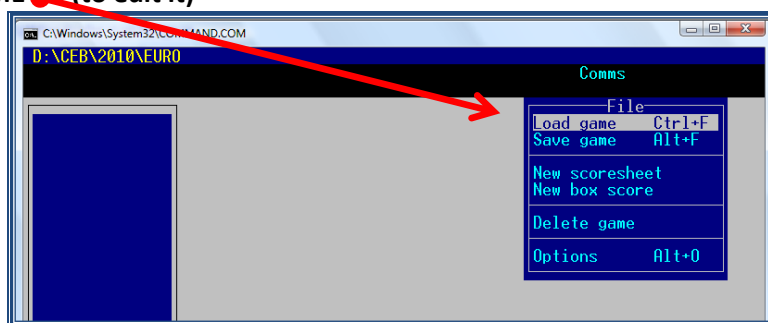
Do not change the game number or team ID's, but press OK until the game is imported

To check the game with the paper score sheet, to consult data or to modify something you have to load the game file.

> Go to Game Scoring > ENTER > B > 2x ENTER

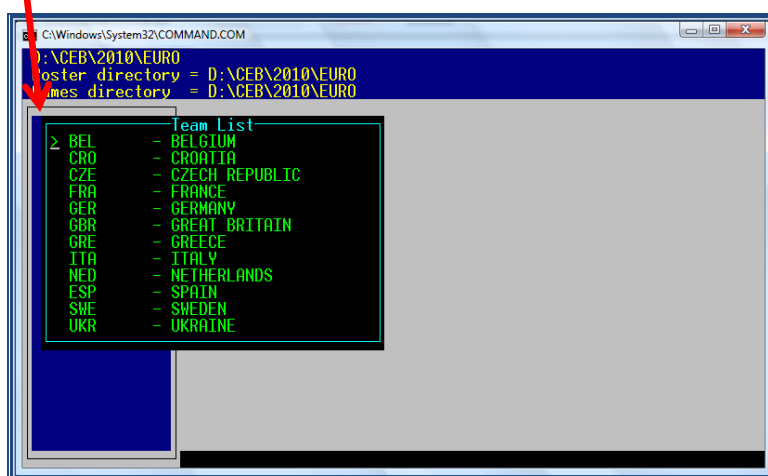
> In the MAIN MENU, choose FILE

> Click on LOAD GAME (to edit it)

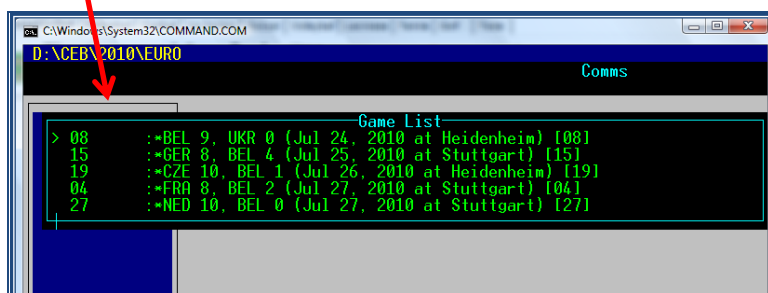


> Select from the list one of the teams taking part in the game > ENTER

(to move inside the list use the arrows ↓ ↑ of the keyboard) :

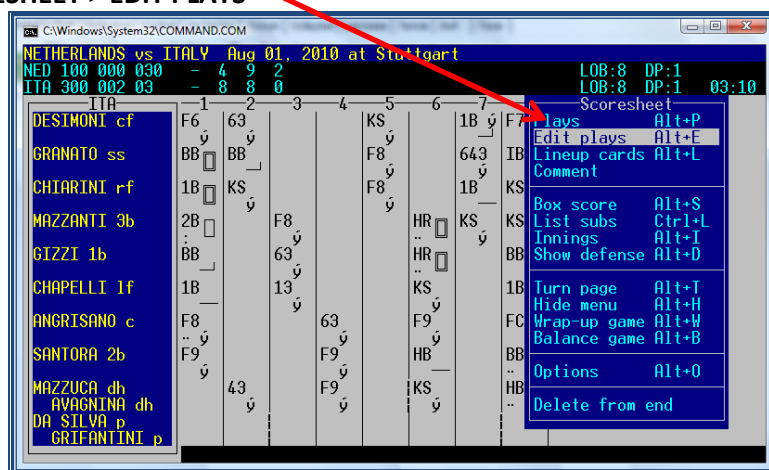


> Select from this new list the exact game we want to edit or consult > ENTER



To see the score sheet, or to edit any play or info of the game (the central part of the score sheet)

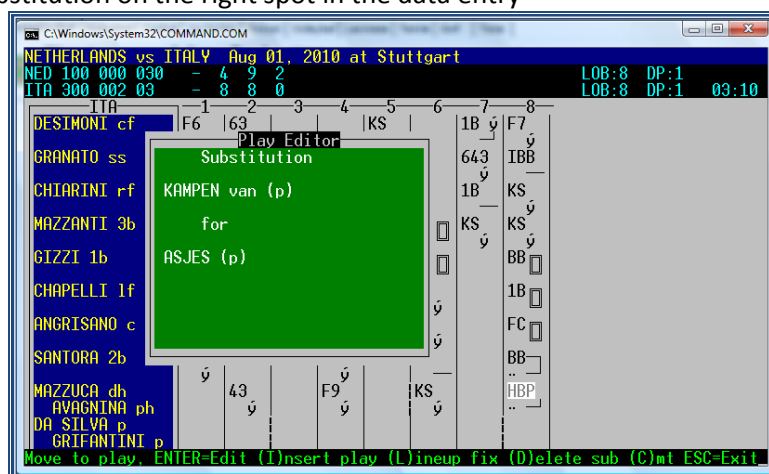
> Go to Menu **SCORESHEET > EDIT PLAYS**



Pay good attention to the substitutions. They have to be in the right place in the data entry to get the right statistics. You can correct them by using

D: to delete an entered substitution

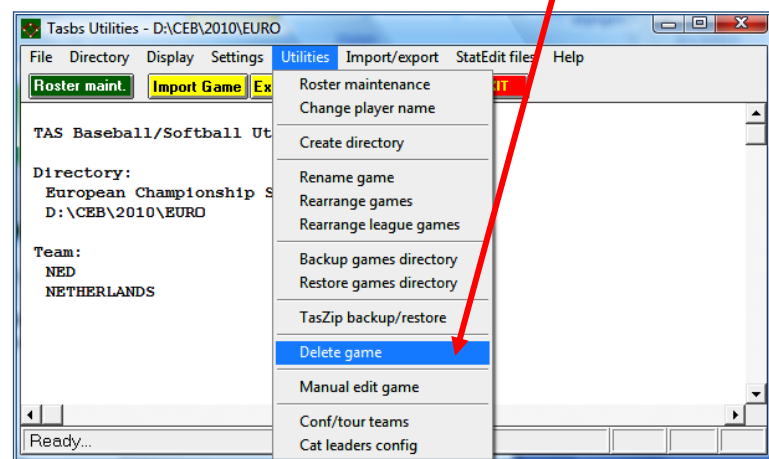
L: to put the right substitution on the right spot in the data entry



If there seems too much to delete in the game and you think it might be easier to do the data entry from the start, you delete the game:

> **SCCP > Utilities/Roster maintenance > Utilities > Delete game**

Choose the game you wish to delete from the list and press OK



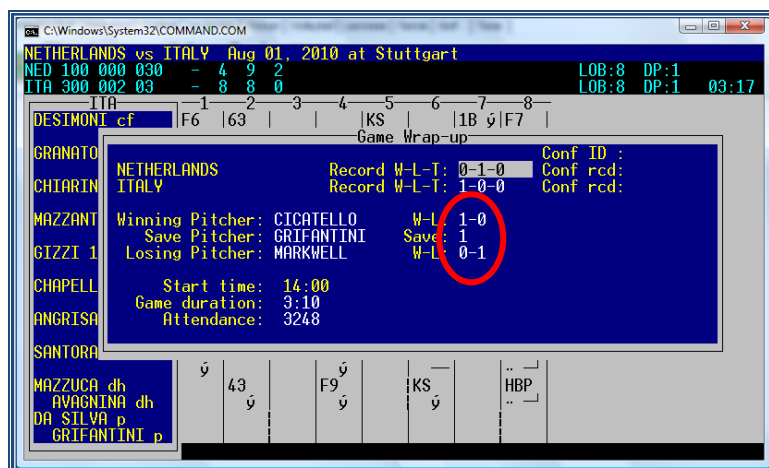
In case of a pitcher change at the beginning of a Tie-Breaker game, check that the DE put in the pitcher substitution before putting the runners on base. If this is not the case and the runners have scored, the runs will be in the statistics for the former pitcher!

ADD THE PITCHER'S RECORDS TO THE WRAP UP

The DE is informed not to add any pitcher's records in the wrap up because the CO will do that. So open the game as mentioned before.

Instead of going to plays, go to **> Wrap up game**

Add the records for each team and each pitcher INCLUDING THIS GAME.

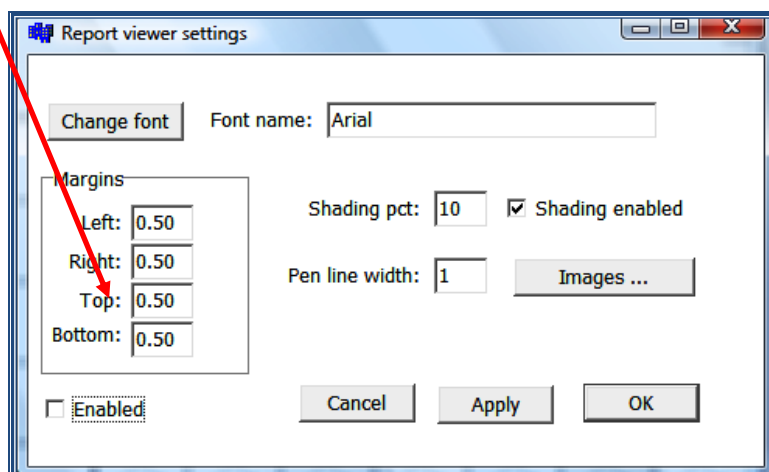


MAKING THE REPORT OF A GAME (HOW TO GENERATE THE INFORMATION)

Once we have scored games of a competition, we can elaborate a report of this game, for the Stats Report, or to send it to media, or to paste in a document, or to feed the website.

First of all check if your system has the right installation to get an edible version of the Reports. To check **> SCCP > GAME REPORTS > DISPLAY > STYLE REPORT OPTIONS**

Make sure the "enabled" is not activated, font is on Arial and margins are all on 0.50.

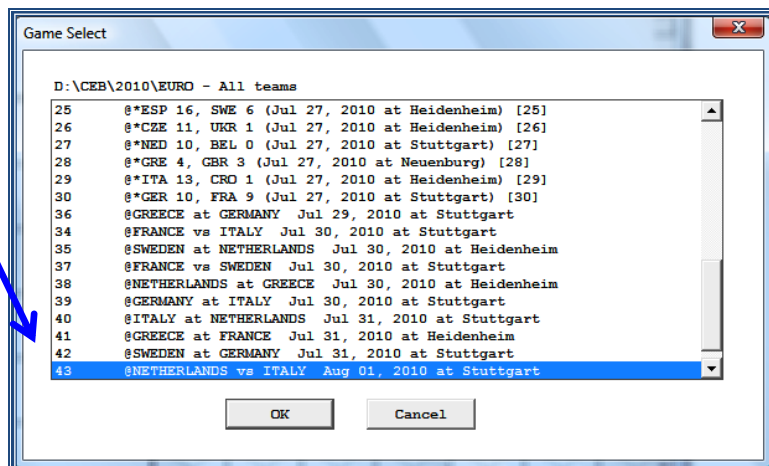


Still being in the GAME REPORTS option, we continue:

> **Click on GAMES**

You will see the list with all the games inserted.

> **Select the right game** > **Click on OK**



👉 (In case you don't find all the games, go back to Game Reports and choose 'TEAMS'. Select 'ALL TEAMS', then return to games. After this the complete list will appear)

Once the game has been selected, you will see the window below, with the scheme of the score sheet.

From here, we can choose (by clicking any green button) what kind of information (box scores) we want to generate :

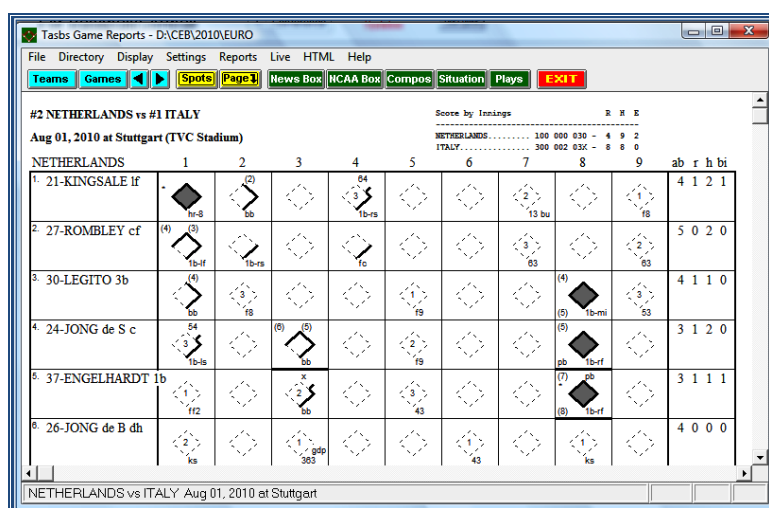
News Box: shortened box score (for media)

NCAA: box score more complete (👉 also for media)

Compos: the most complete, with all the stats (👉 to use in the Daily Report)

Situation: individual stats

Plays: Summary Play by Play by innings.

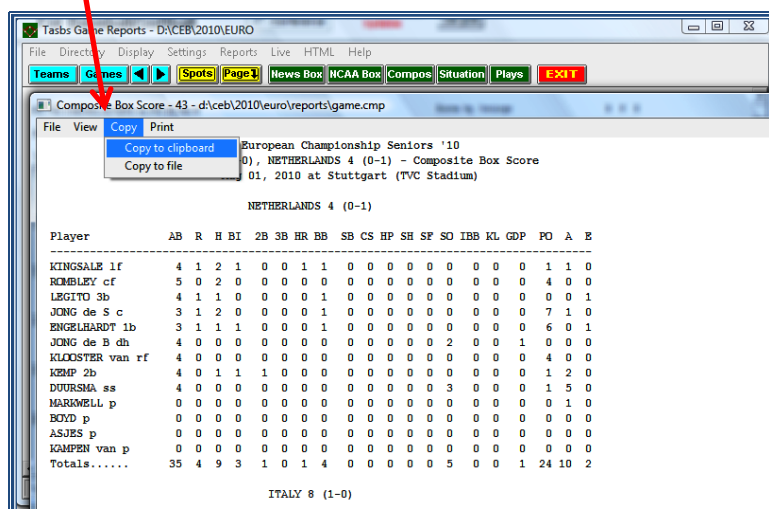


As we use the composite box for our Daily Report, we now click **COMPOS**.

To copy any of these box scores in a text document: (for reports, etc.)

> Click on **COPY** > **COPY TO CLIPBOARD**

> Paste it in the document you are working in (word, or txt)



Afterwards, in the document, **revise and correct** if needed the info related to the game: officials names, place, date, time, field etc. Change the font in **Courier New**, font size 8 so it fits to the page size. Place the name of the team in bold, so it is emphasized.

To print any of this information, (in any kind of box score): > **Click on PRINT**

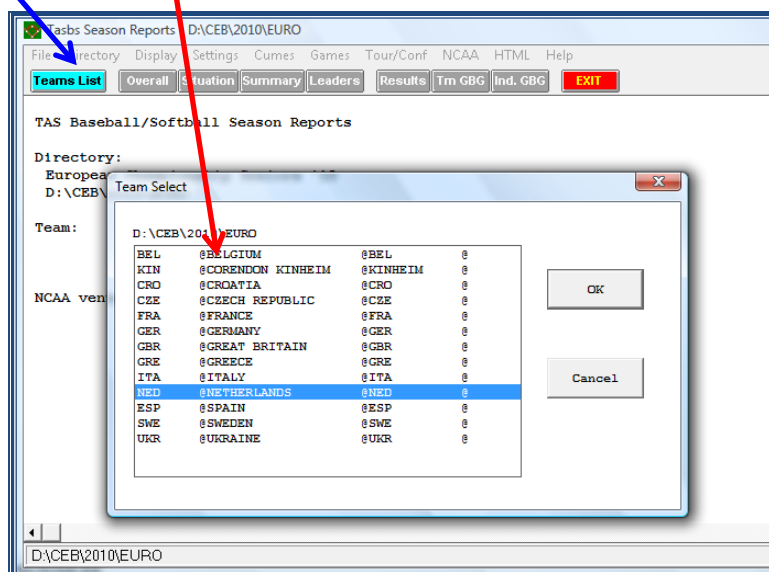
FINAL STATS OF A COMPETITION

*** TEAM CUMULATIVE STATS:**

To obtain, edit, use or print the team cumulative stats, during the competition or at the end, we will proceed like this:

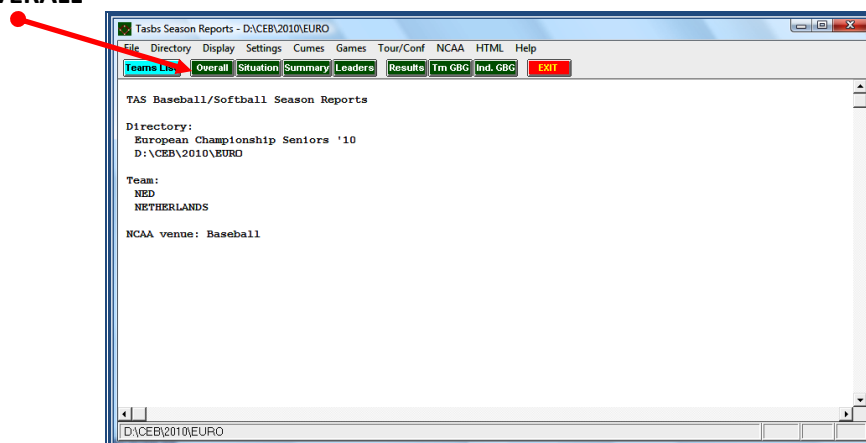
> Go to **SCCP** > Click on **SEASON REPORTS**

> Click on **TEAMS LIST** > Select the team > Click on **OK**



Once selected the team (indicated in the left side):

> Click on **OVERALL**



Then you will see a screen with all the team cumulative stats.

To copy this information in a text document, for instance, for a stats report, etc.:

> Click on **COPY** > **COPY TO CLIPBOARD**

> Paste it in the document (word, or txt...) we are working on.

> Repeat this process for all the teams.

To make up the document:

> delete the first lines with <cpi 17> and <lpi6>

> change the font type into Courier New and the font size into 6, so it fixes to the page

> letters in bold

> outline left

> delete the word <page> in the center of the page (under All Games sorted by Earned Run Avg)

> delete under the deleted word <page> the name of the tournament and the line "Overall Statistics for"

> emphasize the three titles "all games sorted by xxx avg" by using font size 7

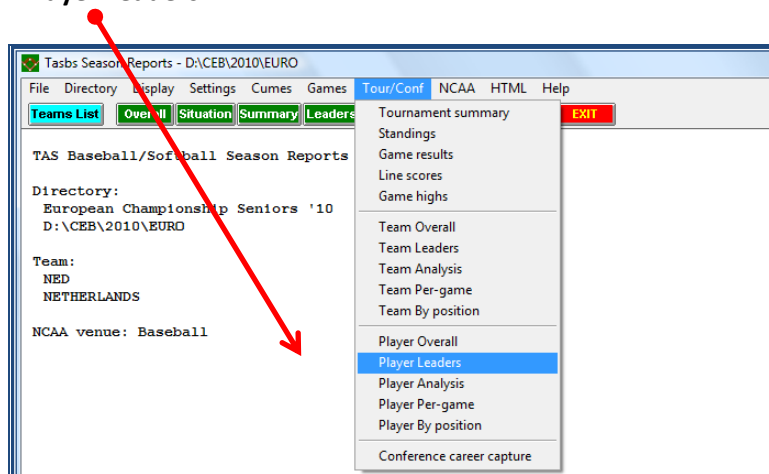
*TO PRINT THIS INFORMATION: The same as in box scores, this information can be printed by clicking **PRINT**.*

* INDIVIDUAL STATS RANKINGS

To generate, obtain, edit, use or print the INDIVIDUAL stats, during the competition or at the end, we will proceed like this:

> Go to SCCP > Click on **SEASON REPORTS**

> Click on **Tour/Conf - Player Leaders**



Then you will see all the information, which can be copied (all, or the part you need), pasted, edited, and printed, by the same described actions (Copy > Copy to Clipboard > ...)

To make up the document:

- > delete the first lines with <cp1 17> and <lp18>
- > change the font type into Courier New and the font size into 6, so it fixes to the page
- > outline left
- > several times in the document, you can read <page>; delete this every time
- > make sure categories are not divided over two pages; if that is the case, start on a new page

Use this information in the Daily Report

(This information occupies several pages: to see all, move down using the vertical bar of the right side)

*** TEAM STATISTICS RANKINGS**

The team rankings go automatically on the website after having put the game result.

TO ELABORATE THE TEAMS STANDINGS

A) IF ALL THE GAMES ARE INCLUDED IN THE CURRENT STANDING

In order to let the program use the ranking information in the reports after each day of competition, or at the end of the competition, the CO (though it could be also done by DE's), will generate the standings according to this method, to be done in each game:

> Open the game > Go to GAME SETUP > GAME INFO >

In the box Ranking # :

> Write (using numbers) the ranking that each team HAD AT THE END OF THE PREVIOUS DAY OF COMPETITION (previous day in respect to that game). To get this information, look into the website.

Visiting team:

home club team:

Game Info

Place: Stuttgart

Stadium: TVC Stadium

Date: Jul 31, 2010

	Vis	Home
# of Batters:	9	9
Ranking #:	2	1

sched innings: 9 DH Rule: Y

Neutral site: N Nite game: N

League game: Y Sched note:

Game series ID: C DH game#: (0|1|2)

Umpires Home: BONILLA S. (ESP)

1st: BESZCZYNSKI D. (AUT)

2nd: WAIDER J. (GER)

3rd: POSNY C. (GER)

Start time: 12:00

Weather: sunny

Chart View: P P)itcher or B)atter

> **Repeat this process for all the games** of this day of competition, and that way the program will generate the team standings.

B) IF THE CURRENT STANDING HAS TO BE MADE WITH SPECIFIC GAMES/ A PHASE OF THE COMPETITION:

Sometimes, and according to CEB Rules, the final standing (or the standing for the second phase – after the preliminary round, or a first phase-) has to be made including only some games.

For instance when in a CEB Tournament, after a preliminary round, the 2 or 3 best teams of each group continue the tournament in the final round. Then, to do the standings we have to take into account (also for nomination of leaders) only the games among the teams actually classified for the final round.

In this case, this is what we have to do:

COMPETITIONS IN TWO PHASES

☞ In competitions in which there are two phases (preliminary round or round robin) and final round (with the best classified teams), in CEB competitions the Rules establish that a new standing has to be done, only including the games of the second phase, and the games played among the classified teams in the preliminary round.

☞ And CEB Rules also establish that the individual stats will be based only in these games. So, individual awards only must be given to players of these classified teams.

Look at this example: in this competition, there was a preliminary round, with 2 Pools (A – B) of 4 teams each. (*pools = groups*)

After the preliminary round, the best 2 advance to final round, so they form a new group: Pool C, in which we will include the games played among these teams.



Standing Pool C						
Pos	Team	GP	WO	LO	AVG	GB
1	Italy	5	4	1	800	0
2	Netherlands	5	4	1	800	0
3	Germany	5	3	2	600	1
4	Greece	5	2	3	400	2
5	Sweden	5	2	3	400	2
6	France	5	0	5	0	4

Standing Pool B						
Pos	Team	GP	WO	LO	AVG	GB
1	Italy	5	4	1	800	0
2	Greece	5	3	2	600	1
3	Sweden	5	3	2	600	1
4	Great Britain	5	2	3	400	2
5	Spain	5	2	3	400	2
6	Croatia	5	1	4	200	3

Standing Pool A						
Pos	Team	GP	WO	LO	AVG	GB
1	Netherlands	5	5	0	1000	0
2	Germany	5	4	1	800	1
3	France	5	3	2	600	2
4	Czech Republic	5	2	3	400	3
5	Belgium	5	1	4	200	4
6	Ukraine	5	0	5	0	5

The teams tied are in alphabetical order

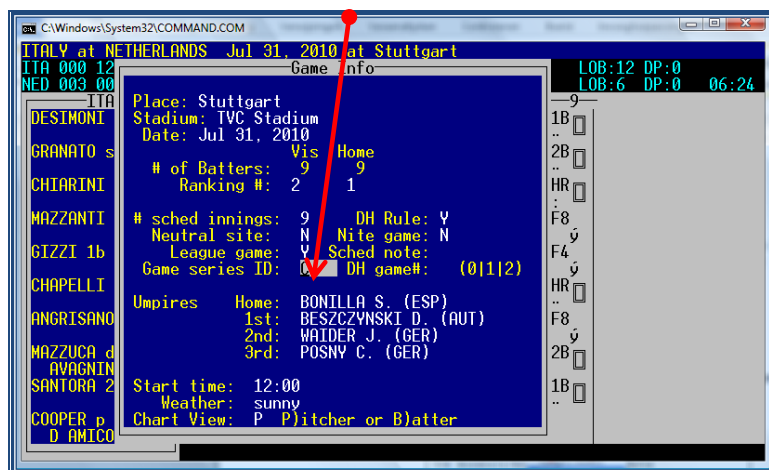
REMEMBER: in case of **TIE**, the teams will be displayed in alphabetical order: to put them in the right order or if the standing is not correct, please contact the CEB at scorer@baseballeurope.com

INSTRUCTIONS HOW TO MANAGE A COMPETITION WITH TWO PHASES:

Decide which games of the preliminary round should be included in the second phase. Write the game numbers down and **repeat the procedure described below for each and every game:**

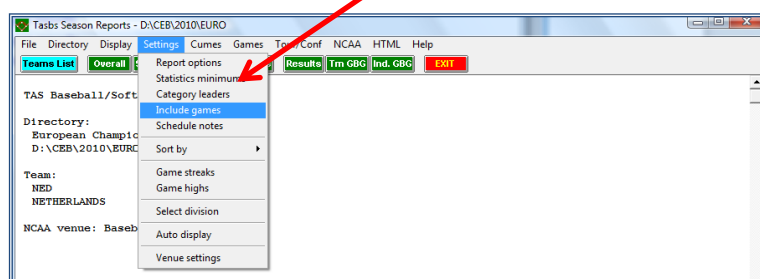
> **Load the game:** (FILE > LOAD GAME > Select the game).

> **Go to Game Setup > Game Info:** Write letter “C” in “GAME SERIES ID”

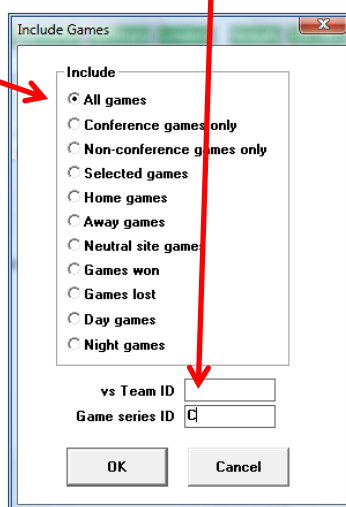


After this:

> **Go to SCCP > Season Reports > Settings > INCLUDE GAMES > Select only these games belonging to “C”** (the new group created).



> **Select ALL GAMES > Write Below: GAME SERIES ID: C**



And finally > **click on OK**

For a two phase competition it is necessary that there are two different folders on the server

- one for the preliminary round
- one for the stats of Pool C (the newly selected pool)

FORFEITED GAMES

To the best experience of the Scorer Commission there has never been a forfeited game in a CEB competition. In case this occurs, it is recommended to contact scorer@baseballeurope.com to receive instructions what to do.

For your brief information: there is a difference between a forfeit when the game is played or when the game has not been played. When you contact scorer@baseballeurope.com, make sure you give all information that might be needed.

STATS REPORTS: CONTENTS, ELABORATION, RECOMMENDATIONS

*** CONTENTS**

In CEB tournaments, a Daily Report should be created for the Local Organization Committee, starting the day before the tournament. In Appendix 2 there is a description what should be in each daily report.

*** ELABORATION**

The daily report is elaborated as a “Word” document, using the functions/method described from page 11 forward.

You have to generate the different parts of the report (games, cumulative, leaders), and with the action “COPY > COPY TO CLIPBOARD” paste each part in the document.

When the report is finished, in “Word” format:

> Convert it into a .pdf document with the pdf converter that is in the computer

When you're working with Microsoft Office 2007, the program offers you the possibility to save your document as a .pdf. Be aware that when you do that, you cannot change it anymore. So do not also save it as a .pdf but also as a normal Word document.

*** RECOMMENDATIONS TO ELABORATE THE REPORT**

- Use a previous report as a base or schema for the new one, and do the daily pages over the previous ones, adding the new results, appointments, box scores, etc.
- Create and set a heading and the part below with the logos, name of the competition, etc. Recommendation: use the heading of the CEB tournament website.
- To elaborate “Word” documents, export them to a folder on the hard disc, with the format TXT. Then, to line all correctly, use the tool “*See map of document*”
- To copy the rosters: Go to SCCP > Utilities/Roster Maintenance > Import/Export > Export Rosters > Indicate folder and subfolder.
- When you are copying the clipboards of the box scores and individual rankings, paste the parts selecting the font “**COURIER NEW**”, **size 7** (or 6 if needed), depending on what you need for the margins. *(These options must be selected BEFORE pasting the part).*
- For team cumulative and individual rankings, use **COURIER NEW, size 6** (or 7 if fits). If it is needed, reduce with “Word” (*Menu File > Page Configuration*) the margins of the page.
- Design the document using the Tool of the “See > Rule” (¶), and DO NOT modify the points, in order to keep aligned all the lines.
- The **results** can be taken from the website (copy the website picture and paste it into your document)
- The **icons** of flags / team logos must be available in the folder “LIVE”, placed in the directory of the competition. Copy and paste these flags in the heading of each game: Use: > Insert > Images from File > Select the flag/logo > Copy and paste.

- To write the standings after each day of competition, copy the standing of the previous day (from the last report or from web – after having completed the day results) and modify it. Take care of design: e.g. use a different grey shadow for each line, use colors ...
- To copy a complete line of one table, put the cursor on the left side of the margin, at the height of that line, and click the secondary button of your mouse, in order to cut, copy or paste that line.
- The data of **Game Behind**, in the standing will be made by the webmaster/ web server automatically: So, copy it from the website of the competition.
- **Revise and check carefully the names of umpires, scorekeepers, technical commissioners, and the game data. Use always the same spelling and criteria for the writing of game info.**
When a mistake is noticed in the names on the website, send an email to scorer@baseballeurope.com.
- After each game or part, insert a “page skip” to separate each page. (Menu: Insert> Insert page skip), and remember to delete all the symbols “<page>”.
- **Always convert your Word document into a .pdf before putting it on the server**

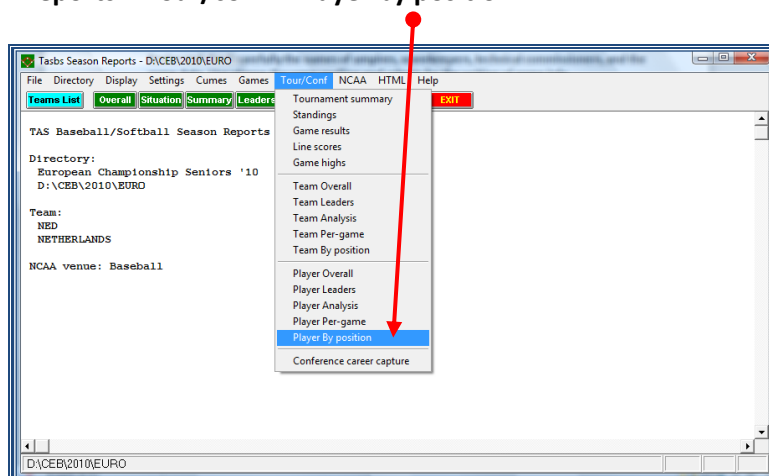
STATISTICS AT THE END OF THE COMPETITION

According to CEB Competition Rules, there will be trophies in each tournament. If not only for the first – second and third place of the competition, also individual awards will be granted (not in juveniles tournaments).

Most of the statistics for the individual awards are generated by the HTML – Conf/tour generate (page 32), but the Most Valuable Player (MVP), outstanding defensive player and all-star players will be selected by the Technical Commission.

To give the Technical Commission an overview of all players at each position they might have played during the tournament, you generate a list prior to the final day of the tournament.

Go to > **SCCP > Season reports > Tour/conf > Player by position**



WORKING ON THE WEBSITE OF THE COMPETITION

RECOMMENDATIONS ABOUT THE INTERNET CONNECTION

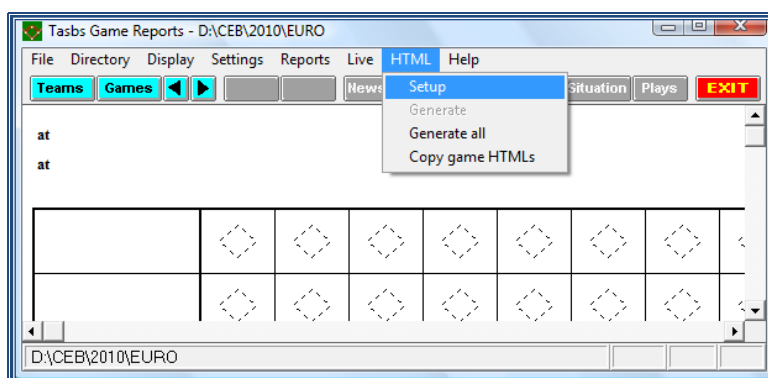
Normally, a connection using Ethernet cable is more secure than a Wi-Fi connection. Especially if that Wi-Fi is opened to general access, we can face traffic problems, or the connection will be worse, so the data feeding will be slower.

So if we have a Wi-Fi connection in the field, try to use a reduced or restricted level of access.

AT THE BEGINNING OF THE COMPETITION

First, we will choose the contents of information that we want to appear in the box score to be put in the web. We choose to show the COMPLETE box score (**COMPOSITE**):

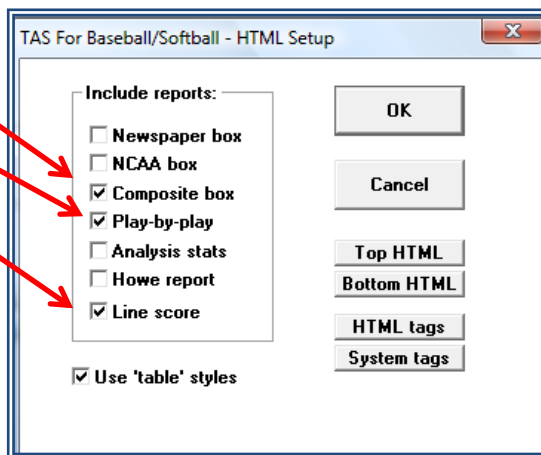
> Go to SCCP > GAME REPORTS > HTML > Setup



> Select these 3 options:

- Composite Box"
- Play By Play
- Line Score

> Click on OK



HOW TO PUT THE RESULT OF THE GAME IN THE WEBSITE

On the CEB website there is a separate surrounding for tournaments. Choose the year and the correct tournament. By making this your start page of your internet connection, you don't have to do the search every day all over again. So: press ALT + S and make the competition page your start page.

To be able to get into the website you will receive a login name and a password of the CEB Scorer Commission.

9	20:00	Neptunus 1	A	Savigny Lions (FRA)	DOOR Neptunus (NED)	-	
Saturday 5th June							
10	11:00	Neptunus 1	A	Savigny Lions (FRA)	Tenerife Marlins (ESP)	-	
11	15:00*	Neptunus 1	A	Hoboken Pioneers (BEL)	DOOR Neptunus (NED)	-	
12	20:00	Neptunus 1	A	Telemarket Rimini (ITA)	T & A San Marino (SMR)	-	
Sunday 6th June							
13	11:00	Neptunus 1	A	Tenerife Marlins (ESP)	Hoboken Pioneers (BEL)	-	
14	15:00*	Neptunus 1	A	DOOR Neptunus (NED)	Telemarket Rimini (ITA)	-	
15	20:00	Neptunus 1	A	T & A San Marino (SMR)	Savigny Lions (FRA)	-	

CONFEDERATION OF EUROPEAN BASEBALL CONFÉDÉRATION EUROPÉENNE DE BASEBALL

In each game the home team is named first // * Change of starting time be possible due to TV broadcasting

- > Click in the middle of the blue line
- > In the next screen type the login name and the password
- > Click on the number of the game

European Cup 2013			
Id: 1		Game: 01	
Pool: Pool A ▼		Game Code: 0	
Date: Tuesday 4th June		Field: Montjuic ▼	
Time: 10:30			
Visit team: Draci Brno (CZE) ▼		Score V: 1	
Home team: Rouen Huskies (FRA) ▼		Score H: 0	
Inning:		Standing: Played ▼	
Back to list		<input type="button" value="Update"/>	

- > Complete the screen:
 - result home team
 - result visiting team
 - number of innings (only when not 9 innings are played)
 - put "Standing" on "Played"
- > Click on update

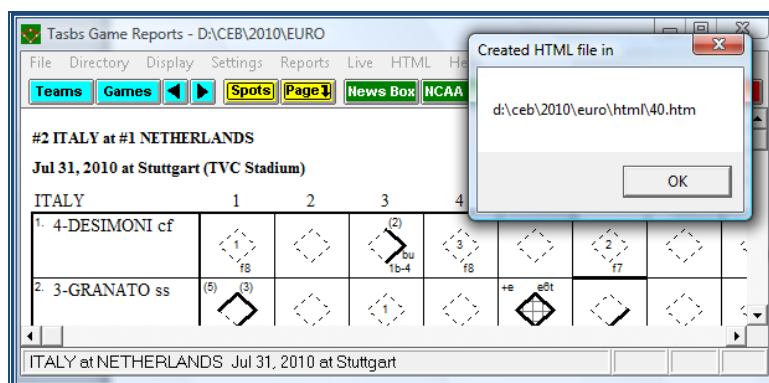
HOW TO PUT THE BOX SCORE IN THE WEBSITE

Go to **SCCP > GAME REPORTS > GAMES > Select the game**

> Go to HTML > Generate

Then, the program shows a path indicating the directory for the file .htm created for this game.

Example for game number 40:



> Click on OK

If necessary/desirable it is possible to edit the generated file with e.g. MS Sharepoint Designer or Dreamweaver to edit names of the umpires. This might be the case when the names are too long for the program or when there are four umpires in the game.

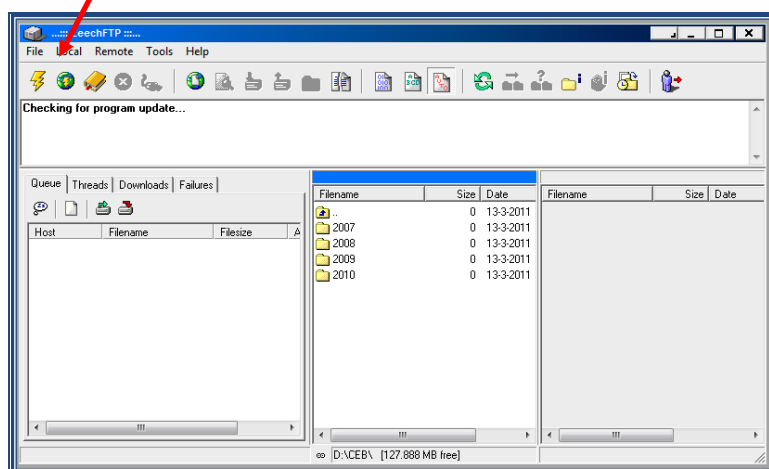
Now add the box score to the website.

HOW TO PUT THE FILE OF THE GAME IN THE WEBSITE

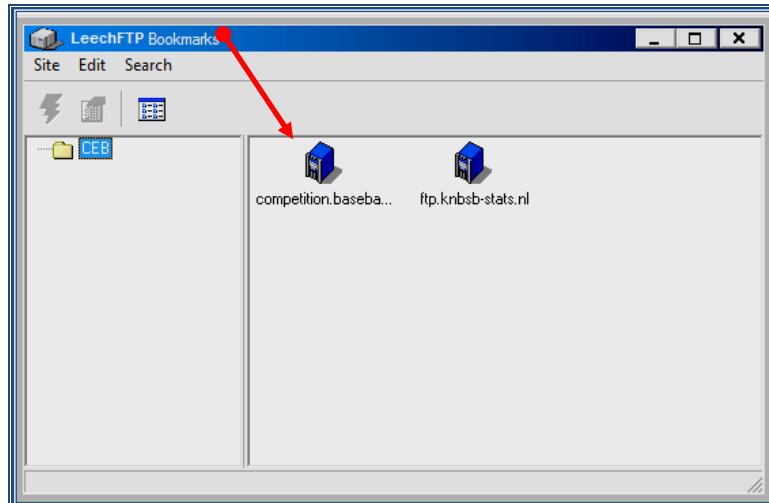
> OPEN THE FTP PROGRAM

(it is recommended to use an direct access icon on your desktop)

> Enter the server, by clicking on the icon of the book



> Double click on the icon of the server:



When there is no icon of the server:

- > make sure you have opened the Leech FTP
- > click on the word File
- > click on Bookmarks
- > click on Edit
- > click on Add Bookmark
- > use the FTP settings provided before the tournament
- > click OK

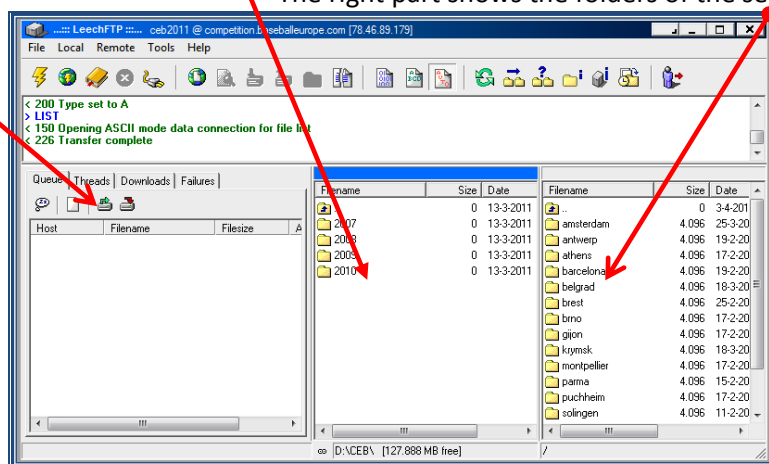
Now the icon is created and can be used for the rest of the tournament.

Then, you will see these three parts:


• In the left side, DO NOT USE OR MODIFY ANYTHING.

The central part shows the folders you have in your computer

The right part shows the folders of the server:



The middle part works like your own computer. If we need to open folders, double click on the icon of the folder.

If you need to go up to the upper folder / directory, double click on the icon with the blue arrow  (it is placed in the first position).

👉 REMEMBER: after the first game of the competition you have to select the folders but for the following days, they will appear automatically, so you don't have to change anything until the next competition.

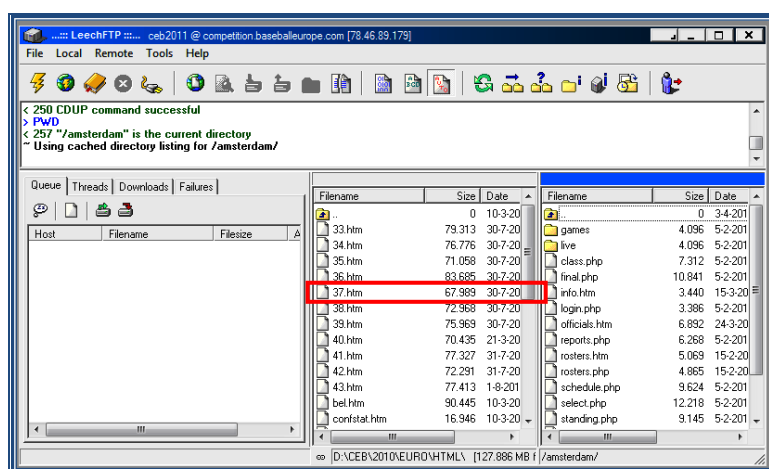
If you have a new competition, use **CHANGE DIRECTORY** > to set the correspondent tournament you are working on.

☠ **TEACH CAREFULLY TO THE DATA ENTRY NOT TO OPEN / MODIFY THESE FOLDERS**, cause they contain all the sensitive information of the server.

In the right part of the screen, after selecting the folder relative to the competition (e.g. **EURO**), you will find a folder **GAMES**. All the files will be kept in this folder.

To put “actually” the files on the web, now you have to:

> **Select the file of the game with extension .htm , which will be in the directory of the competition** (in the example : C:\CEB\2010\EURO\HTML) and also drag and drop this into the **GAMES** folder on the right side

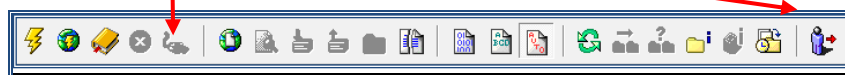


☠ **IMPORTANT:** In the central part, NEVER DELETE ANY FILE, cause if you do it, you will delete the file from your hard disk.

☠ **IMPORTANT:** To quit the program **LEECHFTP**, NEVER DO IT BY CLICKING THE BOX  (as in many other programs), cause if you do, you will cut the connection with the server.

👉 **TO QUIT THE LEECHFTP PROGRAM CORRECTLY**

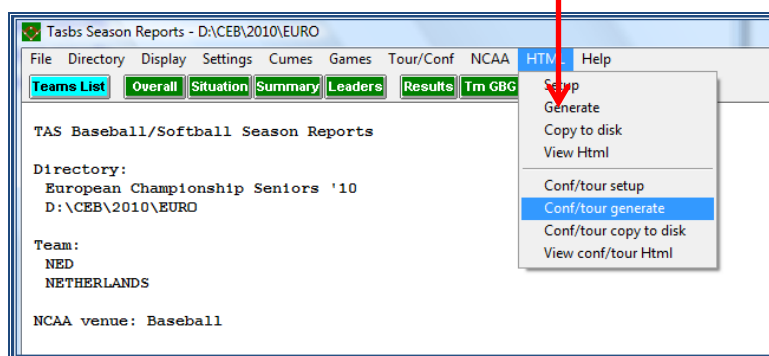
- > Click on the icon of the plug
- > Then, click on the icon of the man with the red arrow



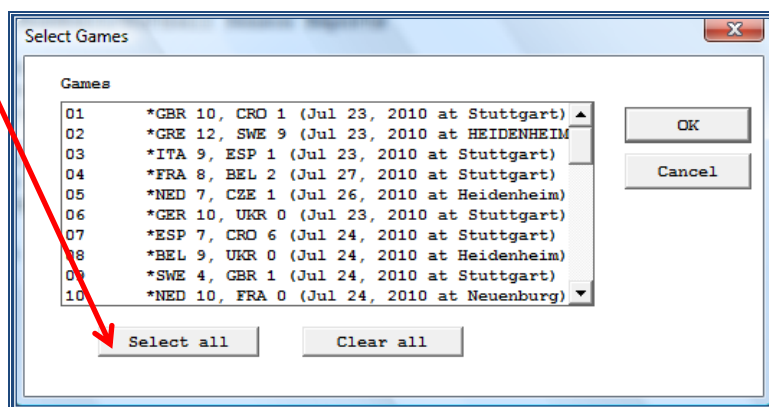
HOW TO GENERATE FILES OF TEAM STATS AND PUT THEM IN THE WEBSITE

The first time you have to do this, you check the setup details as mentioned on page 13. Then you proceed with:

> Go to SCCP > SEASON REPORTS > HTML > CONF TOUR GENERATE

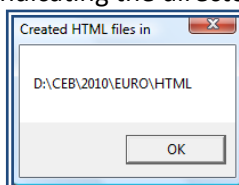


> Click on SELECT ALL and close with > OK



Then the Program will show this message, indicating the directory:

> Click on OK



Now, by using the LEECHFTP program, in the same way as described before

> Take these files to the server (drag and drop from pc to server areas).

It concerns the team files, confstat, lgplyrs, lgsumm and lgteams which all are in the HTML folder of the competition directory.

HOW TO PUT THE STANDINGS OF THE COMPETITION IN THE WEBSITE

The page for **STANDINGS** will have this lay-out:



The screenshot shows a web browser displaying the 'Qualifier EUROPEAN CUP 411' page. The page has a navigation bar with links: SCHEDULE, STANDING, STATS, ROSTERS, OFFICIALS, INFO, and LIVE. The 'STANDING' link is active. Below the navigation bar, there is a 'Final Standing' table with 5 rows and 1 column. Below that, there is a 'Standing Pool A' table with 5 rows and 6 columns. The 'Standing Pool A' table has the following data:

Pos	Team	W	L	AVG	OB
1	Athletico Alexandria (ROM)	0	0	0	0
2	Beograd 96 (SRB)	0	0	0	0
3	Sofiaevs (Slovenia) (SLO)	0	0	0	0
4	Nada SSM Split (CRO)	0	0	0	0
5	Spartakos Gyfadas (GRE)	0	0	0	0

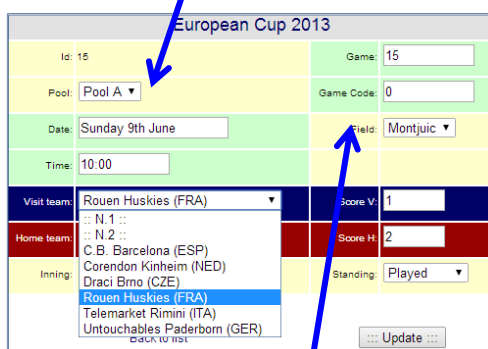
The webmaster will have prepared an internal software application which elaborates automatically the team standings.

👉 **Remember:** In case of tie, the teams will appear by alphabetical order.

At the end of competition (or during it) the webmaster can make changes or put the teams in the right order. To have this done, please contact scorer@baseballeurope.com.

👉 At the end of Preliminary Round or “Round Robin”, the CO (or the CEB Technical Commissioner) has to write the names of the teams for the second round for the games between A3-A4 and B3-B4. **This is absolutely necessary so that the standing will be correct.**

To do that, enter the website (described on page 28) > **select the teams** from the list:



The screenshot shows a form titled 'European Cup 2013'. The form has several fields: Id: 15, Game: 15, Pool: Pool A, Game Code: 0, Date: Sunday 9th June, Time: 10:00, Field: Montjuic, Visit team: Rouen Huskies (FRA), Home team: C.B. Barcelona (ESP), Inning: Corendon Kinheim (NED), Draci Brno (CZE), Rouen Huskies (FRA), Telemarket Rimini (ITA), Untouchables Paderborn (GER), Score V: 1, Score H: 2, Standing: Played, and an Update button. A blue arrow points from the 'Pool' dropdown menu to the 'Field' dropdown menu.

In case you have to modify the schedule due to rain, suspensions, etc. inform scorer@baseballeurope.com and ask to change the schedule as well as to change the live window file

HOW TO PUT THE DAILY REPORT IN THE WEBSITE

After the daily report has been finished as mentioned in the recommendations to elaborate the report on page 25, it has to be put in the website.

To do this, we always use a pdf version. For this, a pdf converter is installed on the CEB laptop.

Enter the website and find on the first page at the bottom the format to put in the report.



Click on the number of the report and the following window appears:

The image shows a form titled 'Report 1'. It contains three input fields: 'Image:' with a dropdown menu currently set to 'No', 'Name:' with the text '1st June', and 'Link:' with the text 'nobox.htm'. At the bottom left of the form is a link that says 'Back to list', and at the bottom right is a button that says 'Update'.

> Complete the screen

- with Image: change No into Yes
- with Link: change the link in the number of the report.
Make sure it is a .pdf document (e.g. 14.pdf)
Name your report Report_xx where xx stands for a number

The report, after the technical meeting, will receive the number Report_00.

The report of the first game day, will receive the number Report_01.

> Click update

When you are uploading through an internet connection of a hotel, you might get the warning: "could not retrieve directory listing from "/"". The firewall of the hotel internet connection now withholds you from uploading. You have to get a different connection or send the files to scorer@baseballeurope.com.

TROUBLESHOOTING

FAILURE IN THE INTERNET CONNECTION

If we see the information on the website is not updated automatically with the normal flow, (showing the play by play, the specific plays, the count...) we must find as soon as possible what the problem is. We will establish communication with the DE of that game (with Skype), and the CO will give the following instruction to the DE at the field.

First: check if the Live setup has been activated:

> **SCCP > GAME REPORTS > GAMES > select the game > LIVE > LIVE SETUP > ACTIVATE**

It might happen that the connection in the field is not working correctly. In that case it might be necessary to reactivate the program. Therefore deactivate the box "Activate" and then activate again.

The box Activate must always be activated ☒ to have a connection for live games.

If this is all correct, then:

> **Check if the Server data and the Target Directory are the correct ones:**

The screenshot shows the 'Live stats settings' dialog box. It contains several sections:

- Activate:** A checkbox that is checked.
- Gametracker ID:** An empty text field.
- FTP settings:**
 - ☒ Auto-send FTP
 - Radio buttons for ☒ Html and ☐ Xml.
 - Text fields for FTP site, User ID, Password, and Target directory.
- Copy file settings:**
 - ☒ Auto-copy files
 - Radio buttons for ☒ Html and ☐ Xml.
 - Text field for Target directory, currently set to 'c:/taslive'.
- XML output:**
 - ☐ Enable XML stats feed
 - Text field for Xml filename, set to 'xmlid'.
 - Text field for Code.
- Show stats on screen:** A checked checkbox.
- Poll rate in seconds:** A spinner box set to '2'.
- Buttons:** OK and Cancel.
- Live message text:** An empty text area at the bottom.

(The Target Directory will be different for any field).

If the problem still goes on, then:

> **save the game > close the program > start the program again**

> **repeat all the processes** explained.

SERIOUS FAILURE IN THE CONNECTON TO INTERNET

☞ If after we have done the actions on page 35, we realize the connection is still not working properly, and we have given ourselves some time to check, we will proceed like this:

> **Save the game**

> **Quit the game**

> **Find the TAS FTP icon that will be in the Desktop Menu Bar, (placed in the lower part of your computer's screen).**

**TAS
FTP**

> **Select it, and choose END TASK NOW, by clicking at the same time CTRL + ALT + DEL**

> **Click on END NOW**

> **Exit the SCCP > Exit the program**

> **Enter again the Program > Load the game (File > Load Game)**

> **Go to LIVE > LIVE SETUP**

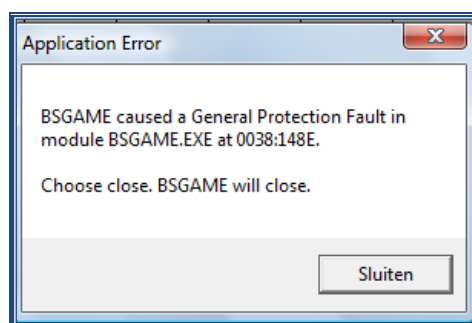
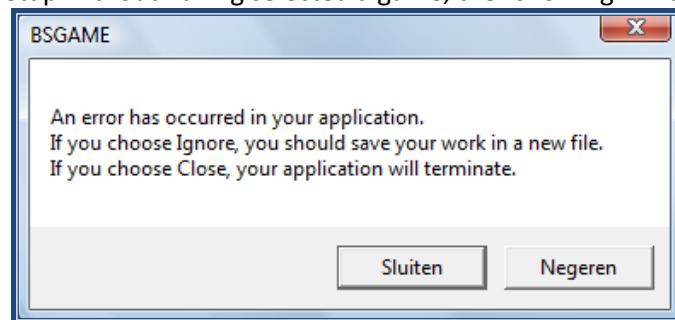
> **Click again in the box ACTIVATE**

In case the above does not work, we can also do:

> **GAME REPORTS > select the game > LIVE > SEND STAT FILES**

BSGAME

When you start the live setup without having selected a game, the following will appear:

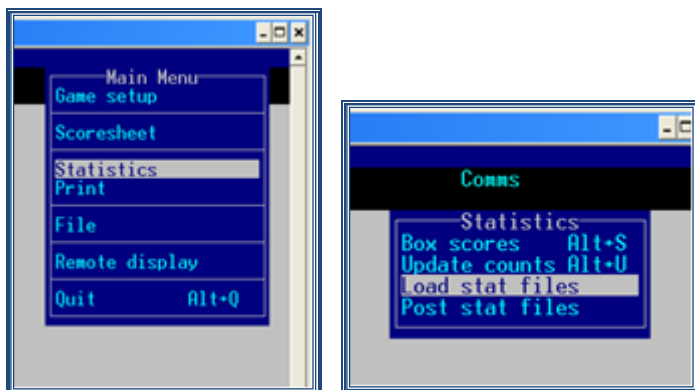


Close the screens, choose your game and start the live setup again.

THE STATS OF A PLAYER DON'T APPEAR IN THE SCREEN

If the stats for the batter / pitcher don't appear in the screen, after having done the correct procedure described in the Data Entry Guide, we will proceed as follows:

> Go to SCCP > Game Scoring > B > 2x Enter > Statistics > Load stat files > Yes for each team



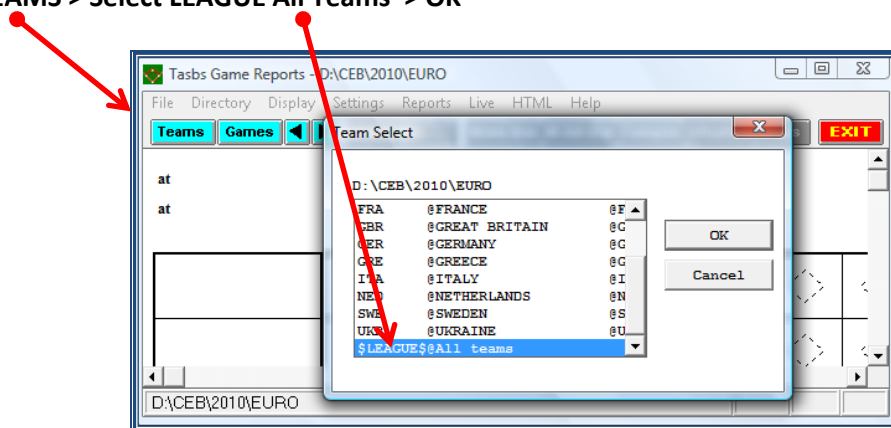
Then, we go to > SCCP > Game Reports > Games > find your game > Settings > Load stat files



Besides, to show the stats on screen, remember it is necessary that in the list of teams of **SCCP**, the **OPTION "SELECT ALL"** must be activated. (It is in the last part of the list).

To check this:

Click on **TEAMS** > Select **LEAGUE All Teams** > OK



ATTACHMENT 1: SUMMARY OF THE TASKS OF THE CENTRAL OPERATOR AT A COMPETITION

BEFORE THE COMPETITION

If the competition is played in several cities/fields, and there are LIVE games:

- **Unify the communication system and methods between the CO and the Data Entry:** use of Skype, unify the name of the files for the games, the passwords and login to enter the website, etc.
- **Verify** that all DE have the correct data of the Server and the Target Directory in their computers, and the folders used in the program Leech FTP are correctly selected.
- **Coordinate** (or do it yourself) before the competition, so that **all the DE's have the same OPTIONS selected** for the game, settings, reports...
- Elaborate and control the **rosters**. Coordinate and communicate to all DE the possible **modifications** at the Rosters.
- Check if the **internet connection is working**
- **Decide about the OPTIONS relative to the TAS program, and communicate them to all DE, such as:**
 - show (or not) the count for balls / strikes. (*Type and location of the pitch: NEVER recommended*).
 - decide which kind of information the Data Entry must write at the end of the game, when they do the Wrap – Up Game, respect WON / LOST GAMES for teams, and pitchers credits as well.

AT THE END OF EACH GAME:

- **Import the game** sent by any DE (if they are LIVE games). You should receive the .gam .pos and .ply files
- Make sure that the **DE put the box-score on the web.**
- **Insert the data to complete the “Wrap Up Game”** (adding the info relative to that game):
check the **number of won/lost games for each team**
write the **number of won/lost/saved games for each pitcher**

Together with the Scoring Director, **check that the information in the score sheet (plays and data) and the info inserted in the program is exactly the same.**

To do this, you can use **ALT + S** of the Menu **SCORESHEET**; and also **compare the Play by Plays** (looking at “Game Reports”) **with the score sheet.**

AT THE END OF EACH DAY OF COMPETITION:

- **Elaborate the Daily Report** in paper and in .pdf format. **Distribute** (and print, if needed) this Report.
- Put the .pdf version of the **Report in the website** of the competition.
- Elaborate the **STANDINGS in the website.**
- Create the new updated daily folder and put it on the server, so the DE can download it the next day

AFTER THE COMPETITION

- compress the complete competition folder into a zip file and put it on the server

ATTACHMENT 2: WHAT HAS TO BE IN THE DAILY REPORT?

(you will receive a format of the CEB Scoring commission)

FIRST REPORT

Front page: banner of the CEB website –logo of the tournament –blue box with “Daily Report 1”.

Mention the date under the numbering of the Daily report.

Officials: copy of the CEB website

Rosters: Shirt number – name – position – B/T – date of birth

In case of different numbers for home or visiting, write home / visiting number. Do not add shirt colors!

Add the names of the coaches as mentioned on page 11

Teams/Schedule: copy of the CEB website

Technical Appointments: given to you by the TC.

Use the format given for the daily report:

First line: Game - Field – Time – Home Team – Visiting Team

Second line: Game number – name of the field – time as hh:mm – Name home team

(COUNTRY CODE) – flag home team – flag visiting team – Name visiting team (COUNTRY CODE)

Official names: First name Last name (COUNTRY CODE), do not use country flags

SECOND and THIRD REPORT

Front page: as described for the first report

Schedule: use a copy of the CEB website in which the result is mentioned

Standing: use a copy of the CEB website and put it on the same page as the schedule

Game summary: start with the line score, then use the composite box

write the team names in the composite box in bold.

first line under the composite:

Umpires: complete the names LAST NAME First name (COUNTRY CODE)

Then put the scorers on the second line and the TC on the third line.

All other information will be mentioned under Game Notes (delete the number of the game)

Leader summary: use the document ‘player leaders’ (NOT the document Tournament summary) – not for juvenile tournaments!

Technical Appointments: as described for the first report

List of abbreviations

FOURTH REPORT (third day with games) AND FORTH

As mentioned in second and third, but

After Game Summary pages, add the

Team stats: as described on page 19

FINAL REPORT

Front page

Final standing: standing – flag – name of the team (differs in front size according to standing)

Individual awards: Flag – Name of the player in bold – name of the team (not bold) –

mention the average

Officials: copy from the CEB website

Rosters: as mentioned in report 00 (first report)

Teams – Schedule: copy from the CEB website

Game summaries (ordered by number) of all games

Team stats

Leaders summary

List of abbreviations

EXCEPTIONS

- Daily report relegation games: only rosters / game files / no awards
- Daily report juveniles: no individual awards
- In all youth competitions (except of U12) and all Cup competitions we will have an award for the best pitcher of the tournament and not for the pitcher with the best ERA.

When you are not sure about the content of your Daily Report, contact the Scoring Commission by mail scorer@baseballeurope.com . And remember: as long as you have a Word file of your Daily Report, it is possible to make changes and upload a corrected version.