

Quick Look Gridiron Statistician Guide

Table of Contents:

1. PreGame
2. Game Actions
3. Editing
4. End of Period
5. Viewing Game Statistics
6. Post Game



PreGame Checklist

Preferences. Game preferences only need to be selected once and will remain in effect until they are changed.

1. On main menu bar select **File** then **Preferences**.
2. On **Game Info** screen select the desired game format (high school, college, pro, etc.).
3. Select the **Other tab** and set the **Auto Save** Option to set to "Full Autosave".
4. Click the **Font Selection** button and select desired print font.
Caution: Do not ever use the "System" font. Arial or Times New Roman size 10 or 12 is recommended.
5. Optional: Use the **Formations** and **Play** tabs for advanced recording (see Manual).

Pregame Setup

1. On main menu bar click **PreGame** then select **Setup** on the pull-down menu.
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 "PAC-10 conference game".

Entering Team Rosters

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

1. When 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 players. Enter player's number and name, and additional data as desired. Select the **[OK]** button when finished and save roster as a team (.fbt) file.

Note: It is highly recommended that you enter position(s) for each player. This will take a little time, but will save time and effort when recording game action since the players will be listed on the easy to use position tabs. Click on the **Reports Setup** tab to set the desired offensive and defensive Depth Chart Alignments.

2. When loading an existing team roster, use the **[Load from File]** button to enter an existing team (.fbt) 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 a new player. To save changes, select **[OK]** and then save & replace the existing team (.fbt) file.

Entering Game Officials

1. On the **Pregame Setup** dialog, click the **Officials** tab.
2. Select officials by clicking on name to highlight, and then **Load** in the Game Officials dialog.
3. To add a new official, click on the **New Official** button, enter official's name and then click **[OK]** button when finished. Note: Officials' information is automatically saved to file so that you will only need to enter an official's name one time during the season.

Saving the Game to File

1. When finished, exit the Pregame Setup dialog and return to the Game Module main screen by clicking the **OK** button.
2. On the main menu bar, select **File**, the **Save As**, and save the game to (.fbg) file. use a descriptive file name such as: G1UWvsUCLA_h.fbg (Game 1 Washington vs UCLA Home).

Webcasting Option: If you are going to webcast the game worldwide over the Internet, after opening your dial up connection, on the main menu bar click **WebCast** and then select the **[Start Webcast]** button.



Recording Game Action

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

1. **Kickoff.** Before the first kickoff, if needed, click **During Game** on the menu bar and use the **Switch Sides** option to orient the kickoff in the correct direction. Also, make sure that football, located next to the scoreboard indicating which team is kicking off, is correctly highlighted. Click the **Kickoff** icon and select the kicker to start game. Click on location where ball is touched and select the desired option (Run, Fair Catch, Recovered by kicking team) from the popup menu.

Kickoff Return. Select player for return and click the location on the field where the player was tackled, went out of bounds or downed the ball. Choose the desired option from the popup list (tackled, Downed, Fumble, Lateral).

2. **Recording a Run.** Click on the **[Run]** button and then select (highlight) the runner using the tab list. If the player is not on any of the tab lists, enter the player's number in the type-in text box. When prompted for location, identify where the runner crossed the line of scrimmage from the pop up menu (Left End, Left Tackle, Left Guard, Center, Right Guard, Right Tackle, Right End). On the "Run to?" prompt, right click on the location to where the ball was advanced, and choose the desired option from the popup menu (Tackled, Downed, Fumble, Lateral).

3. **Recording a Pass.** Click on the **[Pass]** button and then select (highlight) the passer from the QB list. If another player threw the pass, click one of the other list tabs to identify that player. If the player is not on the tab lists, enter the player's number in the type-in text box. When prompted, right click on the field location where the pass was thrown, and then select the result from the popup menu (Complete, Incomplete, Dropped, Defended, Intercepted, Deflected, Spiked). If the pass was completed, use the tab lists to select (highlight) the appropriate receiver for reception. At the "Advance to Prompt?" right click on the field location where the ball was advanced, and choose the desired option from the popup list (Tackled, Downed, Fumble, Lateral). If the pass was incomplete, select the intended receiver.

Pass Interception. Choose the **Intercepted** option on the pop up menu that appears when you select the Pass location. First select the "Intended" receiver, and then the player who made the interception. On the "Return to?" prompt, right click the mouse on the field location, and choose the desired option from the popup list (Tackled, Downed, Fumble, Lateral).

4. **Recording a Tackle.** Choose the **Tackle** option on the popup menu that appears at the end of a run, pass, kick return or fumble. On the prompt "Player for tackle?" select the player who made the tackle using the tab list. If the tackle was assisted, on the "Player for Assist?" prompt, select the player who assisted on the tackle.

Note: If there was no assist on the tackle, ignore this prompt and continue with the next play's action.

5. **Fumble.** At the end of a play, pick the **Fumble** option from the popup menu (Tackled, Downed, Fumble, Lateral), and select whether it was forced or dropped. If the fumble was forced, on the "Player for Force?" prompt enter the player that caused the fumble.

Fumble Recovery. When prompted for the "Recovery location?" click on the field area where ball was recovered and then select the player who recovered the ball. On the "Return to?" prompt right click the field location to where the player advanced the ball, after recovering the fumble, and choose the desired option from the popup menu (Tackled, Downed, Fumble, Lateral).

6. **Fumbled Snap.** Click on any of the play buttons (Run, Pass, Punt, or Field Goal), and select on the main menu bar **During Game**. From the pull-down list choose the **Fumbled Snap** option. Click anywhere on the field and the "Recovery Location?" prompt will appear. Continue by recording data like any other fumble.

7. **Penalty.** Click on the **Penalty icon**. On the penalty dialog screen, select the type of penalty and whether it is accepted or declined. You will then be prompted for "Player or Team for Penalty?" The ball will be spotted automatically for next play.

Change of Possession. If the penalty occurs during a change of possession (kick return, fumble or pass interception), it is critical to indicate if the penalty occurred before or after the change of possession.

8. **Recording a Punt.** Select the [**Punt**] button and then choose (highlight) the punter using the tab list. On the "Punt Distance?" prompt, click on the field location where the ball was touched and pick either the Run or Fair Catch or Downed option from the popup menu.

Punt Return. When the **Run** option is selected, on the "Player for Punt Return?" prompt select the appropriate player from the tab lists. On the prompt for "Return to?" click the right mouse button on the field location to where the ball was advanced, and choose the desired option from the popup menu (Tackled, Downed, Fumble, Lateral).

Blocked Punt. After clicking the [**Punt**] button and entering the player for punt, click on the field location (behind the line of scrimmage!!!) where the block took placed. On the "Player for Block?" prompt, select the player who blocked the punt from the tab lists. Next, click the "Recovery Location?" and select the "Player for Recovery?" from the tab lists. On the prompt "Return to?" click the right mouse button on the field location to where the ball was advanced, and choose the desired option from the popup menu (Tackled, Downed, Fumble, Lateral).

9. **Field Goal.** Select the [**Field Goal**] button and choose (highlight) the kicker by using the tab list. On the "Kick location?" prompt, click between the uprights if it is successful. Click to the right or to the left of the uprights if the kick was wide. If the kick was short, click on the field location.

Blocked Field Goal. After clicking the Field Goal icon and entering the player for kick, click on the field location (**behind the line of scrimmage!!!**) where the block took placed. On the "Player for Block?" prompt, select the player who blocked the punt from the tab lists. Next, click the "Recovery Location?" and select the "Player for Recovery?" from the tab lists. On the prompt "Return to?" click the right mouse button on the field location to where the ball was advanced, and choose the desired option from the popup menu (Tackled, Downed, Fumble, Lateral).

10. **Recording Touchdowns.** Touchdowns are automatically recorded when the ball is advanced across the goal line, and the field location is clicked.
11. **Recording a PAT.** On a PAT after a touchdown, you have three options (Run, Pass or PAT). On a run or pass attempt, record the action as you would any other run or pass. If the ball is kicked, select the [**PAT**] button and choose (highlight) the kicker by using the tabs lists. On the "Kick location?" prompt, click between the uprights if it is successful. Click to right or to the left of the uprights if the kick was wide. If the kick was short, click on the field location. If the kick is blocked, click on a field location (behind the line of scrimmage!!!) where the block took placed. On the "Player for Block?" prompt, select the player who blocked the kick.
12. **Safety.** A safety is automatically credited on a "Return to?" (kick) or a "Run to?" (run) or a "Advanced to?" (pass) prompt, when the location is clicked inside the offensive team's own end zone, and either tackled or downed option is selected from the popup menu. A safety will also be credited when the offensive team recovers a fumble in their own end zone.
13. **Timing.** Use the **Start/Stop Clock** button located under the clock to operate the game clock. The clock will automatically be stopped on out of bounds, incomplete passes, penalties, time outs, touchdowns, field goals, and change of ball possessions. It will automatically start when the [**Punt**], [**Run**], [**Pass**], [**Field Goal**], or [**Kickoff**] button is selected. If you need to adjust the time on the clock, you can use the arrow buttons located on the right and left side of Start/Stop clock button. At the end of the period, clicking the [**End of Quarter**] button will automatically reset the time for the next period and switch ends of the field.



Making Corrections & Editing

1. On the main menu bar, click **Edit** then **Undo** or Control + "Z" Key to delete the last entry.
2. Double click directly on a specific action in an **Action List** window or use **Edit/Actions** screen to make desired changes. Just double click on the desired cell to change its contents. Click on an action cell and use the [**Insert Action**] and [**Delete Action**] buttons to add or remove action.

You can also access the **Edit/Actions** dialog by clicking **Edit** on the main menu bar, and selecting the **Actions** option. Use the [**Next**] and [**Previous**] buttons to move between plays. Use the [**Insert Play**] or [**Delete Play**] buttons to add or remove entire plays.

3. **Adjusting the Ball Position.** You can adjust the ball position either by using the arrows on the lower left corner of the scoreboard or by double clicking on the desired location on the field. When double clicking, it is recommended that you zoom in on the area first.
 4. **Adjusting the Down & Yardage.** You can adjust the first down yardage by using the arrows located on the lower right-hand corner of the scoreboard.
-



End of Period Checklist

1. **Check the Score.** Double check to make sure CyberSports and scoreboard agree.
2. **Change ends of field.** Clicking on the [**End of Quarter**] button automatically switches ends of the field and resets the time for the next period including overtime periods.

CAUTION: Do NOT click the [**End of Quarter**] button until all of the events (action) from the previous period have been recorded.

3. **Print Period reports.** Use **File/Print** to access the game report print menu.
 4. If you are webcasting, check the Internet connection.
-



Viewing Game Statistics

1. Click on the [**Replay icon**] button to view the last play. If needed, click the [**Edit**] button to make changes. Use the Next and Previous buttons to move between plays.
 2. Team or individual player statistics can be viewed at any time 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 and scoreboard agree.
2. Save Game. On the main menu bar, click **File** and select the **Save** option.
3. Print out reports. Click **File** then **Print** on the main menu bar and print out desired report(s).
4. 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.
5. 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 end the webcast to insure that the final game file gets exported.
6. Exit the Game Module or set up for next game.