



USING THE WEBSITE, FIBA ORGANIZER, LIVE STATS AND STADIUM SCORING



Table of Contents

TABLE OF CONTENTS.....	1
SECTION ONE: USING THE WEBSITE.....	4
<i>Adding different sections to your website:</i>	5
<i>Authorise an Additional Website Editor:.....</i>	6
<i>Posting stories to the website:.....</i>	6
<i>Media Library: Making Photo Galleries on your website:</i>	7
<i>Making your Photo Galleries appear on your website:.....</i>	8
SECTION TWO: FIBA ORGANIZER	9
<i>Installing FIBA Organizer and creating your database:</i>	9
<i>Welcome to the Data Manager:</i>	15
<i>Making a Federation data base in FIBA Organizer:</i>	15
<i>Welcome to the FIBA Organizer Startup Wizard:.....</i>	18
<i>The Navigation Centre:</i>	20
<i>To Create a New Competition:.....</i>	21
<i>Creating Teams for the Competition: (For a 'normal' competition format).....</i>	25
<i>Generating the Draw:</i>	26
<i>Need to Change a Game date or time, or Add or Delete a Round of Games to the Draw?</i>	33
<i>Sending your competition to the Website:.....</i>	34
<i>Advanced Function in Draws - Using Intermediate Levels:</i>	35
<i>Making a Finals Draw:</i>	36
<i>Making a new finals template or game template:</i>	37
<i>Making a finals series with cross-over games after multiple pool play:</i>	39
<i>Entering Members' Names into the Data Base:.....</i>	41
<i>Putting a member into a team:.....</i>	42
<i>Adding a Coach to a Team:</i>	43
<i>Placing the Referees' names on the scoresheet:.....</i>	43
<i>Selecting and Printing Scoresheets:</i>	46
<i>Entering Results:</i>	48
INFORMATION FOR ASSOCIATIONS RUNNING COMPETITIONS:.....	Error! Bookmark not defined.
<i>Changing the Options for Pointscores on the Website:</i>	50
<i>Entering Penalty Points.....</i>	50
<i>Printing a Standings Ladder or Pointscore Table:</i>	52
<i>Printing a full list of competition results</i>	52
<i>Restoring a File to FIBA Organizer:</i>	54
<i>Removing a Data Base:.....</i>	55
SECTION THREE: INTEGRATING FIBA ORGANISER AND FIBA LIVE STATS.....	56
<i>Downloading FIBA Live Stats:.....</i>	57
<i>Registering FIBA Live Stats.....</i>	60
<i>Preparing the match keys from the FIBA Organizer program:.....</i>	61
<i>So, the game is over and the results need to come back into FIBA Organizer:.....</i>	65
<i>Saving the game (if it is from a USB), into FIBA Organizer:</i>	70
<i>Checking, editing and printing the box scores from Live Stats:.....</i>	75
<i>Displaying Live Stats Games on your website:.....</i>	75
<i>The Season Leaders:.....</i>	76
<i>Updating Team Logos and Individual Player Photo:</i>	77
STADIUM SCORING AND FIBA ORGANIZER	77



FIBA Organizer, Live Stats and Website

There are three separate, yet integrated, products provided by FIBA to the Basketball Federations world-wide. To gain the maximum benefit from these free products, it is best to use all three.

However, it is not essential to use all three.

The three programs are:

1. A **website** that can be totally controlled by your organisation, that can be accessed and updated from any computer anywhere in the world – this gives you the flexibility of having a number of people in your organisation able to upload stories and photos to the website.
2. **FIBA Organizer** – a competition management and registration program, which uploads game schedules and results to the website, and integrates with Live Stats.
3. **FIBA Live Stats** – a basketball statistics package that can be used 'live' by webcasting game scores and statistics via the website. Alternatively, the program does not have to go 'live' and can be used by coaches to assess team performances.

This Manual:

This manual will help users through the basics of posting stories and photos to the website, using the FIBA Organizer program as well as using and integrating results from Live Stats.

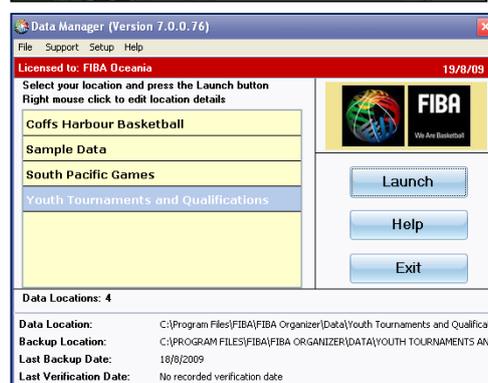
1. The **first** part of the manual instructs users on the **website**:

- a. Setting up a website
- b. Manipulating the website
- c. Posting stories
- d. Posting photos



2. The **second** section instructs users on **FIBA Organizer**:

- a. Loading FIBA Organizer onto a computer;
- b. Setting up the federation data base,
- c. Organising competitions,
- d. Entering people in the membership data base,
- e. Entering results
- f. General basketball administration tasks.



3. The **third** section deals with the **Live Stats** program, including

- a. How to load Live Stats onto your computer;
- b. How to make game files for Live Stats,
- c. How to use the Live Stats program court side;
- d. How to enter the results from Live Stats and
- e. How to create keys to allow the Live Stats program to be broadcast via your website.



SECTION ONE: Using the Website

This section will familiarise you with your website. It takes you through how to find the website, how to obtain authorisation to add information to it, and also gives a few tips on how to make your website stand apart from the rest.

Finding your Website:

Go to www.fibaoceania.com then click on button “Countries and Websites”. A pop out menu will appear, with all Oceania Federations listed.

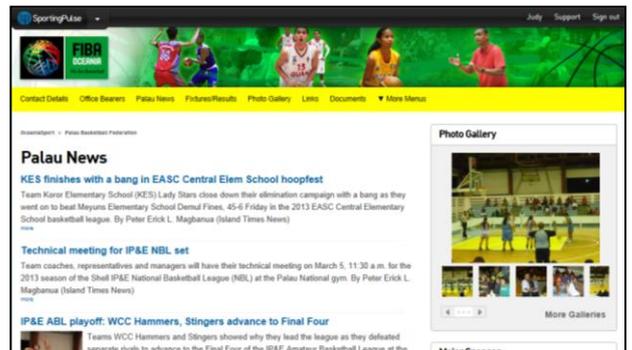
Click on your country website.

A new screen will appear with the Federation details, and at the bottom of the details, there will be a link to that country website.



Click on the link and the website appears.

Now scroll to the bottom of the page, and at the bottom left you will see a function, ‘Website Editor’



Click on website editor and you will now be in the ‘back end’ of the website, and will be able to add stories, change your website, add photos etc.

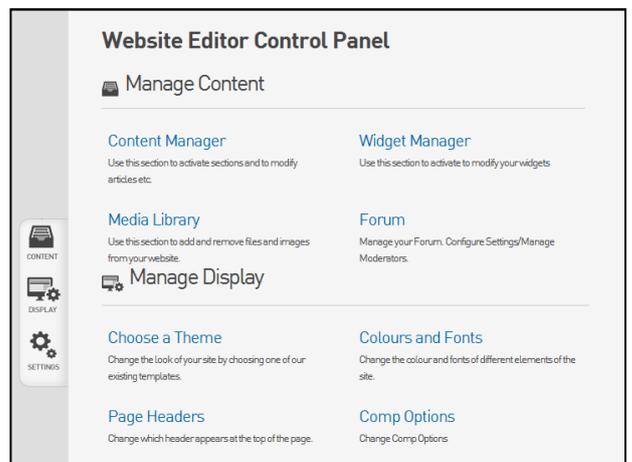
Before you can work in the back end, you will be asked to put your User Name and Password.

Username: judy@fibaoceania.com

Password: suva

Now you will see a new screen.

You are now in the website editor control panel. This is where you start working.



Manage Content:

- **Content Manager** – this is where you edit the sections that appear on the website, and where you enter news stories and photos.
- **Widget Manager** – this is where you manage the content on the right hand side of the website.
- **Media Library** – this is where you organise photo galleries and save your photos for the website.
- **Forum** – This is where you can make a forum, or survey, for your website

Manage Display:

Page Requests for the last 12 months

Halo and welcome to your site stats. You will notice some changes to your statistics, which has come about due to the exclusion of search engine bots (as of June 23, 2008). This has been done to keep in line with new industry standards, thus enhancing the accuracy of reporting and providing you with more precise figures.

These numbers represent the number of pages requested from our servers for your site. The totals are for the last 12 months. These statistics are updated periodically during the day and are not real time.

	Page Requests	Traffic (Mb)
Nov 2008	670	6
Oct 2008	37,563	271
Sep 2008	26,837	161
Aug 2008	6,697	51
Jul 2008	2,623	17
Jun 2008	11,193	47
May 2008	11,739	45
Apr 2008	8,515	34
Mar 2008	8,724	36
Feb 2008	10,321	45
Jan 2008	13,666	59
Dec 2007	6,433	35
Nov 2007	6,103	27
Oct 2007	6,948	35

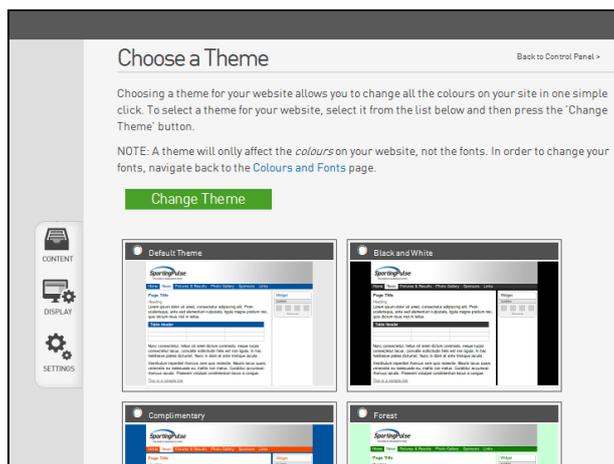
Page Requests for the last 7 Days



In these sections you are able to change the colours, fonts, page headers etc

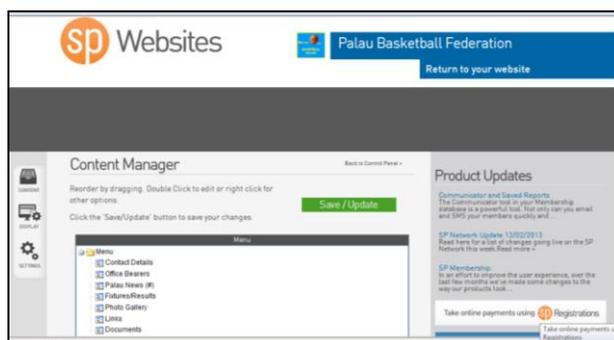
Manage Settings:

- **Authorisation** – This is where you give permission for people to work on the website by adding names, email addresses and passwords
- **Site Statistics** – This is where you can view the number of hits your website has received.
- **Section Maintenance** – This is where you add and modifies the sections of the website – you select the things you want to add or change, and then go to the content manager to activate the section (right mouse click on the heading to activate it in content manager)



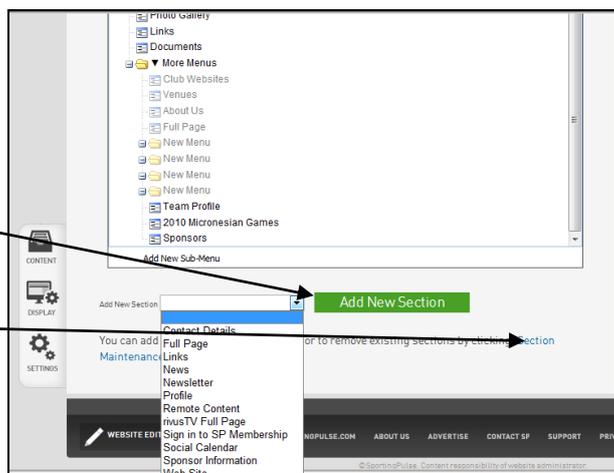
Adding different sections to your website:

Login as the website editor and you will come to this screen. This is where you can choose which part of the website you wish to work in.



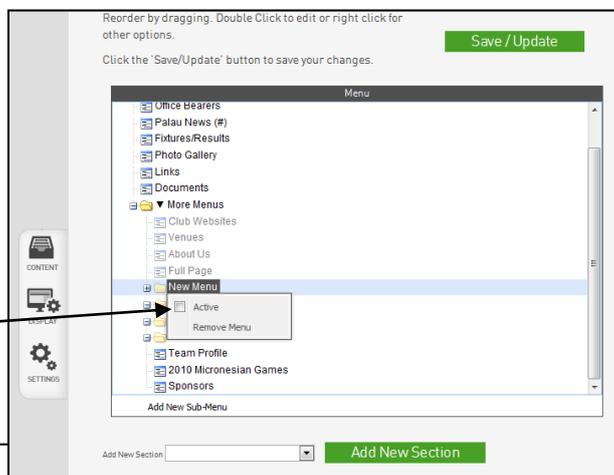
Click **Content Manager** to bring up the screen shown. The **Content Manager** is where you add additional sections to your website.

To add new sections to your website, scroll to the bottom of the content manager and use the drop down box from **“add new section”**. Click on the type of section you require.



If you are unsure of the different sections, click on **“Section Maintenance”** button which will provide you with more information about each section style, and allow you to add sections from that screen.

Once you have selected your section, they will need to be renamed to what you want it to be called. To do this you double mouse click in the name and the highlight will change to **blue**. You are now able to type the new name of the section.



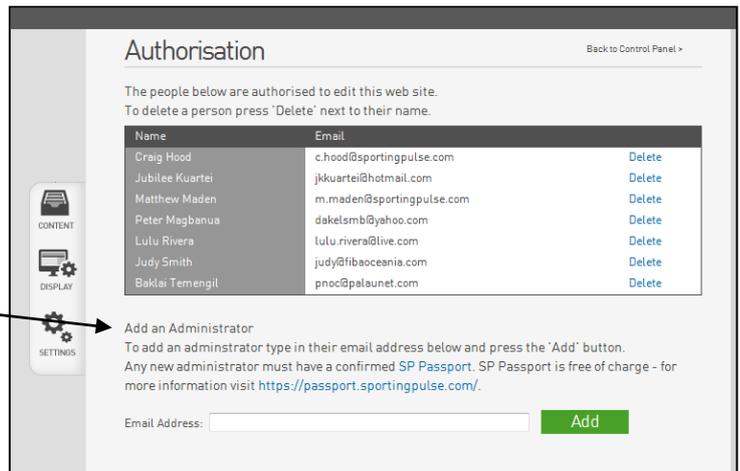
To get your section to appear on the website, you need to click the **active box**



Authorise an Additional Website Editor:

The purpose of the Authorisation is to allow you to authorise additional people to edit your website.

The instructions for adding another editor are shown on the screen.



Posting stories to the website:

Go to 'website editor' and enter username and password.

Click on **Content Manager**, and then double click on 'news'

A new screen will appear, showing all the stories previously posted to the website at the top.

Then there are 3 rectangles for your new story.

The **first rectangle** is the title of the story that appears on the front page.

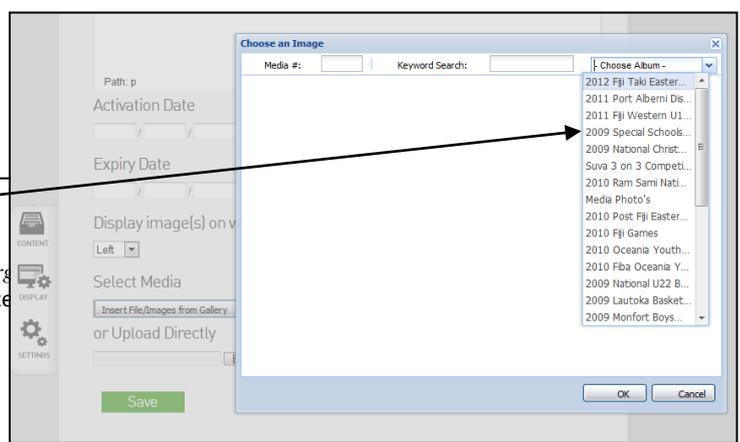
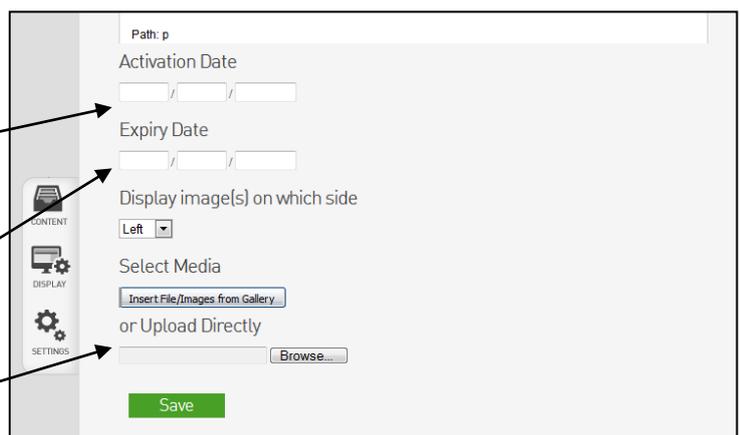
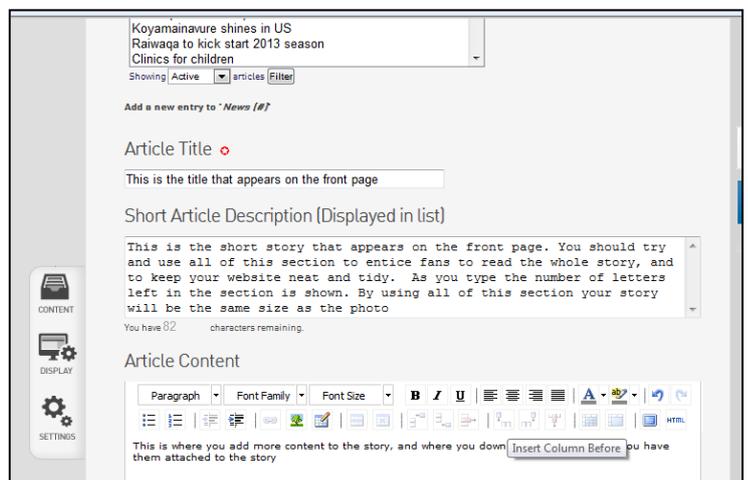
The **second rectangle** is the short version of the story. To keep your website neat, you should use all of this space.

The **third rectangle** is the longer version of the story which fans can access by clicking on the 'more' button.

At the bottom of the screen there is **activation date**. If you do not want a story to appear until a certain date, you put that date in the activation section.

If you want the story to disappear from the website on a particular day, put in that **expiry date**. It is a good idea to expire all stories about 6 months old.

If you want to add a **photo or attachment**, and you have already saved it to a photo gallery, click on 'insert file/images from Gallery'.



Use the drop down box to locate the **gallery**, click on the name, and then all the photos from that gallery will appear.

Find the photo, double click on it, and then click the **save** button. The story and the photo will now appear on the website.

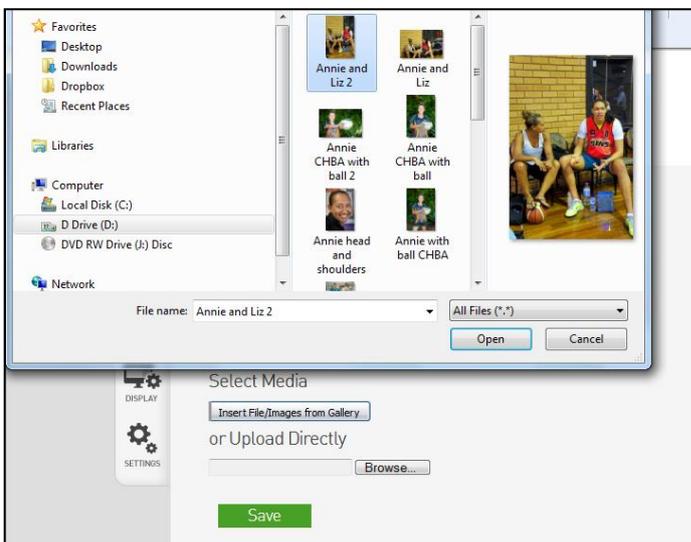


If you have the photo saved on your computer or USB, click on **'browse'** to locate the photo or attachment on your computer or USB

Find the photo/attachment you want to add. Click on the photo/attachment and then click **open**.

The photo path will appear on your website. Click on **save**, and the photo and story will appear on your website.

Congratulations, you have just uploaded your first story. Return to the website and see your story.



Media Library: Making Photo Galleries on your website:

The website allows you to make many, many photo galleries, each with their own name. Once you have set up your photo gallery, you can also make the photo gallery appear on the front page, with a rotating photo.

To set up a new album:

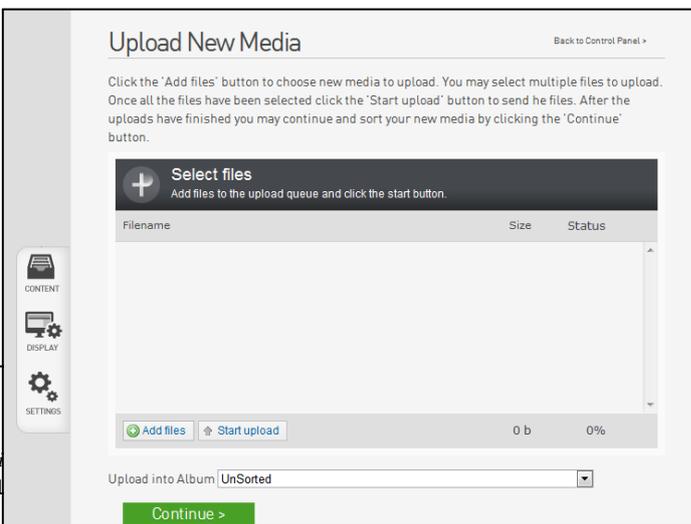
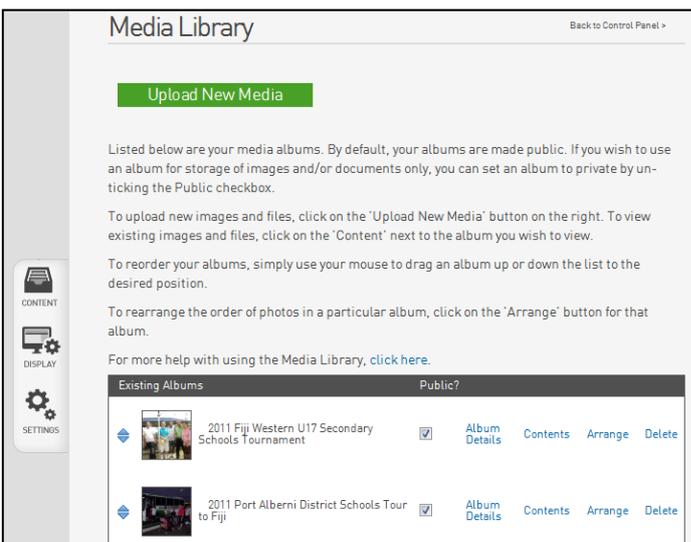
Go to website editor, click on **Media Library**. Scroll to the very bottom of your galleries, and click on 'add new album'. A new screen appears where you can add the name of the album and any other information. Click **update**. This album will now appear on your list of albums. If it does not appear at the top of your albums, simply grab the blue icon beside the album name and move to the top.

To add photos to an album:

Once you have made your album, click the green 'upload **new media**' at the top left.

A new screen will appear.

Click on **"Add Files"** on bottom left. This will open your computer, and you locate your first photo. Click on the photo, click **'open'** and the photo name appears.



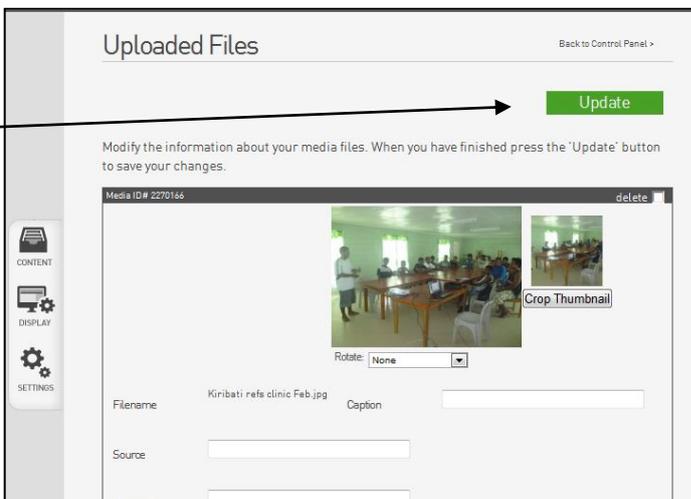
Continue to add photo files until finished. When finished, click **'continue'** at the bottom

Now do to the bottom of the screen and select the album you want the photos to be saved in – use the drop down menu from **"Upload to Album"**

Then click **'start upload'**.

Now you can see your photos. You can add captions, change the order or delete the photo – or do nothing if you are happy with the photos.

Click **'update'** and the photo will be added to the album you nominated.



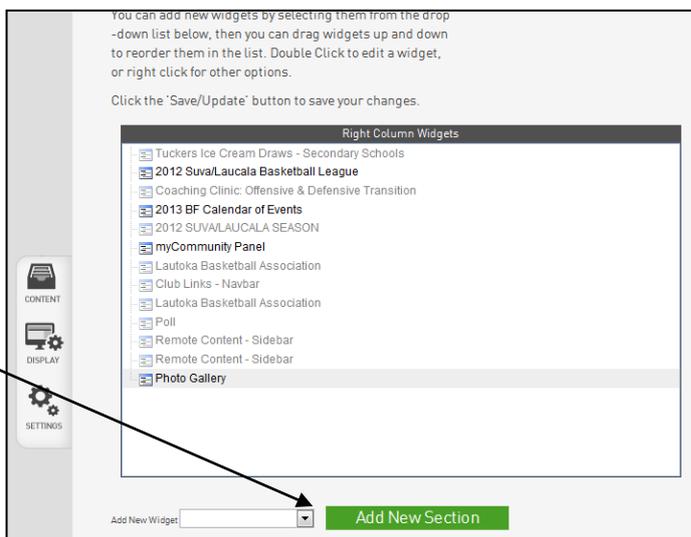
Making your Photo Galleries appear on your website:

Click onto **'widget manager'**

See if a photo gallery section exists.

If not, scroll to the bottom of the page and using the **add a section** drop down menu, select **photo gallery**.

Click **'add new section'**, and the photo gallery icon will appear on your list.

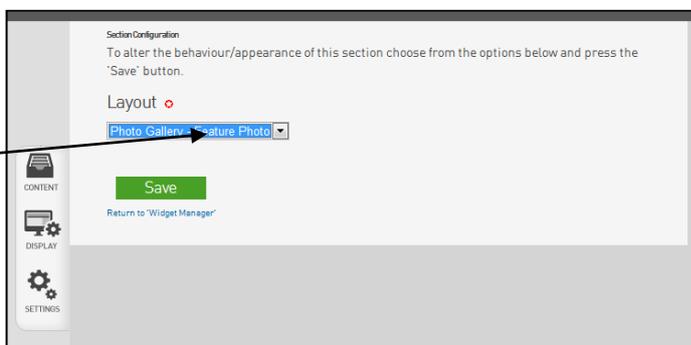


Now right mouse click on the **'photo gallery'** icon, and a drop down menu will appear. Tick **'active'**, then click on **'configure'**.

On the new screen, use the drop down menu and select **'photo gallery feature photo'**, then click **save**

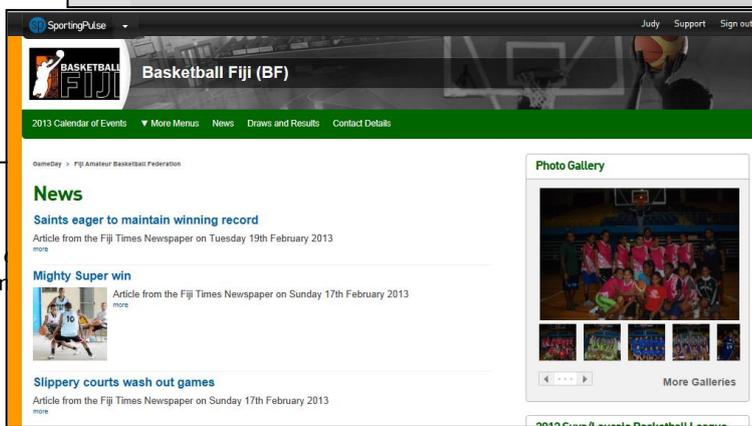
Your photo gallery will now appear on your front page, with one large rotation photo and the galleries below.

If you want your galleries to show at the top of your website, grab it and move to the top of the list.



Website, FIBA

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Then click **update**, go to your website and see your photo gallery.

Congratulations, you have now improved your website – just remember to keep the photos updated. The gallery showing will be the last gallery you uploaded.

SECTION TWO: FIBA ORGANIZER

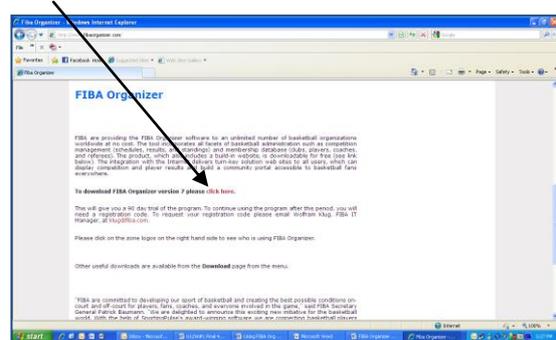
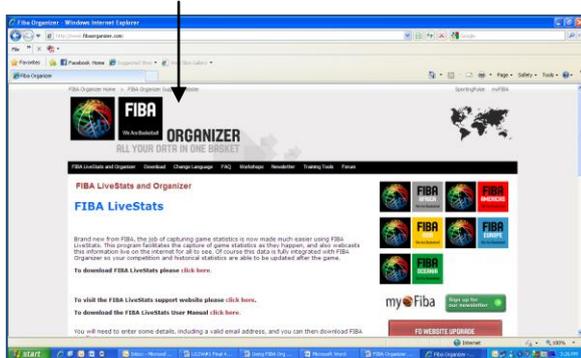
Installing FIBA Organizer and creating your database:

The next few pages will guide you through the process of loading FIBA Organizer onto the federation computer, along with instructions on how to use the program to create and manager competitions, and the membership database.

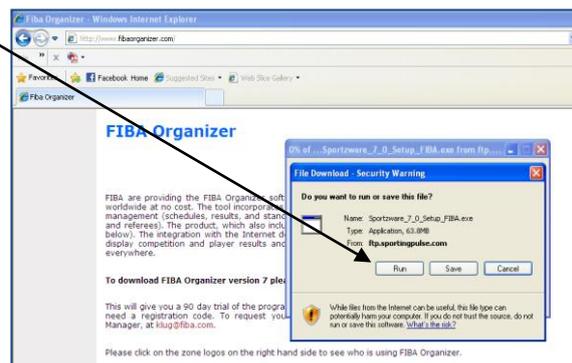
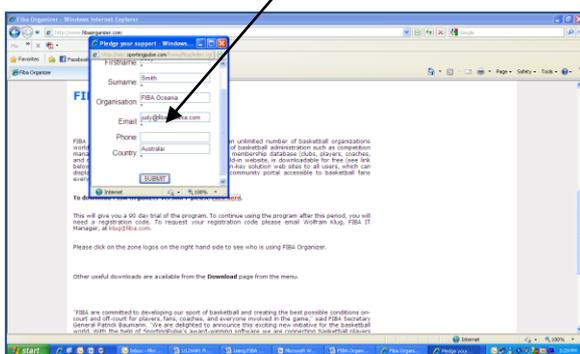
Installing from the Website:

Go to www.fibaorganizer.com

Scroll down the screen until you see “FIBA Organizer”, click here.



Another screen will appear, asking for your details. Complete and hit ‘submit’. The program will commence downloading when you click on the ‘run’ button.



Another screen will appear and you will be asked to **run** again, say ‘yes’. Then another screen asks if you want to install FIBA Organizer. Say ‘yes’ and then follow the steps called ‘FIBA Organizer setup wizard’ on the following page.

Installing from the CD: You will need the FIBA Organizer Installation CD.

Reboot your computer. Insert the FIBA Organizer Installation CD into your CD drive and your computer should automatically load as shown below.





If it does not, then please complete the following steps:

- a. Click your windows **Start** button.
- b. Click **Run**.
- c. Enter your CD drive letter (eg D) followed by **:**, so D:\ or E:\ if it is the E drive.

Click **Install FIBA Organizer**.

Click **Run** (you may have to click Save to Disk, then Open first).

Click **Yes** when asked if you wish to continue with the installation.

This will take you to the **FIBA Organizer setup wizard**

FIBA Organizer Setup Wizard



Click **Next**, taking you to the License Agreement screen as shown below.

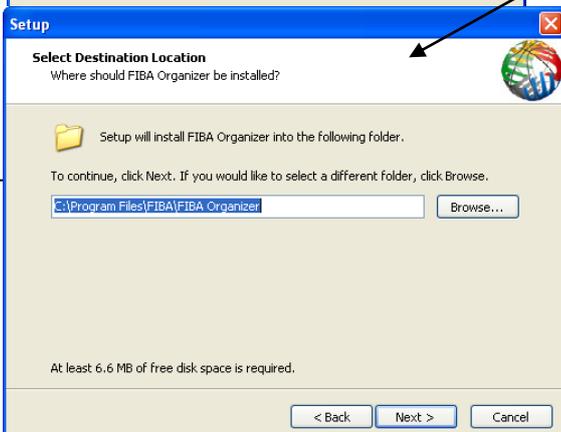


Read through the License Agreement carefully then select **I accept the agreement**.

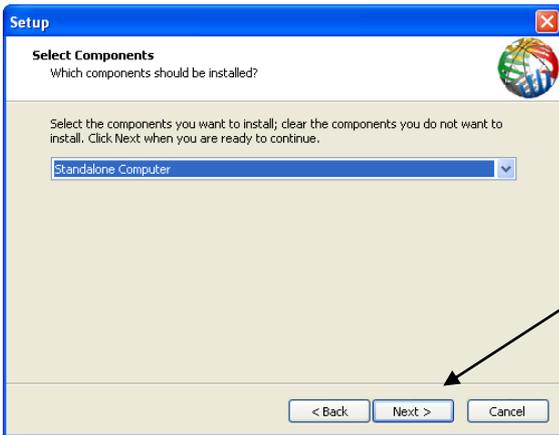
Click **Next**.



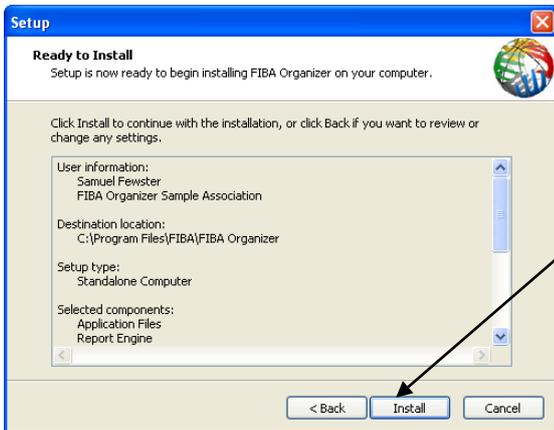
Enter your User Name and Organization and click **Next**.



Click **next** (or select an alternate program folder, then click next).



Select **Standalone Computer** and click **next**.



Click **Install**



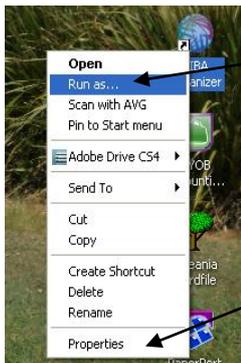
Click **Finish**.

A new screen will appear that asks if you want to upgrade FIBA Organizer. Say 'yes', and you will see another message might appear saying there are a certain number of upgrades to do, and asking again if you want to upgrade.

Say yes again, and when this is complete, you will be taken to the FIBA Organizer data manager.



Vista Operating System:

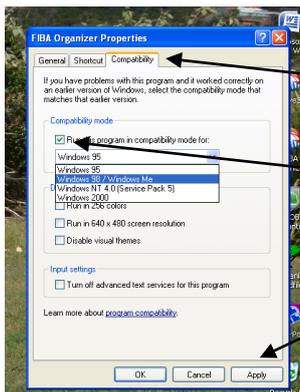


If you have the Vista operating system on your computer, you will need to right mouse click the FIBA Organizer icon on your desktop, and choose **“Run as Administrator”**. This will allow the FIBA Organizer program to open.

So that you do not have to do this each time you open FIBA Organizer, you can change your computer settings, and all you will have to do is click on the icon to open the program.

To do this:

Right mouse click as above, but instead of choosing **“Run as Administrator”**, choose ‘properties’ at the bottom of the list.



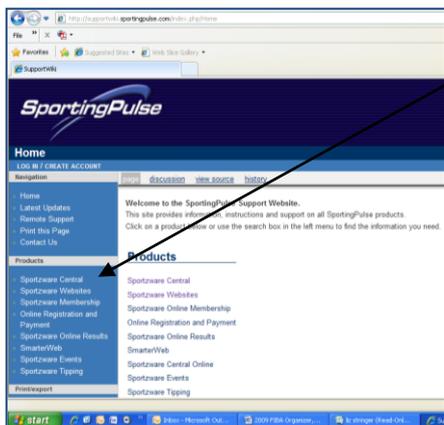
Click the ‘compatibility tab’

Now tick the ‘run this program’, then choose ‘in compatibility mode for WXP’ from the drop down menu.

Click ‘Apply’, then click ‘OK’

When you re-open your FIBA Organizer program next time, you should just have to click the icon, no longer having to right mouse click.

Should you need more information about this process, please go to the Sporting Pulse help website - <http://supportwiki.sportingpulse.com>



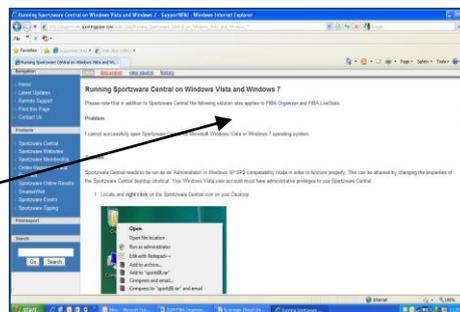
Select ‘Sportsware Central’ on the left hand side.

A new screen will appear. Click the option #9 - Troubleshooting



Now select option # 2 – “Running Sportsware Central on Windows Vista and Windows 7”

This will take you to another screen which will step you through the process, with pictures.





Welcome to the Data Manager:

The Data Manager is the first screen you will encounter when you first load FIBA Organizer. Its primary purpose is to allow you to efficiently manage and maintain your FIBA Organizer data.

A. File Menu
Is where all options for the Data Manager is located

B. Locations
Shows the name of your Federation's data base

C. Launch Button
This will open the database highlighted in the locations list.

D. Location Details:
Shows the details of where the highlighted database is found

Making a Federation data base in FIBA Organizer:

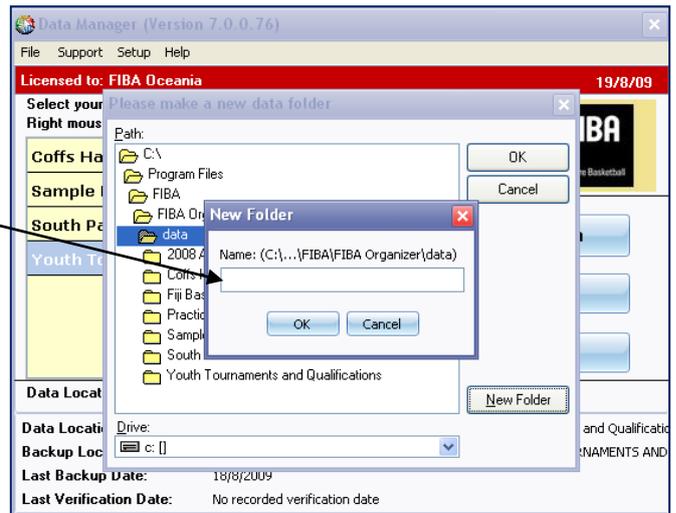
- There is normally only one data base per federation (or association). Within this data base, you enter all your members names and details, all your competitions and do your results.

- Click on 'file'
- Click 'add location'

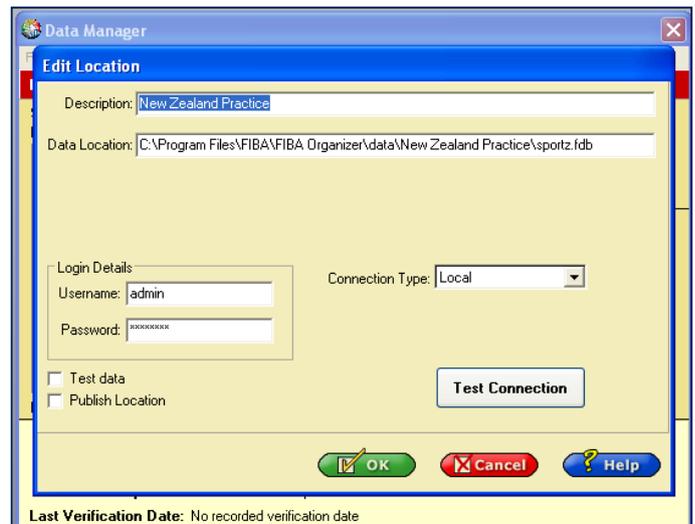
- Click 'make new database' & new screen appears
- See 'Data'
- Click on the 'new folder' button at bottom right of the screen



- Type a name that represents the new database you are about to create
- Eg: Samoa Basketball Federation
- Then click OK, and
- OK



- The next screen is 'Edit Location' - ensure the details on this screen are correct. Change if need and then click **OK** button at bottom.



- This will take you back to **Data Manager**

- Click on the **data base location** you have just created and click the **Launch** button



- You will now go to the **FIBA Organizer Start up Wizard** – the wizard will ask simple questions

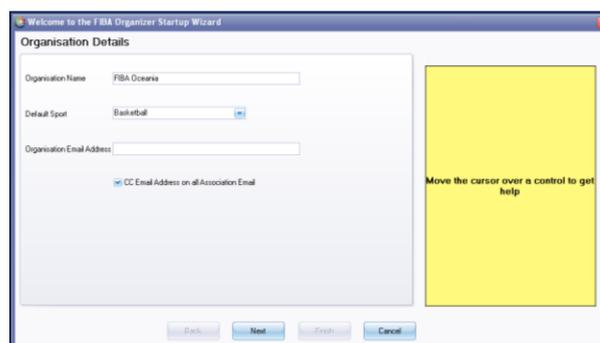


to allow you to put in your federation details, logo and uploader details which will enable your competitions to go to the website .



Welcome to the FIBA Organizer Startup Wizard:

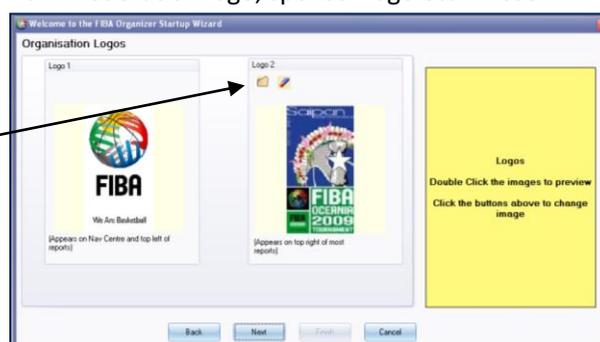
- The Start-up wizard will help you enter all the information the program needs to function. Move through the wizard by clicking the next and back buttons. Hold the mouse over a field and the information needed will show up in the yellow section on the right.



- Type in the Organisation (Federation) name, and other details on the screen. Then click the 'next' button.

- Organisation Logos Screen – this is where you can add your own federation logo, sponsor logo etc. These logos will appear at the top of scoresheets, draws, results etc.

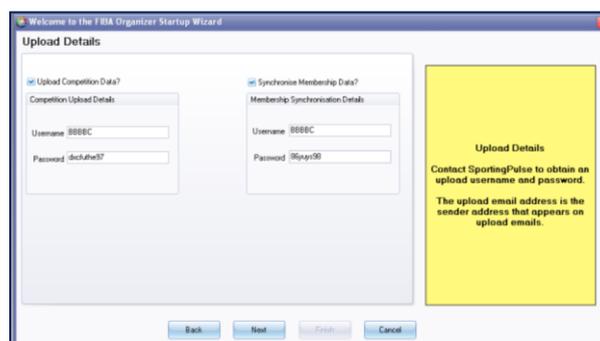
- **Logo 2** is the only logo that can be changed.
- Click on the **pencil picture** to remove the current logo
- Click the file icon to locate your own logo within your computer – select your logo, and logo 2 will become your selected logo and will now appear on your scoresheets & reports.



- Click **Next**

- The next screen is the '**Uploader Details**' screen and it is most important. This is where you must enter the upload username and password code as provided by FIBA Oceania to the federation.

- If you do not have this information, please contact Judy Smith (judy@fibaoceania.com) or Sam Fewster at SportingPulse (s.fewster@sportingpulse.com.au) or Enter the **username and password codes**, and click the uploader competition data and upload membership data boxes.



- Enter your organisations email address in the email field(s).

- The next couple of screens allow you to enter the federation details into the program. **Work through each screen**, adding the details when necessary, most will stay the same.

- Click **Next**, then click **Next**

- You have now **completed the set-up wizard**, and are ready to move now into the navigation centre and to enter competitions. Click **Finish**

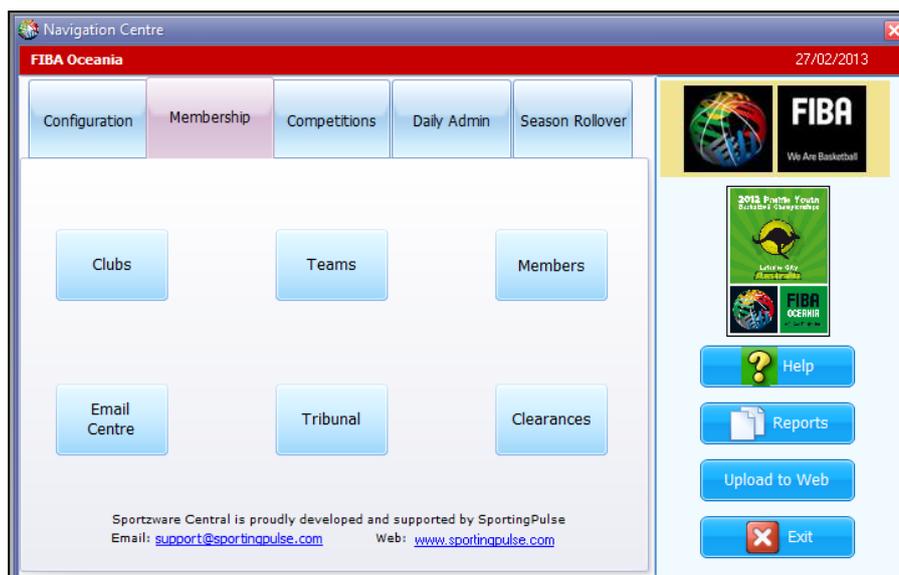
- You will now be taken to the **Navigation Centre**. This is the screen that shows all of the functions of FIBA Organizer.

You have now entered all the details to enable you to use FIBA Organizer. The next part of this manual will show you how to set up competitions, how to build your member's database and how to use the website.





The Navigation Centre:



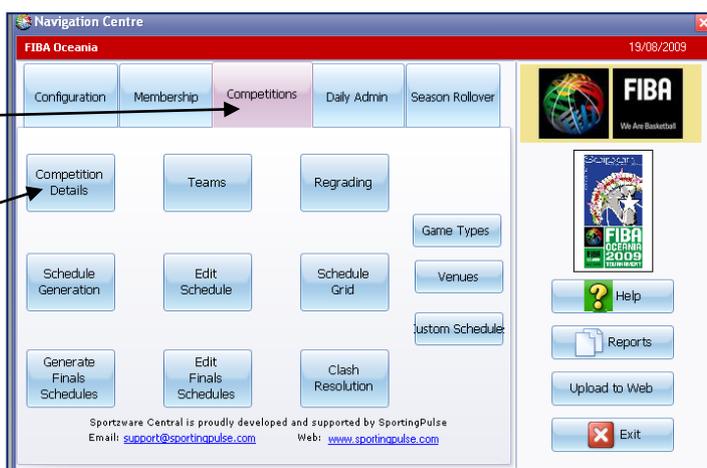
- Almost all of the functions within FIBA Organizer can be reached from the navigation screen. Notice that there are several blue coloured tabs, grouping the sections of FIBA Organizer into broad groups: **Configuration; Membership; Competitions, Daily Admin; Season Rollover**
- When you click on one of the blue tags, a number of other buttons appear in the bottom section. Each of these buttons relates to a specific activity that belongs to the main heading.
 - **Configuration** relates to the computer set up and details.
 - **Membership** relates to entering teams, players, coaches and referees.
 - **Competitions** relates to making your competition draw
 - **Daily administration** relates to recording scores and allocating referees to games.
 - **Season rollover** allows you to archive competitions at the end of the season.
- On the right hand side you will see a blue buttons. These buttons are visible from any section of the program.
 - ✓ **Help** – This links you to SportingPulse’s online help
 - ✓ **Reports** – This is where you print scoresheets, game schedules and many other reports
 - ✓ **Upload to Web** – This function allows you to upload your information to the website
- At any time when you are working with FIBA Organizer, and you get ‘stuck’ or are unsure where to go, always return to the Navigation Centre. Once here, think about what area you need to work in, click on that tab and read the options available.
- Remember, **the more you practice**, the better you will get at creating successful competitions in FIBA Organizer.



To Create a New Competition:

- Before you start entering competition details, you will need to know the following information:
 - ✓ The format of the round games (knockout, round robin or normal competition)
 - ✓ The format of the finals
 - ✓ Points for a win and loss
 - ✓ Number of teams
 - ✓ Dates of play
 - ✓ Team names
 - ✓ Players, referee and coaches names - although these can be added after you have set up the competition.

- In the Navigation Centre, click on the 'Competitions' tab at the top.



- Then click on the 'Competition Details' blue button

- This will take you to a new screen.

- Click on the 'add' button to add a new competition. You will need to make a new competition for each division or grade within your competition.

Eg: You may be doing the draw for the Senior Summer Competition. Within that season there are competitions for A grade men, B grade men & A grade women.

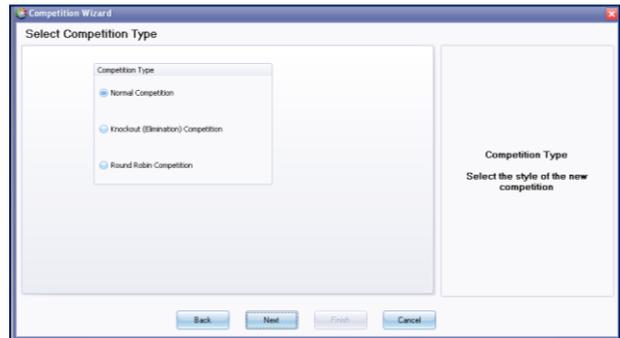
Each of these grades is a **separate competition**, so you would click 'add' and follow the wizard for the men's A grade. When you have completed that draw, you return to the same place, click 'add' again, and now do the B grade men., and so on for all the different competitions.

Camp ID	Display Order	Name	Competition Type	Competition Level	Sex	Last Round	Rounds	Teams	Started	Grade	Start Date	Online Group
26	2	2009 U17 Women's Championships	Normal	Frsts	Women	0	3	2	☑		29/08/2009	
27	3	2009 U17 Men's Championships	Normal	Frsts	Men	0	3	2	☑		29/08/2009	
28	4	2009 Oceania Championships for Women	Normal	Frsts	Women	0	2	2	☑		31/08/2009	
29	5	2009 Oceania Championships for Men	Normal	Frsts	Men	0	2	2	☑		31/08/2009	
25	6	2009 Oceania Tournament Women	Normal	Frsts	Women	5	5	5	☑		21/08/2009	
24	7	2009 Oceania Tournament Men	Normal	Frsts	Men	5	5	5	☑		20/08/2009	
16	8	2008 Junior Women's Championships	Normal	Frsts	Women	3	3	2	☑	A grade	04/08/2008	
15	9	2008 Junior Men's Championships	Normal	Frsts	Men	3	3	2	☑	A grade	04/08/2008	
18	10	2008 Youth Tournament Women	Round Robin	Frsts	Women	3	3	8	☑		28/08/2008	
17	11	2008 Youth Tournament Men	Round Robin	Frsts	Men	3	3	8	☑		28/08/2008	
14	12	2008 Oceania Championships for Women	Normal	Frsts	Women	3	3	3	☑		28/08/2007	
13	13	2007 Oceania Championships for Men	Normal	Frsts	Men	3	3	2	☑		28/08/2007	
11	14	2008 Youth Tournament Women	Round Robin	Frsts	Women	6	3	8	☑		14/10/2008	
10	15	2008 Youth Tournament Men	Round Robin	Frsts	Men	3	3	8	☑		14/10/2008	
8	16	2008 U19 Women's Championships	Normal	Frsts	Women	3	3	2	☑		04/08/2008	
7	17	2008 U19 Men's Championships	Normal	Frsts	Men	3	3	2	☑		04/08/2008	
6	18	2008 U21 Women's Championships	Normal	Frsts	Women	3	3	2	☑		11/08/2008	
2	19	2008 Women's Championships	Round Robin	Frsts	Women	3	3	2	☑		24/08/2008	
1	20	2008 Men's Championships	Round Robin	Frsts	Men	3	3	3	☑		17/08/2008	
30	30	2009 Steve's Practice	Normal	Frsts	Men	0	3	4	☑		19/08/2009	

- Once you are in the **Competition Wizard**, simply follow the steps to set up your competition
- The wizard will ask if you want to duplicate a competition – this will not be possible when you are entering your first competition, so click 'no' and then click ,next.



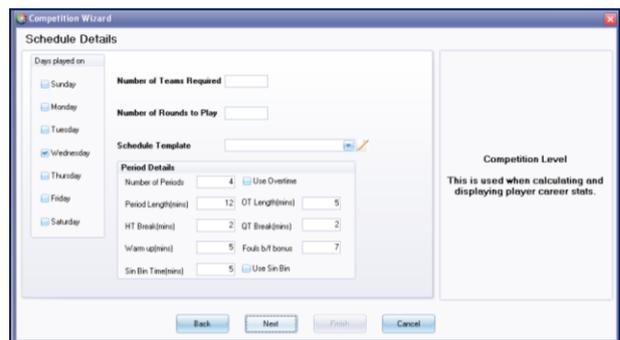
- **However**, after entering this competition, if you have another competition with the same number of teams, you can say yes. Then follow the wizard prompts, ensuring you are selecting a competition with the same number of teams and competition format.
- It is best to practice entering new competitions, rather than duplicating a competition, so that you become familiar with the process.
- FIBA Organizer will allow you three choices for competition format. It is **vitaly important** that you select the correct type of competition format from these 3 options. You are not able to go back and change the format if you make a mistake – you will have to re-enter the complete competition details again if you make a mistake at this point.



The three options are:

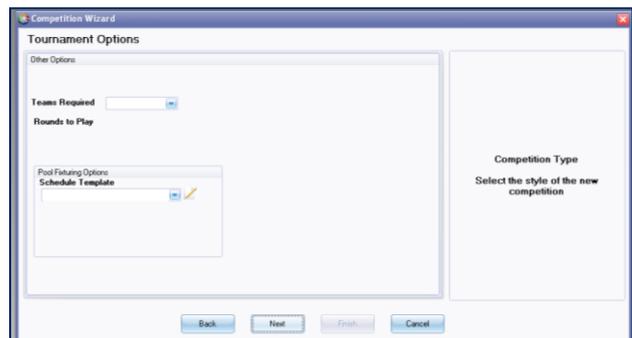
Normal Competition - Select this option if you have a competition where the teams are playing in one pool. eg: A grade men’s division with 6 teams, who will play each other a number of times during the season.

This is the most commonly used competition format, and is suitable for almost all competitions.

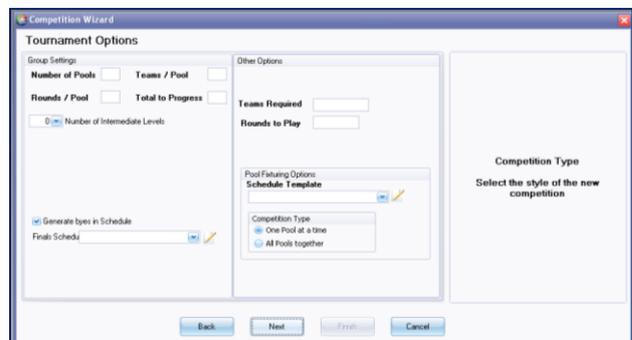


Knockout (Elimination) Competition - Select this option if you want just one game per team, with the losing teams being eliminated.

This format is mostly used for very short tournaments.



Round Robin Competition - Select this option if your competition has a number of pools within the same divisions. This format allows for intermediate games, where teams form another pool before going to the semi finals. Eg: The top 2 teams from each pool now make another pool, with the bottom two teams from each pool making another pool.



You will notice as you move through the pages of the wizard that some of the field descriptions are in bold. These fields must be completed.



Once you are sure of your format, enter your competition details, moving through the competition wizard by clicking the next and back buttons.

- ✓ Select the competition format – **‘normal’** is the most commonly used format, click **‘next’**.
- ✓ Enter competition details as required and click **‘next’**
- ✓ Enter schedule details as required and click **‘next’**.

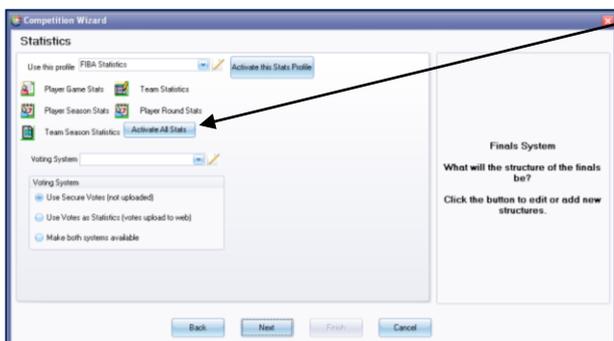


Enter **Standings** - you can change how many points you give for a win and loss by simply typing over the squares as required and click **‘next’**.

If you want to **permanently change** the points from wins and losses from the default, go to the **‘configuration’** tab at the top of the page, then select **‘sport’**. Double click on basketball, and then change the points for a win/loss/forfeit to match your competition rules. This will become the default setting so you will not have to change it every competition.

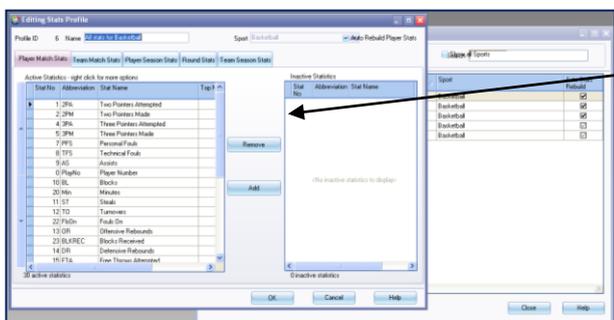
Ensure you select standings type **‘premiership’** (standard) in this box, to upload accurately.

- ✓ If you are going to use **stadium scoring**, then use the drop down menu and select “stadium scoring” as your stats profile.
- ✓ If you intend on **taking statistic** for this competition, it is very important that you confirm which stats you want to record, and that you edit the stats to ensure you have selected the necessary stats to go to the website. To do this:



Click **FIBA stats** and then click on the **‘pen & paper’** at the side of the menu. This will bring you to another screen, select **‘FIBA Stats’**. Make sure FIBA Stats is highlighted, then click on **‘edit’**, or click **‘add’** to make your own statistics profile. From here you will now be able to choose which statistics you want to show on the website.

Double click the chosen statistics profile, or **‘add’** to make your own



Click on the stats you want from the right hand **‘inactive section’** and then click **‘add’**. This will take the selected stats over to the left hand side, making those stats active.

Click **OK**, close and then when you are back to the first statistics screen, click **‘next’** to progress further through the setting up process.



- ✓ **Schedule notes** – Whatever you write here will appear on the bottom of your draws and reports. You might like to thank a sponsor, or put the name of the competition or association details. Click “finish”.

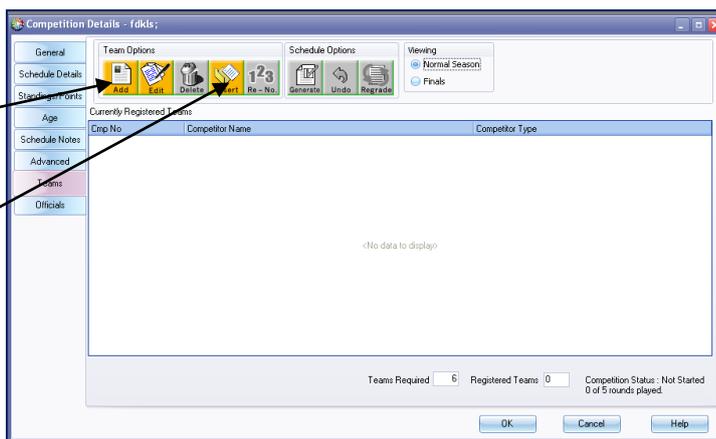
Either way, you will be able to now commence entering teams, so move to the next page of the manual for more instructions.



Creating Teams for the Competition: (For a 'normal' competition format)

To create teams for the competition following the wizard:

- Say **'yes'** to "The competition is about to be entered. Do you wish to edit it when created?" and you will be presented with this new screen.
- Click **'add'** to put teams into the competition. If the teams have already played in a previous competition, then you can click **'insert'** and find the team.



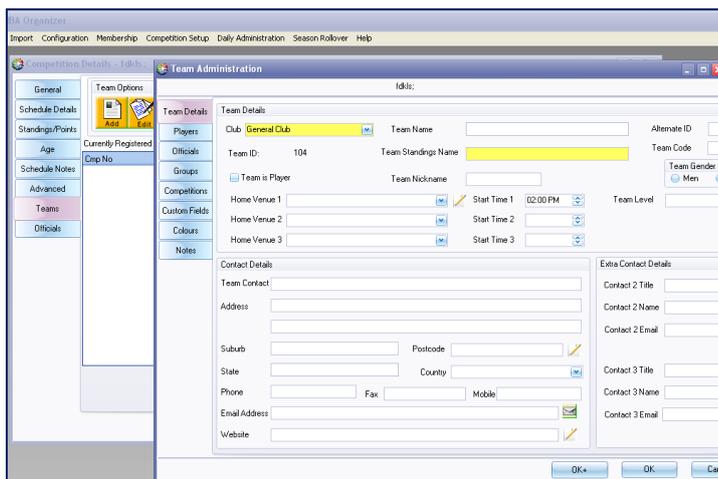
- You will be asked to enter a 'club' name – if you do not have clubs in your association, make your association the club. Eg: Sydney Comets
- Add any other details you want to record for this team. All yellow tabs must be completed

- Once you've completed the details for this team, click **'OK+'** to add another team.

- When you have finished adding all of the teams for this competition click **OK**.

- If you see a spelling or typing error when reviewing the list of teams, you simply click on the error, then click on the **'edit'** tab above.

- This will take you back to the team details card, where you can correct any errors. Click **'OK'** once the changes have been made.

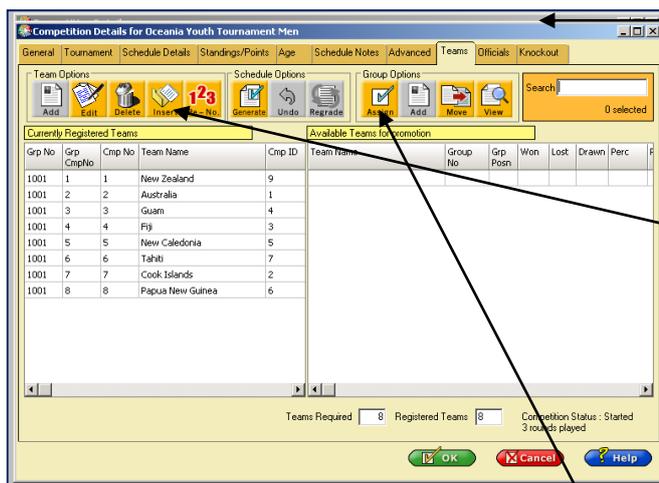


- Later in the program you will add players and coaches to the team. You do this by going back to this team **'card'**, so all information about the team is contained in one file.



Making a Competition Draw:

Depending on whether you chose to set up a normal (round robin) competition, or a round robin (more than 1 pool), two different screens will appear.



Round Robin Competition: (Remember, this is where you have pools)

The screen will appear with teams listed on the right hand side.

Click on the team name in the right hand section, then click on the **'insert'** button on left. This will move the team to the left hand side and register them in the competition.

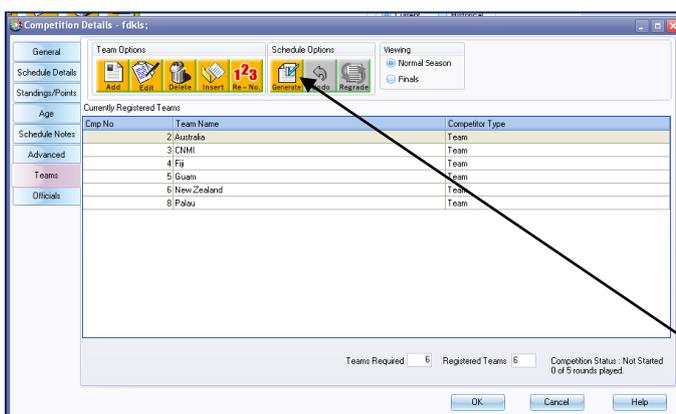
Continue until you have the complete list of required teams.

At the bottom you will see if you have entered the correct number of teams. Click **'OK'**

Now that the teams are correct, click on the **'assign'** button to put the teams into pool.

If the teams are not in the pool you wish them to be, click on the **'move'** button and you are able to change the pool for that team. When you are certain that you have the teams in the correct pools, click the **'generate'** button.

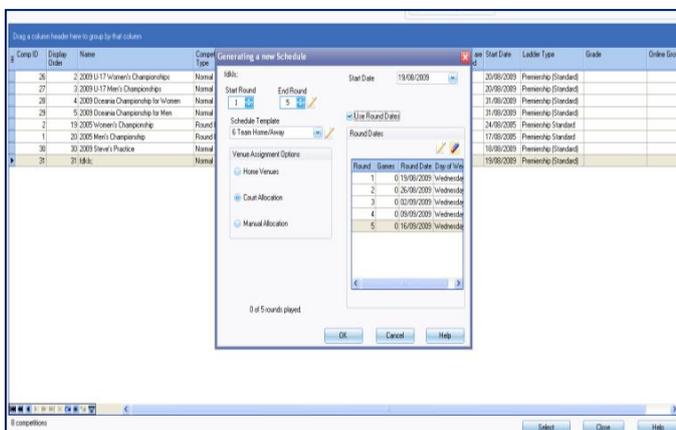
NOW – Skip the 3 paragraphs about 'normal competition'. Pick up again at "Once you have clicked on the **'generate'** button, regardless of the type of competition you are creating, this next screen will appear.



If you have chosen **'normal competition'**, a different screen will appear.

Normal Competition: If you have chosen to organise the competition as a **'normal'** competition, the screen will appear with all of the teams you have entered into the competition.

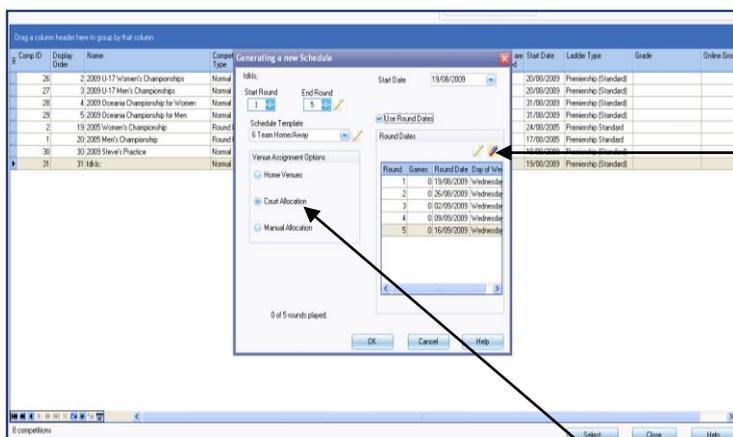
Once you are sure you have the correct teams click on the **'generate'** button .



Once you have clicked on the **'generate'** button, regardless of the type of competition you are creating, this next screen will appear. A new screen appears, called **'generate a new schedule'**. Here you are able to check the competition format, dates and rounds details

This is where you tell the computer the **dates** of the competition, the **courts** you wish to play on and the **number of rounds** you wish to play.



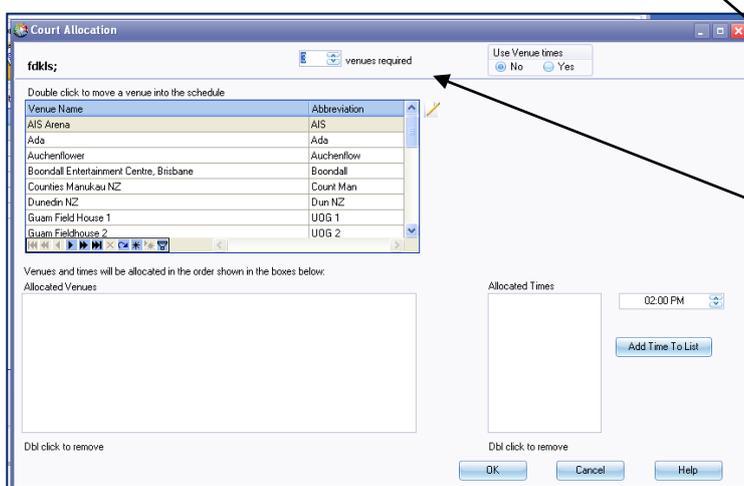


Tick the **“Use Round Dates”** box so you can add the dates the competition is to be played on.

Click on the **‘pencil and paper’** icon to the right of the round dates. This will activate a **calendar**. Select your first round date from the calendar, check that it is for the correct round (on the left of the calendar) and also indicate the number of games to be played in that round (although this is not essential). Continue to do this for each round.

If you have clicked on the wrong date, simply right mouse click on the incorrect date, and select ‘edit the round’ from the menu shown. Change the date and continue on.

If you have clicked on the wrong date, simply

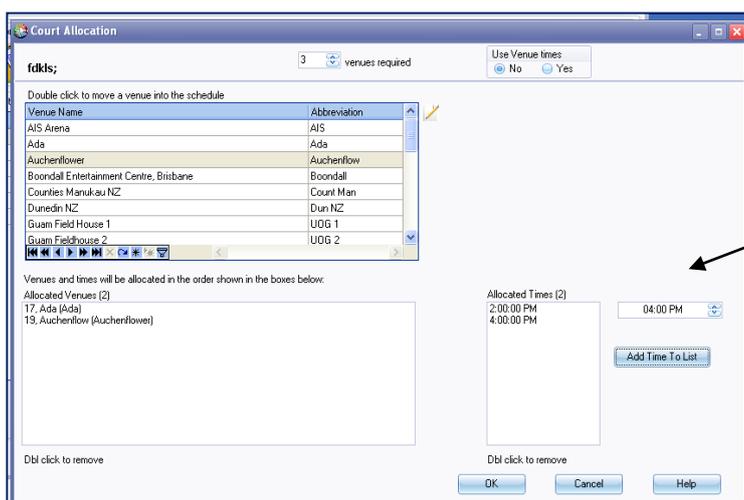


Click the **‘court allocation’** circle, then click **OK**

A new screen, called **‘court allocation’** will now appear. From this screen you will add the courts and times for the draw.

If this is the first time you have used the program you will need to add the courts, by clicking on the **‘pencil & paper’** icon and following the prompts. Make sure you have a court abbreviation eg: Court 1=Crt 1 **Click close**

Now to **add the venues** to the draw, double click the required court, which places it in the lower box. The courts can be changed later, so do not panic about getting the information perfect at this point. If you do not add the required number of courts, the program will prompt you, or you can simply change the number of venues required in the top drop down box.



Now to **add the times** for the games, you need to go to the ‘allocate times’ box on the bottom right. Use the up and down menu to get the correct time, and then click on the ‘add time to list’.

The way the data base works is that the first court you have listed will get the first time you have listed. If you have 2 games at 2.00pm, click the 2.00pm timeslot twice and it will give you the desired result. However, don’t panic here as the times can be changed later also.



When you click the **'OK'** button at the bottom, the fixture (or draw) will be generated. This takes only a few seconds to do.

The **'Select game for editing screen'** now appears – this is where you have the opportunity to change courts or game times, or who plays who. Click the 'show all rounds' box – this will show you all of the games in the competition. Check the schedule is correct

- If you want to **change** times, or courts, you simply double click on any game. Another screen will appear, called **'edit a round'**. This is where you can make changes.
- If you find a time or court error in your draw, simply double click the game in question, and a new screen will appear with all the games.

Round	Date	Time	Team 1	Team 2	Venue
1	19/08/2009	00:00	Bye(1)	New Zealand	
1	19/08/2009	14:00	CNMI		Ada
1	19/08/2009	16:00	Guam	Australia	Auchenflow
2	26/08/2009	16:00	Australia	CNMI	AIS Arena
2	26/08/2009	00:00	Fiji	Bye(1)	
2	26/08/2009	14:00	New Zealand	Guam	Ada
3	02/09/2009	00:00	Bye(1)	Australia	
3	02/09/2009	16:00	CNMI	Guam	Auchenflow
3	02/09/2009	16:00	New Zealand	Fiji	AIS Arena
4	09/09/2009	14:00	Australia	Fiji	Ada
4	09/09/2009	16:00	CNMI	New Zealand	Auchenflow
4	09/09/2009	00:00	Guam	Bye(1)	
5	16/09/2009	00:00	Bye(1)	CNMI	
5	16/09/2009	16:00	Fiji	Guam	AIS Arena
5	16/09/2009	14:00	New Zealand	Australia	Ada

- At the side of each column there is a **hidden drop down menu**. Click on this area and a box will appear that will allow you to change the details of the column you are in – eg: change the date, the time, the teams, the venue to suit your schedule. Once you have the draw as you want it, click OK, then close, then cancel, then close and you are back at the **Navigation Centre**.

- At this point it is essential to **double-check** the draw, and make any changes if you have game or time clashes.

- To do this, click on the **'competitions'** tab of the Navigation centre, then on the **'schedule grid'** button. A list of competition dates will appear. **Select** the first day of competition, click "OK" and wait. A grid with the calendar at left will appear. Click on the date of the competition, then click OK
- In the **calendar** you will notice dates in **red** – these are the dates you have chosen for the competition.

- Click on the first **red** date, and you will see the draw appear in the grid boxes. **If any of the boxes a bright pink, that means you have a clash** – two games on the same court at the same time.

- You can **fix this problem** here by clicking onto the problem game, and 'dragging' it onto a vacant court, and then click the 'apply' button at the bottom. The pink box should disappear. If it doesn't, it means you have more double up games on that court and you



will need to repeat the above process until the pink screen disappears.

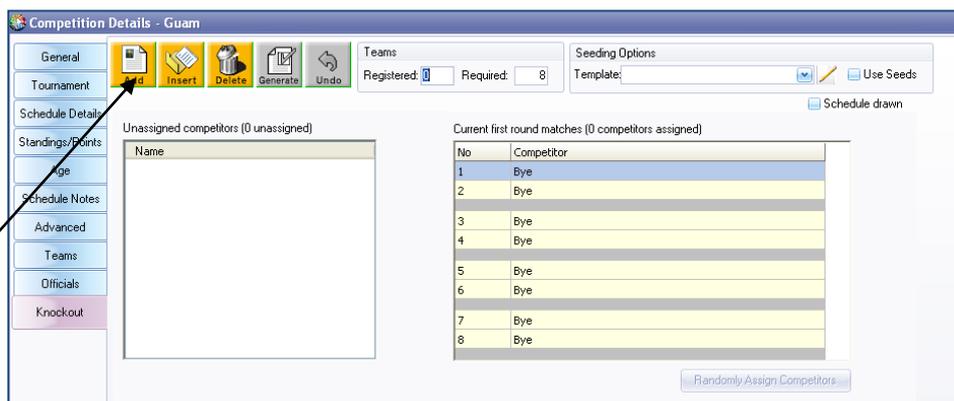
- If you do not have sufficient game times in the grid, simply put your cursor over the grid and right mouse click. Click on 'add time' and you will be able to choose the time, and add it to the schedule. Right mouse click over games to modify the schedule as well.
- You can make any changes to your schedule here, and as long as you click the '**apply**' button, the changes will transfer to all the other sections of the program – a very handy place to check and change the draw.



Making the draw for a 'knockout' or 'elimination' competition

To create teams for the competition following the wizard:

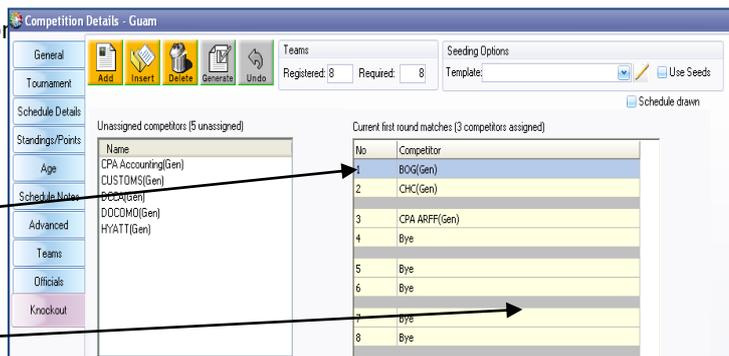
- Say 'yes' to "The competition is about to be entered. Do you wish to edit it when created?" and you will be presented with this new screen



- Click 'add' to put teams into the competition then you can click 'insert' and find the team.

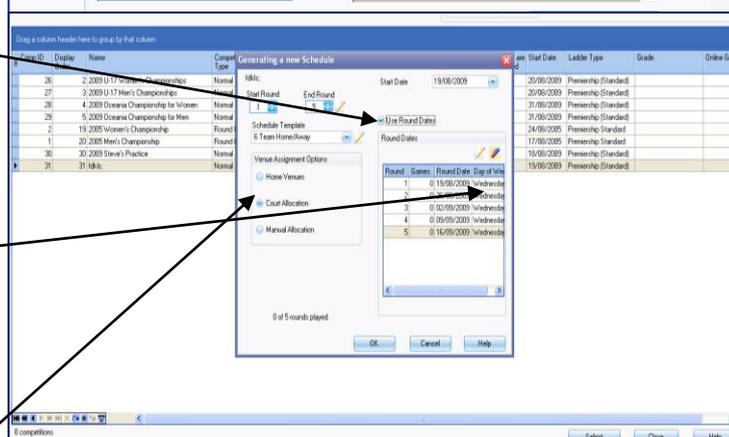
- Now, if you want to ensure who each team plays in round 1, click on the team in the left hand column, and drag them into the right hand column where 'bye' is written.

- If you don't mind who plays who in round 1, click on 'randomly assign competitors'.



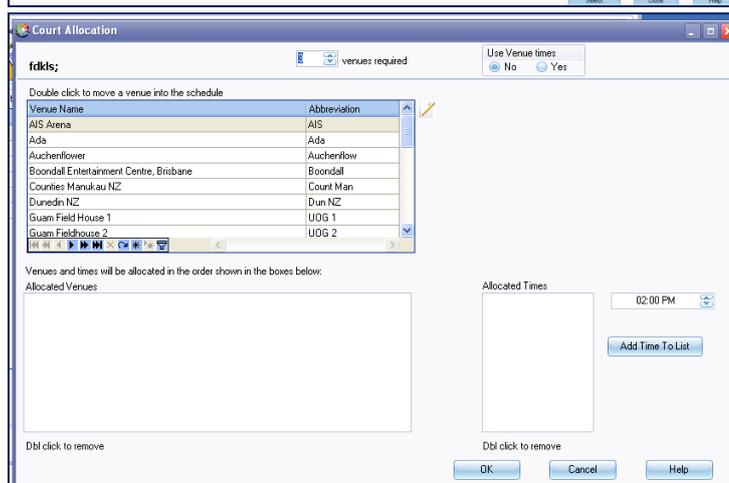
- Tick the "Use Round Dates" box so you can add the dates the competition is to be played on.

- Click on the 'pencil and paper' icon to the right of the round dates. This will activate a calendar. Select your first round date from the calendar, check that it is for the correct round (on the left of the calendar) and also indicate the number of games to be played in that round (although this is not essential). Continue to do this for each round.



- If you have clicked on the wrong date, right mouse click on the incorrect date, and select 'edit the round' from the menu shown. Change the date and continue on.

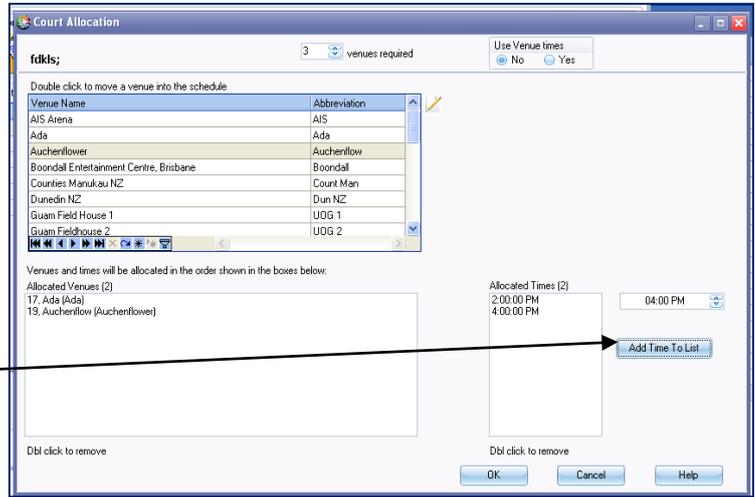
- Click the 'court allocation' circle, then click OK. A new screen, called 'court allocation' will now appear. From this screen you will add the courts and times for the draw.



- If this is the first time you have used the program you will need to add the courts, by clicking on the 'pencil & paper' icon and following the prompts. Make sure you have a court abbreviation eg: Court 1 = Crt 1 Click close

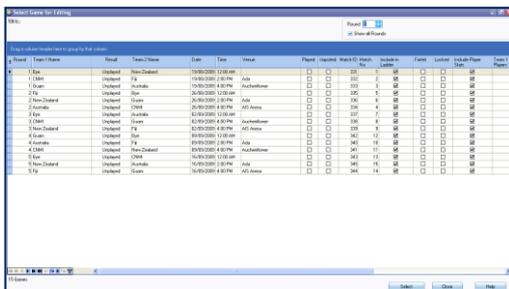


- Now to **add the venues** to the draw, double click the required court, which places it in the lower box. The courts can be changed later, so do not panic about getting the information perfect at this point. If you do not add the required number of courts, the program will prompt you, or you can simply change the number of venues required in the top drop down box.



- Now to **add the times** for the games, you need to go to the 'allocate times' box on the bottom right. Use the up and down menu to get the correct time, and then click on the 'add time to list'.

- The way the data base works is that the first court you have listed will get the first time you have listed. If you have 2 games at 2.00pm, click the 2.00pm timeslot twice and it will give you the desired result. However, don't panic here as the times can be changed later also.
- When you click the **'OK'** button at the bottom, the fixture (or draw) will be generated. This takes only a few seconds to do.
- The **'Select game for editing screen'** now appears – this is where you have the opportunity to change courts or game times, or who plays who. Click the 'show all rounds' box – this will show you all of the games in the competition. Check the schedule is correct



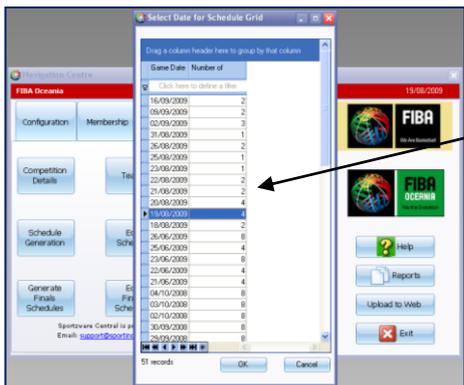
- If you want to **change** times, or courts, you simply double click on any game. Another screen will appear, called **'edit a round'**. This is where you can make changes.
- If you find a time or court error in your draw, simply double click the game in question, and a new screen will appear with all the games.

Round	Date	Time	Team 1	Team 2	Venue
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3	02/09/2009	16:00	New Zealand	Fiji	AIS Arena
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4	09/09/2009	16:00	CNMI	New Zealand	Aucheriflow
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5	16/09/2009	16:00	Fiji	Guam	AIS Arena
5	16/09/2009	14:00	New Zealand	Australia	Ada

- At the side of each column there is a **hidden drop down menu**. Click on this area and a box will appear that will allow you to change the details of the column you are in – eg: change the date, the time, the teams, the venue to suit your schedule. Once you have the draw as you want it, click OK, then close, then cancel, then close and you are back at the **Navigation Centre**.

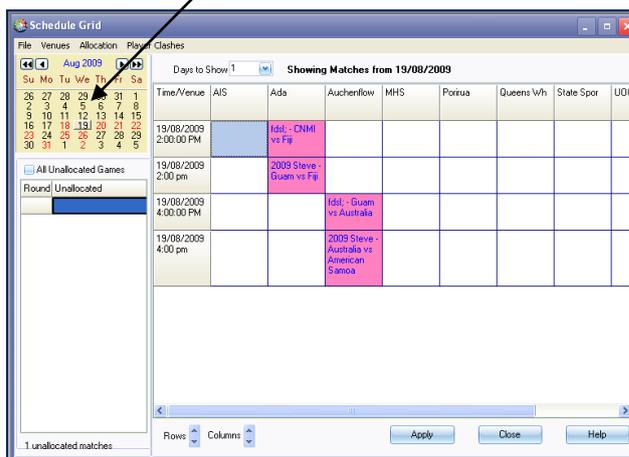


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- To do this, click on the 'competitions' tab of the Navigation centre, then on the 'schedule grid' button. A list of competition dates will appear. Select the first day of competition, click "OK" and wait. A grid with the calendar at left will appear. Click on the date of the competition, then click OK
- In the calendar you will notice dates in red – these are the dates you have chosen for the competition.

- Click on the first red date, and you will see the draw appear in the grid boxes. If any of the boxes a bright pink, that means you have a clash – two games on the same court at the same time.
- You can fix this problem here by clicking onto the problem game, and 'dragging' it onto a vacant court, and then click the 'apply' button at the bottom. The pink box should disappear. If it doesn't, it means you have more double up games on that court and you will need to repeat the above process until the pink screen disappears.



- If you do not have sufficient game times in the grid, simply put your cursor over the grid and right mouse click. Click on 'add time' and you will be able to choose the time, and add it to the schedule. Right mouse click over games to modify the schedule as well.
- You can make any changes to your schedule here, and as long as you click the 'apply' button, the changes will transfer to all the other sections of the program – a very handy place to check and change the draw.



Need to Change a Game date or time, or Add or Delete a Round of Games to the Draw?

- Sometimes you might need to change game times or courts because of rain, court problems or a hundred other things.
- This is easy to do in FIBA Organizer.
- Go to the **Navigation Centre**, then click the **'competition'** tab.

- Then select **'edit schedule'**, then double click the **competition** that you wish to change.

- Check that you have all rounds selected, so you can view all the games.

- Use the **invisible drop down** boxes at the end of each column to change the game details, then click **OK**.

- To **add**, or **delete** a game to the competition once you have completed the draw is easily managed in FIBA Organizer.

- Simply select the **game you wish to edit** – and then click on the blue button at bottom, either 'add a game', or 'remove a game'.

- **Click OK** and game has been edited.

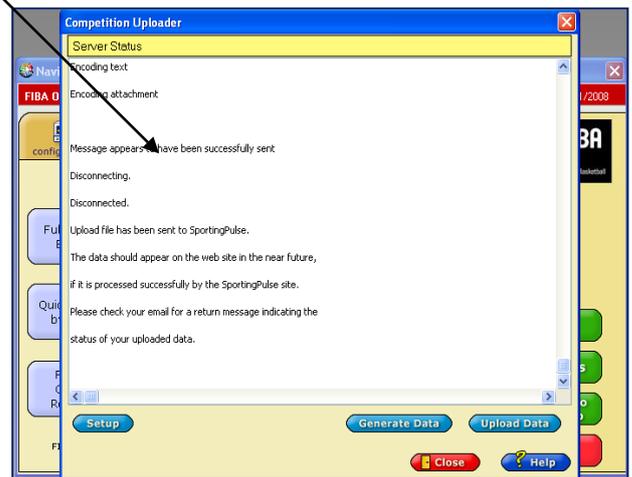
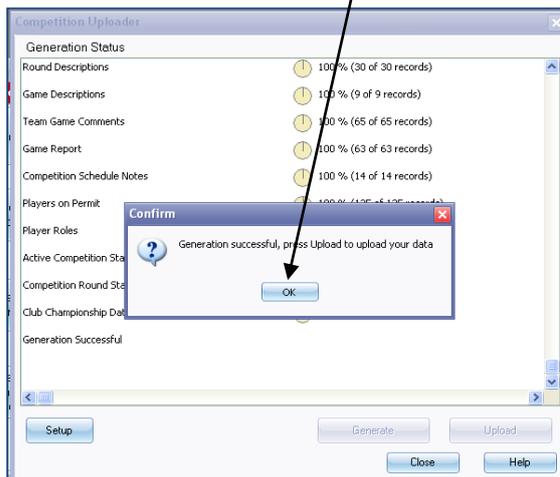
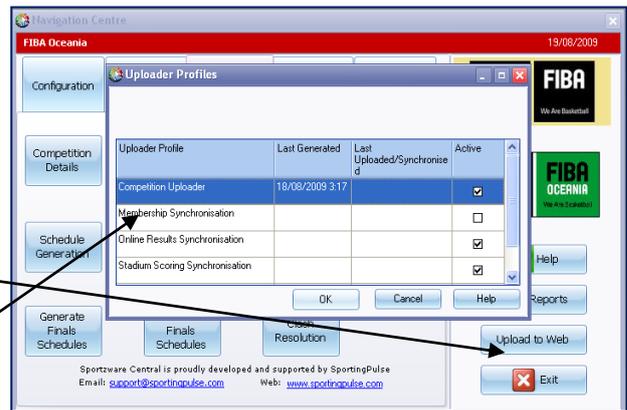
- **Upload** the changes to the website.



Sending your competition to the Website:

Once you have set up your competition, or entered results in FIBA Organizer, you are able to send it to the website for everyone to see. Follow the steps below:

- Go to the **Navigation Centre**
- Click on the button on right “**upload to the web**”.
- A new screen will appear asking to check which of the programs you wish to upload. Click on ‘**competition uploader**’, then click **OK**
- Data will be generated in the box in front of you. When completed a ‘**generation successful**’ note appears at the very bottom of this box.
- Click **OK** when you see the **generation successful** screen
- When completed a note saying **upload successful** will appear at the very bottom of box. Close



Congratulations, you have now uploaded your work to the website. Go to your website and view your work.

FIBA Oceania Championships and Tournaments

2008 Youth Tournament Women GO

[Fixture](#)
[Results](#)
[Ladder](#)
[Stat Leaders](#)
[Round Summary](#)
[Competition Stats](#)
[Reports](#)

Pool 1 | Pool 2 | Finals Matches | All Pools

Rounds: 1 2 3 All

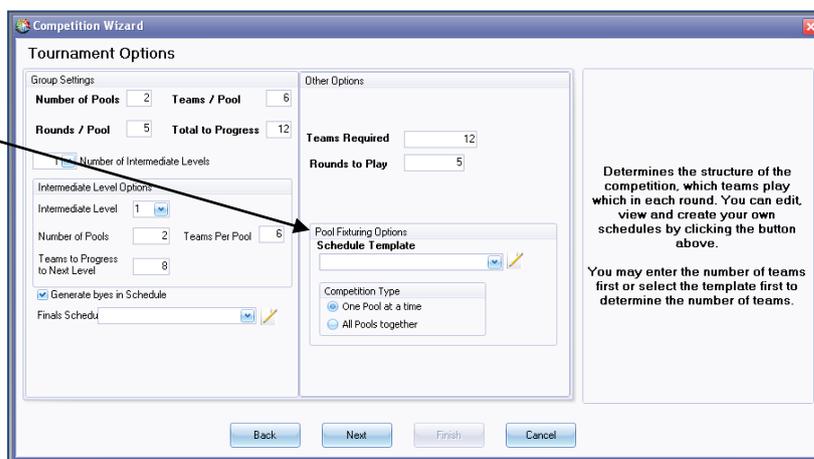
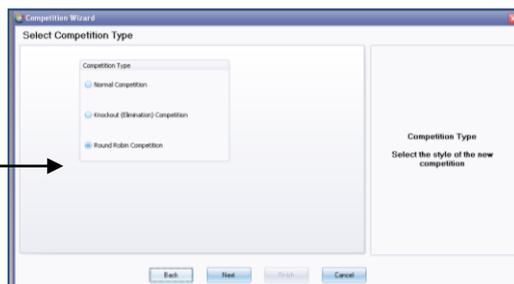
Round 3 Add to myFIBA

TIME	HOME TEAM	AWAY TEAM	VENUE	
4:00 PM Tue 30/Sep	40 Fiji	def. by Tahiti	70 Guam Fieldhouse 1	Email Match Reminder Game Statistics
4:00 PM Tue 30/Sep	20 CNMI	def. by Australia	140 Guam Fieldhouse 2	Email Match Reminder Game Statistics
6:00 PM Tue 30/Sep	73 Papua New Guinea	def. by New Caledonia	81 Guam Fieldhouse 1	Email Match Reminder Game Statistics
8:00 PM Tue 30/Sep	58 Palau	def. by Guam	76 Guam Fieldhouse 2	Email Match Reminder Game Statistics



Advanced Function in Draws - Using Intermediate Levels:

- In FIBA Oceania competitions, we often play a structure where the teams are placed into pools for the first part of the competition, then the top teams from the pools form a new **'championship'** pool, and the bottom teams go to a new **'consolation'** pool.
- Teams then play a second (**or intermediate**) round robin within their new pools. Following this full round of pool play, the teams in the Championship pool have a finals series for medals, and the consolation pool have a finals series for classification positions.
- To be able to produce the draw for this structure, select the 'round robin' option first. After selecting the first round of pool play, you need to select the **intermediate level** drop box and fill in the details.
- Once the draw is produced, and results entered, the second pool play draw will be ready to use.
- Use the **"pre-schedule in advance"** function to post the draw to the website.



- When viewing the standings, the program defaults to the first round of pool games.
- To ensure the **results of intermediate games go onto the website**, make sure the 'view' button is selected and then click on **'promotional group'** – select the appropriate round, and then you will be able to print the correct results.

Posn	Team	P	W	L	T	B	FF	For	Ag	PC	Pts
1	Guam	5	4	0	0	1	0	339	206	164.96	10
2	Samoa	5	3	1	0	1	0	334	195	171.28	9
3	Solomon Islands	5	2	2	0	1	0	241	285	84.56	6
4	Tahiti	5	1	3	0	1	0	233	220	105.91	7
5	Fiji	3	3	0	0	0	0	278	184	151.09	6
6	Cook Islands	5	0	4	0	1	0	141	382	36.91	6
7	New Caledonia	3	2	1	0	0	0	233	197	118.27	5
8	American Samoa	3	1	2	0	0	0	203	227	89.43	4
9	Palau	3	0	3	0	0	0	187	293	63.82	3

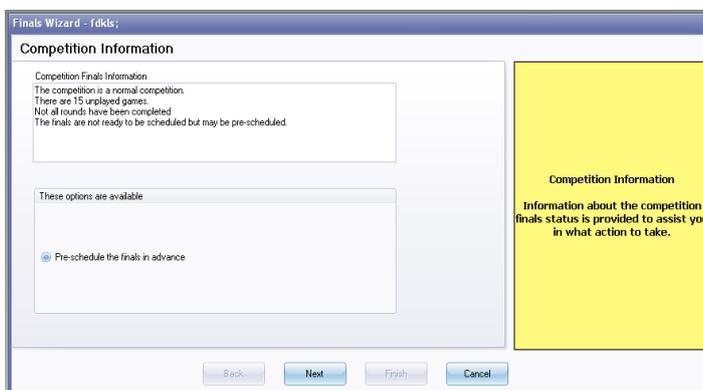
Making a Finals Draw:

The FIBA Organizer makes the round competition draw and the finals draw separately. Before you go any further you should **generate the finals draw**. It is not essential to do it now, but if you do, you know that the whole competition is completed.

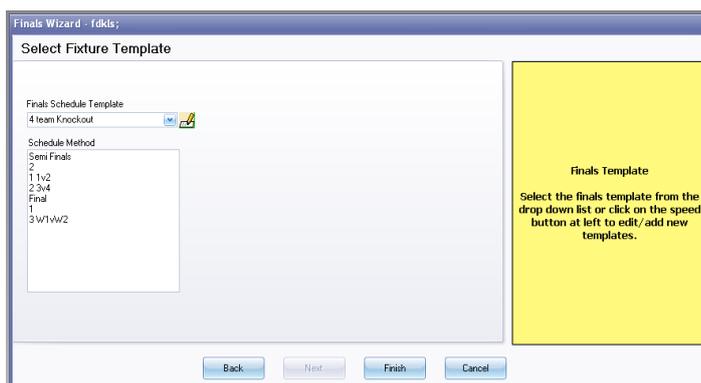
- Return to the **Navigation Centre**, click on the blue **'generate finals schedule'** button.
- Double click on the competition in which you want to create the finals. A finals wizard will appear titled 'Competition Information'. Check the **'pre-schedule the finals in advance'** circle is ticked. **Click next**.
- If you have chosen a finals template in the competition setup, it will appear automatically.



- At this point you are able to make you own finals schedule, by adding a schedule by clicking on the pen and paper icon. See the section on the next page for producing your own finals structure.
- Click the **'finish' button**. Read the prompts, and if correct, click 'yes'. The 'generate a finals schedule' screen appears. This is where you enter the dates, courts and times for the finals (the same process as with the round games)



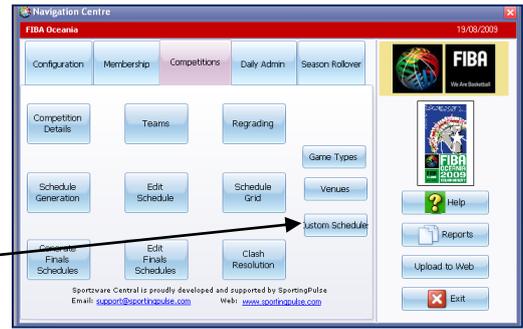
- Once the finals have been generated, you are able to edit them through the 'edit the finals schedule' – the same as you did with editing the round games.
- Then when you are sure the finals are scheduled as you require them, you can **now upload to the website**.



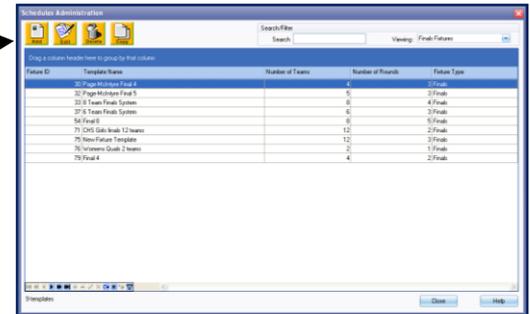
Making a new finals template or game template:

Often basketball organisations want to run a competition in a format that is not already prepared as a template. This is easy to do, and to save, to be used in the future.

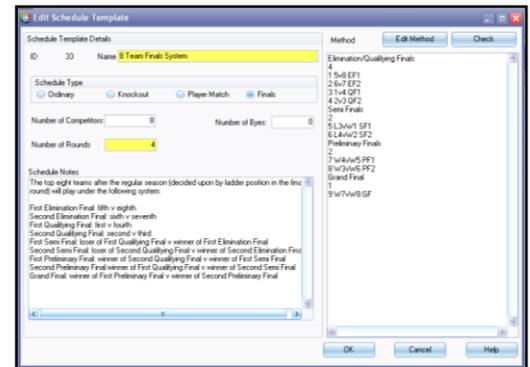
Go to the **Navigation Centre** and click on **“Custom Schedules”**. This will bring up a screen that will show all the pre-made templates.



If you want to make your own finals format, then click the **‘add’** button at the top left hand side of the screen.



If you want to see if the format is what you need, double click on any of the template names, and this will show you the format.

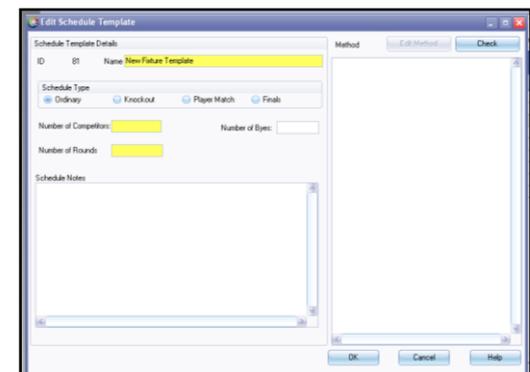


Making a new format – click on **‘add’**, then enter the number of teams and the number of rounds (in the finals, the semis are one round, then the medal games are a second round) Then click on the schedule type, either ‘ordinary’, ‘knockout’, ‘player games’ or ‘finals’. When you click on of the schedule types, a number of different boxes appear on the screen to assist you in formatting correctly, and the blue ‘edit method’ button comes alive.

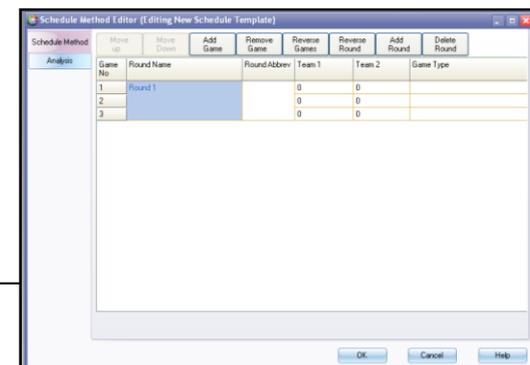
Click this button, and a new screen will appear.

By using the drop down numbers, enter the format you want (eg: 1st v 3rd, 2nd v 4th)

Use the drop down menu under match type to indicate if the game is a semi final/playoff.



Change the name of the round to reflect the status of the game. Eg: Semis & playoffs etc



Click OK, and then change the template name to reflect the format – 2 pools of 6 finals. Click OK and this will now be saved with the other template formats.



Making a finals series with cross-over games after multiple pool play:

Below is an explanation of how to set up a finals series with cross-over games from 4 pools.

- **First round of competition:** 4 pools, each with 4 teams. Top 2 teams from each pool progress to the finals rounds.
- **Format for the finals series:** Cross over games with top 2 in each pool playing off in the quarterfinals. Winners of the quarter finals go to the semis. Winners of the semis go to the gold medal game and losers go to the bronze medal game.

Quarters:

1st pool A v 2nd pool C (QF 1)

1st pool B v 2nd pool D (QF 2)

1st pool C v 2nd Pool A (QF 3)

1st pool D v 2nd pool B (QF 4)

Winners go on.

Semi final:

Winner QF1 v Winner QF2 (S1)

Winner QF3 v Winner QF 4 (S2)

Winners go on.

Grand Final:

Gold medal game: Winner S1 v Winner S2

Bronze medal game: Loser S1 v Loser S2

Now, you need to convert the placings in each pool into a number.

1st Pool A = 1 1st Pool B = 2

1st Pool C = 3 1st Pool D = 4

2nd Pool A = 5 2nd Pool B = 6

2nd Pool C = 7 2nd Pool D = 8

- Now you substitute the format with the numbers given above (eg: substitute 1st Pool A with 1). Remember to write the number of games in each section first, and do not to leave any spaces

Quarter Finals:

4

1 1v7

2 2v8

3 5v3

4 4v6

Semi Finals

2

5 W1vW2

6 W3vW4

Final Round

2

7 W5vW6

8 L5vL6

- When the teams automatically come over from the pools pointscore, check they are the correct finals division. Sometimes the program gets this wrong, so you must check. If the wrong team has come over,



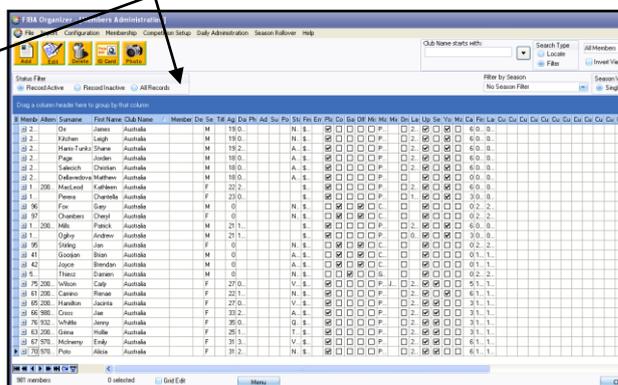
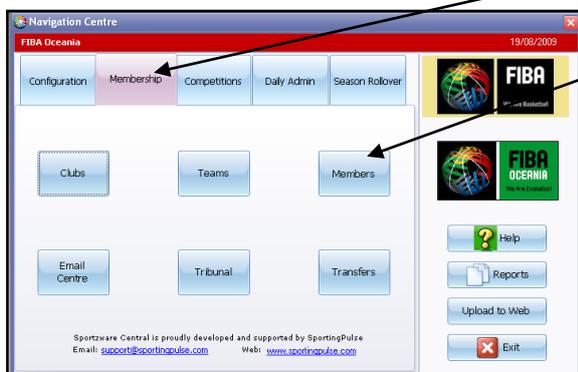
simply go to the 'edit the finals' and using the drop down menu, choose the correct team. Once the quarter finalists are correct, all other games should follow on.



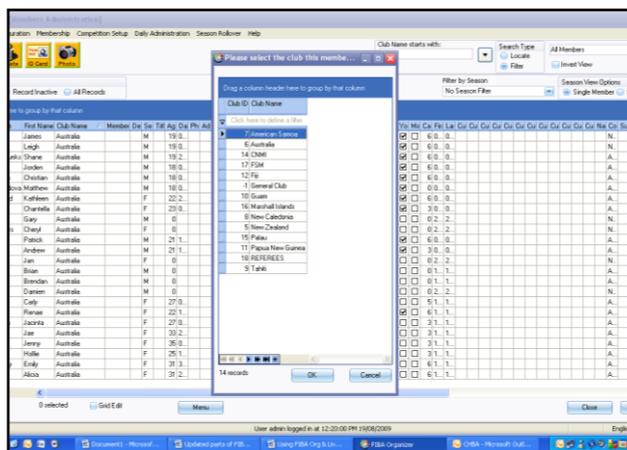
Entering Members' Names into the Data Base:

In FIBA Organizer, everyone who has anything to do with the organisation is classified as a member. This includes players, match officials, coaches and administrative staff. **People must be entered as a member before they can be placed into teams or assigned to games as referees.**

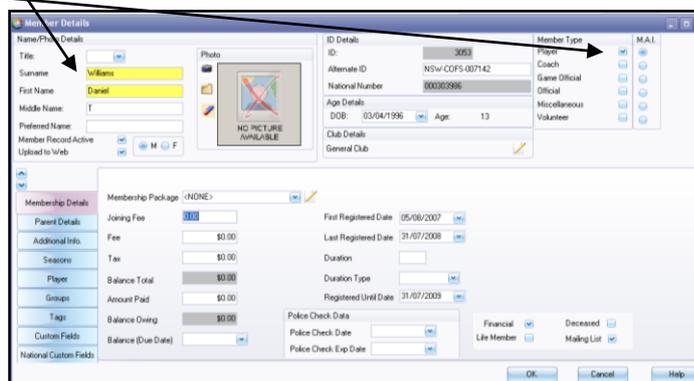
- Go to the **Navigation Centre**, click on the **Membership** tab, then the **members** button.



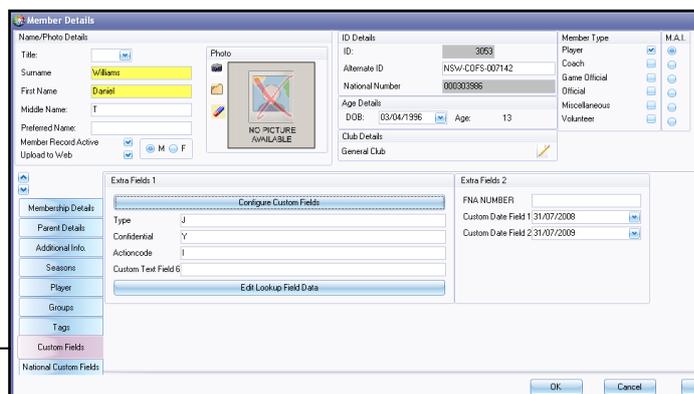
- Click **'add'** to add a new member. You will be asked to enter a club, enter your association or federation name, click OK. A new screen will appear
- It is essential to enter **Surname, first name and gender**. Enter other details that you may need
- Membership type** is default to player. Members can only have one MAI (main area of interest), but they may have more than one tick in the first column. So if you need to change the MAI to game official, it may also be necessary to click on the 'seasons' tab at left to get this to change completely.



- To ensure the data is in the same format as BNSW require it, click now on 'custom fields' and ensure that the type/confidential/action codes are filled out, as well as the custom date field 1 & 2

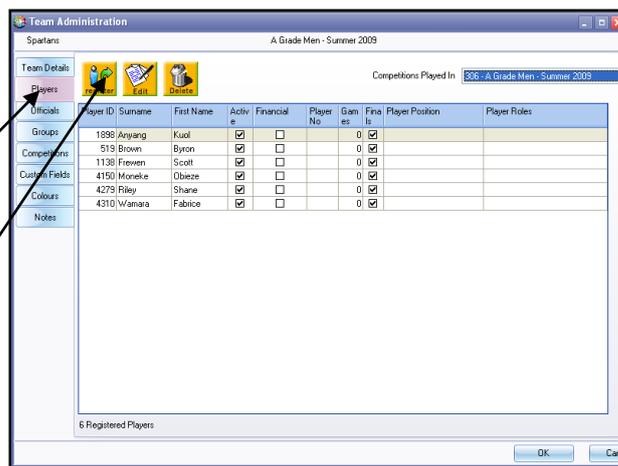
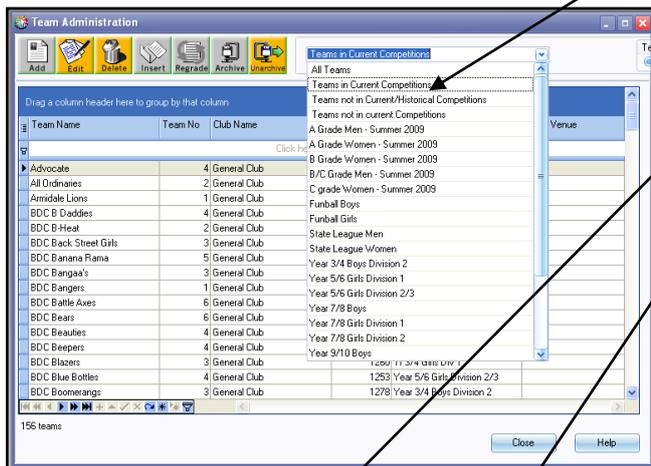
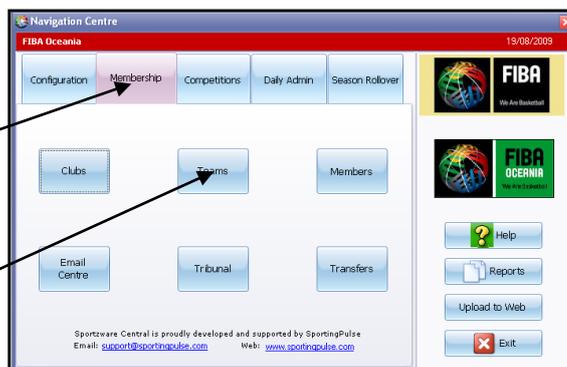


- Click **OK+** to save this Member's details and add a new one. Once you have finished adding the members, click **OK**.

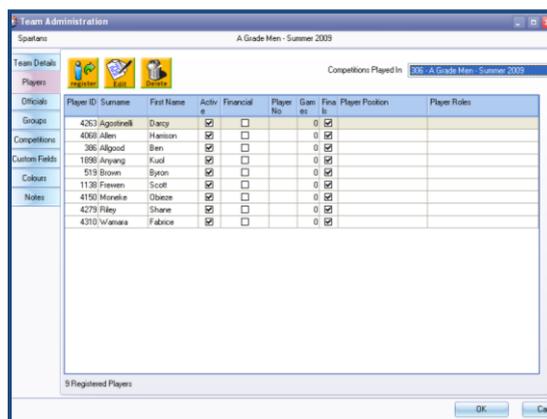
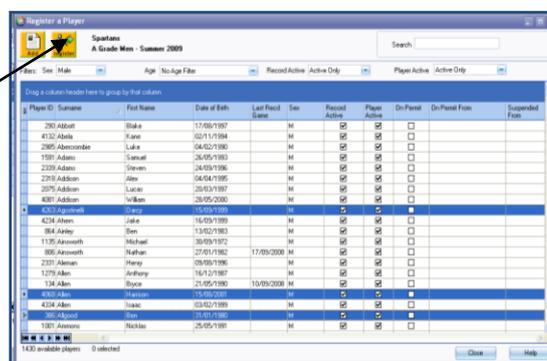


Putting a member into a team:

- Make sure that the players are entered as members before trying to add them to a team. Once a member has been added to a team, their name will print out on the scoresheet and their statistics can be entered through Live Stats
- Go to the **Navigation Centre**, click **Membership** tab, then **'teams'** button. Ensure you have the correct competition selected from the drop down menu at right.
- Using the drop down menu at top, find the **competition**, and click on it.



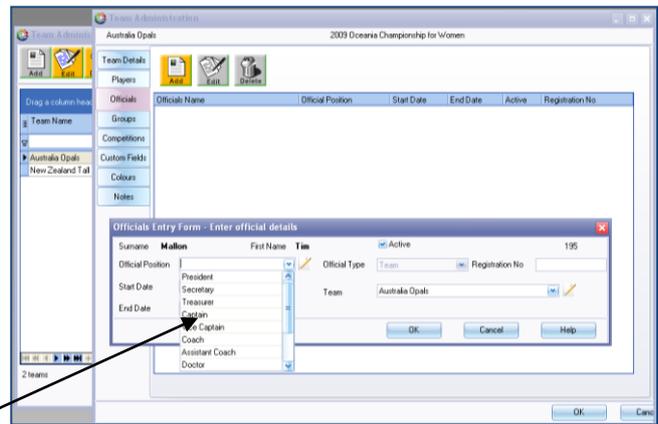
- **Double click** on the team you want to add members to
- Select the **'Players'** tab and click **'Register'** to add players to this team.
- All the members in your database will appear.
- Press and hold the **'Ctrl'** key. Hold the **'Ctrl'** key down, click the names of the team members, one at a time.
- When you have them all selected, release Ctrl. These members will now be highlighted.
- Click **Register** to add to team. Click **'close'** to close the data base, and the team list with all the selected players will now appear. Check the list is correct. If there is a player missing, repeat the process by clicking on 'register' and selecting the missing players.
- In the 5th column along, you can enter the **playing number of the person** – this will then print their name and playing number on the scoresheet
- After entering the last player number you need to click off that number into the previous box to ensure the last number is registered. Then **click OK Now, close** – and you are now back to the **Navigation Centre**.



- Click the blue **'teams'** button and continue to add the players to the other teams in the competition.

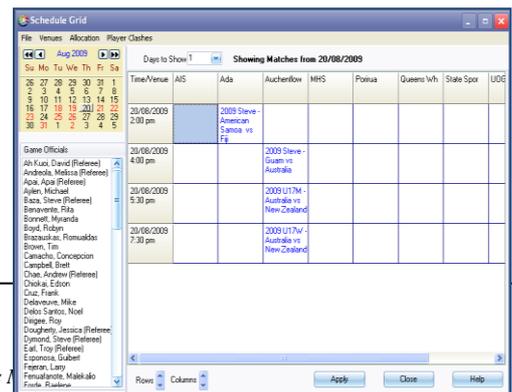
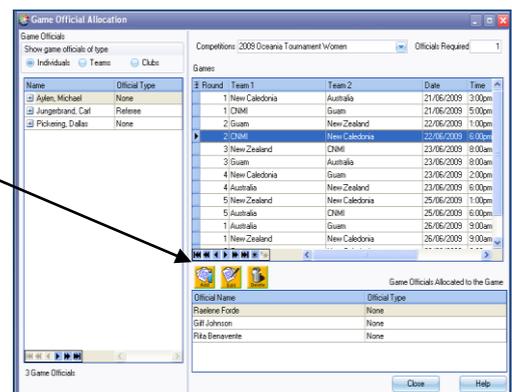
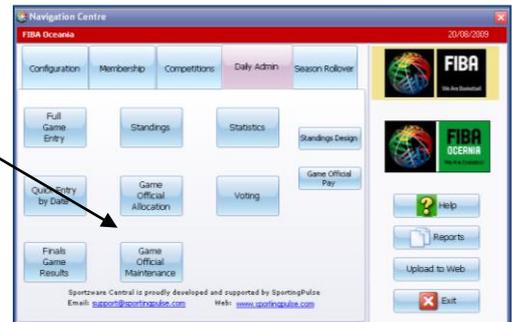
Adding a Coach to a Team:

- Go to the **Competitions** tab
- Double click **teams** button
- Double click **competition**
- Double click **team**
- Click on the **Officials** tab, click Add
- Search for the name
- Click on name, click **OK**
- Official entry form screen appears
- Use the drop down menu to find **coach/assistant coach** title, check all the details, click **OK**

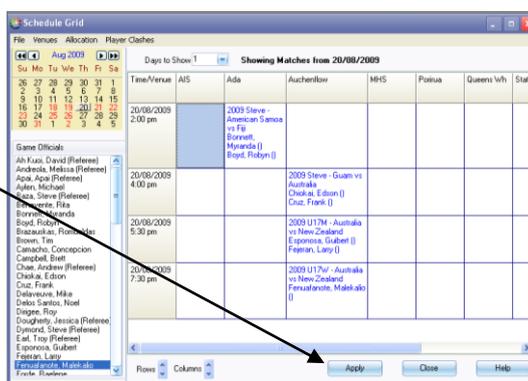


Placing the Referees' names on the scoresheet:

- Go to the **Navigation Centre**, then to the **Daily Administration** tab. Click **'Game Official allocation'** button
- The options are to **'allocate by date'** or **'allocate by competition'**
- Different screens appear depending upon which option you chose.
- Allocation by competition:** Click on the game from the right hand list. Click on the referee name from the left hand list. Click **'add'** to add the referee's name to the selected game.
- Pick either referee or umpire
- On the scoresheet, the first name selected will appear as the referee, and the second and third names selected will be the umpire, regardless of umpire type
- Repeat this process until all the games have officials allocated.
- Click close** and the referee names will transfer to the scoresheet.
- Allocation by date:** Double click the **date** required when the screen appears. Click and hold the cursor on the name of the referee in the left hand column, and then slowly drag the name into the box of the required game.



- A box will appear, asking if that person is the referee or umpire. Choose the appropriate title, or no title, then click OK.
- The name of the referee and their title will appear in the grid of the selected game. Click **'apply'**.
- If you have posted the wrong referee, right mouse click over the game. Select 'game official administration'. A new screen appears, showing the selected referees at bottom. Click on the name, click on delete and the name will disappear.



Which report to select?

FIBA Organizer can produce many types of forms and reports. The most useful reports for running a basketball competition are:

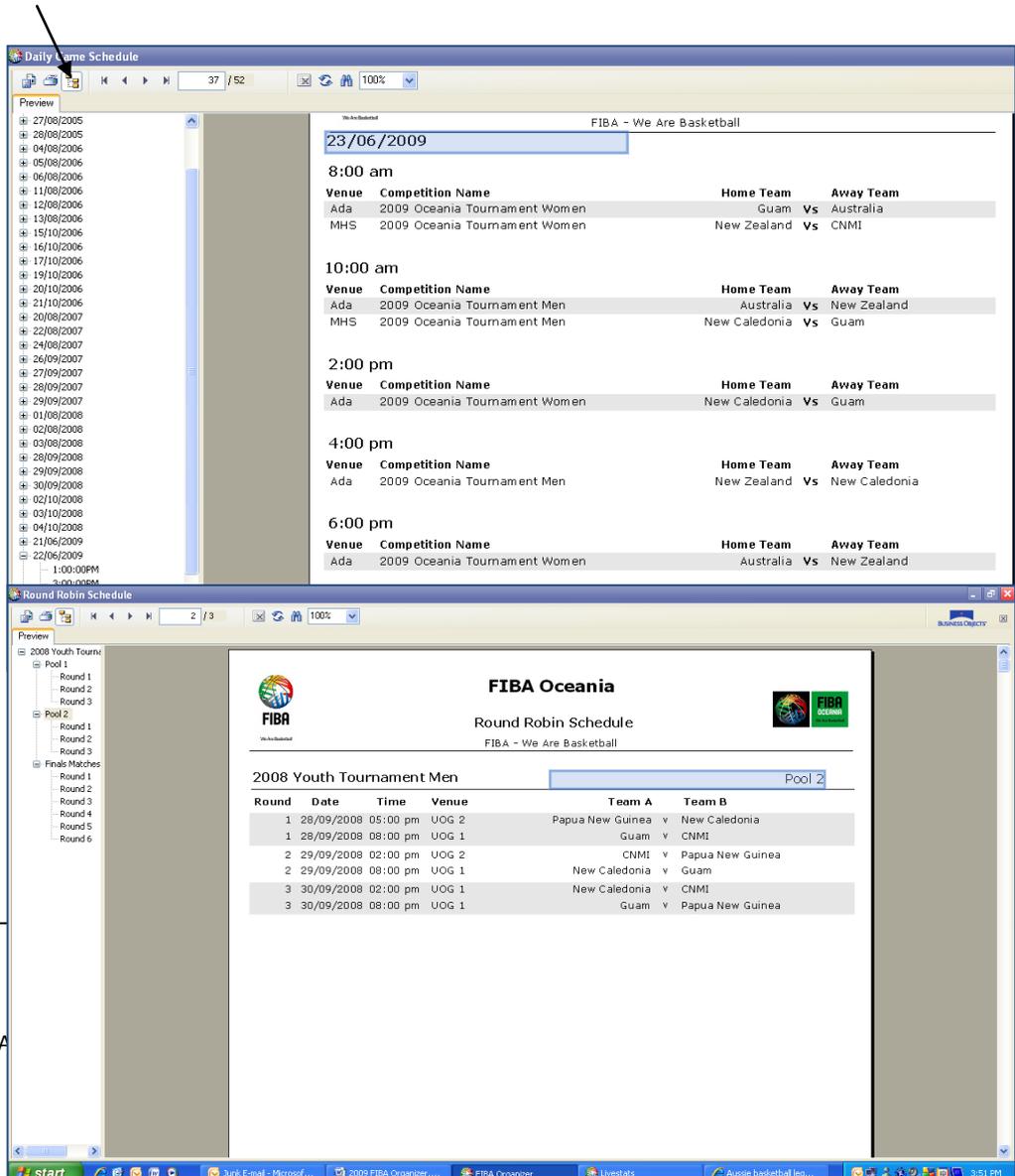
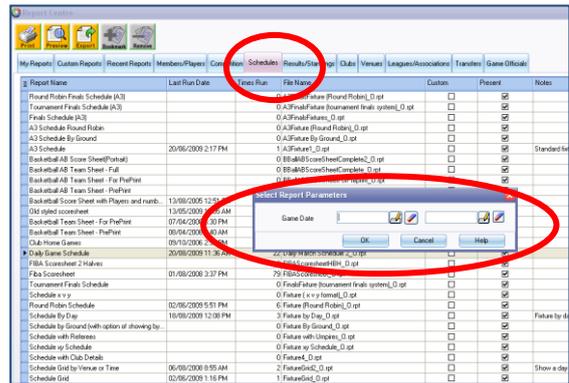
Report Name	Reason for using it
Schedule with team list	This is the draw for the entire season, with team names
FIBA Scoresheet 2004	Official FIBA 4 quarter scoresheet – with player names
FIBA ¼ summary sheet	4 quarter summary sheet – with game details
Fixture grid	Shows the day's game & times in grid form
Daily Running Sheet	Lists the day's games, with boxes to write results
Daily Game Schedule	Lists the day's games, venue and times.
Schedule by day	Lists the games, time, ground and referees
Schedule with referees	Lists the games with the referees
Competition ladders	Printable ladder with win/loss/pts etc
Results Grid	Grid showing who has played who & the game results
Basketball results and top 3 scorers	Shows all games with the top 3 pointscorers in each team. Very good for competition results
Competition Standings	Print this report straight from the standings section, not reports.
Scoresheet summary form	Convert scoresheet results to individual player points
Top N Scorers	Print the top 'n' (choose how many) tournament pointscorers
Team time slot by competition	Shows the number of timeslots & courts per team for the whole comp
Active Players by Team	Prints off the list of players in each team, with dates of birth, and other details.



- To make it easier to find the reports that you use regularly, you should move those into the **'My Reports'** section. To do this, you simply find the report, click on it, and then click on the **'bookmark'** button at the top. This will move the report into **'My Reports'**.
- All of the reports in FIBA Organizer can be exported to other programs for manipulation. In particular, many of the reports can go to MS Excel and changed to suit the competition requirements.
- To export a report, click on the 'envelope & thunder' icon at the top. Choose the format to which you want the report to go to (eg: MS Excel). In 'destination' select 'application'. Click **'OK'**, wait and the report will appear in the MExcel format.

Printing the Daily Draw:

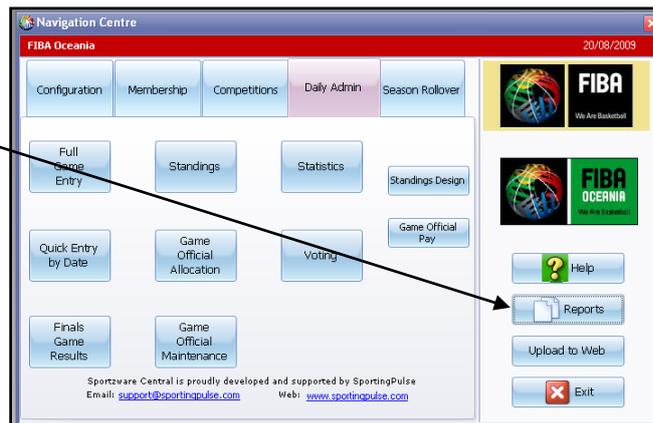
- Go to the **'daily administration'** tab, then to the **'reports'** button to right
- Select **'schedules'** tab – this will show a host of reports, but you need to select the **daily match schedule**
- Enter the required dates by clicking on pen & paper icon at right.
- Click **OK**, wait and the daily game schedule will appear on screen
- Check you have the correct printer selected at top, then click **'print'**
- You can export the draw to MExcel from here as well.



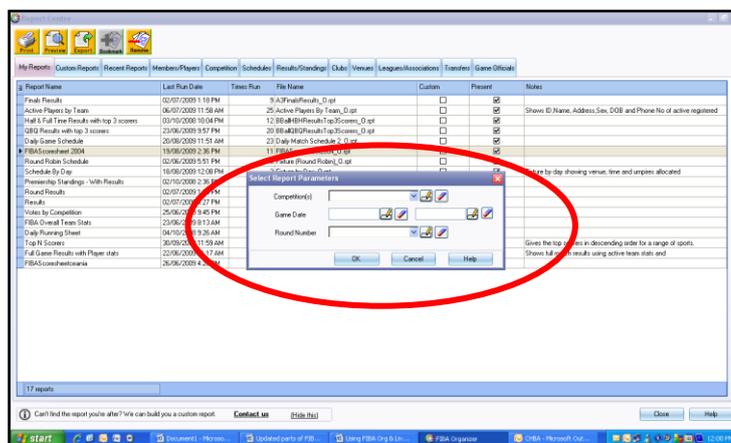
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Selecting and Printing Scoresheets:

- Go to the **Daily administration** tab
- Click on the **'reports'** button on right
- Select the **Schedule** tab (or **'My Reports'** tab if you have used the scoresheet before and **'bookmarked'** it to save into My Reports)

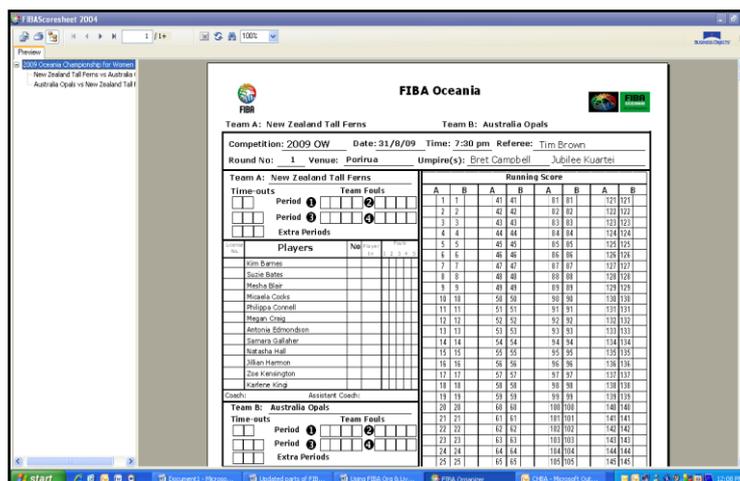


- Find the **FIBA Scoresheet 2004** and **double click** (or you may have a different scoresheet saved here)
- Choose the correct competition – click yellow pen and find the competition required
- Choose round or date – click yellow pen and find the round or date required
- Click **OK**



- Round should appear with scoresheets – be patient as this takes some time
- Click on **+** button to view all scoresheets in that round or date
- Click on the required scoresheets

- Check that the player's names, referee names and game details are correct
- Open Printer set-up and check that the correct printer is chosen
- Print, check and then close
- **Hint:** An alternative to printing your scoresheet if you have a pdf writer installed, is to print (save) the scoresheet to a pdf. You can then take the scoresheet on your USB, to any computer and print it off. Laser printers, rather than inkjets do a better job, as the laser print will not run from perspiration on the scorer's hands.

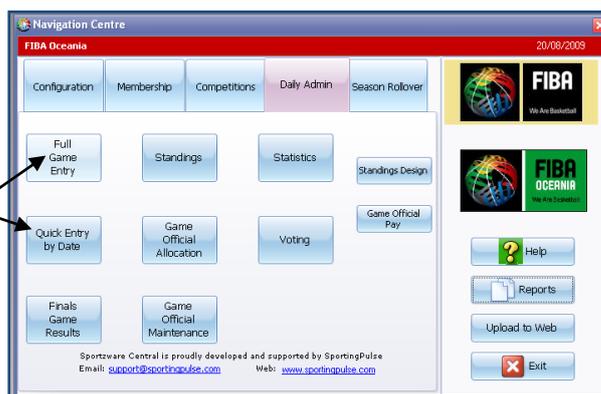




Entering Results:

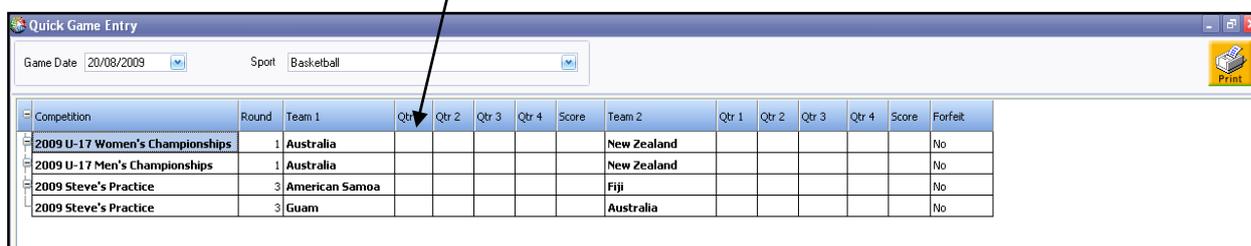
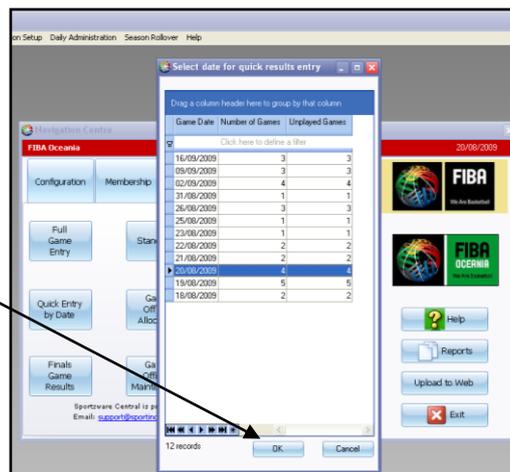
Results can be entered in three ways:

1. **Quick entry by date**, which requires only the scores of the game to be entered.
2. **Full match entry**, which allows the manual entry of games scores, individual player scores and fouls and other details.
3. **Entering results and player statistics from Live Stats** (Instructions found in section 3 of this manual)



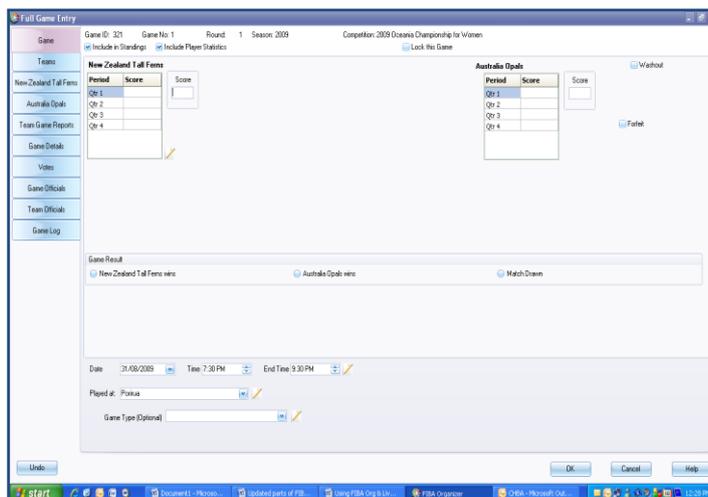
1. Quick entry by Date:

- Daily Administration tab, then click on the **quick entry by date** button
- Click on required date, and click OK
- Type in scores per quarter for each team
- Click **OK**, then **OK**



2. Full match entry:

- Daily Administration tab, then click on the **full game entry** button
- Double click on the required competition
- Double click on the **selected games**
- Enter quarter time scores
- Click on each team's **individual** tab at left. Double click players from the left hand screen to move them into the right hand screen.

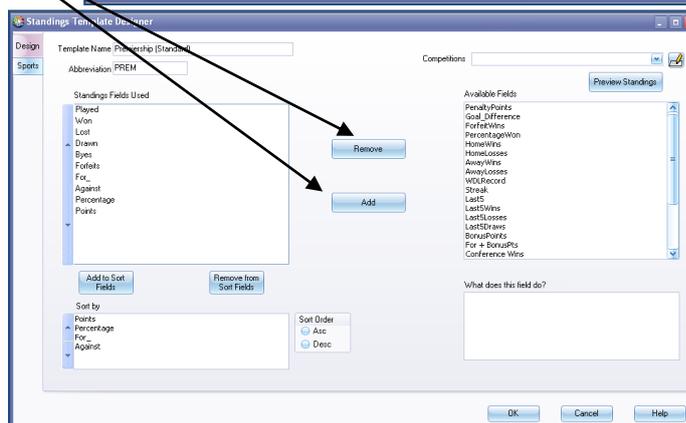
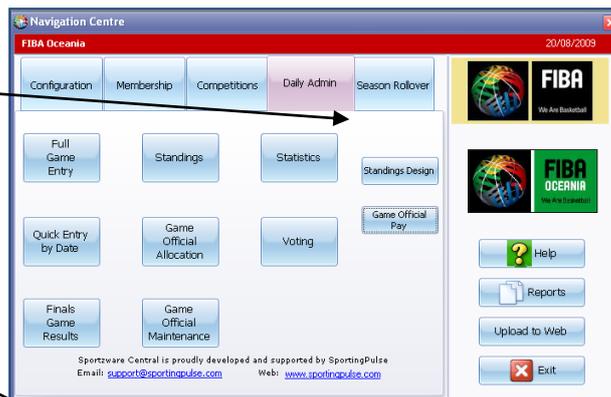


- Enter player statistics if required.
- Click OK



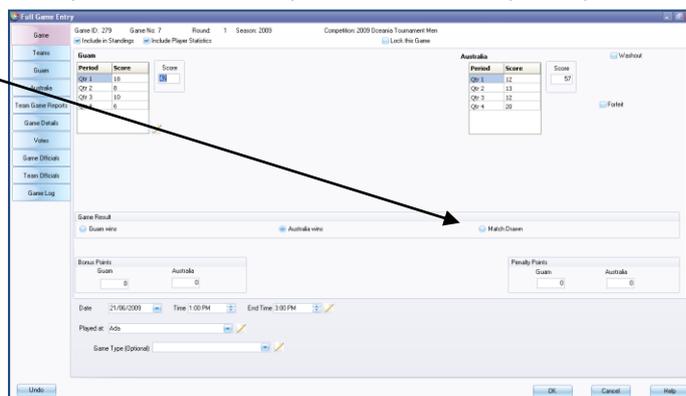
Changing the Options for Pointscores on the Website:

- It is possible to make changes to the standard list of options to show in your pointscore on the website.
- In the pointscore shown at right, a “PP” section has been added – penalty points for teams playing unregistered players.
- This function will allow you to customise your website to reflect your association’s needs.
- To add or delete from the pointscore sections, got to the **Navigation centre, Daily Admin** and click on ‘standing designs’
- A new screen will appear, showing the current headings found on your website. Double click on any to see the parameters included
- To change, click on the parameter in the right hand column, then click ‘add’. This will move the parameter to the left hand column. Continue to **add or remove** parameters from the left hand column until you have the required list, then click **OK**



Entering Penalty Points

- After having added the penalty points function to the competition, as above, you can now enter penalty points against teams.
- Go to **navigation centre, 'daily admin' button**, click on **'full match entry'**
- The new screen will appear, with a place for entry of points at the top.
- Go to the bottom right hand side, and you will see the penalty points box.
- Simply add the penalty points as determined by

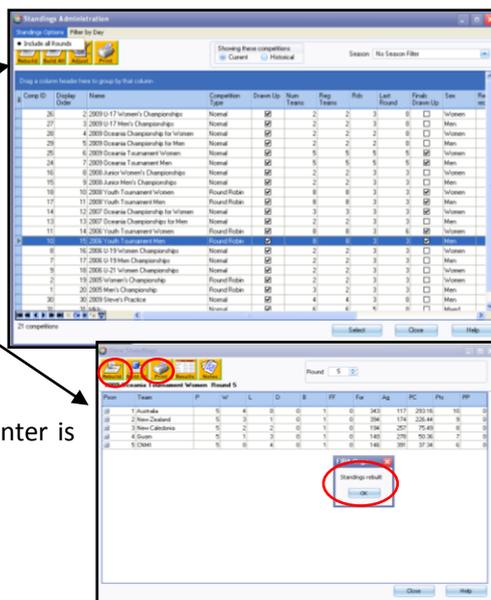


your competition rules.



Printing a Standings Ladder or Pointscore Table:

- Go to the **Daily Admin** tab, click on 'standings' button.
- Double click** on the competition
- A points table appears. Click the '**Rebuild**' button in top left to ensure the most up-to-date results are printed. It is a good idea to click 'rebuild' every time before printing. **Click OK**
- Print – the **drop down menu** appears to select the results format required
- Select required standing ladder. Report appears. Check correct printer is selected. **Print**



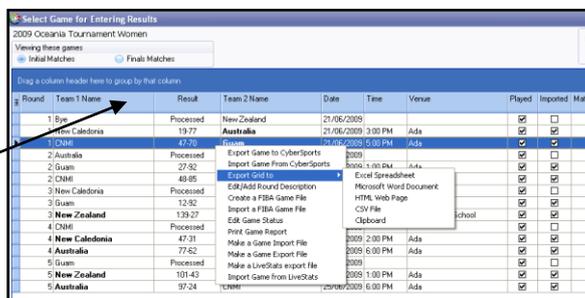
Printing a full list of competition results

This function is particularly good for printing out full tournament results for reports post tournament.

Daily Admin, click on '**ladders**', choose the competition required and double click.

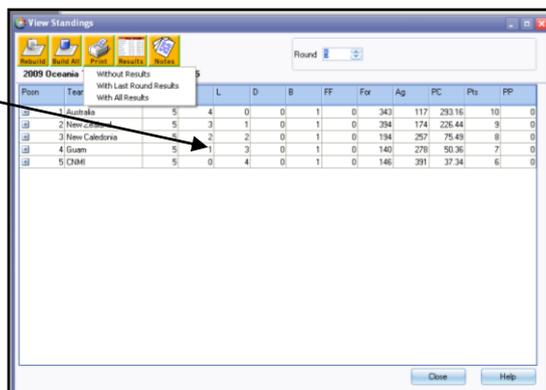
Click '**results**', select the required rounds.

Put cursor over any games, and right mouse click. Click '**export grid to excel**', and this function will take all the game results into excel. Manipulate and print full results here, or add to reports.



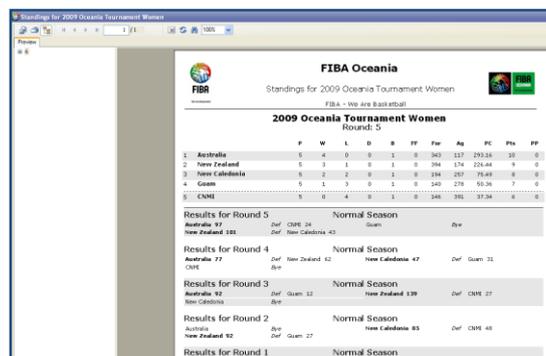
Another way to print the competition results and pointscore:

Daily Admin, click on '**ladders**', choose the competition required and double click. Click on '**print**' and choose your option.



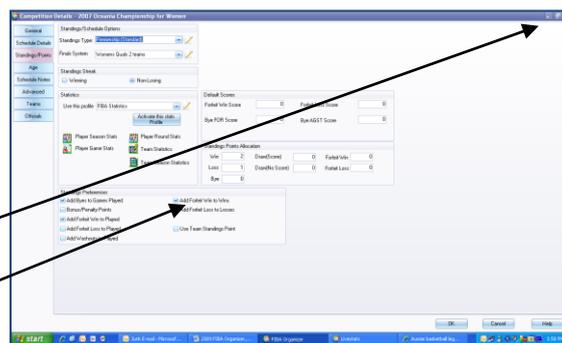
A variety of pointscore and game result reports can be printed from FIBA Organizer.

Once you have the report you like, 'bookmark' it so it goes into "My Reports" section, to save you having to find the report each time you want to use it.



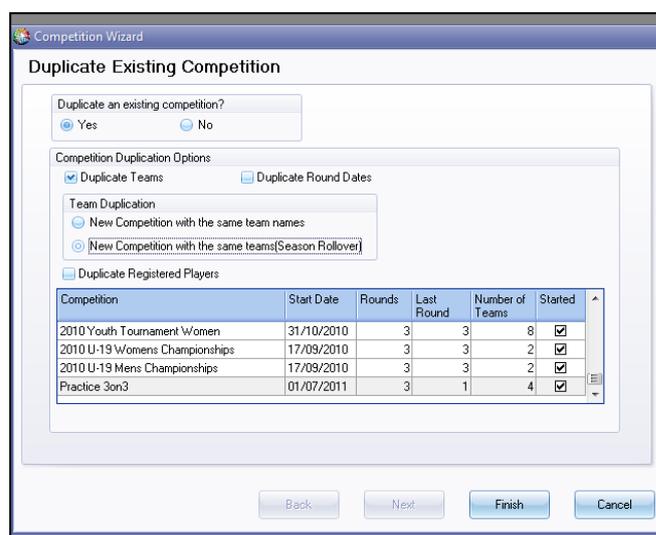
What if the point scores on the Website are incorrect?

- Go to **Navigation Centre**, then click on **'Competitions'**, then click on the blue **competitions details** button
- **Double click** the competition in question. Click on the **'standings/points'** button
- Make sure the screen is open to its full size
- In the **'preferences'** section at bottom, untick the **'use team standings points'**. Do another upload to the website and check if the problem is fixed.

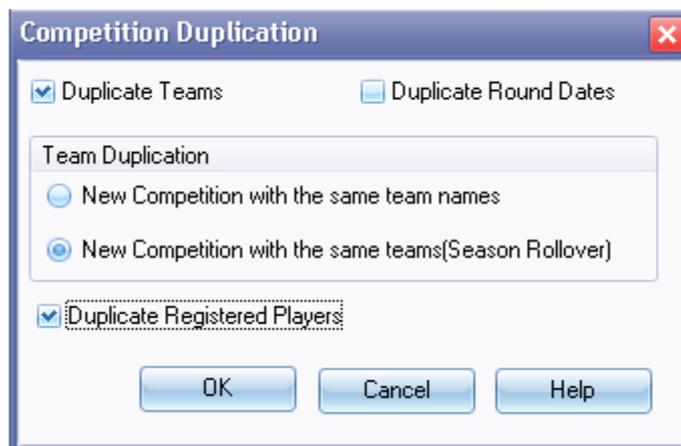


Doing the next season's Draw:

- FIBA Organizer has a function which allows you to duplicate a competition. This makes it particularly easy to duplicate from one season to the next. By choosing the correct functions, it will also allow you to keep the same players in that team.
- **How to do this:** If you have the same number of teams in a new competition, click on the button to 'duplicate a competition'.
- From the new screen, you have the choice now to duplicate a competition, to duplicate the round dates (this is very handy for divisions that are run on the same dates).



- When you select the 'team duplication' function, then click 'new competition with the same teams (season Rollover)', another button appears 'duplicate registered players'.
- By clicking this function, those players who are already listed in the teams for that competition will remain in those teams for the new competition. This saves a lot of time in placing players in each team.
- However, you should still check the team list against your nomination forms, to ensure all the new season players are listed. You may need to delete or add some players, but this is much quicker than adding all the players again.
- Follow the wizard once you click the "OK" button to create your new competition.



Restoring a File to FIBA Organizer:

It might be necessary at times to send your data to SportingPulse or to the FIBA Oceania office to get some expert assistance. You may be working between two computers, and need to transfer data. This is done in the 'zip and email' section of the Data Manager.

To send the data to someone else: Go to the Data Manager, highlight the data base you wish to send, go to the drop down menu at the top under 'Support', select "zip and email" and then follow the prompts.

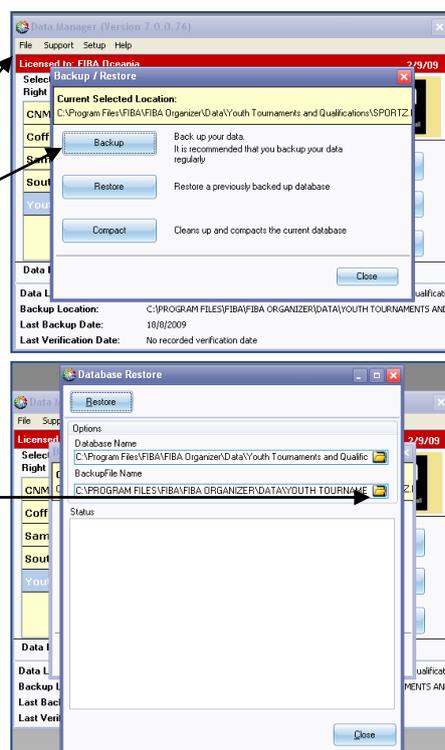
In the "To" box, leave either as it (SportingPulse), or change to judy@fibaoceania.com or the email that you wish to send the data to. In the "email" box, type your email address. In the large white box, write a short message – if you leave the box blank, it will not go through. Ensure the 'data manager' dot is selected. The attachment is automatically placed in the email. Click on the 'send' button.

After SportingPulse or FIBA Oceania have made changes to the file, they will email it back to you.

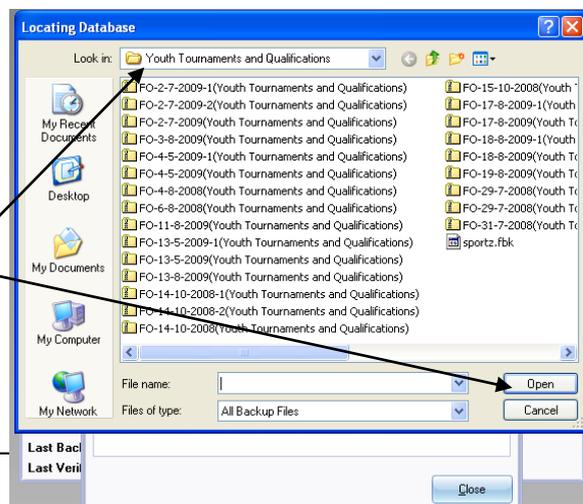
When you receive a file, you will need to 'restore' (or put it back) onto your computer.

To restore (or save) the file back to your FIBA Organizer:

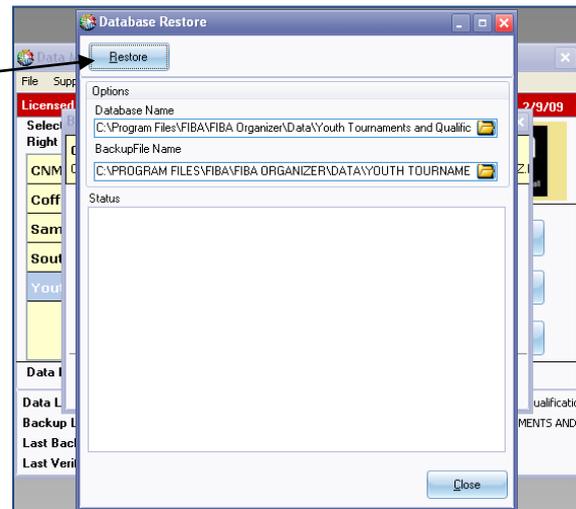
- Open your email, and **save the file** where your other data is – Program files/FIBA/FIBA Organizer/Data/Your competition name – write this down so you can locate the file in the next step.
- Go to FIBA Organizer, to Data Manager, to 'File' & click '**Backup/Restore/Compact**'
- Click Restore. A new screen appears. The second name box is called "**Backup file name**" – Click on the **open file icon** at the end.



- Another screen "**locating data base**" will open
- Use the drop down menu to find:
- Program files/FIBA/FIBA Organizer/Data/Your competition name.
- Find the file, click on it, then click 'open'.

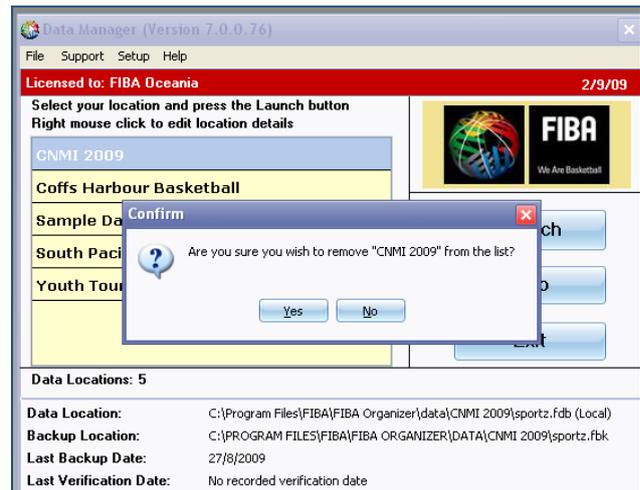


- Click **Restore**.
- This will restore (or save) the new file to your computer.
- The new file will override the file on your computer, so you will now have the new, correct file to work from.



Removing a Data Base:

- Select the destination you wish to delete from your list of data locations
- To remove click “Yes”, or click “no” if you do not wish to remove the location
- The data location should now have been removed
- Now go to program files/FIBA/FIBA Organizer/Data/Your competition and deleted the folder you have made here as well.



Section Three: Integrating FIBA Organizer and FIBA Live Stats

One of the latest features of the FIBA Organizer program is its ability to produce game files that can allow the game stats to be broadcast via the website.

The Tournament Director should be a proficient user of FIBA Organizer. Before integrating FIBA Live Stats into the tournament, the organisers must have established in FIBA Organizer:

- A competition with teams and players
- A statistics profile
- A schedule of games
- FIBA Organizer has its competition upload codes set so that statistics can be uploaded automatically to a website



What you will need to have available to you:

- The FIBA Organizer installed and the competition database ready to run the tournament
- FIBA Live Stats installed and working
- Access to the FIBA Live Stats CMS*
- The FIBA Live Stats CMS logins will be provided by SportingPulse to Organisations that are approved first by FIBA - please refer Wolfram Klug - Klug@fiba.com

Abbreviations:

- Where we use the letters FLS we mean FIBA Live Stats
- Where we use FLS CMS we mean FIBA Live Stats Content Management System
- Where we use the letters FO we mean FIBA organizer
- Where we use the letters FO Website we mean FIBA Organizer Website



Downloading FIBA Live Stats:

To operate FIBA Live Stats you must first download and register the software. This is a simple process. All Federations must use version 2.2.3.0 or later of the FIBA Live Stats Software. The latest version is available from www.fibaorganizer.com.



- Open your internet browser and go to **www.fibaorganizer.com** and choose the download link for Live Stats
- Click the link to download the software.
- You will see a window similar to this, which contains A registration code.
- **Make sure you write down the registration code provided here (or print the screen) You will need to enter the code into the program later in the download process.**

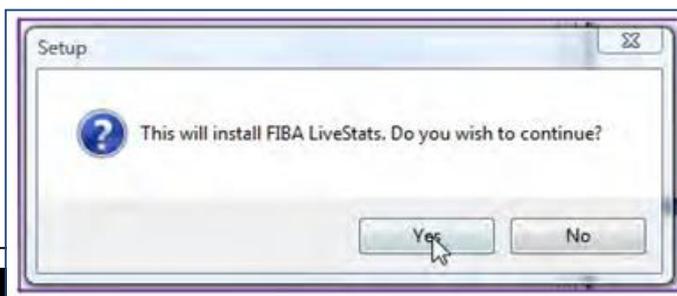


Note: You will need about 6 megabytes of space on your hard drive to save the installation file. Once installed the software will take approximately 12-15 megabytes permanently on your hard drive.)

- You will be asked to run or save. Click on 'run'.



- You will now be presented with the next screen.
- Click 'run'.



- The next screen appears, click 'yes'.
- The setup wizard will now be presented, click **next** to continue with the setup.



- Click “**I accept**” to the installation regulations.



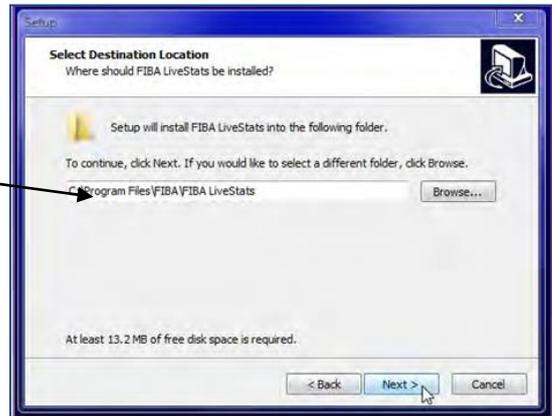


- Welcome to the Start up wizard

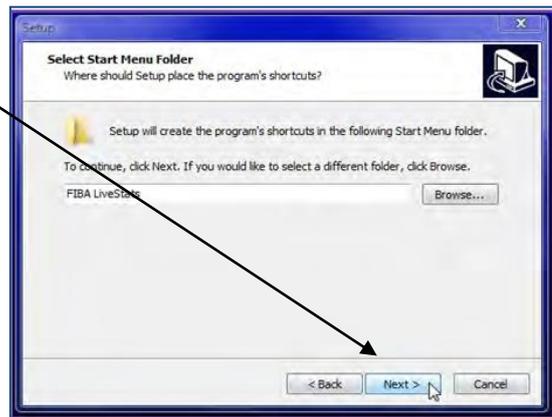
- Enter your user name and organisation details and click next



- Select the default setting as presented as the destination folder, click next



- Select the default menus and start folder, and click **next**

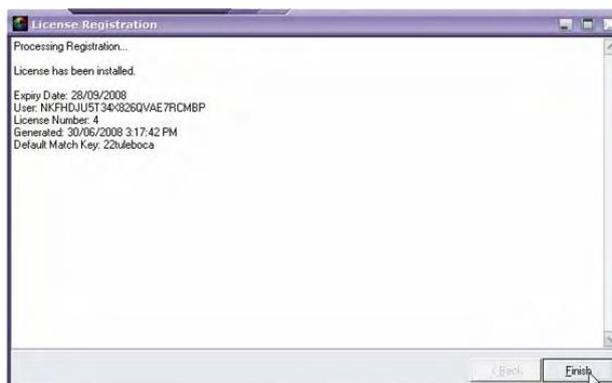
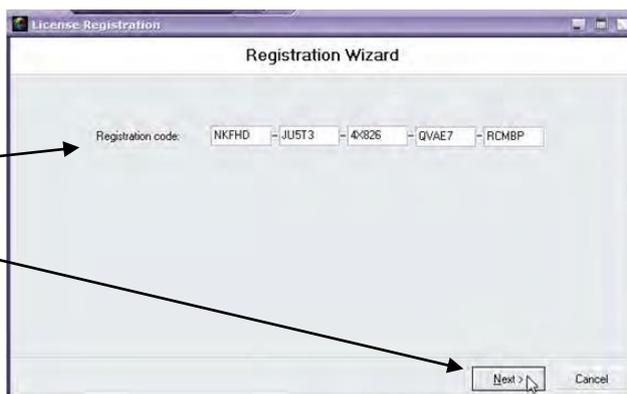


- The software is now ready to install, provided everything is ok for you. then **click Install**
- The software will now install on your computer, and should just take a few minutes.
- Once the installation has been completed, click **Finish** to launch the application.



Registering FIBA Live Stats

- You need to find the registration code you copied down earlier, and put this into the program now.
- While FIBA Live Stats is a free application, and readily available to all Basketball Users, it must be registered so that adequate ongoing support can be provided.
- When you first downloaded the software, you were prompted to provide some brief details so that we could determine your location. You also needed to provide an email address. If you did not copy the registration code from that first screen, go to your email and you should see an email containing your registration code.
- The registration code is a 25 character code, generated randomly.
- The “Next” button will not be available until you have entered your registration code. You cannot use the software until the code has been registered. If you cancel prior to entering your code then you will not be able to use FIBA Live Stats.
- Now you should enter your **code** and then click **next**.
- The code provided in this manual is a sample code only, please do not enter this code into your version of FIBA Live Stats - you must use the version provided to you via email.
- If you receive the message below then you have successfully installed and registered FIBA Live Stats. If the registration is unsuccessful then you must click back and re-check the registration key provided to you.



Congratulations!....

You are now ready to use Live Stats

There are two things that you need to do to get the stats and webcast happening:

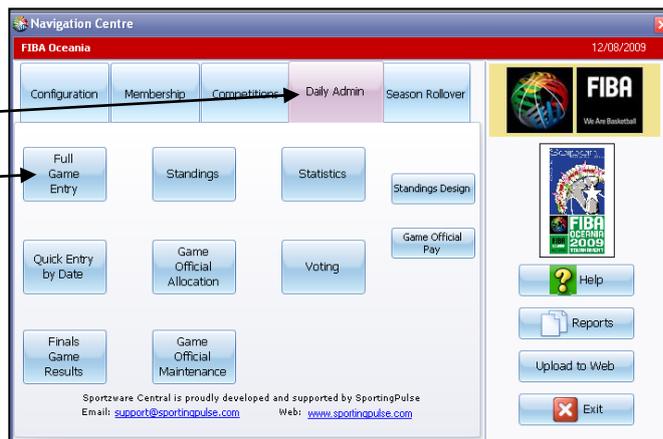
1. The first thing is to make the match keys on the internet for webcasting from the tournament draw
2. The second is to copy the match key codes for the statisticians.

Remember, you must have the competition, with game dates and times, set up in FIBA Organizer before you can use the FIBA LiveStats program for webcasting.



Preparing the match keys from the FIBA Organizer program:

- **Open FO** and launch the Tournament Database
- **Click on the Daily Admin Tab**
- **Double Click on Full Game Entry**



- **Double click on the competition you are running.**

Comp ID	Display Order	Name	Competition Type	Drawn Up	Num Teams	Reg Teams	Rds	Last Round	Finals Drawn Up	Sex	Results are recorded	Start Date	Ladder Type	Grade	Online Entry
26	2	2009 U-17 Women's Championships	Normal	<input checked="" type="checkbox"/>	2	2	3	0	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>	20/08/2009	Partnership (Standard)		
27	3	2009 U-17 Men's Championships	Normal	<input checked="" type="checkbox"/>	2	2	3	0	<input type="checkbox"/>	Men	<input checked="" type="checkbox"/>	20/08/2009	Partnership (Standard)		
28	4	2009 Oceania Championship for Women	Normal	<input checked="" type="checkbox"/>	2	2	2	0	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>	31/08/2009	Partnership (Standard)		
29	5	2009 Oceania Championship for Men	Normal	<input checked="" type="checkbox"/>	2	2	2	0	<input type="checkbox"/>	Men	<input checked="" type="checkbox"/>	31/08/2009	Partnership (Standard)		
25	6	2009 Oceania Tournament Women	Normal	<input checked="" type="checkbox"/>	5	5	5	5	<input checked="" type="checkbox"/>	Women	<input checked="" type="checkbox"/>	21/06/2009	Partnership (Standard)		
24	7	2009 Oceania Tournament Men	Normal	<input checked="" type="checkbox"/>	5	5	5	5	<input checked="" type="checkbox"/>	Men	<input checked="" type="checkbox"/>	20/06/2009	Partnership (Standard)		
15	8	2009 Junior Women's Championships	Normal	<input checked="" type="checkbox"/>	2	2	3	3	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>	04/08/2008	Partnership Standard	A grade	
16	9	2009 Junior Men's Championships	Normal	<input checked="" type="checkbox"/>	2	2	3	3	<input type="checkbox"/>	Men	<input checked="" type="checkbox"/>	04/08/2008	Partnership Standard	A grade	
18	10	2009 Youth Tournament Women	Round Robin	<input checked="" type="checkbox"/>	8	8	3	3	<input checked="" type="checkbox"/>	Women	<input checked="" type="checkbox"/>	29/09/2008	Partnership Standard		
17	11	2009 Youth Tournament Men	Round Robin	<input checked="" type="checkbox"/>	8	8	3	3	<input checked="" type="checkbox"/>	Men	<input checked="" type="checkbox"/>	29/09/2008	Partnership Standard		
14	12	2007 Oceania Championship for Women	Normal	<input checked="" type="checkbox"/>	3	3	3	3	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>	26/09/2007	Partnership (Standard)		
13	13	2007 Oceania Championships for Men	Normal	<input checked="" type="checkbox"/>	2	2	3	3	<input type="checkbox"/>	Men	<input checked="" type="checkbox"/>	20/06/2007	Partnership (Standard)		
11	14	2008 Youth Tournament Women	Round Robin	<input checked="" type="checkbox"/>	8	8	3	3	<input checked="" type="checkbox"/>	Women	<input checked="" type="checkbox"/>	14/10/2008	Partnership Standard		
10	15	2008 Youth Tournament Men	Round Robin	<input checked="" type="checkbox"/>	8	8	3	3	<input checked="" type="checkbox"/>	Men	<input checked="" type="checkbox"/>	14/10/2008	Partnership Standard		
8	16	2008 U-19 Women's Championships	Normal	<input checked="" type="checkbox"/>	2	2	3	3	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>	04/08/2008	Partnership Standard		
7	17	2008 U-19 Men's Championships	Normal	<input checked="" type="checkbox"/>	2	2	3	3	<input type="checkbox"/>	Men	<input checked="" type="checkbox"/>	04/08/2008	Partnership Standard		
9	18	2008 U-21 Women's Championships	Normal	<input checked="" type="checkbox"/>	2	2	3	3	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>	11/08/2008	Partnership Standard		
2	19	2005 Women's Championship	Round Robin	<input checked="" type="checkbox"/>	2	2	3	3	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>	24/06/2005	Partnership Standard		
1	20	2005 Men's Championship	Round Robin	<input checked="" type="checkbox"/>	2	2	3	3	<input type="checkbox"/>	Men	<input checked="" type="checkbox"/>	17/06/2005	Partnership Standard		

- This will bring you to a new screen showing all the games for the next round of the competition.
- Click on the first game, hold down the shift key and select all the games in that competition.

Round	Team 1 Name	Result	Team 2 Name	Date	Time	Venue	Played	Reported	Match ID	Match No	Include in Ladder	Failed	Locked	Include Player Stats	Team 1 Players
1	New Zealand Tall Fems	Unplayed	Australia Goal	27/09/2009	7:30 PM	Proton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	321	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Australia Goal	Unplayed	New Zealand Tall Fems	02/10/2009	7:30 PM	AS Arena	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	322	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- Now **right mouse click**, and in the drop down menu choose **'Edit game status'**

Round	Team 1 Name	Result	Team 2 Name	Date	Time	Venue	Played	Reported	Match ID	Match No	Include in Ladder	Failed	Locked	Include Player Stats	Team 1 Players
1	Australia	Export Game to CSV Sports	New Zealand	28/08/2009	7:30 PM	Auchterlone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	315	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	New Zealand	Import Game From CSV Sports	Australia	21/08/2009	5:30 PM	Auchterlone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	316	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Australia	Export and File	New Zealand	22/08/2009	11:00 AM	Auchterlone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	317	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- Now check the box **'allow live stats upload'**, then click **OK**.

- All of the games in this competition are now ready to be synchronised via the uploader function of FIBA Organizer.

Round	Team 1 Name	Result	Team 2 Name	Date	Time	Venue	Played	Reported	Match ID	Match No	Include in Ladder	Failed	Locked	Include Player Stats	Team 1 Players
1	Australia	94-88	New Zealand	28/08/2009	7:30 PM	Auchterlone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	315	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	New Zealand	94-68	Australia	21/08/2009	5:30 PM	Auchterlone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	316	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Australia	94-62	New Zealand	22/08/2009	11:00 AM	Auchterlone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	317	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- If you are running a tournament with a number of competitions (eg: Oceania Tournament for MEN and WOMEN) you will now need to go back to the

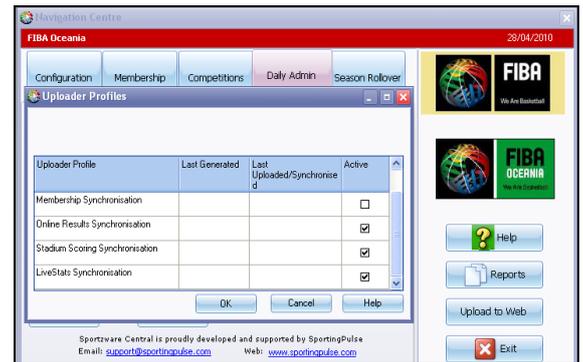


full match entry and select another competition (men's or women's competition) and repeat the last 3 steps to prepare all the games in the tournament for the Live Stats upload.

- **Congratulations – you have now prepared all your games for the Live Stats Synchronisation.**

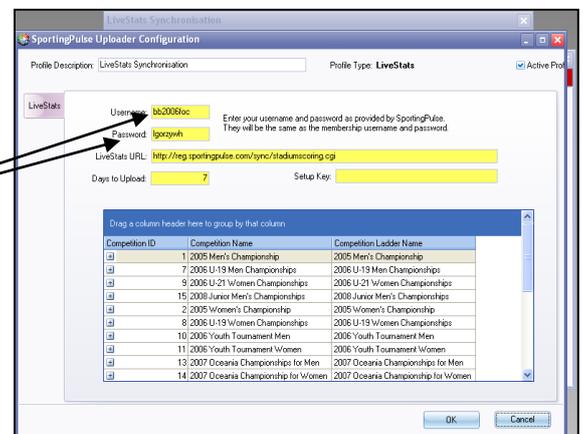
Synchronising your games to the Website:

- Return to the navigation centre, click on 'upload to web'.
- Before you can synchronise your games, you will need to do a membership synchronisation. To do this, go 'upload to web', select 'membership synchronisation', click OK and follow the prompts. Make sure that your membership codes are entered and correct (these are the same username and password as the Live Stats codes)

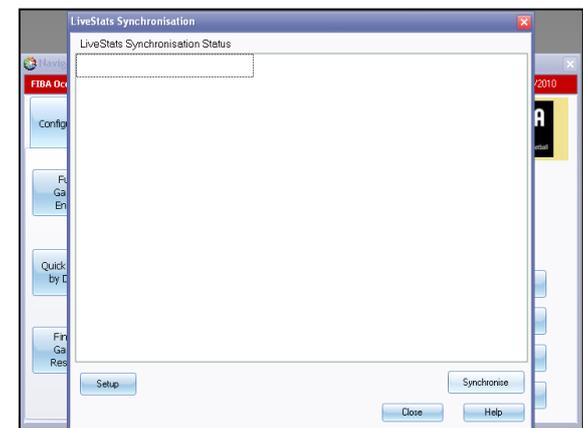


- Once this is completed, you are ready to synchronise your games. Click on 'upload to web',
- A new screen, 'uploader profiles' will appear. Scroll down until you can see "LiveStats Synchronisation". Click on it, and then click OK.

- If this is the first time you have done a Live Stat Synchronisation, I suggest you click on 'set up' at the left hand bottom of the page, and check that the username and password are correct (the same username and password as used for the membership uploader function)

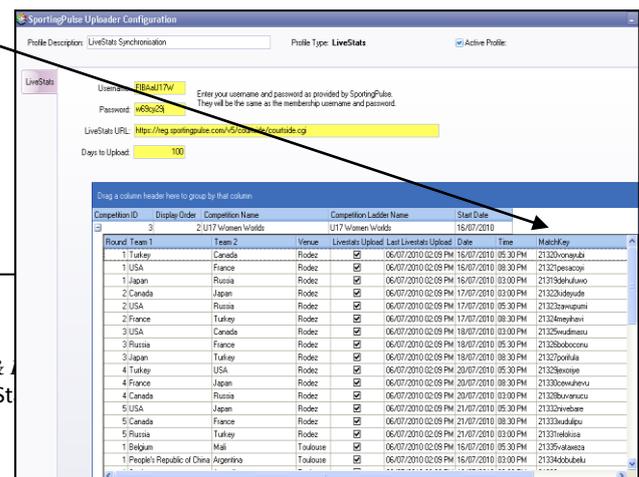


- Click OK if the data is correct, or change if need be. You will be returned to your previous blank screen.
- Now click on the 'synchronise' button, and data will appear. The data will be synchronised and uploaded, click close when completed.



- **Now:** To locate and copy the unique match key for each of the games you have just uploaded. Clicks on 'upload to the web', then click 'live stats synchronisation', then click 'OK'. On the new screen, click on 'set-up' at the bottom left.
- On the new screen, double click on the competition you want to get the codes for. All the games will appear on the screen. Maximise the screen, or scroll across to the last column in the document. You will see the match keys in this column.

- Put your cursor in the games, right mouse click, and choose 'select all'. Then hold down the ctrl & c keys to copy the game data.



- Open an excel spread sheet, put your cursor in the top box, hold down the 'ctrl & v' keys to paste the draw and



the match keys into the spreadsheet. Save this document in a safe place on your computer in case you need to reprint it later.

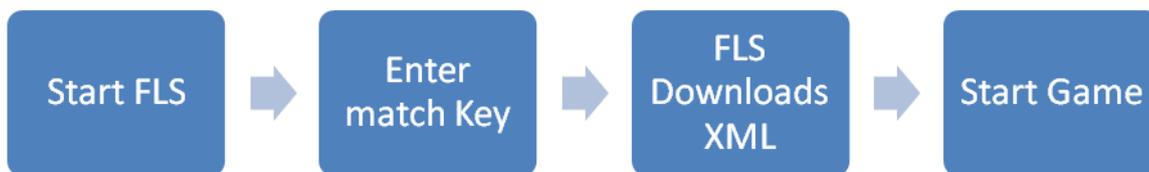
- Manipulate the data as you want, print off the set of match keys for your statisticians.

Your Live Stats Version:

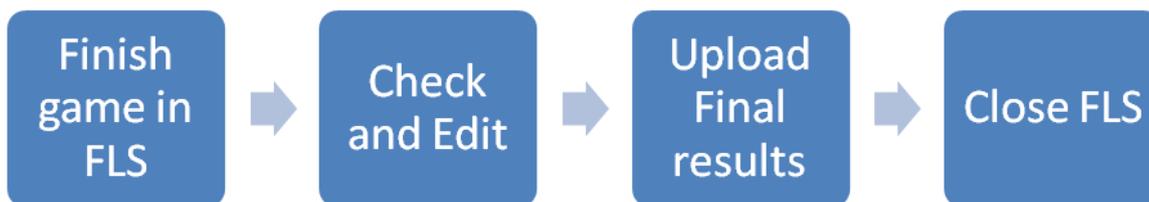
Registration of the FIBA Live Stats program is for a rolling three month periods. It will re-register automatically provided you are online when the re-registration prompt appears at the end of the first three months.

Process Change:

The game files (called XML files) are accessed via an online process, thorough live.sportingpulse.com The process is as follows:



Likewise, at the end of the game, the results are now uploaded to the same Online Management System that you use to start the game.

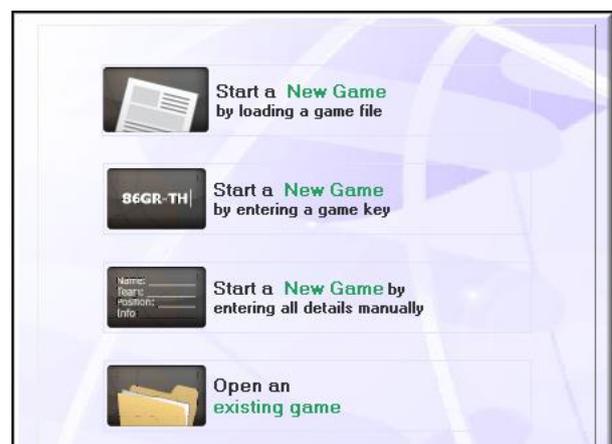


Instructions for FIBA LiveStats Users

When you open FLS version 2.2.3.0 or later, the game software now has a new form in the centre of the screen.

This form has four options.

1. **Start a new game by loading a game file**
Means you can load a game via xml that would have been emailed to you previously.
2. **Start a new game by entering a game key**
Means that you can start a game by entering a game key which will download the game xml file from the online server
3. **Start a new game by entering all details manually**
Means you can start a new game by entering team and player details yourself
4. **Open an Existing Game**
Means you can re-open an existing game (fdb file)

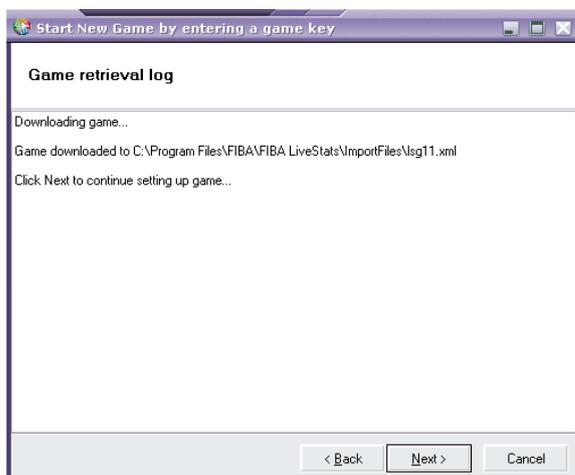
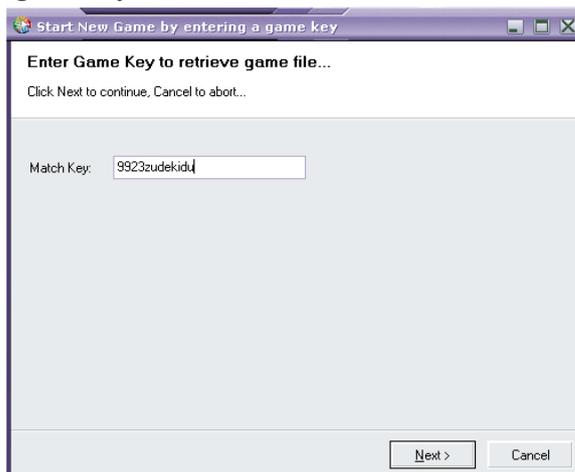


We will be using option 2 – starting a new game by entering a game key.

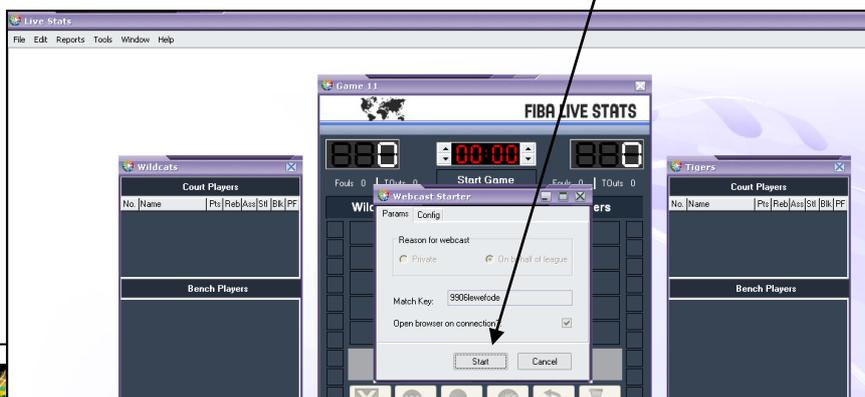
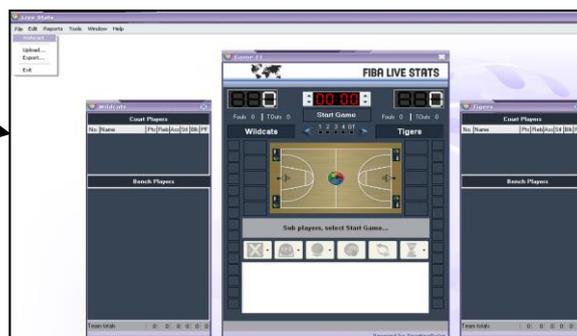
- When you click on the button – ‘**Start a New Game by entering a game key**’ then you are presented with the following screen. This is where you enter the unique match key provided by your tournament organiser.
- In this example we are using a game key from a pre-season game. If you wish to test the process and download a game, you may use this game key to do so.

Game key: 9906lewfode

- After entering the match key, which will be distributed to statisticians by FIBA Oceania staff at the tournament, you then click next.
- A new screen will appear, and after a couple of seconds, the screen will tell you it is ready to go with the new game.
- Of course you must be online for this to process to work.
- At this point, when you click **Next**, you will be taken through the game wizard.
- Work through the wizard to bring the game information into Live Stats.

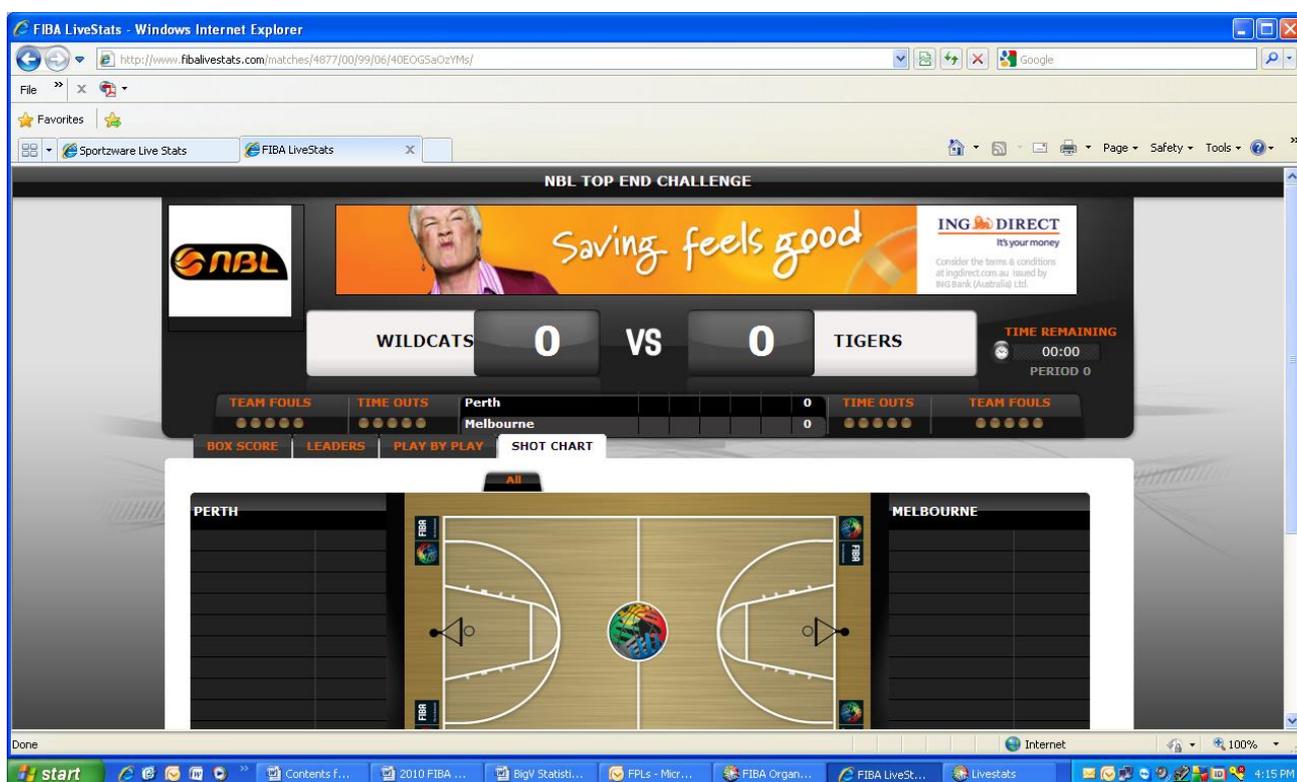


- Things to check in setting up the Game: Eg 4 x 10 min quarters
- When you have the game ready, it is time to start the webcast function. To do this, click on ‘file’, then click on ‘webcast’.
- A new screen appears, with the match key. Click on **start**



After a couple of moments, the internet will connect and you may see the match key screen.

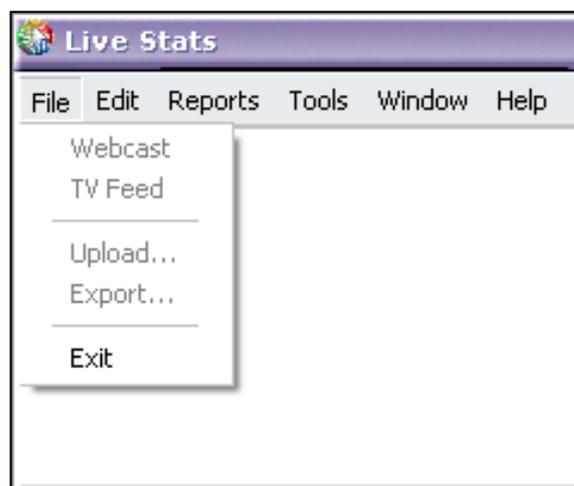
- Very quickly after that you will see the FIBA LiveStats website, ready and waiting for the game to start. Minimise the website to the bottom of your screen, return to the LiveStats program and prepare for the game start.



- Check that your data is going to the website: By minimising the website, it is easy to click and restore, and to check that the data is being uploaded and appearing on the website. If it is not, you might need to repeat the webcast directions.

So, the game is over and the results need to come back into FIBA Organizer:

- Click on 'file' and see the options.
- The 'Upload' function allows you to upload completed games once results have been checked and edited at the end of the game.
- TV Feed, which will be unlicensed for club users will appear, but is unavailable.
- The 'Export' function generates an .exp file that you may be required to use during the competition.



End of Game Uploads

- Once the game statistics have been checked and edited, then they will be uploaded. The Upload Process is effectively a repeat of the start of game process.



- To upload your results, follow the instructions on the following page.

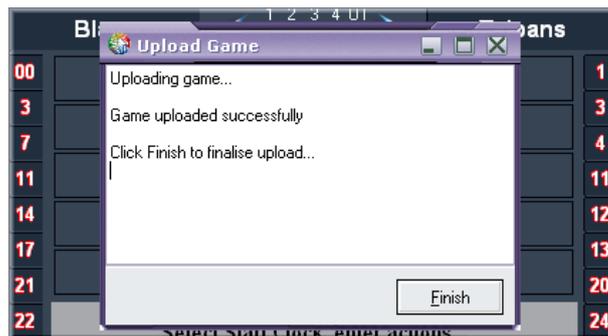
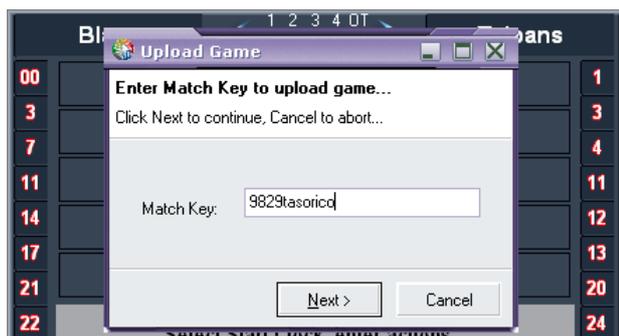


From the File Menu Item, choose Upload:

You will see this screen....

and when you press next.....

this one.....



- At this point you have successfully uploaded all of your data.

Getting the statistics back into FIBA Organizer:

- The tournament organiser will now do a LiveStats Synchronisation, to bring the statistics back into the FIBA Organizer program, and to the website. To do this, return to FIBA Organizer, to the navigation centre, click on 'upload to the web', then select 'LiveStats Synchronisation' from the uploader profiles. Click on 'synchronise' and the data will appear.

Game Night Statistics Data Management Checklist:

Pre-Venue - On Day Before Game

- Ensure your computer is online
- Download FIBA Live Stats Game Data for relevant game using match key (Start a new game by entering a Game Key)
- Do not complete Game Set-up Wizard. At this point the xml for the game is stored on your computer. It can be used on gamenight as a back-up file if the following is unsuccessful for any reason.

At Venue – One Hour Before Tip-Off

- Ensure your computer is online
- Download FLS Game Data for relevant Game using match key (Start a new game by entering a Game Key)
- Complete Game Set-up

At Venue – 20 Minutes Before Tip-Off

- Start Game Webcast (File > Webcast)

At Venue – After all Score and Fouls Confirmed

- Upload Game
(File > Upload)
- Export Game File
(File > Export)

Day before game:	Statistician downloads game using game key and system stores xml file. Copy xml file to USB to have courtside, should the internet connection at the venue fail. If this should occur, then the statistician can still run the game using the fdb file created in FIBA Organizer and saved on the USB.
------------------	--



One hour before game:

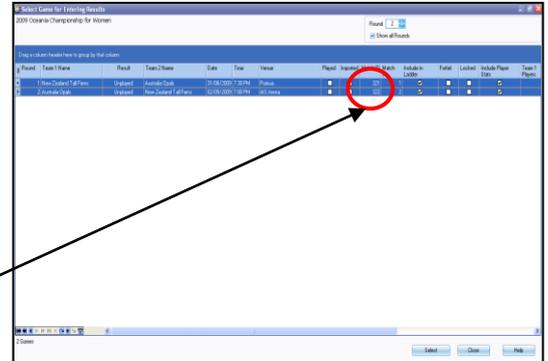
Statistician again downloads game using key and sets up game

In emergency situations, or when internet access is unreliable:

Have a copy of the game file on a USB and on the score table

Locating XML Game Files:

- The best method to get the game file is to create the game in Live Stats via the internet (you will do this at a venue that has internet access, and then copy the game file to USB)
- Open Live Stats, enter the match key, and follow the wizard to get the teams and game on the Live Stats.
- Click cancel at the end. By doing this, you have created the game file, which you can locate by following the directions below.
- When you generate a game file in Live Stats, it creates an **XML file** and automatically gives that file a name. The game file name is actually the game ID number from the FIBA Organizer program, which makes it easy for you to locate the game.



- For example: The file name explained is: **Lsg 321.xml**

LSG = Live Stats Game

321 = The Game ID from FIBA Organizer. That Game ID can be referenced here. Write the match ID number for each game, to locate easily in FIBA Exports – or do a ‘print screen’ to get all the game ID’s in one go – easier if you have lots of games in one day. **We recommend that you write the LSG# on the top of the scoresheet so you can check that the statisticians get the correct USB game file.**

After you have printed the match ID numbers, click ‘close’ and return to the navigation centre.

Locating your Exported Files in FIBA Organizer:

- You will need to distribute the XML files you have created in FIBA Organizer to your statisticians so they can load the games into their statistics computer.
- Whenever FIBA Organizer exports any sort of file, it puts it automatically into a folder called ‘exports’. Here is a picture of the tree and how you can locate it on your computer.

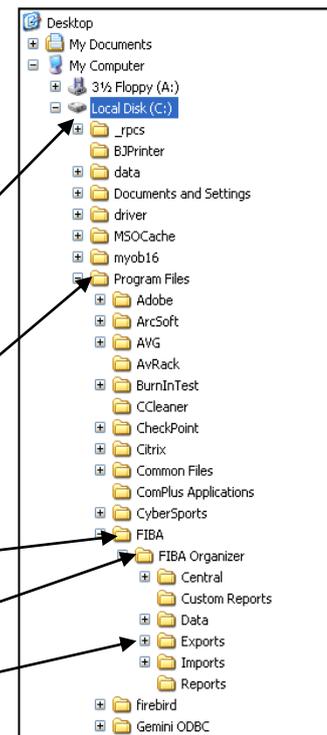
Local Disk

Program Files
(Vista-program
files(X86))

FIBA

FIBA Organizer

Export

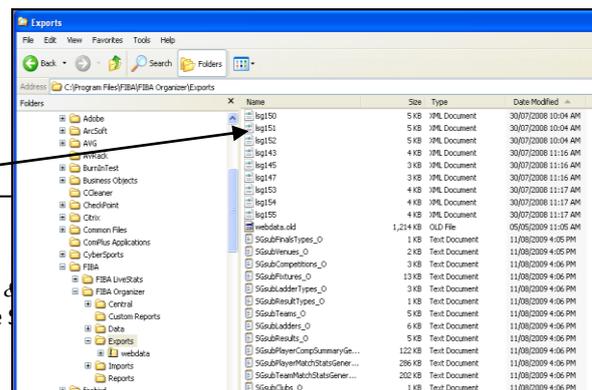


- On the USB create a folder, and name the folder the same as the lsg# (eg: LSG 234). This helps keep all the before and after game files together.



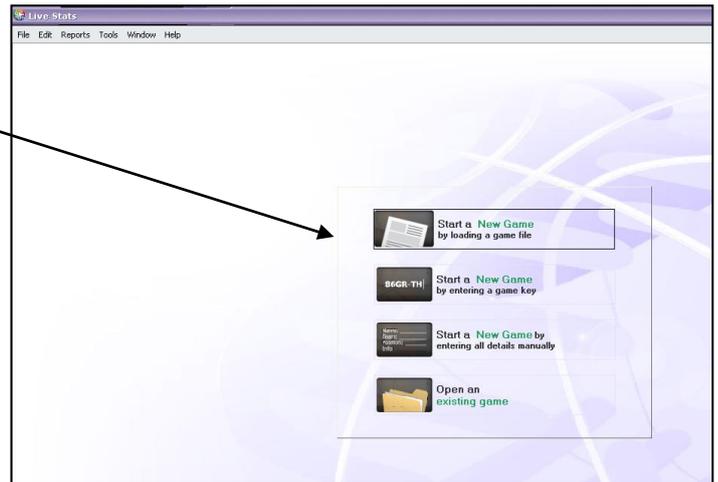
Website, FIBA Organizer &

N:\Oceania\Publications\Administration Manuals\FIBA Organizer, Live S



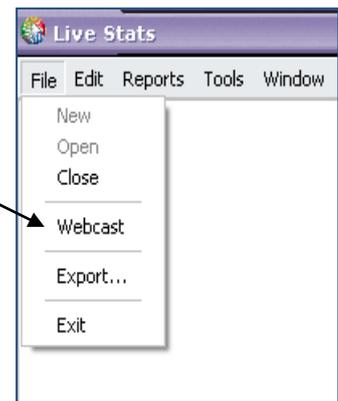
- Copy the XML files from this screen onto a USB in the correct folder
- The statistician will now open the XML file in their courtside computer and load the game into FIBA Live Stats.

- To load the file from a USB, open the program, then click on 'Start a New Game by loading a game file'.
- The game file is on the USB, so click '**browse**' and find the file, then click **upload**. This will automatically load the player names etc. into Live Stats. Click next



- Follow the wizard to ensure all the information is correct. Click **finish** at the end of the wizard and you will see the game ready to go. You are now ready to set up the webcast feature, which puts the live stats to the website. (Refer page 51)

- To **webcast** the game via live stats, click on **file**, then '**webcast**'.



- A second screen will open, where the statistician puts the **match code** that is provided by the tournament organizer. Click '**start**' and check the website to see the game live.



The FIBA Live Stats Manual can be downloaded from www.fibaorganizer.com website. The manual is a very important tool for statisticians, as it discusses all aspects of loading, recording and manipulating the statistics program.

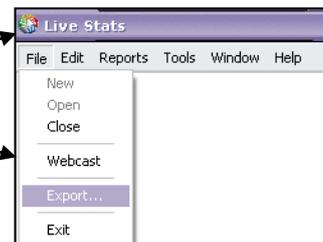


Saving the game (if it is from a USB), into FIBA Organizer:

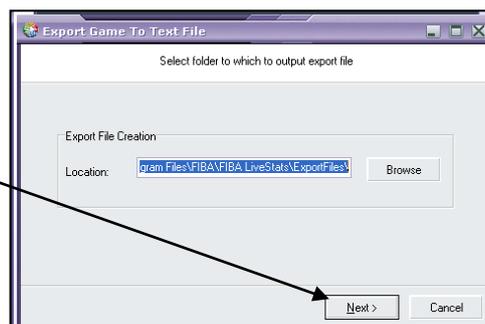
- Once the game is over, the statistician saves the game file from FIBA Live Stats ready for the Tournament Director to import into FIBA Organizer. Mostly statisticians will save the game files onto a USB drive. The tournament organiser will need the game files in 3 formats – as an **EXP**, a **FDB**, and also the **XML**, which is already on the USB

FIRST:

- The **EXP** file is created by the statistician by clicking on **File** and **Export**



- The following window opens. At this point you can change the location where the .EXP file will be saved. We recommend that you leave the location as the **Export Files** subfolders. Click **next** and then **click finish**. This will put the file in the export files folder.
- Now click 'File' then close. This automatically saves your FDB file, as shown in the tree below.



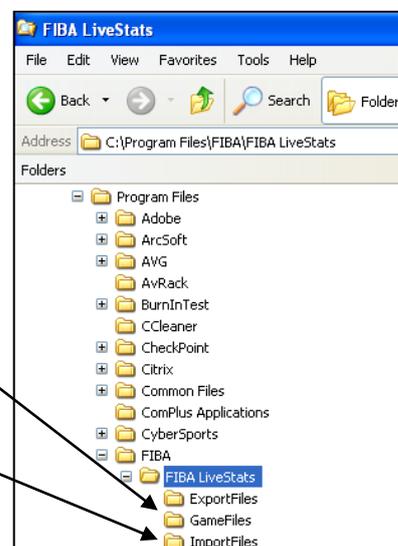
SECOND:

- The **FDB** file is saved automatically.
- Once saved, this is the file that will reopen the game on any other computer. It is where the box scores can be printed from, and where the stats are manipulated to match the scoresheet.

THIRD:

- The EXP and the FDB files now need to be saved on the USB. Follow the tree, as this is where the files have been saved.

- Program Files (x86)
- FIBA
- FIBA Live Stats
- Export Files (this is where you will find the EXP file)
- Copy this file onto the USB, in the correct lsg folder
- Game Files (This is where you will find the FDB file)
- Copy this file onto the USB, in the correct lsg folder



- The XML file will already be on the USB, so now you should have all 3 game format files. Take the USB to the tournament director.



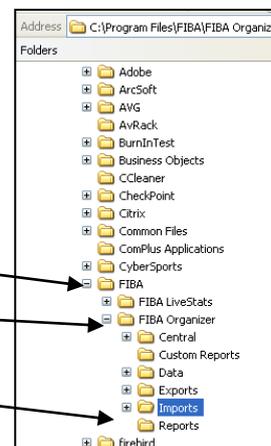
- **Tournament Director:**
Insert the USB into the game computer, and save the “XML” file in the **Imports folder** under **FIBA Organizer** on your computer.

Program Files (x86)

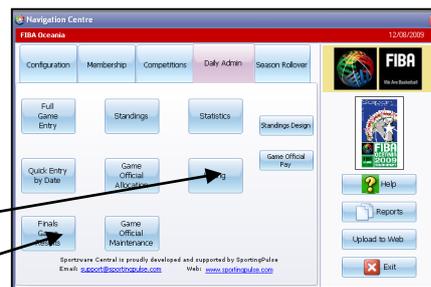
FIBA

FIBA Organizer

Imports



- Save the FDB file in program files/FIBA/FIBA Live Stats/Game Files
- Once you have saved the file, return to FIBA Organizer.
- Return to the Navigation Centre
- Click on the **Daily Admin Tab**
- Double click on ‘full game entry’



- **Double click** on the competition you are running.

Entering Game Results

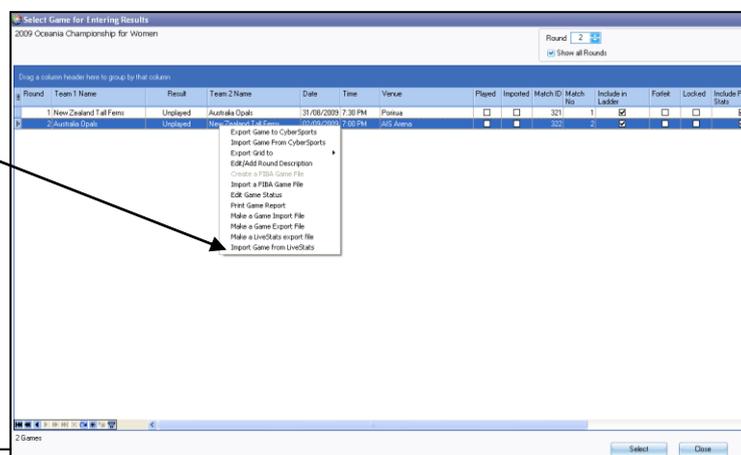
Filter by Day

Showing these competitions: Current Historical

Season: No Season Filter

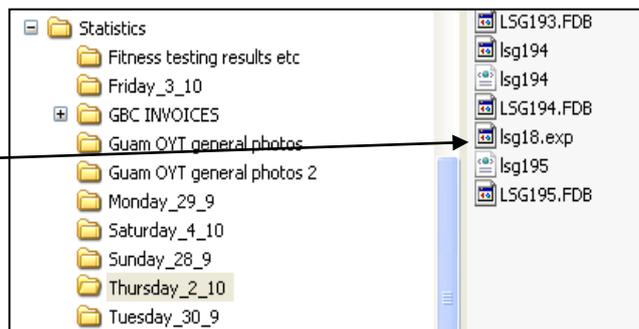
Comp ID	Display Order	Name	Competition Type	Drawn Up	Num Teams	Reg Teams	Rds	Last Round	Finals Drawn Up	Sex	Results are recorded	Start Date	Ladder Type	Grade
26	2	2009 U-17 Women's Championships	Normal	<input checked="" type="checkbox"/>	2	2	2	3	0	Women	<input checked="" type="checkbox"/>	20/08/2009	Premiership (Standard)	
27	3	2009 U-17 Men's Championships	Normal	<input checked="" type="checkbox"/>	2	2	2	3	0	Men	<input checked="" type="checkbox"/>	20/08/2009	Premiership (Standard)	
28	4	2009 Oceania Championship for Women	Normal	<input checked="" type="checkbox"/>	2	2	2	0	0	Women	<input checked="" type="checkbox"/>	31/08/2009	Premiership (Standard)	
29	5	2009 Oceania Championship for Men	Normal	<input checked="" type="checkbox"/>	2	2	2	0	0	Men	<input checked="" type="checkbox"/>	31/08/2009	Premiership (Standard)	
25	6	2009 Oceania Tournament Women	Normal	<input checked="" type="checkbox"/>	5	5	5	5	5	Women	<input checked="" type="checkbox"/>	21/02/2009	Premiership (Standard)	
24	7	2009 Oceania Tournament Men	Normal	<input checked="" type="checkbox"/>	5	5	5	5	5	Men	<input checked="" type="checkbox"/>	20/02/2009	Premiership (Standard)	
16	8	2008 Junior Women's Championships	Normal	<input checked="" type="checkbox"/>	2	2	2	3	3	Women	<input checked="" type="checkbox"/>	04/08/2008	Premiership Standard	A grade
15	9	2008 Junior Men's Championships	Normal	<input checked="" type="checkbox"/>	2	2	2	3	3	Men	<input checked="" type="checkbox"/>	04/08/2008	Premiership Standard	A grade
18	10	2008 Youth Tournament Women	Round Robin	<input checked="" type="checkbox"/>	8	8	8	3	3	Women	<input checked="" type="checkbox"/>	28/09/2008	Premiership Standard	
17	11	2008 Youth Tournament Men	Round Robin	<input checked="" type="checkbox"/>	8	8	8	3	3	Men	<input checked="" type="checkbox"/>	28/09/2008	Premiership Standard	
14	12	2007 Oceania Championship for Women	Normal	<input checked="" type="checkbox"/>	3	3	3	3	3	Women	<input checked="" type="checkbox"/>	28/09/2007	Premiership (Standard)	
13	13	2007 Oceania Championship for Men	Normal	<input checked="" type="checkbox"/>	2	2	2	3	2	Men	<input checked="" type="checkbox"/>	20/09/2007	Premiership (Standard)	
11	14	2006 Youth Tournament Women	Round Robin	<input checked="" type="checkbox"/>	8	8	8	3	6	Women	<input checked="" type="checkbox"/>	14/10/2006	Premiership (Standard)	
10	15	2006 Youth Tournament Men	Round Robin	<input checked="" type="checkbox"/>	8	8	8	3	3	Men	<input checked="" type="checkbox"/>	14/10/2006	Premiership Standard	

- **Right click** on the name of the game that you wish to import results for, and click on “import Game from Live Stats”





- Find where you have saved this file on your computer. Check that you have the correct game by checking the game ID number is the same. In this case, it is Game ID lsg 18.exp
- When you are sure it is the correct file, click 'open'



- FIBA Organizer will open a new screen and ask you to confirm the correct game is being imported by selecting from the list

Round	Team 1 Name	Result	Team 2 Name	Date	Time	Venue	Played	Imported	Game ID	Game
1	White	Unplayed	purple	13/05/2008	1:00 PM	3 Mobile Basketball Stadium	<input type="checkbox"/>	<input type="checkbox"/>	18	1
1	Green	Unplayed	Black	13/05/2008	3:00 PM	Ararat Stadium	<input type="checkbox"/>	<input type="checkbox"/>	19	2
1	Blue	Unplayed	Red	13/05/2008	4:00 PM	Kilsyth Sports Centre	<input type="checkbox"/>	<input type="checkbox"/>	20	3
2	Black	Unplayed	White	20/05/2008	2:00 PM	3 Mobile Basketball Stadium	<input type="checkbox"/>	<input type="checkbox"/>	21	4

- When you are sure this is the correct game, click OK.
- A screen will appear briefly on the screen, showing you that FIBA Organizer is processing the statistics for the players who played in the game. The screen shot will disappear when all the players have been processed, which normally only takes a few seconds.



- You will be returned to the list of games for the round, and you can now double click on the game to check that the results have come over.
- Double click on the game, and it will take you to the results pages.
- Here are the thing you should check for:

Round	Team 1 Name	Result	Team 2 Name	Date	Time	Venue	Played	Imported	Match ID	Match Label	Game ID
1	New Zealand	Processed	Australia	21/05/2008	1:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	2	18
1	Cuba	Processed	Spain	21/05/2008 5:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	3	19	19
2	Columbia	Processed	Spain	22/05/2008	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	7	20	20
2	Spain	Processed	New Zealand	22/05/2008 1:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	8	21	21
2	Cuba	Processed	New Zealand	22/05/2008 6:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	9	22	22
2	Spain	Processed	Spain	23/05/2008	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	12	23	23
2	Spain	Processed	Australia	23/05/2008 8:00 AM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	13	24	24
2	New Zealand	Processed	Spain	23/05/2008 8:00 AM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	14	25	25
2	Cuba	Processed	Spain	23/05/2008 8:00 AM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	15	26	26
2	New Zealand	Processed	Spain	23/05/2008 2:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	16	27	27
2	Australia	Processed	New Zealand	23/05/2008 6:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	17	28	28
2	Cuba	Processed	Spain	24/05/2008	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	18	29	29
2	New Zealand	Processed	Spain	24/05/2008 1:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	19	30	30
2	Australia	Processed	New Zealand	24/05/2008 6:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	20	31	31
2	New Zealand	Processed	Spain	25/05/2008 1:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	21	32	32
2	Australia	Processed	New Zealand	25/05/2008 6:00 PM	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	200	22	33	33

- FIBA Organizer will have imported period and total scores for both teams.

Period	Score	Score
00-1	3	5
00-2	7	20
00-3	6	16
00-4		21
00-5		27



- Click on the **'teams'** button at left, and check that the quarter by quarter stats have been entered for both teams.

The screenshot shows the 'Full Game Entry' window with the 'Teams' tab selected. It displays statistics for two teams: New Caledonia and Australia. The statistics are organized by quarter (Qtr 1 to Qtr 4) and include various metrics such as Points (Pts), Rebounds (Reb), Assists (Asst), Steals (Stl), Blocks (Blk), Turnovers (TO), and Fouls (Ft). A 'Total' row is provided for each team.

Period	Min	2PA	2PM	3PA	3PM	FTA	FTM	FGA	FGM	PFS	AS	BL	ST	TO	TR	PPts
New Caledonia																
Qtr 1	0	8	1	4	0	2	1	12	1	6	1	0	3	11	6	3
Qtr 2	0	9	2	4	1	0	0	13	3	4	3	0	2	9	6	7
Qtr 3	0	11	3	1	0	2	0	12	3	4	1	0	4	11	6	6
Qtr 4	0	9	1	2	0	4	1	11	1	4	1	0	2	11	10	3
Total	200	37	7	11	1	8	2	48	8	18	6	0	11	42	30	19
Australia																
Qtr 1	0.03333	12	6	3	0	10	8	15	6	4	6	0	7	7	12	20
Qtr 2	0.06666	14	7	7	1	5	3	21	8	2	4	1	6	5	15	20
Qtr 3	0.13333	14	7	2	0	6	2	16	7	3	4	2	9	8	13	15
Qtr 4	0.06666	20	10	1	0	3	1	21	10	2	7	1	7	5	9	21
Total	200	60	30	13	1	24	14	73	31	11	21	4	29	25	49	77

- Next check is to click on the **'individual team'** tabs.

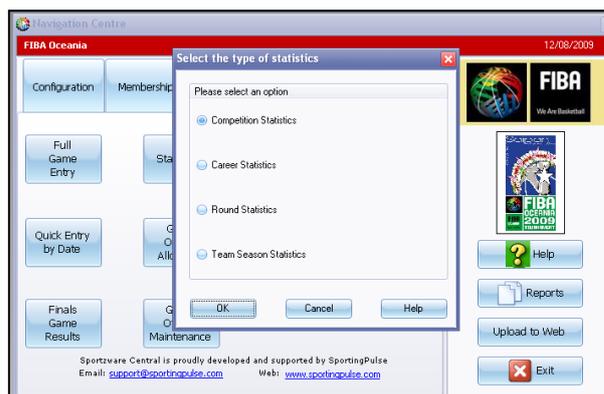
The screenshot shows the 'Full Game Entry' window with the 'Individual Team' tabs selected. It displays a list of players and their statistics for the game. The statistics include Points (Pts), Rebounds (Reb), Assists (Asst), Steals (Stl), Blocks (Blk), Turnovers (TO), and Fouls (Ft).

Player Name	GP	Financial	Player Name	PlayNo	Min	2PA	2PM	FGA	FGM	3PA	3PM	FTA	FTM	TR	AS	TO	ST	BL	PFS	Pts	Reb
Campigli, Rebecca	4	Yes	Campigli, Rebecca	6	20:25	3	2	6	3	3	1	2	1	7	5	2	4	0	0	8	8
Cole, Rebecca	4	Yes	Cole, Rebecca	4	21:45	6	3	8	3	2	0	2	1	6	2	2	3	0	0	7	7
Creed, Samantha	4	Yes	Creed, Samantha	8	22:05	6	2	9	2	3	0	2	2	1	2	2	7	0	0	6	6
Guest, Catherine	4	Yes	Guest, Catherine	5	21:20	4	2	4	2	0	0	1	0	9	1	4	3	0	0	4	4
Lobb, Emma	4	Yes	Lobb, Emma	13	17:03	5	3	5	3	0	0	4	1	5	1	2	1	1	1	7	7
Mangos, Cassandra	4	Yes	Mangos, Cassandra	10	19:34	4	2	4	2	0	0	3	2	6	1	1	0	1	1	6	6
Murray, Rachel	4	Yes	Murray, Rachel	9	17:37	6	3	8	3	2	0	0	0	1	2	2	0	0	3	6	6
Rowe, Cathi	4	Yes	Rowe, Cathi	12	19:34	5	4	5	4	0	0	5	4	4	1	2	3	0	3	12	12
Seekamp, Nicole	4	Yes	Seekamp, Nicole	7	18:34	0	3	11	3	3	0	2	2	5	1	3	6	1	0	6	6
Terdich, Hope	4	Yes	Terdich, Hope	11	21:57	13	6	13	6	0	0	3	1	5	5	5	2	1	3	13	13
~TEAM~																					
0:00																					

- Check that the stats have been imported for each individual player. Click OK when satisfied.

- Congratulations – you have now successfully imported the game statistics from FIBA Live Stats in FIBA Organizer.**

- As a **double check**, return to the navigation centre, click on the daily admin button, blue 'Statistics' button, tick 'competition statistics' and click OK, and then select the competition you are working in.



- It is now most important** that you click on **"Statistics Options**, in the top left hand corner, and then click on **'rebuild always'**. This feature must be re-ticked each time you rebuild the statistics for the competition.

- Once you are sure everything has been rebuilt, return to the navigation centre and **upload** your results to the website. Then go to the website and check that the stats have appeared next to game scores under 'detail results'.



Checking, editing and printing the box scores from Live Stats:

- Open FIBA Live Stats program, (may need to right mouse click and 'run as administrator' in Vista)
- Click on 'file', then 'open'
- Locate the FDB file of the game. Live Stats should automatically open to this tree, but just in case - (Program files/FIBA/FIBA Live Stats/Game Files and then the LSG#) Click on the game, and click 'open'
- Check that this is the correct game.
- Click 'reports' tab along top, then the drop down menu to 'box score (ORIS)'. The ORIS format give 2,3 and free throw stats. Check all the printer setting and run one box score for comparison to scoresheet.
- Editing the stats file – Go back to Live Stats, click on 'edit' tab along top, then drop down menu 'actions'. A new screen appears. Click filter at bottom, brings up both teams. Make your selections and changes, and then print the correct box scores. Using the 'print' function, convert to a pdf for emailing purposes.

Displaying Live Stats Games on your website:

- The Live Stats Content Management System will automatically create a list of all games available for webcast by date. This page can be posted into your tournament website by Sportingpulse, so you need to contact them to have this done.
- It is a good idea to have a **direct link** from your tournament home page to the live stats, to help fans get there easily.
- When you click on the link, a list of games will appear.
- The game being broadcast at that time will appear in **red** and will advise "Live Now" Simply click on the words, and the stats game will appear on your computer.

The screenshot shows a website for the FIBA Oceania 2008 Youth Tournament. On the left is a navigation menu with links: '2006 - 2008 Draws & Results', 'Youth Tournament Live Stats', 'Youth Tournament Newsletters', 'Team lists', 'Photo Gallery', and 'Contact Details'. The main content area features a 'NEWS' section with three articles: 'Fijian forwards share experiences', 'Ceremonies celebrate and close OYT', and 'Aussie men garner gold'. Each article includes a small photo and a 'more ->' link.

The screenshot shows the 'FIBA Oceania Championships and Tournaments' website. It features a 'Live Stats' table and a 'News from FIBA' section.

2009 Oceania U-17 Women's Championships					
Date	Time	Home Team	Away Team	Status	
20 Aug 2009	19:30	Australia	New Zealand	Inactive	
21 Aug 2009	17:30	New Zealand	Australia	Inactive	
22 Aug 2009	11:00	Australia	New Zealand	Inactive	

2009 Oceania U-17 Men's Championships					
Date	Time	Home Team	Away Team	Status	
20 Aug 2009	17:30	New Zealand	Australia	Inactive	
21 Aug 2009	19:30	New Zealand	Australia	Inactive	
22 Aug 2009	13:00	Australia	New Zealand	Inactive	

2009 Oceania Championship for Men					
Date	Time	Home Team	Away Team	Status	
23 Aug 2009	18:00	Australia Boomers	New Zealand Tall Blacks	Inactive	
25 Aug 2009	19:30	New Zealand Tall Blacks	Australia Boomers	Inactive	

News from FIBA

- GER - Bauermann gives thumbs-up to youngsters after Turkey event
- AUS/NZL - Cox to go under the knife
- ESP - Barca clinch Rubio deal
- NGR - Union Bank, Islanders in big match-up
- ARG/DOM - Experience wins the day for Argentina
- NZL/AUS - Cambage takes center-stage as Opals cut down Tall Ferns
- CRO - Croatian sensations storm to title in Efes Pilsen World Cup
- BRA - Brazilians cutting down opponents with ease



The Season Leaders:

This page has been upgraded to a new and improved summary format, which shows stat leaders for the season with their player photo and team logo.

- **Activate your Stats Profile**

First you will need to ensure that your statistics are configured in FIBA Organizer

From the Competitions module select Comp Details, then select the Competition that you would like to configure

Go to the Standings/Points tab, select the profile that displays the stats that you record and click Activate this Profile

Average Points		Average Rebounds	
	Tegan Cunningham Adelaide 22.5		Gabrielle Richards Bendigo 10.5
Rachel Jarry	BUL 20.5	Rachel Alton	TOW
Amy Denson	SYD 20.3	Elizabeth Cabbage	BUL
Amy Lewis	TOW 20.0	Cayla Francis	LOG
Sarah Graham	LOG 19.7	Ashley Robinson	DAN

Average Assists		Average Steals	
	Tully Bevilacqua West Coast 7.5		Kristen Veal Logan 3.3
Kristen Veal	LOG 7.3	Naheen Payne	AIS

- **Rebuild your Competition Statistics**

Next you will need to ensure that your statistics are all rebuilt to display



From the Daily Admin module select Statistics, then Competition Statistics and Click OK

Select the Statistic Options menu from the top of the screen and click Rebuild Always

Click Rebuild and the season statistics should calculate. You should also do this every week



- **Rebuild your Career Statistics (optional)**

While you're at it, you might as well ensure that your career stats are up to date. From the Daily Admin module select Statistics, then Career Statistics. Click OK the click Rebuild

You should also do this every week

Now do a Competition Upload so all the data is up-to-date and should appear on the website

TIME	HOME TEAM	AWAY TEAM	VS
6:00 PM Wed 20/Oct	MBK Banik Handlova	vs MBK Rieker Komarno	St
6:00 PM Wed 20/Oct	Astrum Levice	vs SKP Banska Bystrica	St
6:00 PM Wed 20/Oct	BC Prievidza	vs Vahostav-SK Zilina	St
6:00 PM		vs BK O4 AC'18 Spišská	



Updating Team Logos and Individual Player Photo:

Now that all of the data is on your website correctly, all you have to do is upload the player photos and team logos.

- Go to your FIBA Organizer website
- Go to the schedule/results page and select a Team
- Click Website Editor at the bottom of the screen
- Enter your email and password
- See below screenshot for where to enter player photos and team logo:

Then you're done!



Stadium Scoring and FIBA Organizer

The process for using stadium scoring is:

- Create a competition in FIBA Organizer
- Enter the players names, and their singlet number, in FIBA Organizer
- Activate 'stadium scoring' in the stats feature of FIBA Organizer
- Make the games active for stadium scoring
- Upload the competition and the membership to the web
- Then do a stadium scoring synchronisation to the web
- Open stadium scoring and download the games to the computer, specific to each court
- Open the game and start scoring after making the players active
- Confirm the results at the end of the game
- Do a stadium scoring synchronisation, bringing the data back to FIBA Organizer. Then rebuild your ladders.
- Do another competition upload, membership upload and stadium scoring upload and the results will be displayed on the website

It is that simple.

NOW, GETTING STARTED WITH STADIUM SCORING:

CODES:

When using the stadium scoring module, the Federation's Membership Uploader code is used also for the stadium scoring uploader code. You will need the username and password.

SportingPulse will also supply you with a Code for "umpires", which you will need as confirmation of scores.

You should enter this data in the 'configuration' section of FIBA Organizer. The details should also be kept somewhere safe so that you have a paper copy for use at a later stage.

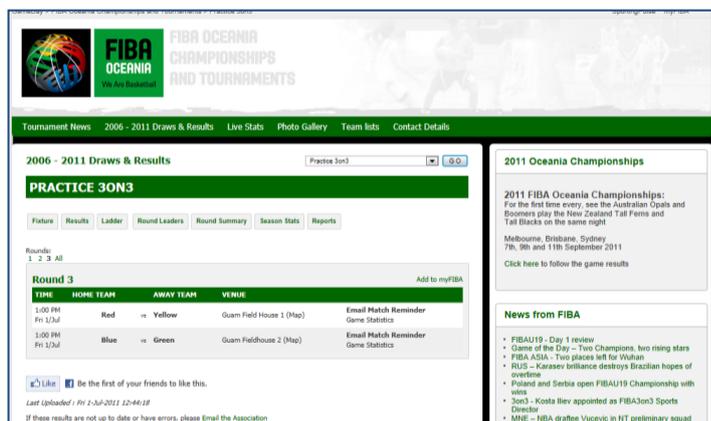
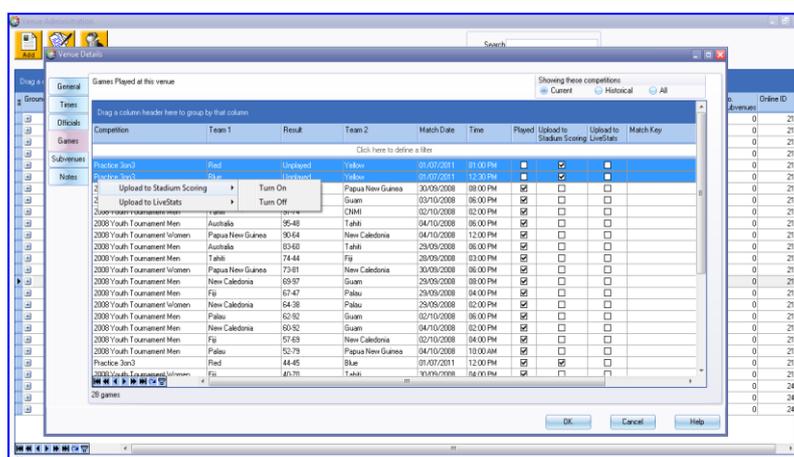


CREATING A COMPETITION FOR STADIUM SCORING:

1. Enter the competition in FIBA Organizer as usual (the steps below are very general, please refer to earlier parts of the manual for more detailed competition setup instructions)
2. Make sure all of the players are in FIBA Organizer – add any players who are not currently in your database
3. Enter the teams and create the competition.
4. In competition setup:
 - a. In 'stats profile', use the drop down box and select "stadium scoring"
 - b. Tick box 'use player number'
 - c. In 'basketball' section, change the game time to 3-on-3 scoring
5. Add your players to their teams, making sure that every player has their singlet number recorded in the database – stadium scoring will read the players number, not their name, for the recording of scores.
6. Once the competition, and the teams, have been set up, do a competition upload to web.
7. Go to your website and check that the competition has gone to the web.

CONVERTING GAMES TO STADIUM SCORING:

1. This is done in FIBA Organizer. Go to the 'competitions' tab, select the 'venue' box
2. A new screen will appear which lists all of your venues
3. Double click the first venue you will be using, then in the new screen, select the 3rd tab of left "Games".
4. All the games at that venue will appear. Highlight the games you wish to use stadium scoring for, then right mouse click over the highlighted game, and select "Upload to stadium scoring", then select "run on", then click OK
5. Now do a competition upload, following by a membership upload, followed by a stadium scoring upload. This will bring all the data onto the website, and put all the games into the stadium scoring 'big white cloud'.
6. Go to the tournament website and check the fixture. Then click on 'results', and on the new screen, under the "email match reminder", make sure you now have a 'game statistics' button. This is what members will click on to see their game stats once the game results have been uploaded.



DATA REQUIRED FOR STADIUM SCORING:

Administrators need to know the:

1. The Online Court ID codes:



Website, FIBA Organizer & Live Sta

N:\Oceania\Publications\Administration Manuals\FIBA Organizer, Live Sta



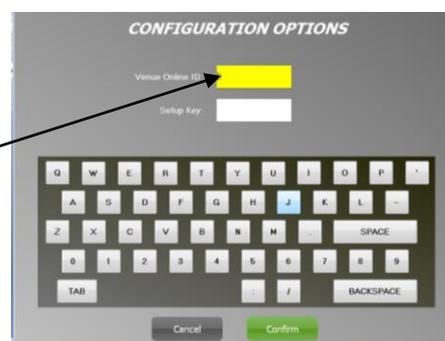
- a. The courts ID's will be automatically created when you do your first set of synchronisations (membership/stadium scoring)
- b. To find each court's unique code, go to navigation centre, then to '**competitions**', and then to '**venues**'.
- c. When you scroll across you will see the column "**online ID**" – this is the number you need to write down for your scorers and referees.
- d. This code is what distinguishes each game. When the scorers/referees active the stadium scoring program, they will be asked for a code for their court – so I suggest you print off the list of court codes and have them on the scorebench of each game.

2. The 'Umpire' codes:

- a. Associations can make an individual code for every referee, or they can have one generic code. The advantage of a generic code is that any referee or score table official can activate and confirm game details and results.

STARTING STADIUM SCORING:

1. Double click the 'stadium scoring' icon on your desktop
2. A screen will appear where you will be asked to enter the venue ID – remove the '0' and type the court ID as provided by your administrators.
3. This will bring up a screen with all the games for that particular day and court listed.



4. Select the game you are scoring by double clicking it
5. Press 'start game' and then enter the umpire code, then click confirm
6. The new screen will ask you to confirm the players. Do this by ticking the box before each player's name
7. Click 'add new players' at the bottom left if there are names missing from the team list

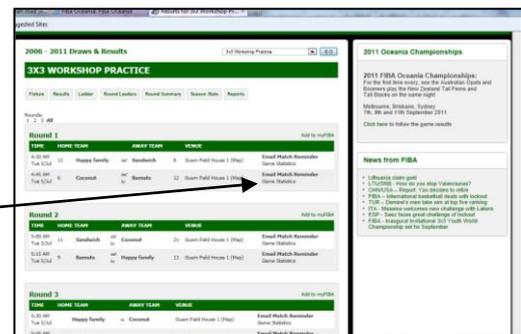


8. A new screen will ask you to confirm the playing numbers of each player. Click 'change' if you need to change any singlet numbers. Click confirm for each team and you will be returned to the main screen.
9. Click 'run clock' when the game starts. Click the players name and add the action (or in reverse - the action and then player's name).
10. At half time the umpire will be asked to confirm the scores. At full time the umpire will be asked to confirm the scores at the end

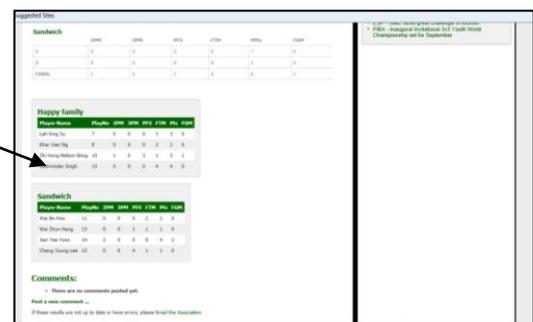
BRINGING THE RESULTS BACK TO FIBA ORGANIZER:



1. At the end of the game when the umpire selects 'confirm', a blue SportingPulse message will sweep quickly across the screen.
2. This shows that the game data has been put into a file, ready to upload. If your stadium scoring device (computer or touch screen) is not connected to the internet, you will need to take the device to internet access (in office) to allow the next uploading to be successful.
3. The competition administrator now does a stadium scoring synchronisation, to bring all the data to the FIBA Organizer program. Then you should rebuild the standings, and the ladders.
4. Now do a competition upload, followed by a membership upload, followed by a stadium scoring upload. This will bring the final game score, plus individual player scores and fouls, over to the website.
5. Click on the 'game statistics' button at right, and this will take you to a new screen.



6. Scroll down past the game scores, and you will see the individual scores and fouls for each player in the game



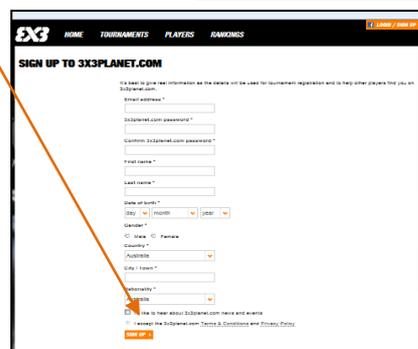
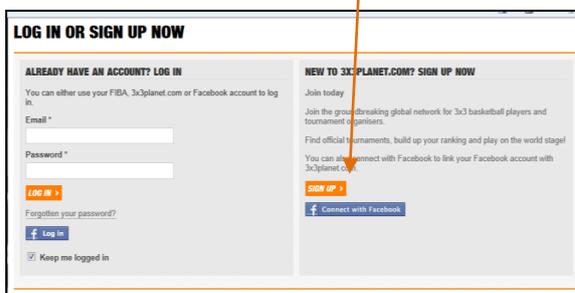
How to register in FIBA Planet

3x3 Planet - The technology behind FIBA's 3x3 game

- To receive a player world ranking all teams and players must register themselves on the Planet 3x3 website.
- It is recommended that the team does this together. Register each player first, and then use one of the player's registration details to enter the team and put the players into that team. These instructions should help.

TO REGISTER AS A PLAYER ON FIBA'S 3X3 PLANET

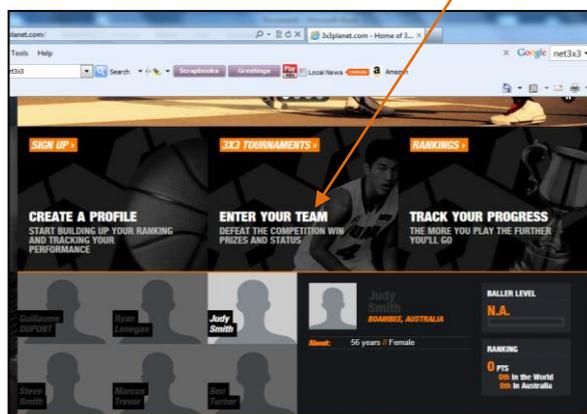
- Go to www.3x3planet.com then click on 'signup'
- Read the instructions, then click 'signup' to create your account.
- Complete your details and click 'sign up'.
- You will receive an email confirming your membership of 3x3 Planet



TO ENTER YOUR TEAM IN THE OCEANIA 3X3 YOUTH CHAMPIONSHIPS:

Step 1: Go to www.3x3planet.com. Click on 3x3 Tournaments.

Step 2: Scroll down, click 'Enter Your Team'

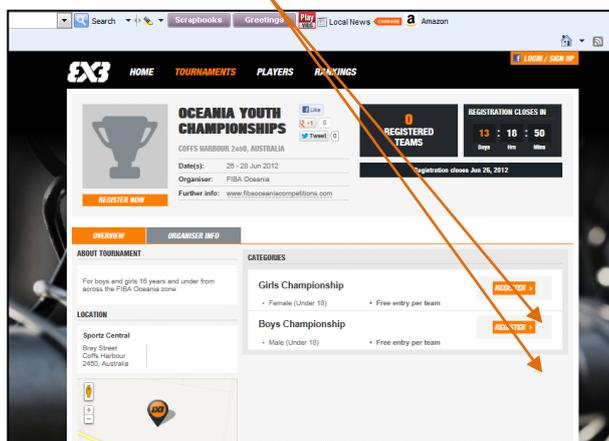


Step 3: Scroll down to Oceania Youth Championships team

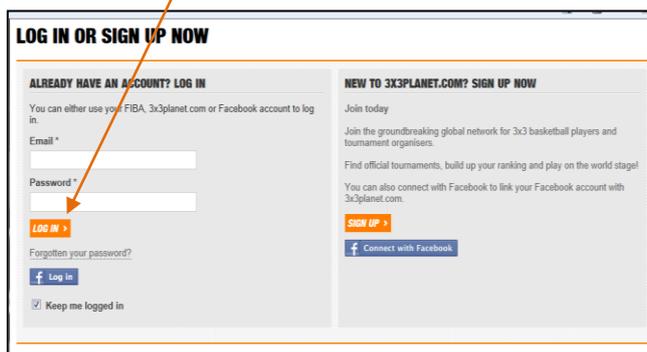
Click on the words 'Oceania Youth Championships'



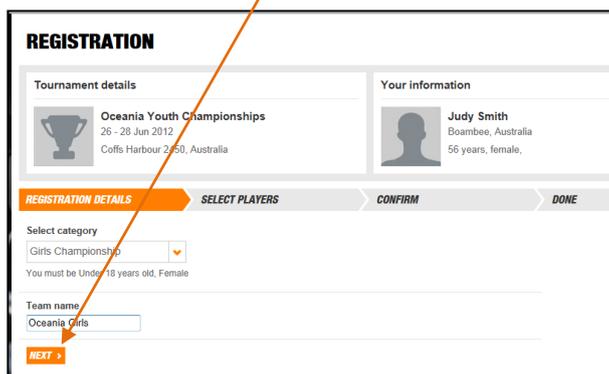
Step 4: Click on 'Register' as a boys or girls



Step 5: Enter your email and password and click 'log in'



Step 6: Enter your team name and click 'next'



Step 7:
Now you can enter the player names.

Type the first name, last name and email address of your first player.

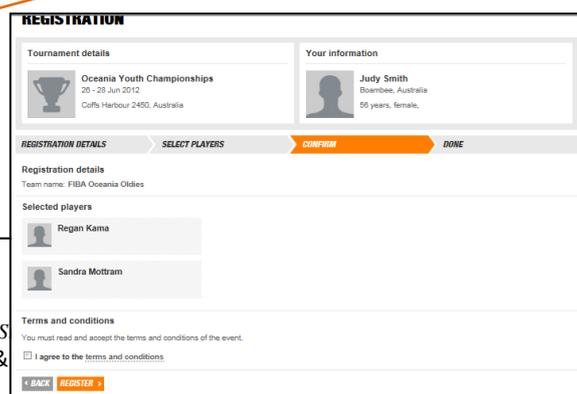
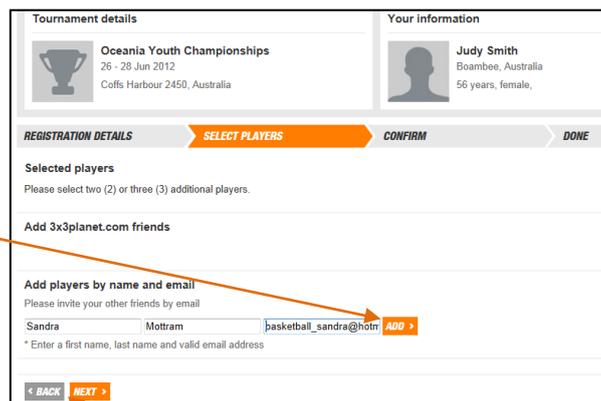
Then click 'add'.

The first players name will appear in the middle of the screen.

Add the second players name and email address.

Click add, repeat until you have your 4 players on the screen.

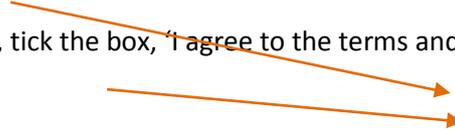
When you have entered all of your team, click 'next'.



Step 8:

On the new screen, you will see the players you have registered into your team.

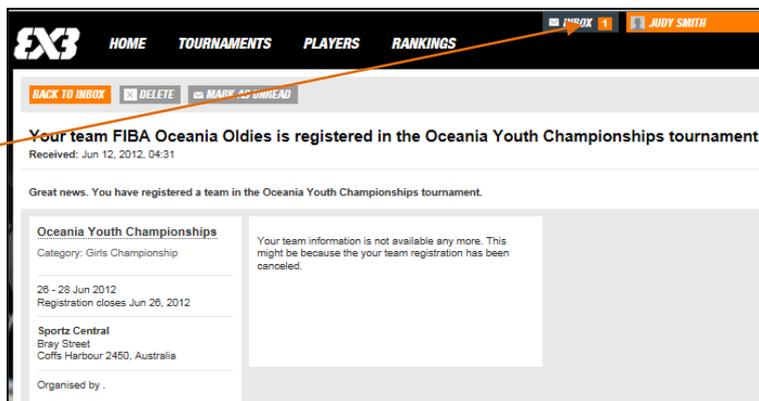
If the information is correct, tick the box, 'I agree to the terms and conditions' then, click 'register'



Step 9:

Once your registration is completed, you will receive an email confirming the team is registered. The email function is in the top right hand screen.

When you click on the inbox you will see your confirmation email.



Congratulations, you have registered your team and your players in the FIBA Oceania 3x3 Championships.