

# Courtside Statistician Guide

[PreGame](#) | [Game Action](#) | [Editing](#) | [Halftime](#) | [Post Game](#) |

---

## PreGame Checklist

### Preferences.

On main menu bar select **File** then **Preferences**. Game preferences only need to be selected once, and will remain in effect until they are changed.

1. On Game Info screen select the desired game format (high school, college, pro).
2. Select the **Other tab** and set the **Auto Save** Option to set to "*Full Autosave*".
3. Click **Reports** tab then **Font Selection** button and select desired print font. Also, select the desired reports to be included in the media print package.

**Caution: Do not use the "System" font. Arial or Times New Roman size 12 is recommended**

4. Set Goals, Productivity, Other (defensive assists & shot ratings) advanced features are optional.
- 

### Pregame Setup

1. On main menu bar select **PreGame** then **Setup**.
  2. Enter date, location, time, and choose the Game Type (*League, nonleague, playoff, exhibition*).
  3. If you are webcasting enter a short description in the comments text box such as "SEC conference game".
- 

### Entering Team Rosters.

**Caution: Be sure to create and use only one team (.BBT) file (roster) per team. Use the Team Edit to add players, change numbers, make a player inactive, etc. Anytime a change is made to a team's roster save and replace the game file.**

1. Loading a team for the first time. Click on **Teams** tab and then the **Add New** button to add a new team roster. Enter the team information and then select **Player Info** tab. Click on **New Player** button to add player(s). Enter players' number and name and additional data as desired. Select **OK** when finished and save roster as a team (.bbt) file.
2. Loading an existing team roster. Use the **Load from File** button to enter an existing team (.bbt) file. After loading from file, click the **Edit** button to make changes to an existing roster. Click on the **Active Player** option to activate or deactivate players. Click on the **Add New** button to add new player(s). To save changes, select **OK** and then save & replace the existing team (.bbt) file.

---

## Entering Game Officials.

In the Pregame Setup dialog, click the Officials tab.

1. Select officials by clicking on name to highlight, and then **Load** in the Game Officials dialog.
2. To add a new official, click on the **Add** button, enter official's name and then click **Update**.

When finished, exit the Pregame Setup and return to Game Module main screen by clicking OK.

---

## Starting the Game.

1. Select starting five players for each team by clicking on their names.
  2. On the main menu bar, select **File**, the **Save As**, and save the game to (.bbg) file. Example: GIUKvsPENN\_h.bbg (*Game 1 Kentucky vs Penn Home*).
  3. WebCasting Option: Connect to the Internet. Click WebCast then select Start Webcast to begin a live worldwide webcast.
- 

## Recording Game Action

---

**Caution: Use your mouse to enter game data. Using a track ball or touch pad can be difficult and slow.**

1. **Jump balls.** Game and overtime periods will start with a jump ball prompt. Be prepared to enter the number of the players winning and losing the jump.
2. **Shot Attempts.** Click the shot location on court, and then the player's number when prompted "Player for Shot?" Use the left mouse button to enter the location for **MISSED** shots. Use the right mouse button for **MADE** shots. Note: *Shot location is not entered until a player's number is selected. Also, when entering shots do not click directly on the baseline or sideline.*
3. **Lay-ups & Dunks.** Use the designated box area on the right side of basket to enter right side lay-ups and the box area to the left side of the basket to enter left side lay-ups. Use center portion to record dunk shots.
4. **Assists.** After a made shot, enter a player's number when prompted for "Player for Assist?" On made shots, spotter should call out "From and Player's Number" to credit an assist.

Note: *Ignore the prompt and continue with next game action if there was no assist.*

5. **Rebounds.** On missed shots, enter a player's number when prompted for "Player for Rebound?" Click on Team Name or ignore rebound prompt on team rebounds. CyberSports automatically credits a team rebound when an individual player is not selected.
6. **Put Back (rebound) or Tip shots.** On missed shots, when the rebounded ball is directly shot or tipped, ignore "Player for Rebound?" prompt. Instead click the **PutBack** Icon and then

- select player's number. If the tip or putback is successful, click on the **Made** icon. By selecting the Putback icon, players will be credited with both an offensive rebound and a shot attempt.
- Block Shots.** First enter shot location and player for shot attempt. Ignore "Player for Rebound?" prompt. Instead click the **Block Shot** icon and then select player's number making the block. After entering player for block, enter player's number or team gaining possession of the rebound.
  - Steals and Turnovers.** If/when ball is stolen, click the **Steal** icon and enter a player's number making the steal. Then enter the player's number who turned the ball over when prompted. When a turnover occurs without a steal, click on **Turnover** icon, and then player's number committing the turnover. If there was no steal on the play, ignore the "Player for Steal" prompt. Note: *Following a steal, a team turnover will be automatically credit if an individual player is not selected for the turnover.*
  - Fouls & Free Throws.** On fouls, click the **Offensive** or **Personal** or **Technical** foul icon and then on player's number or team button committing the foul. When free throw shots are awarded, click on the **FT** icon. Select the number of free throws being shot and the player shooting. Choose Made, Missed or Violation for each free throw shot, then click OK. Note: *On offensive fouls you will be also prompted for "Player that took the charge?"*
  - Clock (Timing).** The clock **Start/Stop** button is located under the clock display. Clock will automatically stop when Timeout or Foul icons are selected, and will start automatically after a missed free throw. End of Period. Double check score with scorebook and scoreboard.

**Caution: Do NOT click the "Start New Period" button until all of the events (action) from the previous period have been recorded.**

- Switching Ends of Court.** To change direction either at the start of the game or for the second half, select **During Game** on the main menu bar and click **Switch Sides** option.
- Making Substitutions.** The Spotter is very important on substitutions. Player substitutions can be made whenever clock is stopped. Clicking on names will add (highlight) or remove players from current lineup. On multiple player substitutions, click the **Sub All** button, and reenter the players on the court.

**Caution: Anticipate and be alert for substitutions that occur during timeouts and at the start of a new period.**

---

### **Making corrections and Editing.**

- Click **Edit** then **Undo** or Control + "Z" Key to delete the last entry.
- Double click directly on a specific action in an **Action List** window or use **Edit/Actions** to access the action editor to change, insert or delete events. The action editor consists of a spreadsheet containing the game events. Just double click on a cell to change its contents.

Example: *To change a three point shot to a two point shot, just double click on the event in the action list window and use the court diagram to change the location of shot.*

- Use **Edit/Actions** to access the action editor. Scroll down or use the search filters to locate a specific event that you wish to edit. Just double click on a cell to change its contents.

---

## Half Time Checklist

---

Check the Score. **Double check to make sure CyberSports, scorebook and scoreboard agree.**

1. **Print Half Time reports.** Use **File/Print** to access the game report print menu.
2. **Check Internet connection.** Maximize the Webcast Module and look at stats to make sure the Internet connection is OK. If OK, minimize the Game Monitor. If not OK, startup Internet connection and start the Webcast again.
3. **Change ends of court.** On main menu bar, click **During Game** and select the **Switch Sides** option.
4. **Enter Second Half Starters.**

---

### Viewing Game Statistics.

Team or individual player statistics can be viewed at any time by clicking on the **View** icon. You can also view any of the CyberSports game reports by selecting **File** on the main menu bar, choosing **Print Preview**, selecting the desired report and then clicking the OK button.

---

## Post Game Checklist

---

1. **Check the final score.** Double check to make sure that CyberSports, official scorebook and scoreboard all agree.
2. **Team Won/Lost Records (optional).** To add team won/lost records to the NCAA boxscore report click on **Pregame/ Setup/Teams** and select the **Edit** button.
3. **Save Game.** On the main menu bar, click **File/Save**.
4. **Print out reports.** Click **File** then **Print** on the main menu bar and print out desired report(s).
5. **HTML Export.** CyberSports reports can be exported as HTML files for display directly on Internet web sites. Choose **File** on the main menu bar, pick **Export HTML** from the options list, and then select the desired report. This attractive option is perfect for sending results to Media, who may only have Macintosh computers available. The .html files can be displayed on any computer that has a browser.
6. **Live Internet webcasting.** If you are exporting the game live over the Internet, maximize the webcast module, and click the **Stop** button. Be sure to wait a minimum of two minutes after the game to stop the webcast to insure that the final game file gets exported.

Note: *Game results including box score will remain on the Internet for post game viewing for 30 days.*

7. Exit the Game Module or set up for next game.

**Related Items:** Tournament Director's Guide