Requirements

For running only the scoresheet application without any video features only some very basic hardware / software requirements have to be fulfilled:

- Laptop, preferably with at least 14" display and a minimum screen resolution of 1280x1024
- Windows 7, 8, 8.1 or 10
- Laser or inkjet printer (preferably colour printer)
- The PC has to be configured to use Regional Settings = "English (USA)"
- It is also recommended to provide an additional monitor for the commissioner as a second screen (duplicate laptop screen)

Note: you will need administrator access to the laptop on which you are running the software.

Installing the Software

An installation wizard will guide you through the installation - the software can be installed with all default options.

Note: while installing the software on computers running Windows 8 a message "Windows SmartScreen prevented an unrecognized app from starting" might pop up. In this case please simply select "More info", followed by "Run anyway".

You will also need to enter a key in order to activate the software - the activation key will be provided by FIBA separately. Click "Auto Activate" afterwards. Each activation key can be used on a maximum number of 2 laptops / PC's. It is also possible to release a key from one PC in order to use it on another afterwards - to do so, simply select "Configuration - Deactivate License".

When the software is started for the first time the following message pops up: "Application folder is empty! Please chose application folder first!". You will simply need to select the folder in which all scoresheet data is stored. The "Share Folder" option is not needed for your purposes, please keep the checkbox disabled (see screenshot below).
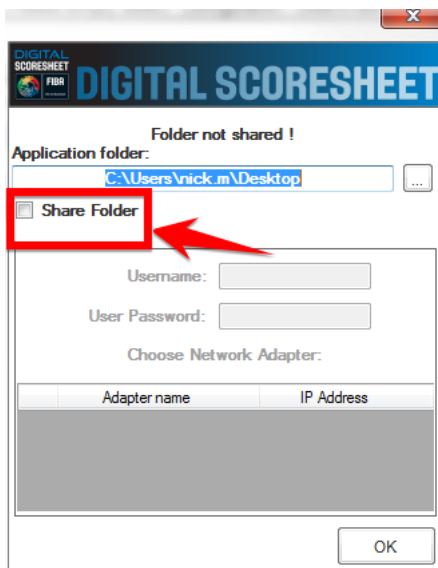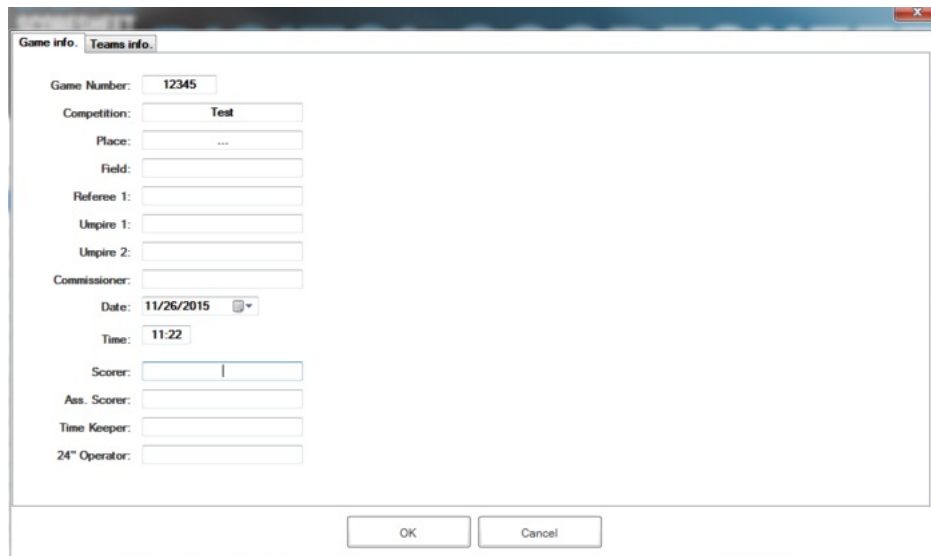

Starting a new game

- "New game": all game information and players will be entered manually
- "Import game": if a game has been created on a different PC an xml file can be imported
- "Download game": for all games in FIBA competitions all data (game and players) can be downloaded from the FIBA servers.**This is the way the software will be used in all FIBA competitions**
- The username and password will be provided separately by FIBA

New Game

*Note: as mentioned above, "New Game" is **only for testing or working during friendly games**. For all official FIBA games the "Download Game" procedure has to be followed.*

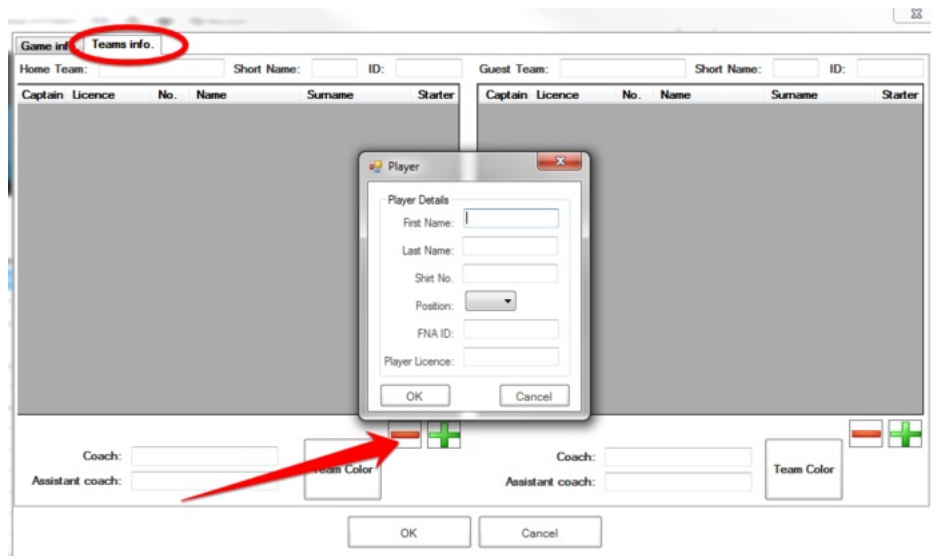Simply enter all information manually (note: game number is always required and has to be unique).

In order to enter team names and players select the "Teams Info" tab. Players are added or deleted by clicking the + and - icons.
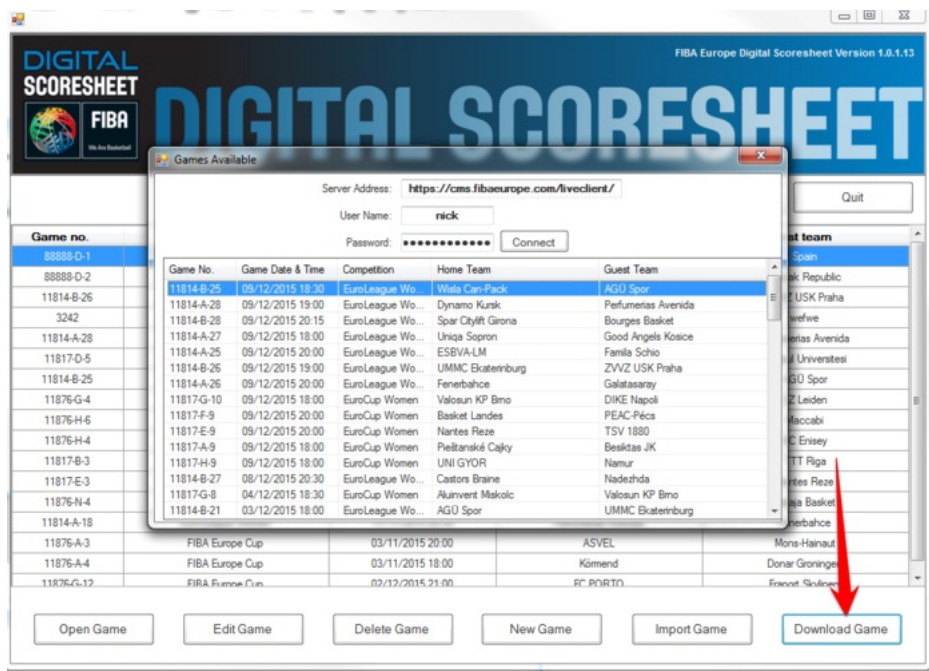

Download Game

After selecting "Download Game" on the main screen you simply need to log on to the FIBA Europe CMS and select a game from the list by double clicking it.

The game is now added and all game and player information is available automatically. If changes are necessary (for example players need to be added or removed this can be done in the same way as described above using the +/- icons, player details can be edited by double-clicking the player's name.

The teams' uniform colors can be edited by selecting the respective "Team Color" button.

Note: the player information / roster is also accessible from the main window of the software with the "SUB" (substitution) icon.

The Main Window

Action buttons:

- Green buttons (1, 2, 3): 1, 2, 3 points scored
- White buttons: TO = Timeout; SUB = substitution (the SUB button is also used before the game to enter the starting 5 and to mark the team captains)
- Yellow buttons (P0, P1, P2, P3): Personal Foul with 0/1/2/3 Freethrows
- Orange button "U": Unsportsmanlike Foul
- Pink buttons: Technical Fouls. T = player; C = coach; B = bench
- Red buttons: Disqualifying Fouls. D = player or coach; F = player disqualified for leaving bench area during a fight

The new foul type (2014/15 season) "GD" (game disqualification) will be added automatically in case a player or coach has reached the maximum number of technical / unsportsmanlike fouls.

In the event that for example the names of the coaches are not fully visible, the space for the team rosters can be increased by dragging the bar between teams and actions (see below).
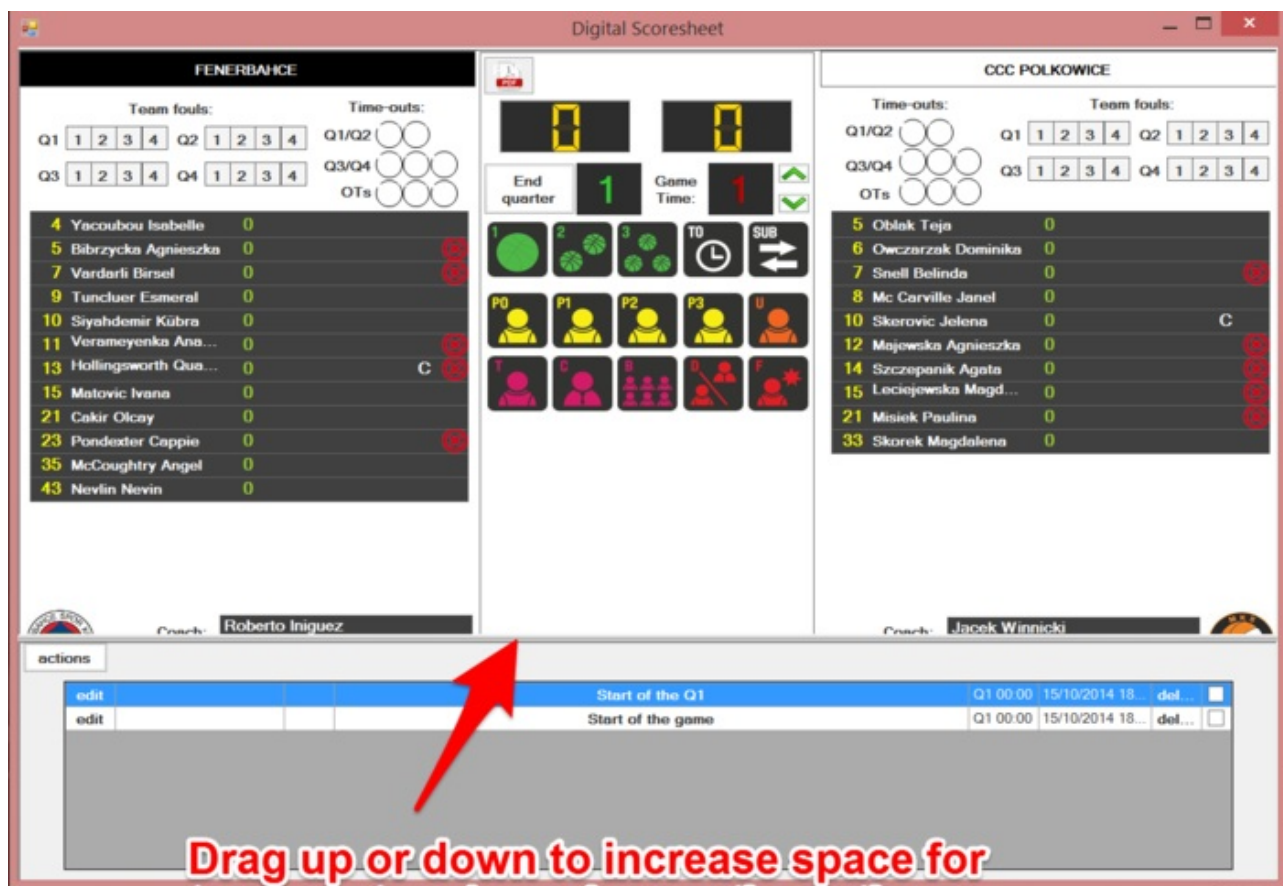
Entering Actions

In principle all actions are simply entered by selecting a player / coach followed by the action (or the other way round). You will also need to check the game time (minute, as it would appear on the paper scoresheet) and, in case of fouls the number of Free Throws and if the foul should count as a team foul. The time can also be controlled from the main window - if it is adjusted for a new action it will also update the current time in the main window.

Note: the time entered is the time as it will appear on the printed scoresheet, i.e. counting upwards. For example something that happens with 8:13 on the scoreboard will be entered with game time 2.

Editing / Deleting Actions

All actions can be edited (for example changing the player of a foul or a 2PTS shot to a 3PTS shot) or deleted from the actions pane at the bottom of the main window. Clicking the "Actions" button opens a new window with further search and filter options.

Printing / process for signing scoresheet

Even though workflows for using digital signatures are currently being investigated, in the current version of the software and for all official FIBA competitions it is required to have signed copies of the scoresheet on paper.

In detail:

- Before the game: an empty scoresheet with only game info and player / coaches names is printed (one copy only) and has to be signed by both coaches as always 10 minutes before tip-off; this copy is kept by the commissioner
- After the game: 4 copies of the scoresheet are printed and all of them are signed by the referees, table officials and, in case of a protest, by the captain of the respective team; these copies are distributed in the same way as the "traditional" scoresheet (1 copy each for FIBA, the organizer of the game and both teams)

In order to print the scoresheet click the pdf icon in the upper part of the main window,

Example of printed scoresheet

Example of main window of a finished game
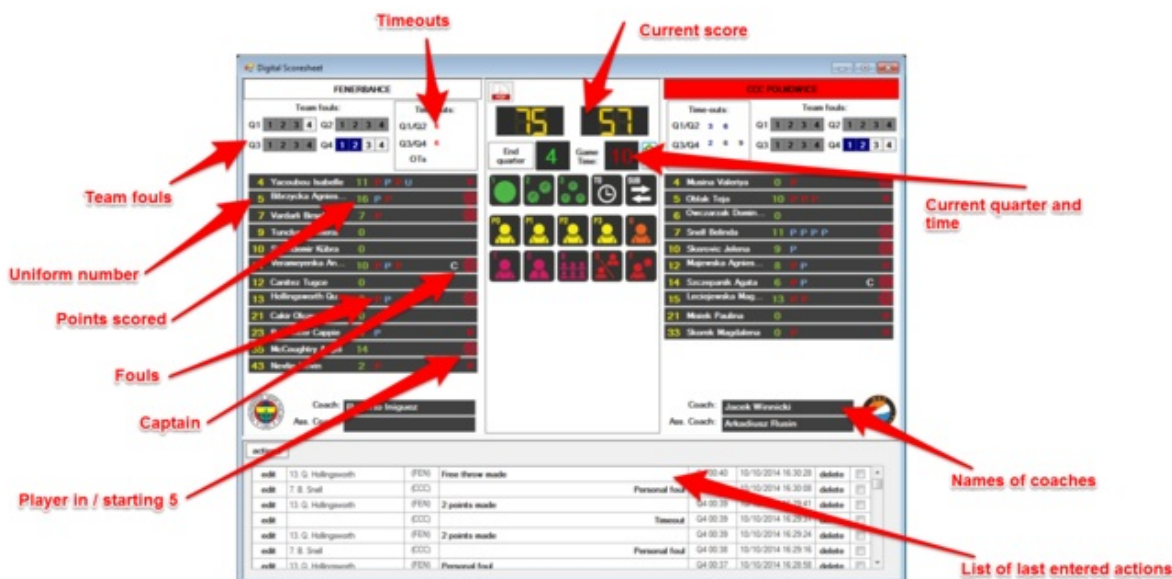
FAQ

Q: I have used a laptop only for testing and can't use the license key now for another installation - what can I do?

A: Please simply select "Configuration - Deactivate license". Afterwards the license key can be used on another laptop.

Q: My previously used laptop is broken or lost and I have already used all available license keys. How can I install and activate Digital Scoresheet on my new laptop?

A: You will need a new license key, please contact FIBA.

Q: I tried to download a game but after logging on I get a message "There are currently no games available". Why?

A: Games will only become available for you a few days before the game day.

Q: I have downloaded a game and used it for some tests. How can I remove this test data to start with a "clean" game?

A: Just select the game on the main screen and click "Delete Game". Alternatively, when downloading the same game again you will be asked "File already exists! Overwrite existing file?" If you select "Yes" all locally stored data for this game will be erased.

Q: I have a friendly game with more than 12 players in a team - is this a problem?

A: In principle you can have as many players as you like and all of them will be shown on the user interface. However, on the printed scoresheet no more than 12 players per team will be shown.

Q: After starting Digital Scoresheet a message is shown indicating that a software update is available - what should I do?

A: Please make sure that you install this update.

Q: There are two fouls called, which should be marked with a "C" (cancelled) on the paper scoresheet. How can this be entered?

A: Enter each foul in the regular way (P0). In the field for number of shots, selecting the down arrow one more time with change the value for number of shots from 0 to C (see below).