USER GUIDE FOR THE STATISTIC PROGRAM

'*THE AUTOMATED SCOREBOOK*'

EDITION FOR THE CENTRAL OPERATOR

CONFEDERATION OF EUROPEAN BASEBALL

SCORER COMMISSION

March 2015

INDEX

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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**

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

It is recommended that the CO not only is in contact with the DE by using Skype, but also with the members of the CEB Scoring Commission, so they can help in cases needed.

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 the Confederation of European Baseball (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 rosters, game files and statistics. In the folder 'Live', you will find the correct titles for the flags (to use 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:
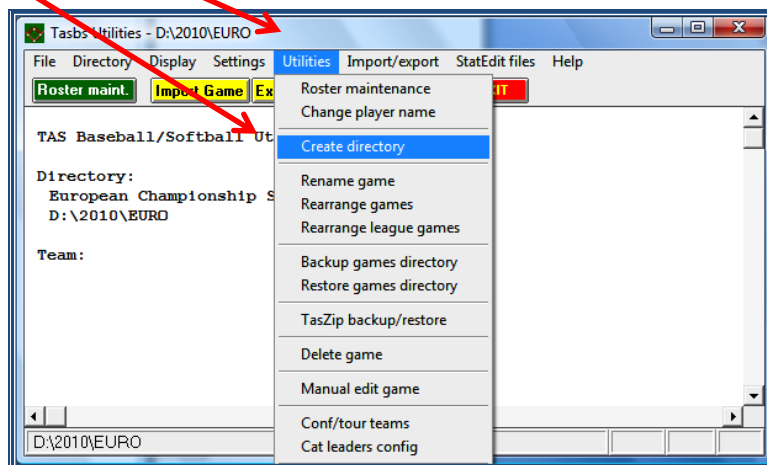
> Insert the *path* (drive), and the name of directory (preferably CEB\year\competition):
(in this example, D:\CEB\2010\EURO)
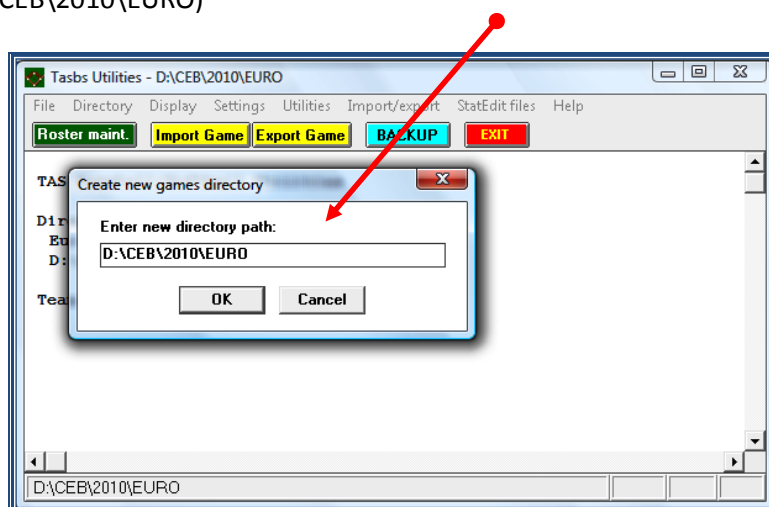
This is the list of the abbreviations we use for the different tournaments, (xxx stands for the country code):
- European Cup A   EC_xxx
- Qualifier for European Cup   QEC_xxx
- Play-off European Cup Relegation   ECR_xxx
- European Champions Cup   ECC_xxx
- U12 European Championship   U12_xxx
- U12 Qualifier 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-Pool   EChB_xxx
- European Championship C-Pool   EChC_xxx
- European Championship   EURO_xxx

! 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.

TO INSERT TEAMS AND ROSTERS

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**
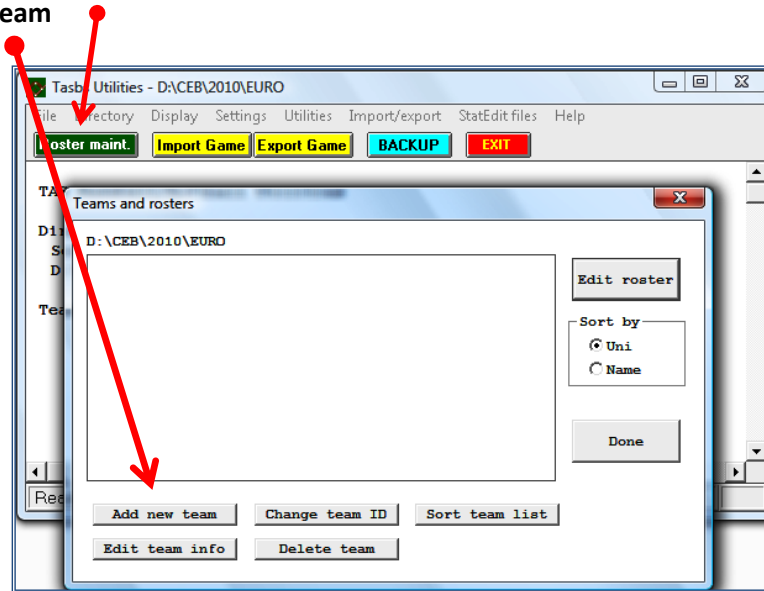
> **Insert the Name of the team** using capital letters.

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 the European Champions Cup it is possible that both teams are from the same country. In that case do not use 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:*

      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 for the rosters one week before the tournament starts if you have not received anything, so you can prepare the pr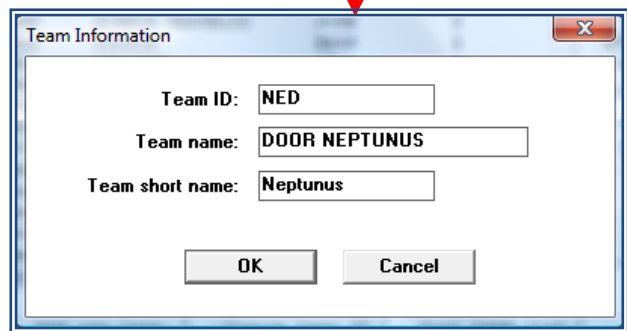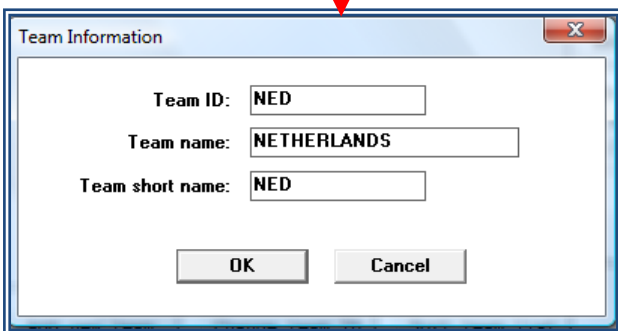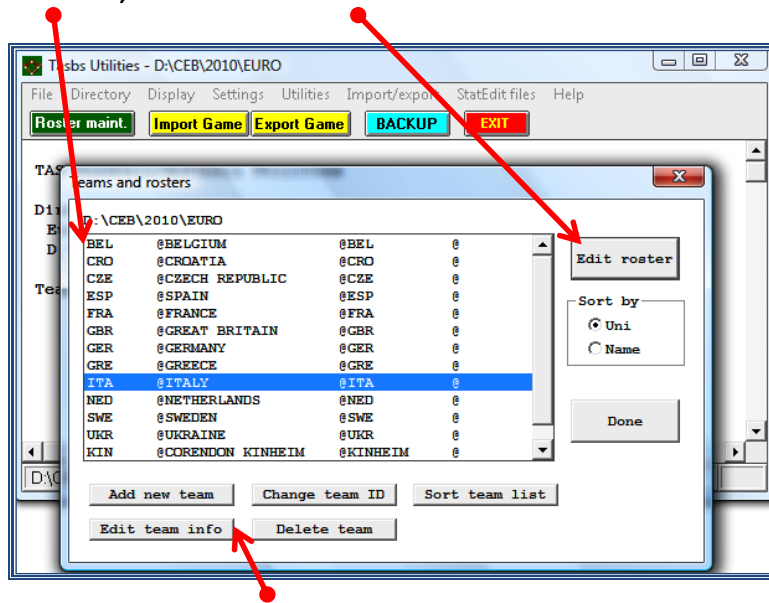eliminary rosters at home. How to do that is explained below. After the technical meeting of the tournament, you will have to do less work as you already have all names inserted. At that time you have to add shirt numbers and delete players that will not be part of the tournament.

> 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

After inserting each player > Click on OK.

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

* 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 <cpi#> 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'
> Delete the team name, as you copy the roster into the Daily Report under a header

> 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) in the column POS.
> 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. Save it as a txt file and put it (as a txt file) on the server in the folder Games by using Leech FTP (see chapter 'Working on the website of the competition' – page 26).

OTHER TASKS FOR THE CO

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) and close with OK
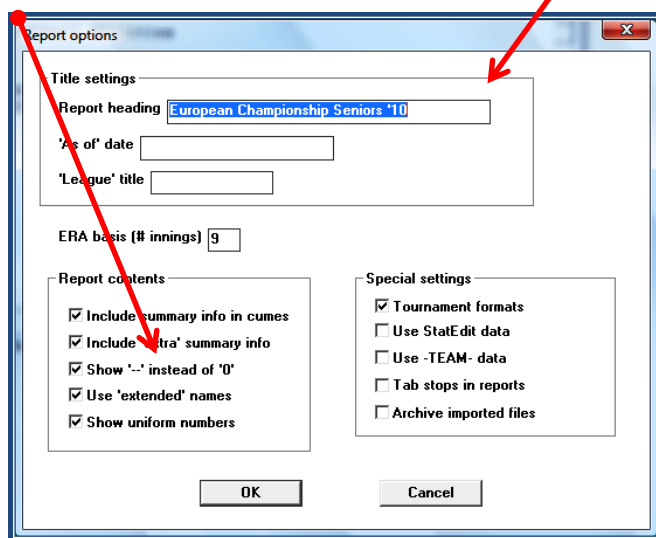
In the same Settings menu, we have to check <u>before the tournament starts</u> if the minimum values for the statistics are put in right:
**> Settings > Statistics minimums**
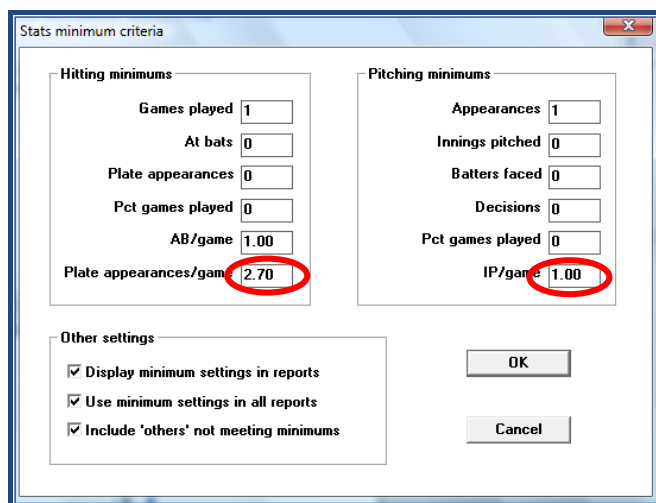
Depending on the tournament, these figures might change (CEB competition rules, chapter 12). Follow therefore the next table:

Tournament	AB/game	Plate appearances/game	IP/game	
European Cup Qualifier and Play Off European Cup Relegation	1.0	2.7	1.5	
European Cup A - Qualifier Champions Cup	1.0	2.7	1.5	
European Champions Cup	1.0	2.7	1.5	
European Championship Juveniles U12 and U12 Qualifier	0	0	0	no individual awards
European Championship Cadets U15 and U15 Qualifier	1.0	**2.4**	**1.0**	
European Championship Juniors U18 and 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, Seniors B-pool and S	1.0	2.7	1.5	

Also, we will choose how many category leaders will be shown in our reports (choose 10):
> Settings > Category leaders > Number of entries and change it into 10. Also all boxes have to be flagged.
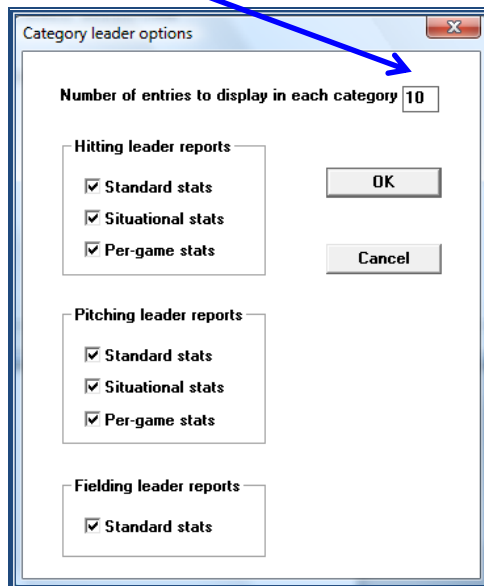
To complete this with information in the internet:
> SCCP > Season reports > HTML > Conf/tour setup and flag all the possibilities there are
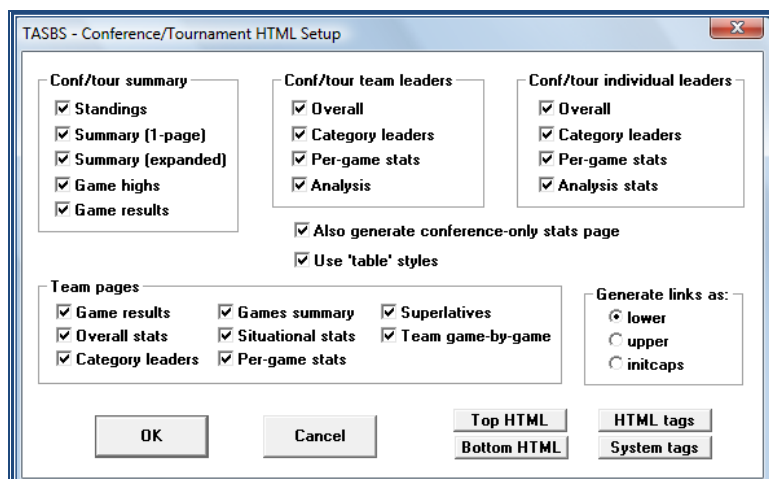
HOW TO ENTER THE DIRECTORY OF A NEW COMPETITION

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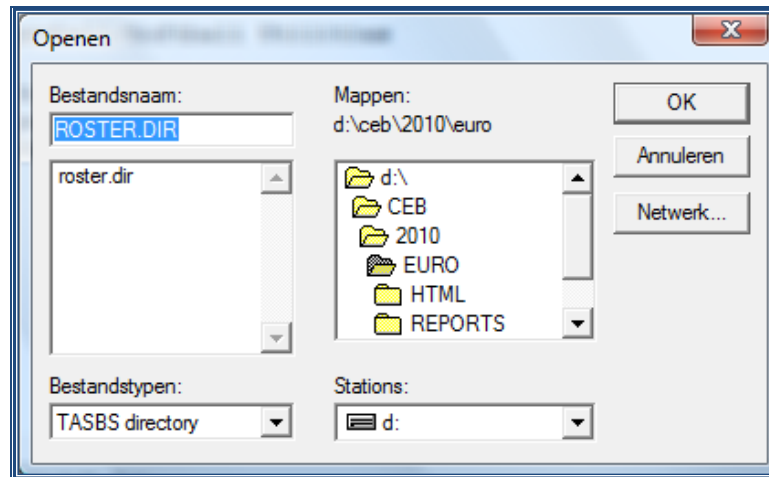
☺ It is recommended to create a folder and subfolder for each competition.

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.**
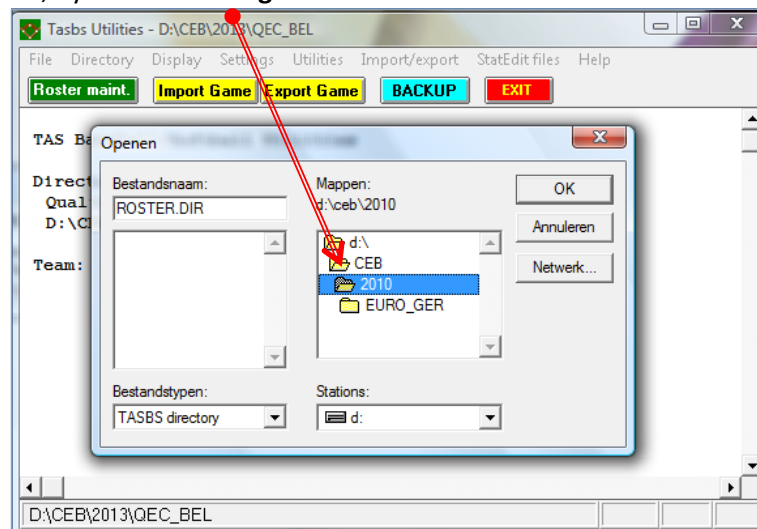
GAMES: EDIT, CONSULT OR DELETE GAMES PREVIOUSLY INSERTED

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 have forgotten how to use Leech FTP; have a look at chapter 2 of the DE manual).
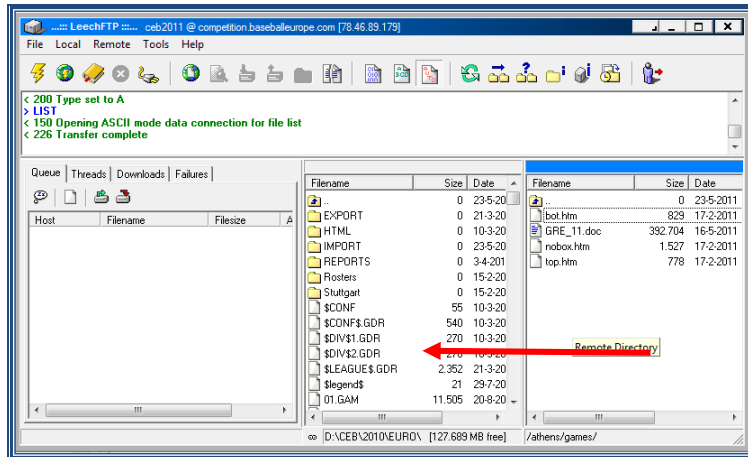
Then go to > SCCP > Utilities/Roster Maintenance > Import game (yellow button).
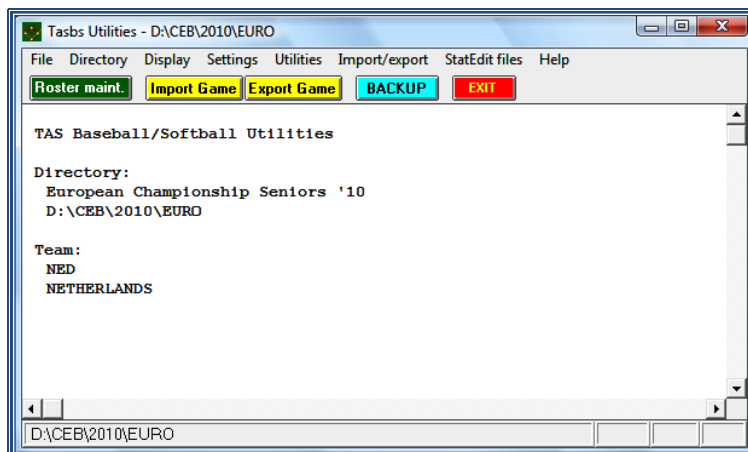
Give the path where to find the game files.
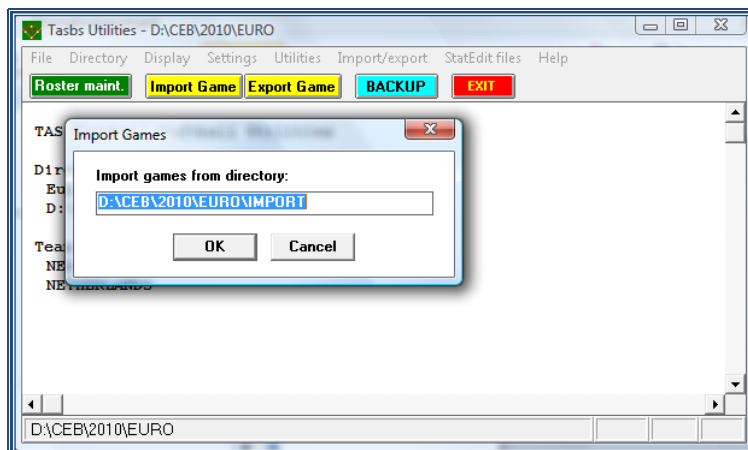
> Choose the number of the game and press OK.
Do not change the game number or team ID's, but press OK until the game is imported.

 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)
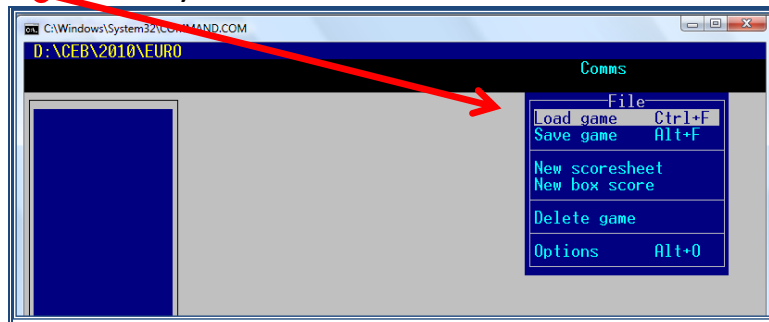
> Select from the list   one of the teams taking part in the game > Enter
(to move inside the list use the arrows ↓↑ of the keyboard) :
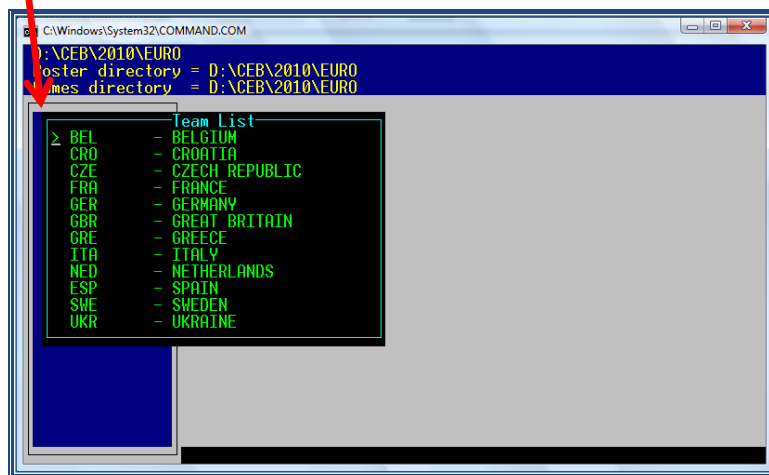
> Select from this new list the exact game to edit or consult > Enter
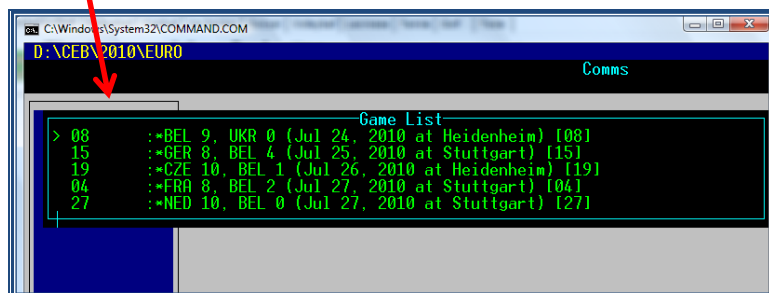
To see the score-sheet, or to edit any play or info of the game (the central part of the score-sheet)
> Go to Menu Scoresheet > Edit plays
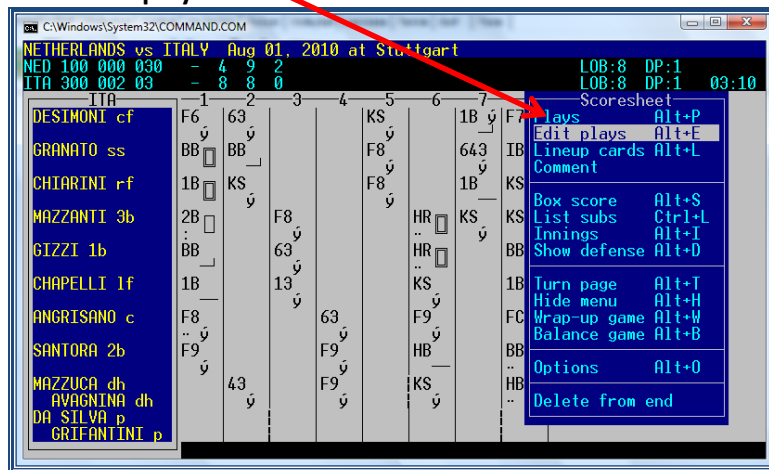
Pay good attention to the substitutions. They have to be in the right place in the data entry to get the right statistics. You can correct them by using

D: to delete an entered substitution

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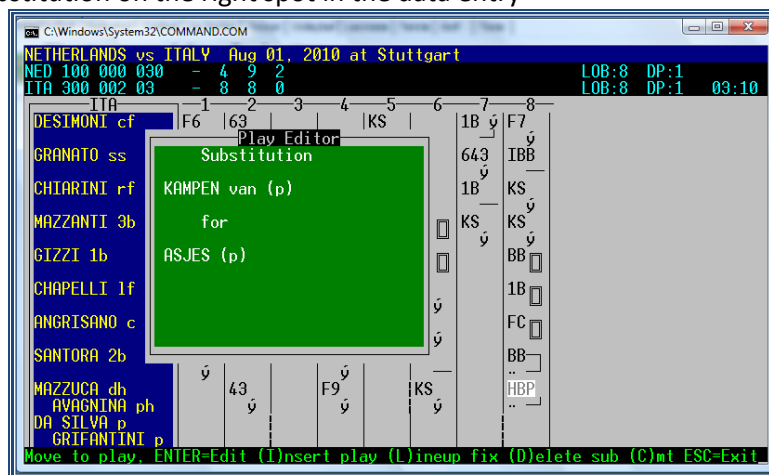
If there seems too much to delete in the game and you think it might be easier to do the data entry from the start, you delete the game:

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

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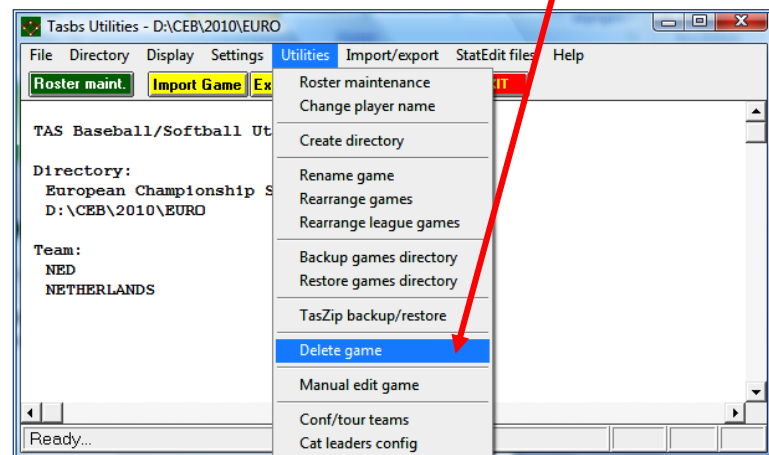
In case of a pitcher change at the beginning of a Tie-Breaker game, check that the DE put in the pitcher substitution before putting the runners on base. If this is not the case and the runners have scored, the runs will be in the statistics for the former pitcher!

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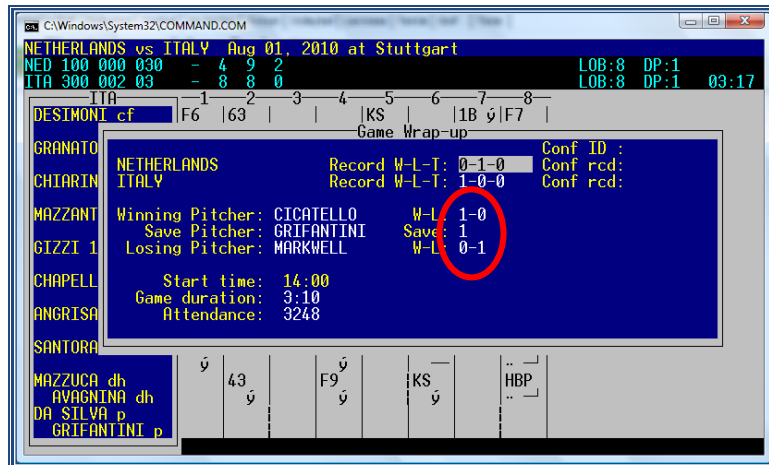
MAKING THE REPORT OF A GAME (HOW TO GENERATE THE INFORMATION)

Once we have scored games of a competition, we can elaborate a report of this game, for the Daily 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.
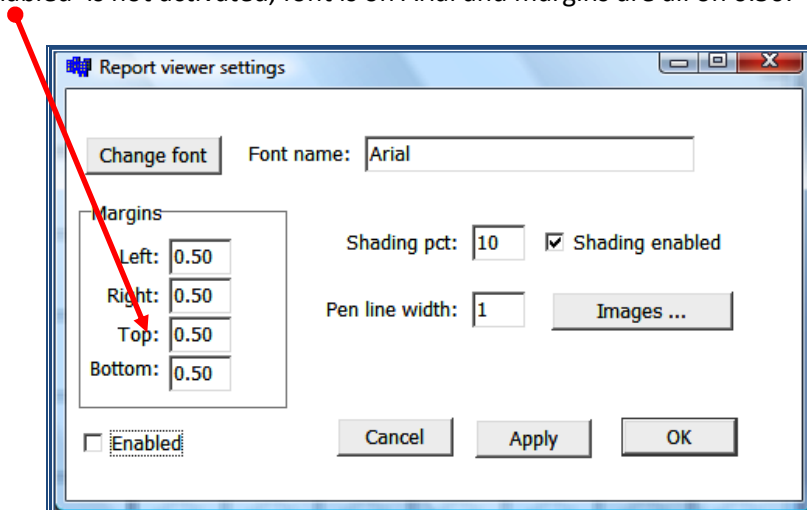
Still being in the Game reports option, we continue:
> Click on Games

You will see the list with all the games inserted.
> Select the right game   > Click on OK
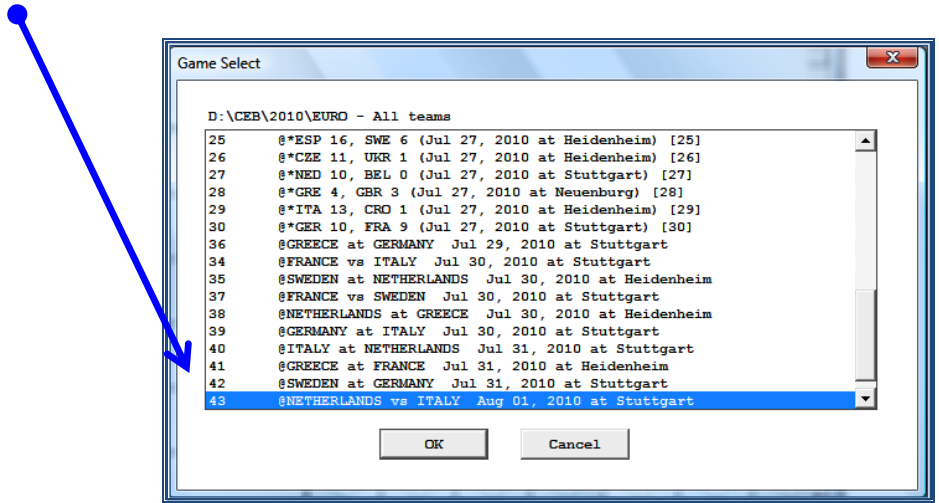
☝ **(In case you don't find all the games, go back to Game Reports and choose 'Teams'.
Select 'All teams, then return to games. After this the complete list will appear).**

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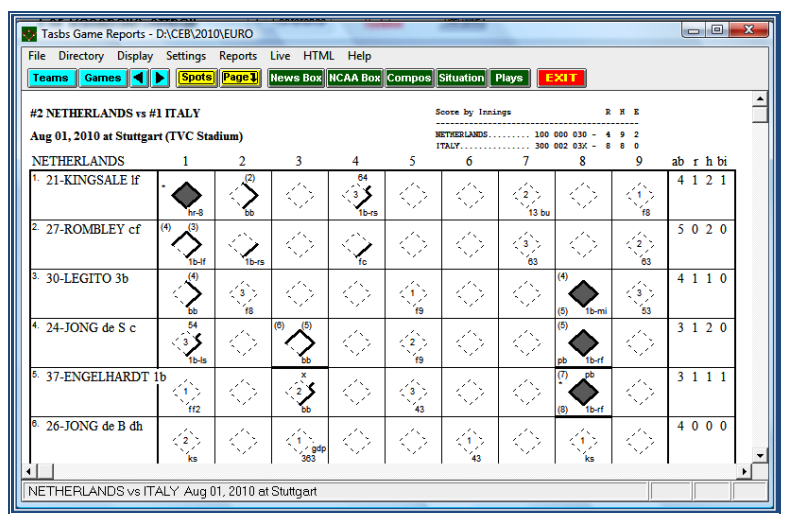
As we use the composite box for our Daily Report, we now click **Compos.**

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)
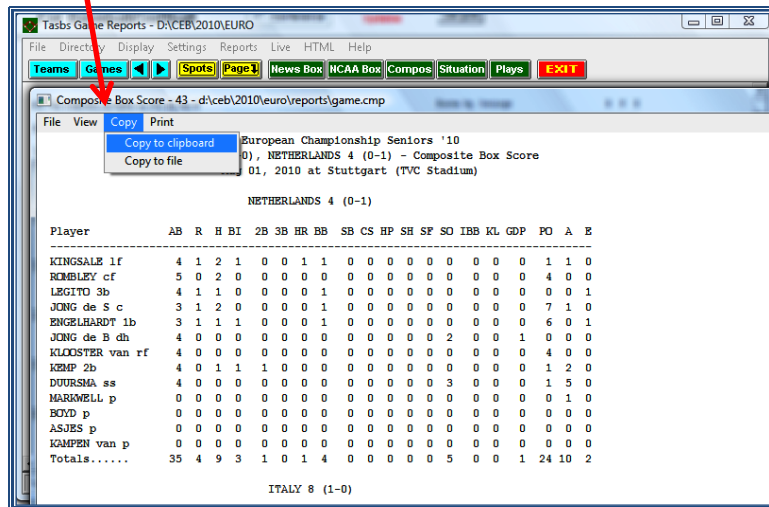
Change the font in **Courier New**, font size 8 so it fits to the page size. Delete the <cpi> code from the top as well as the first two text lines. Only keep the line with the date the game is played. Place the name of the teams in bold, so it is emphasized.
Under the game stats complete the names of the umpires and put the lines with the names of the scorers and TC under the umpires names.
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
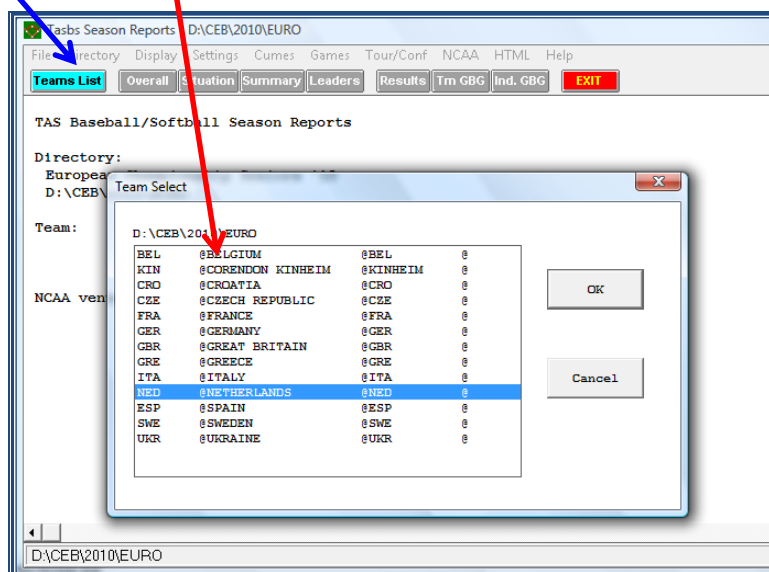
Once selected the team (indicated in the left side):
> Click on Overall
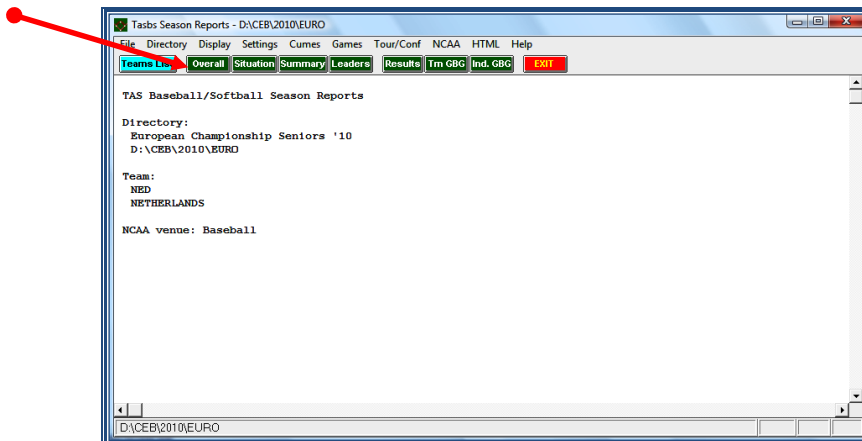
Then you will see a screen with all the team cumulative stats.
To copy this information in a text document, for instance, for a stats report, etc.:
> Click on Copy > Copy to clipboard
> Paste it in the document (word, or txt…) we are working on.
> Repeat this process for all the teams.

To make up the document:
> delete the first lines with <cpi 17> and <lpi7> code as well as the name of the tournament
> change the font type into Courier New and the font size into 6, so it fixes to the page
> 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 writing them in bold

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

INDIuVIDUAL STATS RANKINGS

According to the CEB tournament rules, no individual stats will be published in the U12 tournaments.

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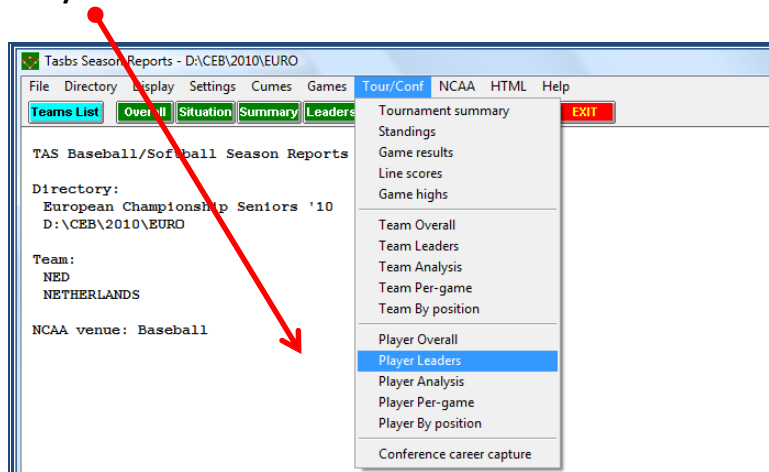
Then you will see all the information, which can be copied (all, or the part you need), pasted, edited, and printed, by the same described actions (Copy > Copy to Clipboard > …).

To make up the document:
> delete the first lines with <cpi 17> and <lpi8> and the name of the tournament
> change the font type into Courier New and the font size into 7, so it fixes to the page
   (if not, try font size 6.5 or 6)
> titles in bold
> 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 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│
                        └───────────────────────────┘
```
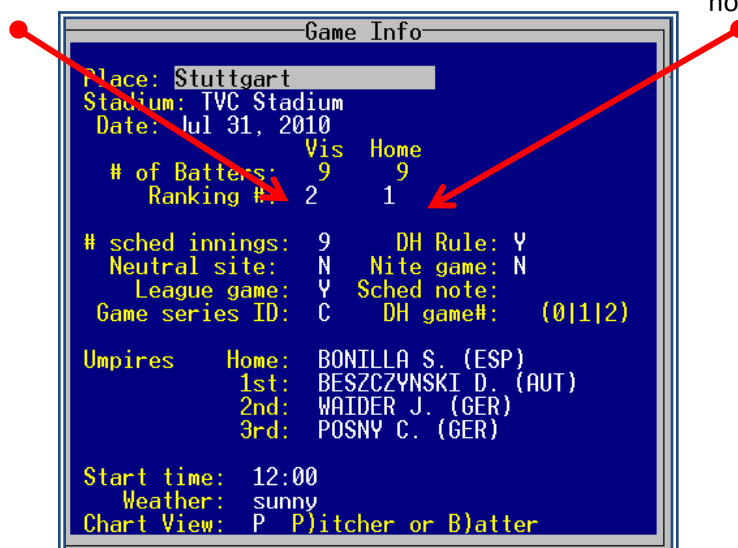
> Repeat this process for all the games of this day of competition, and that way the program will generate the team standings.

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.

| Pos	Team	GP	WO	LO	AVG	GB
	Standing Pool C					
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					
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					
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'**
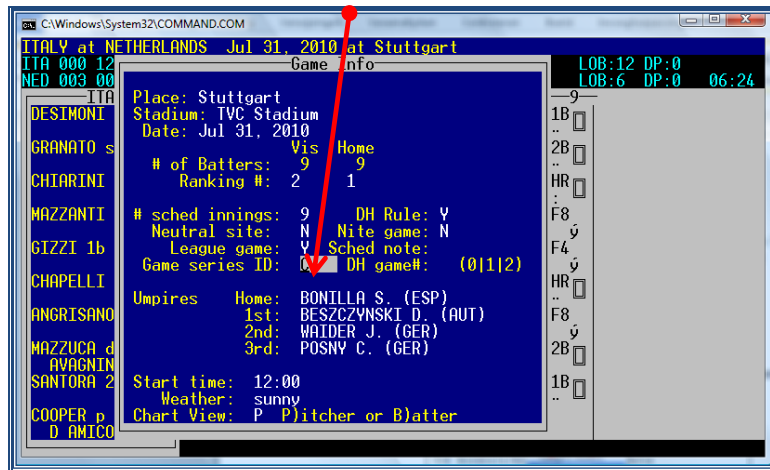
After this:
> Go to SCCP > Season Reports > Settings > Include games > Select only these games belonging to 'C' (the new group created).
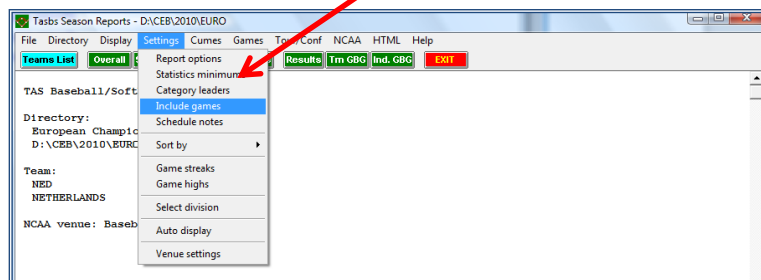
> Select All Games > Write Below: Game series ID: C

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)
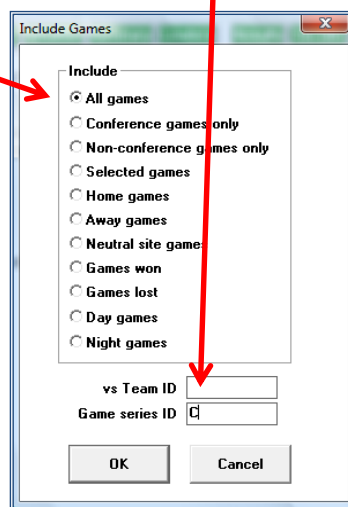

<u>FORFEITED GAMES</u>

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 and 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 9 forward.

You have to generate the different parts of the report (games, team stats, 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, 2010 or 2013, 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 only save it as a .pdf but also as a normal Word document.

* *RECOMMENDATIONS TO ELABORATE THE REPORT*

- Use the formats you received from the CEB Scoring commission

- Set a heading and a footer. Create a front page with the logo and, name of the competition and the link to the website. Recommendation: use the heading of the CEB tournament website.

- Use a separate folder for your Daily Report word and pdf files.

- Use the txt files of the rosters you have created.

- 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 dots, in order to keep all the lines aligned.

- 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 U12 juveniles tournaments).

Most of the statistics for the individual awards are generated by the HTML – Conf/tour generate, 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 can generate a list prior to the final day of the tournament.

Go to **> SCCP > Season reports > Tour/conf > Player by position**
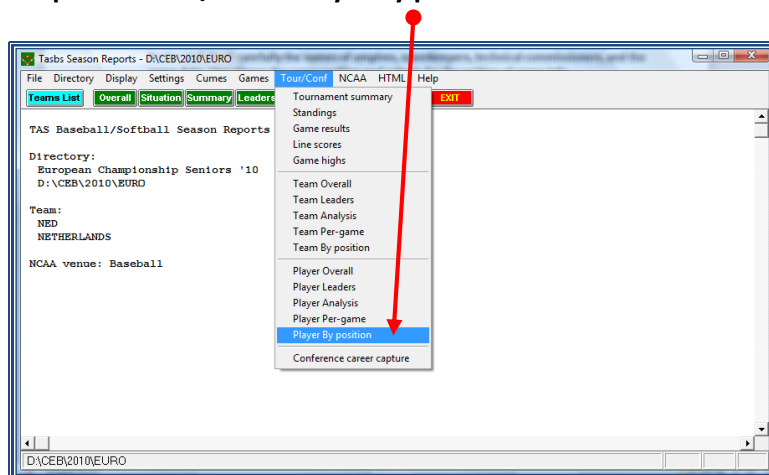
WORKING ON THE WEBSITE OF THE COMPETITION

## 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*):
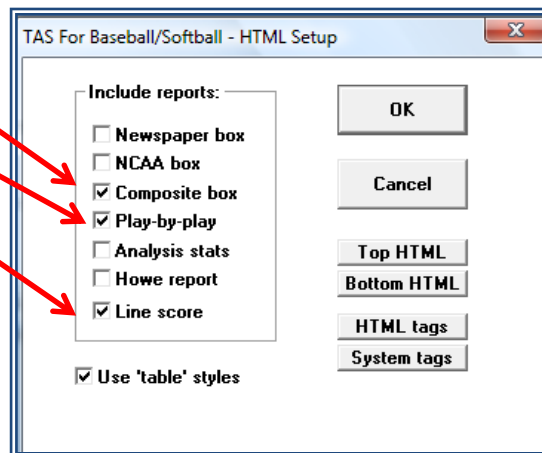**> Go to SCCP > Game reports > HTML > Setup**
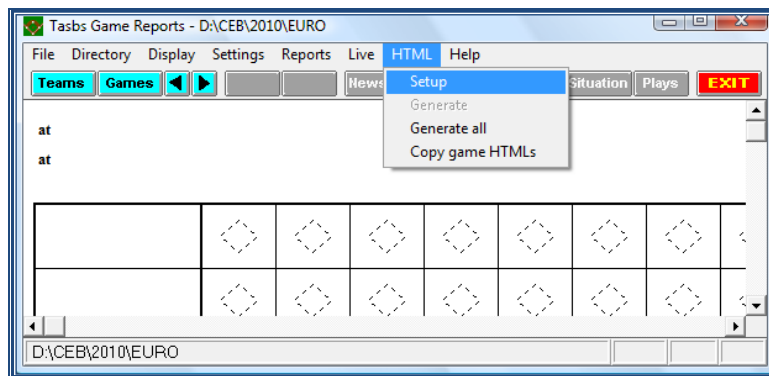
> Select these 3 options:

- 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.

> **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**

> **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:
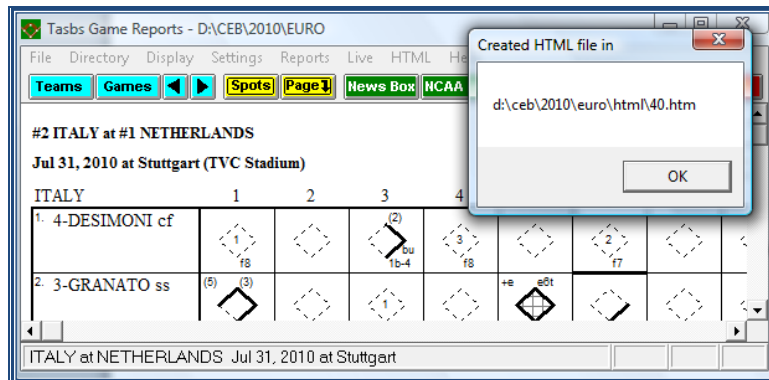
> Click on OK

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 a 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:
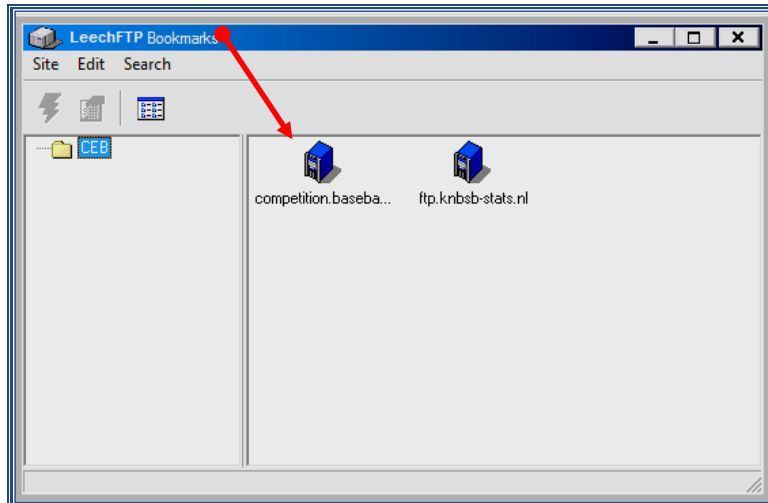
When there is no icon of the server:
> make sure you have opened the Leech FTP
> click on the word File
> click on Bookmarks
> click on Edit
> click on Add Bookmark
> use the FTP settings provided before the tournament
> click OK
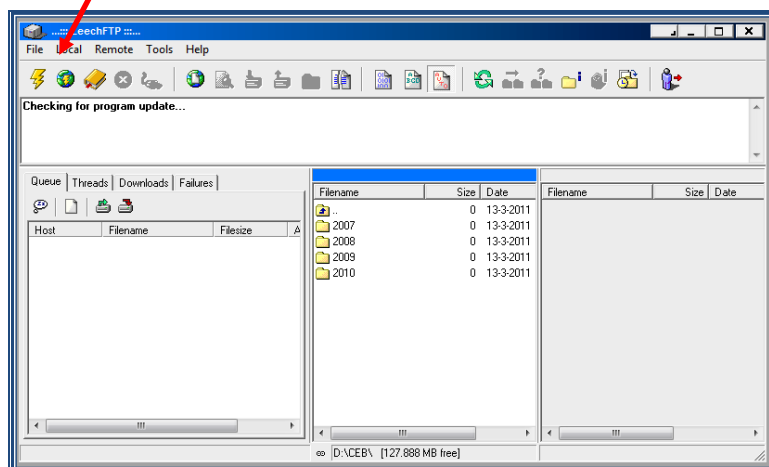Now the icon is created and can be used for the rest of the tournament.

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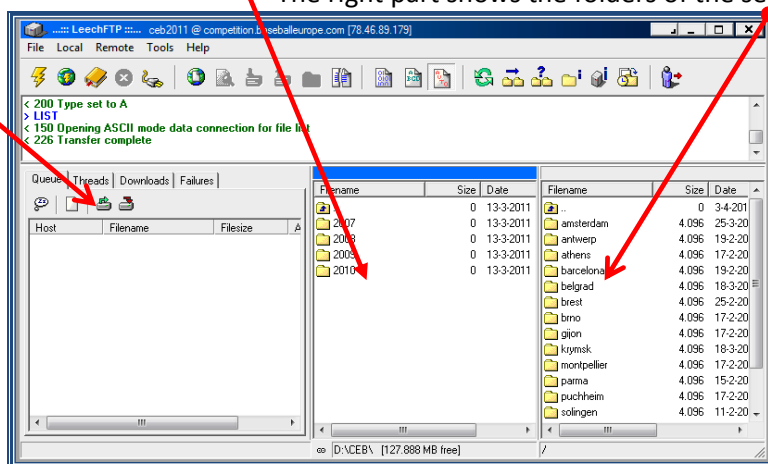
The middle part works like your own computer. If we need to open folders, double click on the icon of the folder.

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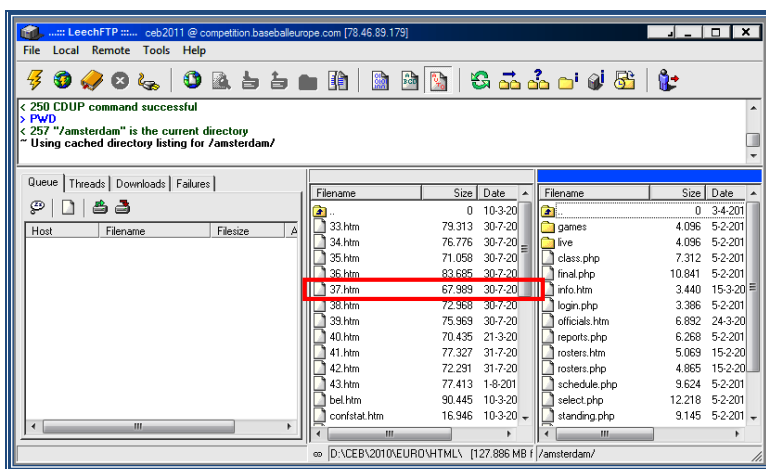
🔥 **IMPORTANT:** In the central part, NEVER DELETE ANY FILE, because if you do it, you will delete the file from your hard disk.

🔥 **IMPORTANT: To quit the program** *LEECHFTP***, NEVER DO IT BY CLICKING THE BOX** x **(**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**
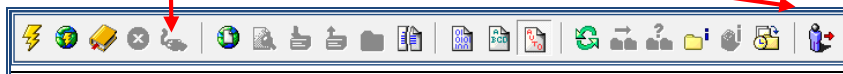
HOW TO GENERATE FILES OF TEAM STATS AND PUT THEM IN THE WEBSITE

The first time you have to do this, you check the setup details as described.. Then you proceed with:

> Go to SCCP > Season reports > HTML > Conf/tour generate
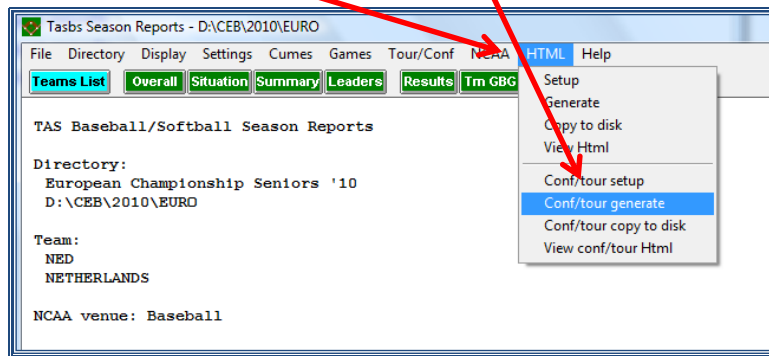
> Click on Select all and close with > OK
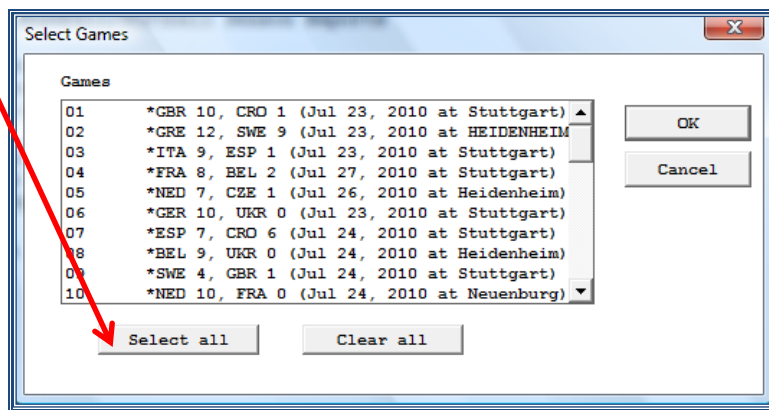
Then the Program will show this message, indicating the directory:

> Click on OK
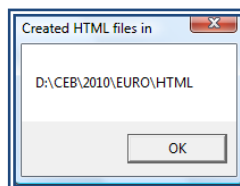
Now, by using the LeechFTP program, in the same way as described before

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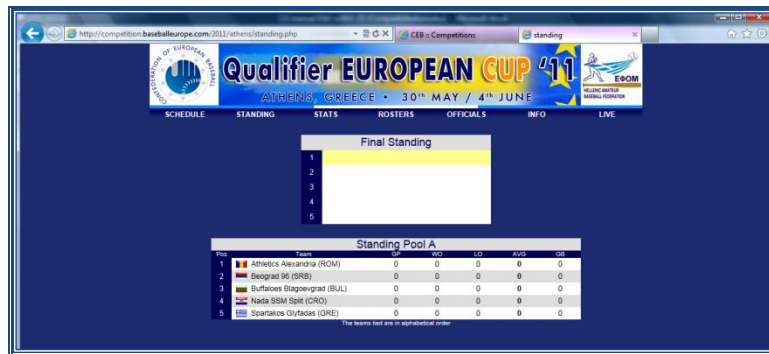
      The webmaster will have prepared an internal software application which elaborates automatically the team standings.

☞ 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 the 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 **> select the teams** from the list:
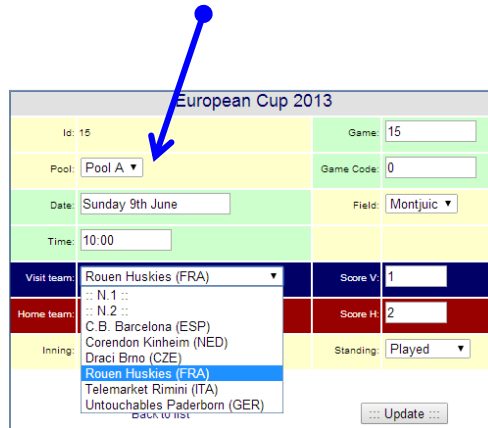
      In case you have to modify the schedule due to rain, suspensions, etc. inform scorer@baseballeurope.com and ask to change the schedule as well as to change the live window file.

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 24 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:

> 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 with a number

The report, after the technical meeting, will receive the number 00 and will be uploaded under '1'
The report of the first game day, will receive the number 01 and will be uploaded under '2'.

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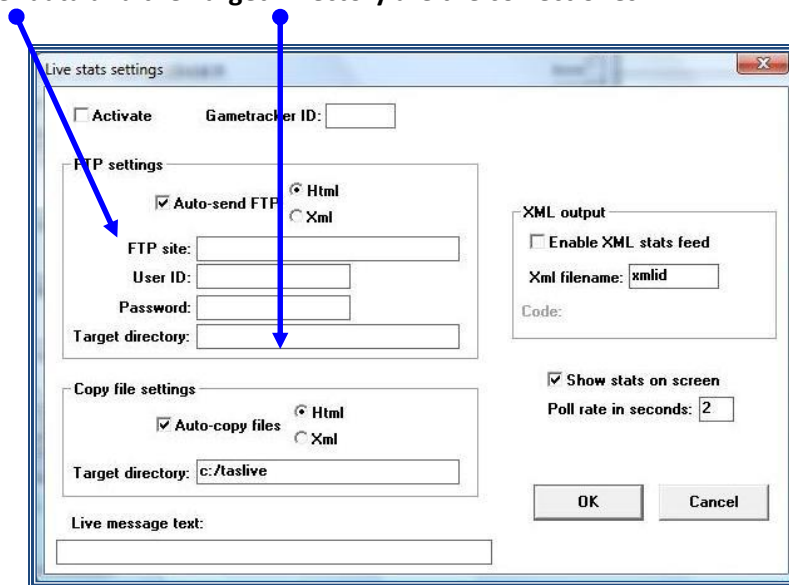
(The Target Directory will be different for any field).

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 34, 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).

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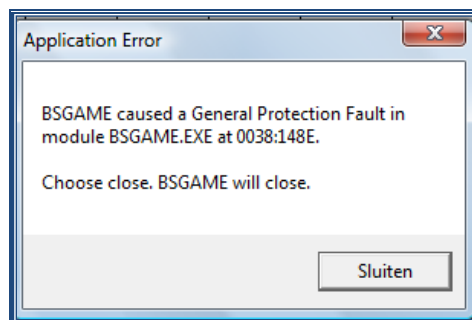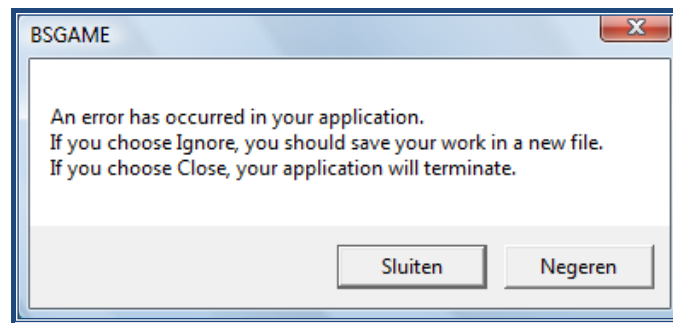
Close the screens, choose your game and start the live setup again.

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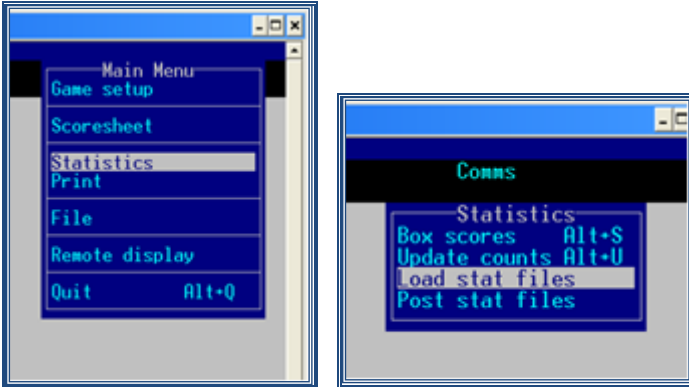
Then, we go to **> SCCP > Game Reports > Games > find your game > Settings > Load stat files**

☝ 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
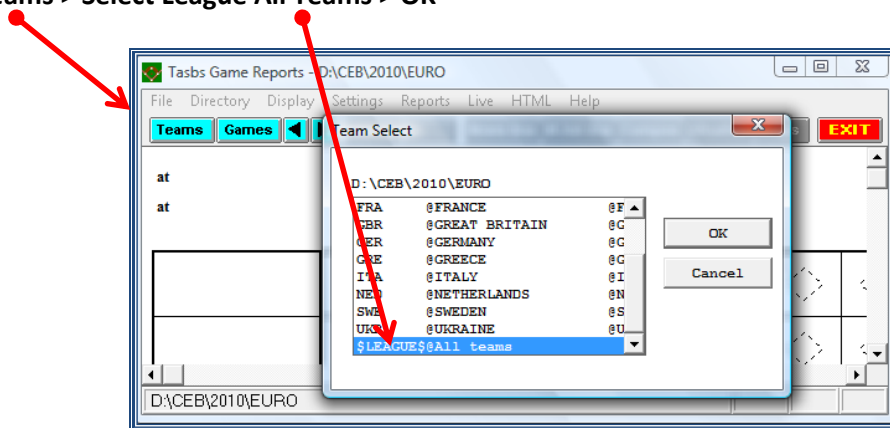
ATTACHMENT 1: SUMMARY OF THE TASKS OF THE CENTRAL OPERATOR

BEFORE THE COMPETITION

- Create a directory and insert the teams and the rosters
- Create txt files from the rosters to put in the 'Games' folder on the server
- Check all settings of the different report options, html etc.
- Copy the top.htm and bot.htm files from the server into the TASBS folder of the C-drive.

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

- o **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.
- o **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.
- o **Coordinate** (or do it yourself) before the competition, so that **all the DE's have the same OPTIONS selected** for the game, settings, reports...
- o Elaborate and control the **rosters**. Coordinate and communicate to all DE the possible **modifications** to the Rosters.
- o Check if the **internet connection is working**
- o **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.
- o Ask the DE to put the word 'live' in the inning box of the game in the website before the game starts
- o Ask the DE to check the game files with the final score-sheet by using COMPOS

AT THE END OF EACH GAME:
- o **Import the game** sent by any DE (if they are LIVE games). You should receive the .gam .pos and .ply files.
- o Make sure that the **DE put the box-score on the web, or do it yourself.**
  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 by using Compos**

AT THE END OF EACH DAY OF COMPETITION:
- o **Elaborate the Daily Report** in paper and in **.pdf** format. **Distribute** (and print, if needed) this report.
- o Put the .pdf version of the **report in the website** of the competition.
- o Elaborate the **Standings in the website.**
- o Create the new updated daily folder and put it on the server, so the DE can download it the next day

AFTER THE COMPETITION
- o compress the complete competition folder into a zip file and put it on the server and send it per e-mail to scorer@baseballeurope.com

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 0***'.

Mention the date under the numbering of the Daily report.

Officials: copy from 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

Teams – Schedule: copy from 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 REPORT and further (until the final report)

Front page: as described for the first report

The report of the first day with games is called 'Daily report 1' and will be saved as 01.pdf

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: only put the box score in the Daily Report. All other information is in the website.

U12 mandatory rest chart (only for U12 juveniles tournaments).

Technical Appointments: as described for the first report

Leader summary and Team stats will be uploaded on the website as of Playing Day 2 (not for U12 juveniles tournaments!). We do not publish them in the daily report.

Announcements of the Technical Commission: will only be used if there is an official communication from the TC regarding schedule changes, ejections or suspended players. You will receive the official communication from the TC, this is not a decision/communication of the Scoring Director). This message must be signed always with the name of the Technical delegate of the tournament and "Technical Commission"

FINAL REPORT

Front page

The final report is called 'Daily report Final' and will be saved as final.pdf

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 (not for U12 juveniles tournaments)

Officials: copy from the CEB website

Rosters: as mentioned in report 0 (first report)

Teams – Schedule - Standing: copy from the CEB website

Game summaries (ordered by number) of all games.

Here you put for every game the line score, as well as the composite.

Write the team names in the composite box in bold.

The first line under the composite contains the names of the umpires.

Complete the names, so you read: LAST NAME First name (COUNTRY CODE).

Add the scorers' names directly under the umpires (second line).

On the third line mention the TC.

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

Team stats

Leader's summary (not for U12 juveniles tournaments): use the document 'Player leaders'

U12 mandatory rest chart (only for U12 juveniles tournaments) – complete the table

List of abbreviations

EXCEPTIONS

- Daily report relegation games: only rosters / game files / no awards

- Daily report juveniles: no individual awards, no leaders summary

- 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.

ATTACHMENT 3: SCORER'S PROTOCOL

	2 Scorer system: Head scorer + Data entry scorer	
	Head scorer	**Data Entry**
Before the game	Ask the TC for the line-up and prepare the score-sheet. Use the official rosters of the competition.	Check the internet connection. Prepare the game set-up, insert the line-up and prepare the game for the live transmission. If requested, elaborate and distribute the pre-game report.
During the game	Score the game in the official score-sheet according to the CEB Scoring system.	Insert all the plays called by the Head Scorer (reference: DE CEB Manual).
	Take all decisions about judgments: hit/error, RBI, PB/WP, credits… (*)	Main responsible for pitch count: he/she calls each pitch.
	Communicate with the announcers and the scoreboard operator.	Communicate with the Scoring Director (in case the SD is not in the scoring cabin) via Skype. Keep the Skype connection open during the whole game.
	Main responsible for substitutions. (He/she focuses on pitcher, catcher and infielders)	Collaborate in keeping an eye on substitutions. (He/she focuses on outfielders)
At the end of the game (in this order)	Close the score-sheet.	Wrap up the game, upload the game file to the server, update the website and export the game to the Scoring Director.
	Check the totals with the data of the composite box in the computer. In case of differences, check the score-sheet and correct.	Check all data of the composite box with the data in the score-sheet. In case of differences, correct the data entry, upload the new version to the server and send the corrected files to the Scoring Director.
	Keep the score-sheets and line-up together and give them to the Scoring Director.	Keep the CEB computer with you for the next game.

It is up to the Scoring Director to determine that the Data Entry scorer is the scorer in charge for judgment decisions; in this case the scorer on paper will not act as Head Scorer.

	3 Scorer system: Head scorer + Assistant scorer + Data entry scorer		
	Head scorer	**Assistant scorer**	**Data Entry**
Before the game	Ask the TC for the line-up and prepare the score-sheet. Use the official rosters of the competition.	Prepare the special score-sheet for the pitch count.	Check the Internet connection. Prepare the game-set up, insert the line-up and prepare the game for the live transmission. If requested, elaborate and distribute the pre-game report.
During the game	Score the game in the official score-sheet according to the CEB Scoring system.	Score the game in the pitch count sheet according to the CEB Scoring system.	Insert all the plays called by the Head Scorer. (Reference: DE CEB Manual).
	Take all decisions about judgments: hit/error, RBI, PB/WP, credits (*)	Main responsible for pitch count: he/she calls each pitch.	Inserts the pitches called by the Assistant Scorer.
	Communicate with the announcers and the scoreboard operator.		Communicate with the Scoring Director (in case the SD is not in the scoring cabin) via Skype. Keep the Skype connection open during the whole game.
	Main responsible for substitutions. (He/she focuses on pitcher, catcher and centerfielder)	Collaborate in keeping an eye on the substitutions. (He/she focuses on shortstop, 3rd baseman and leftfielder)	Collaborate in keeping an eye on the substitutions. (He/she focuses on 1st and 2nd basemen and right fielder)
At the end of the game (in this order)	Close the score-sheet.	Close the score-sheet, count the total of pitches for each pitcher.	Wrap up the game, upload the game file to the server, update the website and export the game to the Scoring Director.
	Check the totals with the data of the composite box in the computer. In case of differences, check the score-sheet and correct.	Check the number of pitchers with the data of the composite box in the computer. In case of differences, find the source.	Check all data of the composite box with the data in the score-sheet. In case of differences, correct the data entry, upload the new version to the server and send the corrected files to the Scoring Director.
	Keep the score-sheets, pitch count sheets and line-up together and give them to Scoring Director.		Keep the CEB computer with you for the next game.

* It is up to the Scoring Director to determine that the Data Entry Scorer or the Assistant Scorer is the scorer in charge for judgment decisions; in this case the scorer writing the original score-sheet will not act as Head Scorer.