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INTRODUCTION

First of all, thank-you for your interest in helping out with the scorekeeping of our games. Division 3 Softball is able to provide a quality softball experience through the work of many volunteers like yourself.

This document is intended as a training guide for new scorekeepers, as well as a reference guide for more experienced scorekeepers who are looking to refresh their knowledge of situations that don't come up all that often. It covers many topics in general softball scoring of plays, as well as how to enter those plays into the K-ForCE scoring software that we use.

Scorekeeping Sign-Up

Sign-ups for scorekeeping are done via the [Scorekeeper Game Sign-Up](#) link on the Division 3 Softball web site (see <http://www.division3softball.org>). Instructions for using the sign-up app are provided to scorekeepers who complete their training along with their login credentials.

Arrival for Scheduled Scorekeeping

Scorekeepers should arrive at the field at least 30 minutes prior to the game that they signed up to score. This is when the sub players are drawn and lineups are completed. There may be some work prior to the game to adjust lineups in the scoring program (see [Update Lineup](#)) and sometimes it is desired to start games a bit before the scheduled time, when possible.

Players who are playing in a previous game should report to the score tower as soon as possible after their game is completed.

Cancellations

If you need to cancel a previously scheduled scorekeeping assignment, please notify the scorekeeper coordinators by e-mail as soon as possible so that a replacement can be found. For cancellations prior to the day of the scheduled game, please remove your assignment from the Scorekeeper Game Sign-Up app on the web site so that another scorekeeper can sign up for that game.

Unusual Events

Should something unusual occur during your game and you are unsure if you got it corrected, please contact one of the scorekeeper coordinators **at the field before you leave**. Scoring results are picked up by "The Daily Sun" from the Dropbox where you save them, often before we leave the fields for the day. Also, some corrections can only be made on the computer where the game was scored. When problems are not discovered until we

arrive at home after a game day, it is sometimes necessary to make a separate trip back to the fields to make corrections.

[Special Instructions – Windy Days](#)

Our All-In-One computers (non-laptops) can be somewhat unstable on the benches in the scoring tower. On windy days, a particularly strong gust has been known to blow one off the bench. This has happened even during a game. Worse, it has been known to happen that the scorekeeper in the reflex of trying to prevent the computer from falling to the floor has hit the power button and turned the computer off.

We strongly recommend that if there is wind blowing into the scoring tower, the window in front of the computer be closed, if not totally, then at least enough to restrict the force of the breeze.

[Special Instructions – Hot Days](#)

The All-In-One computers have all of their electronics behind the screen and rely on air circulation to cool them. They have no internal fan. For this reason, the primary use for the fans in the scoring towers needs to be to circulate air past these computers on particularly hot and sunny days. If these computers are allowed to overheat, they first get very slow and eventually will stop operating.

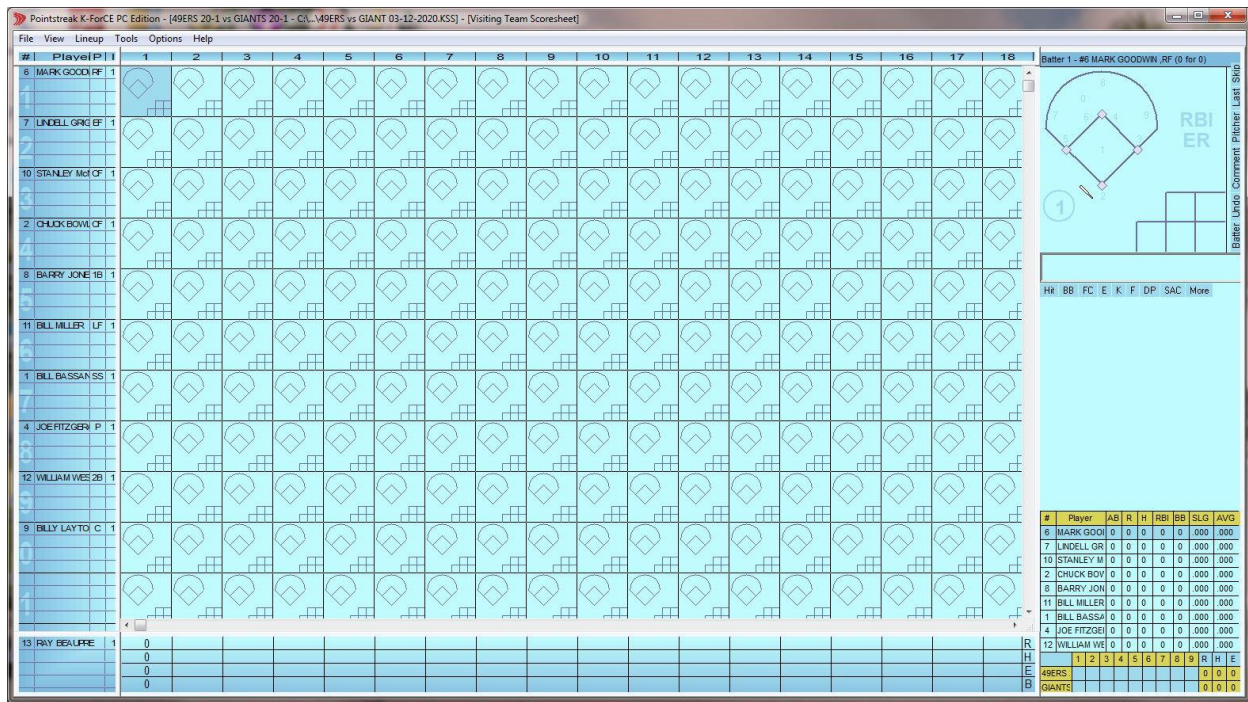
The laptop computers, on the other hand, have their electronics below the keyboard where the sun does not reach them easily and generally have built-in fans. Because of this, consider placing them in the sunniest windows on hot days (see [Computer Use Rotation](#)).

OPENING THE GAME

Open the Game File

Open the Score Sheet for your game by double clicking on the file in the Div-3-Games folder. Files are in the form "XXXXX v YYYYY mm-dd-yyyy.KSS" where the XXXXX and YYYYY are the first 5 letters of visiting and home team names and the mm-dd-yyyy is the date of the game.

When you open the program, the screen should look like the image below.

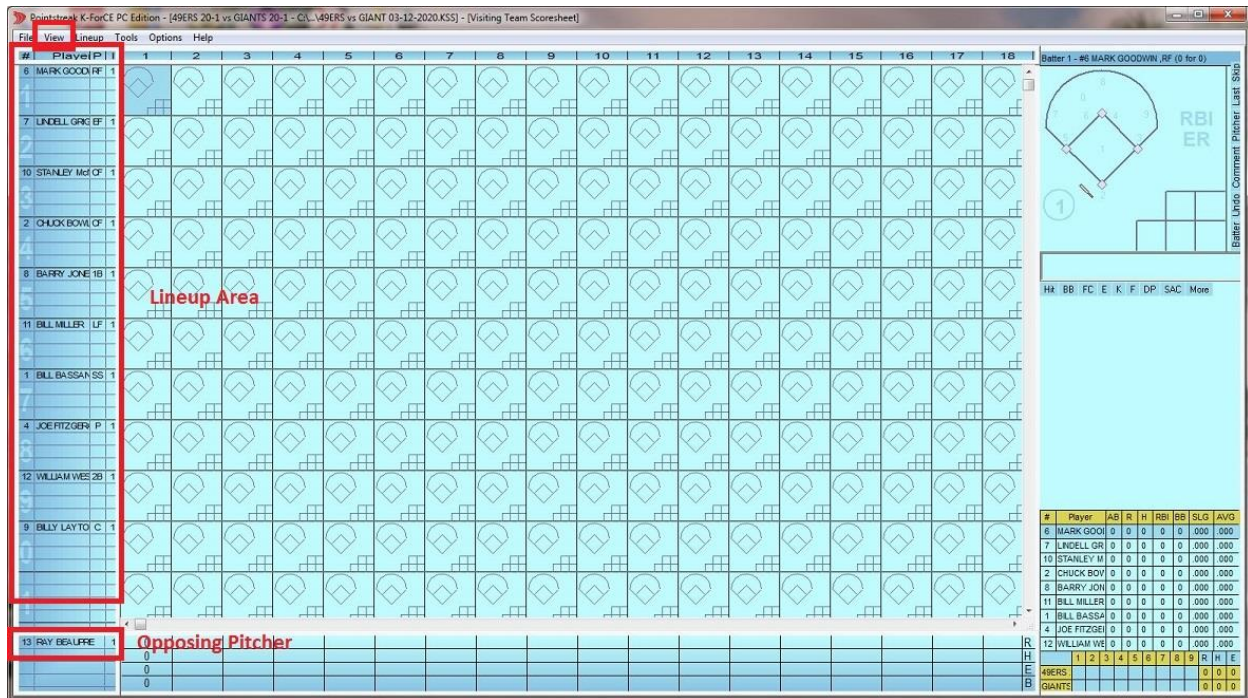


Update Lineup

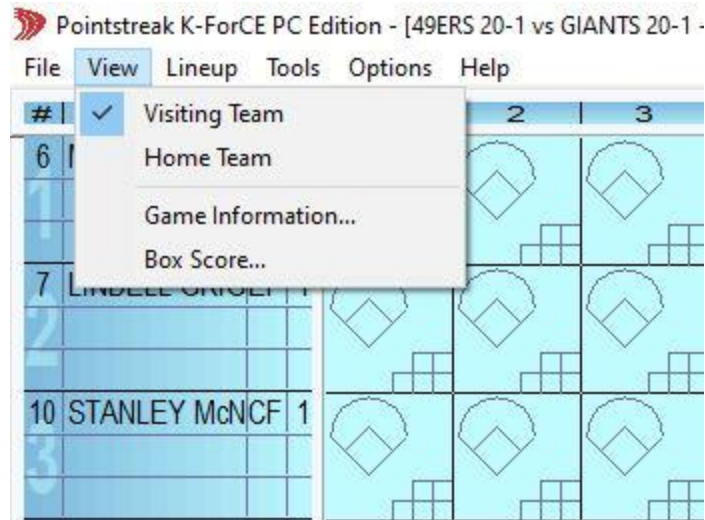
The initial score sheet in the "Today's Games" folder will contain a lineup submitted by the team managers the evening prior to each game. These lineup will not contain subs, since those are chosen a half hour prior to the games. There can also be last-minute changes. You will need to review the lineup cards given to the score booth against the lineups in the program to determine if changes are needed. The lineups are shown in the highlighted areas (see below). The visiting team is shown when the program is opened. You can view the home team by pulling down the "View" menu and selecting "Home Team" (see below).

The Opposing Pitcher is shown at the bottom of the lineup. If either team has not designated a pitcher, ask the team manager to identify one. The pitcher is the only defensive position that must be identified.

It is essential that the lineup in the program matches the lineup card. Errors in the lineup that are not caught prior to the game may not be correctable later.



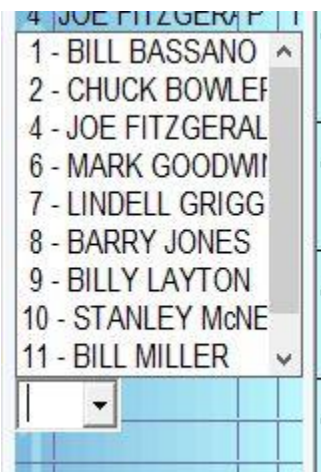
Lineup Area and Opposing Pitcher



View Menu

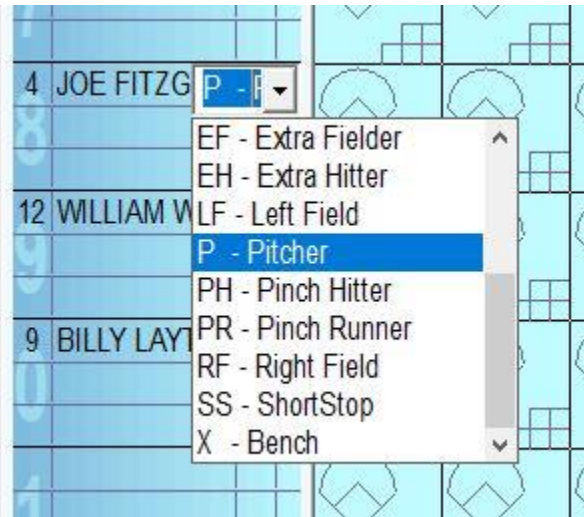
There are four columns in the Lineup Area.

The “#” column is the players ID number. *This is not his uniform number*, but a number assigned to track the player’s statistics with this team through the season. Roster players have numbers less than 20. Subs have numbers 50 and above. Clicking on a cell in this column will display a pull-down list that shows roster players and subs who have played on this team previously (see below).



The “Player” column is for the player name. This column should almost never be entered manually (see [Adding a Sub](#))

The "P" column is for the player's position. Clicking on this cell will display a pull-down list of positions (see below). The only position that is important to track correctly is the pitcher.



The "I" column is for the inning that the player enters the game. It should be 1 for all players at the start of the game. It will only be anything else for injury subs or pitching changes (see [In-Game Lineup Changes](#)).

Lineup Manager Updates

If the lineup entries in the file do not match the **computer printed** entries on the lineup sheet, it may be that the lineup was changed after the game file was downloaded.

You may close the scoring program and download a new file from the Lineup Manager (see [Lineup Changes](#)) to update the file. Then re-open the new file.

This is only for cases where the printed lineup does not match the lineup in the score file. All hand-written changes should be addressed using the methods below.

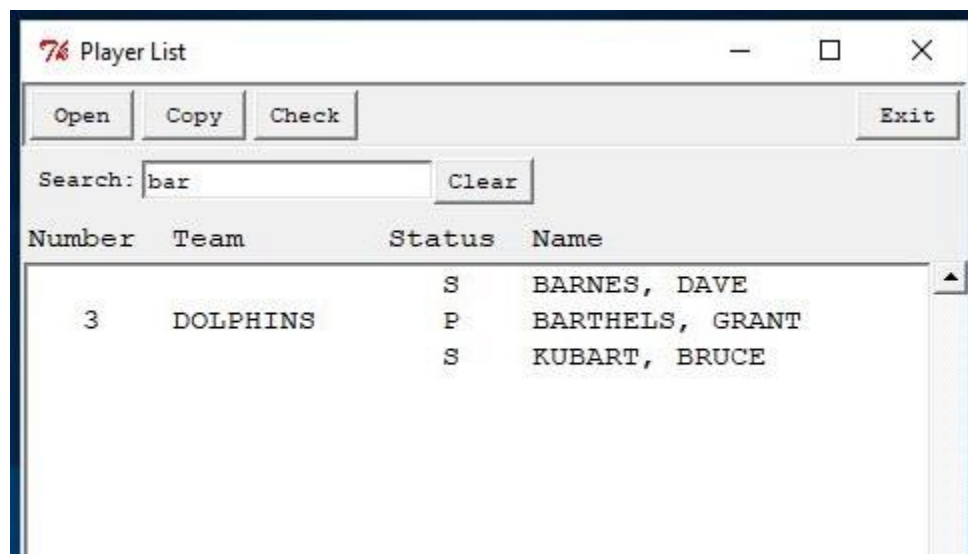
Adding a Sub

The first step in adding a sub to a lineup should always be to check if that sub has already played on the team. Click on the "#" cell in the first empty lineup spot and scroll through the list to see if the player is already there. If so, just select the player from that list. This will fill in the "#" and "Player" columns. In some cases, the hand-written name at the bottom of the lineup may also be a roster player who was previously not included in the lineup, but was a late addition. Roster players will always be in this list.

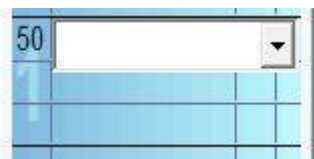
If this is a new sub for this team, note an unused player number above 50 from the "#" menu. Type that number into the "#" column and hit tab. Next,

call up the "Player List" program. It should already be running on the computer. You may need to minimize the scoring program to see it. In the "Player List" program, type a few letters of the sub's name into the "Search" box (see below). This will shorten the list. Click on the sub's name in the list and click on the "Copy" button. Then, in the scoring program, click on the "Player" cell in the row for the sub (see below). Then right-click and select "Paste".

Care should also be taken to ensure that the correct name is selected in the "Player List" tool. There can be several players with the same or similar last name.



Player List Program – Search



"Player" Box Selected

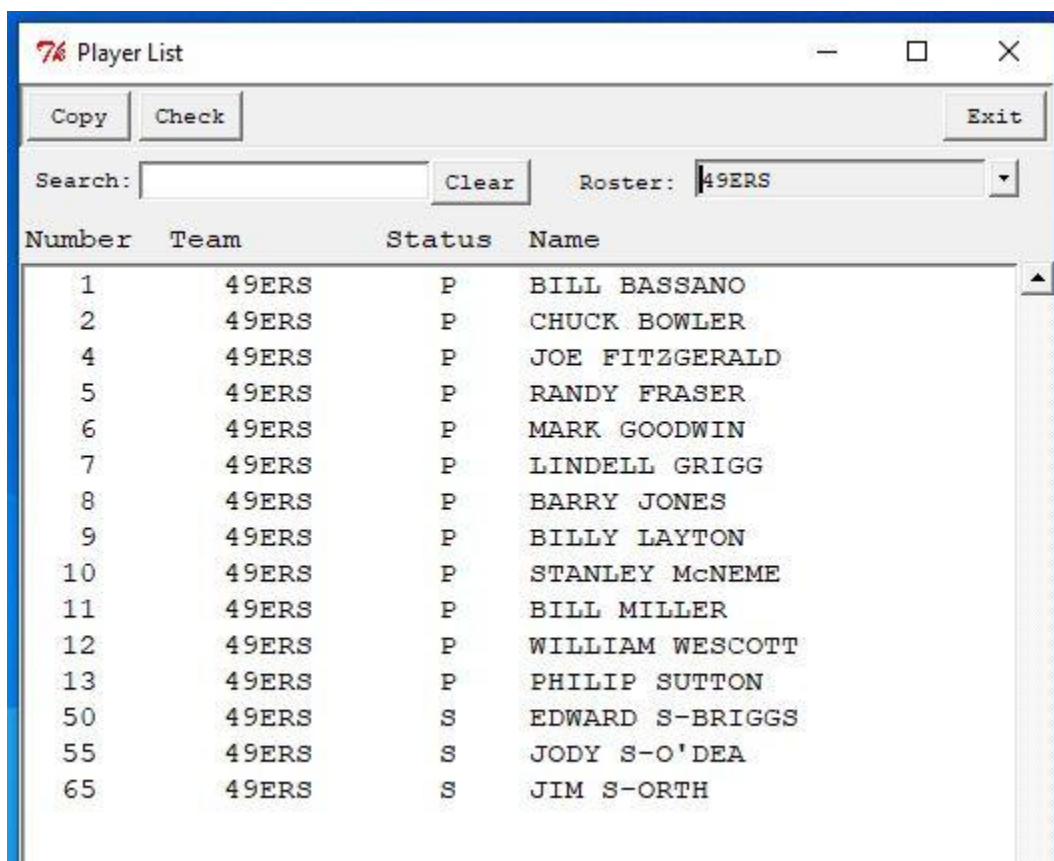
In some cases, a sub will register to play the same day he subs for the first time. When this happens, his name will not appear in the player list. The scorekeeper should verify with the sub desk that he has filled out a registration form. **This is important – players should not play in a game and leave the field without filling out a form.** It is also possible that the sub was previously registered, but that the name is mis-spelled on the lineup card. Always use the spelling in the "Player List" tool for existing

players. Once his registration has been verified, follow the procedure above to find a new sub number for the player. Type that in the “#” column and hit the tab key. Then, type the player’s name in the form “Firstname, S-Lastname” into the “Player” column.

Once the player’s number and name have been entered, select his position in the “P” column from the pull-down list. Then hit the tab key and enter “1” in the “I” column.

By using this procedure, it should almost never be required to type a sub’s name in the “Player” column. Only in the cases of a new sub should that be done.

Another way to determine if a sub already has a number on a team is to switch the “Roster:” selection from “All Subs” to a specific team. That will display the current roster as a list like that below. This may also allow you to more easily determine unused sub numbers in cases where there are many subs.



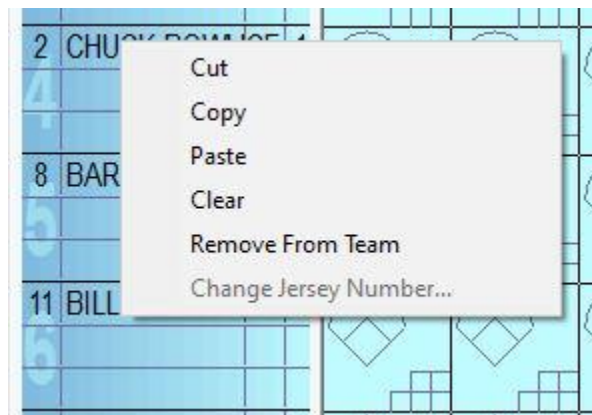
The screenshot shows a software window titled "76 Player List". At the top, there are buttons for "Copy", "Check", and "Exit". Below these is a "Search:" text box with a "Clear" button next to it. To the right of the search box is a "Roster:" dropdown menu currently set to "49ERS". The main area of the window contains a table with four columns: "Number", "Team", "Status", and "Name". The table lists 17 players, all from the "49ERS" team. The first 13 players have a status of "P", and the last 4 players have a status of "S".

Number	Team	Status	Name
1	49ERS	P	BILL BASSANO
2	49ERS	P	CHUCK BOWLER
4	49ERS	P	JOE FITZGERALD
5	49ERS	P	RANDY FRASER
6	49ERS	P	MARK GOODWIN
7	49ERS	P	LINDELL GRIGG
8	49ERS	P	BARRY JONES
9	49ERS	P	BILLY LAYTON
10	49ERS	P	STANLEY McNEME
11	49ERS	P	BILL MILLER
12	49ERS	P	WILLIAM WESCOTT
13	49ERS	P	PHILIP SUTTON
50	49ERS	S	EDWARD S-BRIGGS
55	49ERS	S	JODY S-O'DEA
65	49ERS	S	JIM S-ORTH

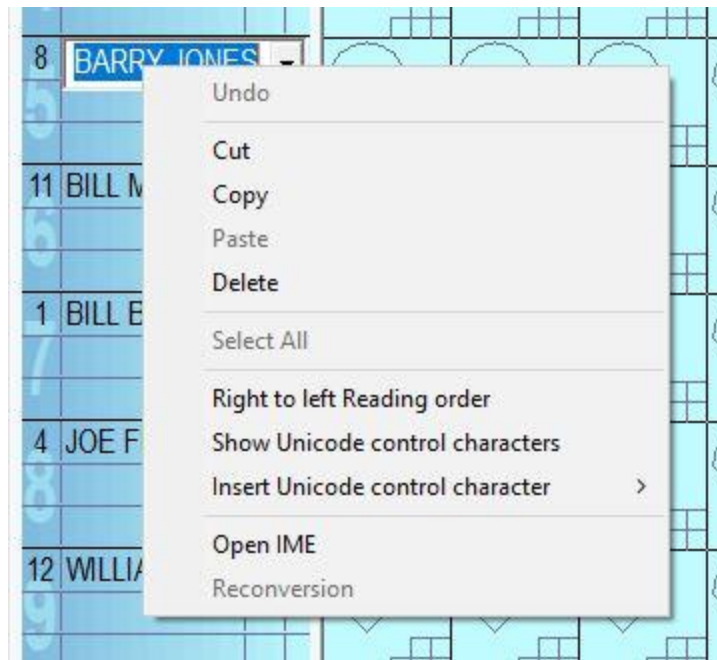
Delete a Roster Player

In some cases, a player may be a late scratch from a lineup. If he was at the end of the lineup, that entry can be cleared and/or replaced by the sub (if needed). In most cases, the player is higher up in the lineup and all the players below him need to be moved up one spot.

The simplest way to do this is to right click on the lineup entry and select "Clear" (see below). Then, right click on the entry below the empty spot and select "Cut". Then, right click on the first empty spot and select "Paste". Note that it is important to never left click on any entry in the lineup while doing this or you will not select the entire entry to cut or paste (see below). If you accidentally left click on an entry, click somewhere on the score sheet to clear the selection and then right click the intended entry.



Lineup Entry Clear/Cut/Paste – Correct



Lineup Clear/Cut/Paste – Incorrect

Another way to accomplish the change is to select each player's number in the "#" column and select the number of the player in the entry below. The name will automatically change (and should never be typed or selected manually). The player's positions will also need to be manually changed to correspond by clicking on the cell in the "P" column. The last entry will then need to be cleared or changed to as sub as appropriate.

Insert a Roster Player

In some cases, a player shows up to play a game that the manager did not expect. Rather than adding him at the end of the lineup, the manager often wants to put him in farther up. Inserting a roster player into the lineup uses similar methods to deleting one.

Starting with the last player in the lineup, cut the player and paste him one entry down in the lineup (see [Delete a Roster Player](#) for cut and paste instructions). When the spot is clear where the roster player is to be inserted, click on the cell in the "#" column to activate the pull-down list of players. Select the player to be inserted. This will fill in the "#" and "Player" columns. Next, select the cell in the "P" column to activate the pull-down list of positions. If no position is indicated on the lineup card, select EH – Extra Hitter. Then, hit tab and enter a "1" in the "I" column to indicate that the player will start in the first inning.

As for deleting a player, the change may also be done by clicking on the “#” column of each row that needs to change and selecting the correct player. The “P” column will also need to be clicked to change position assignments, as needed. Also, make sure that there is a “1” in each row of the “I” column.

Complex Lineup Changes

Sometimes, when a player is a late scratch or shows up unexpectedly, the manager wants to make several changes to the batting order to make best use of the players who are available. This can be done with a number of cut and paste operations (see [Delete a Roster Player](#) for cut and paste instructions), where lineup spots below the 11th one can be used to temporarily hold lineup entries that you need to get out of the way. If you do this, be sure to remove those entries when you are done re-arranging the lineup.

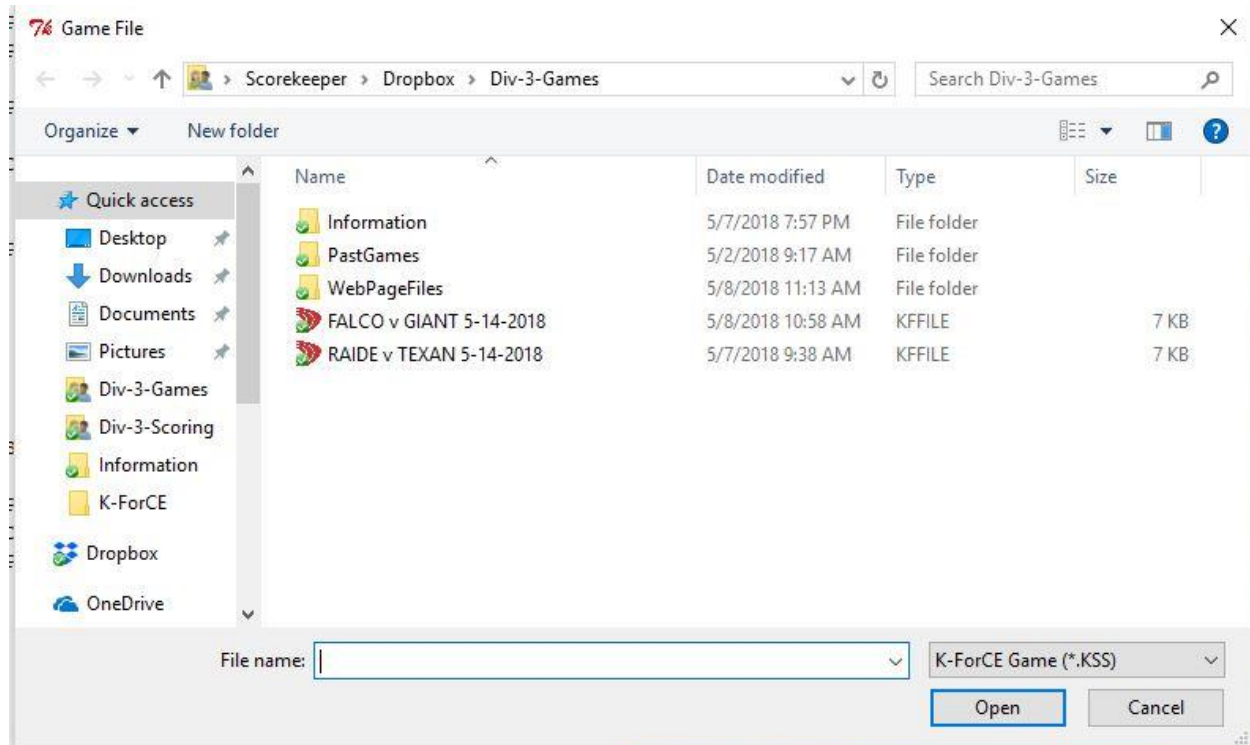
In this case, however, it might be easier to use the pull-down menus in the “#” and “P” columns to make the changes.

Checking the Lineups

Once changes have been made to a lineup, a visual check should be made to ensure that the batting order in the program matches the lineup card. After that, pull down the “File” menu at the top of the page and select “Save”.

Then, push the “Check” button on the “Player List” tool and select the game you are scoring (see file selection box image below). Click on “Open” once the correct file has been selected. The tool will perform a number of checks on the lineup and display any errors it finds. Please make corrections, as needed, prior to scoring the game. This will save time when the game is incorporated into the web site and will provide more correct information to the newspapers who pull their information from Dropbox.

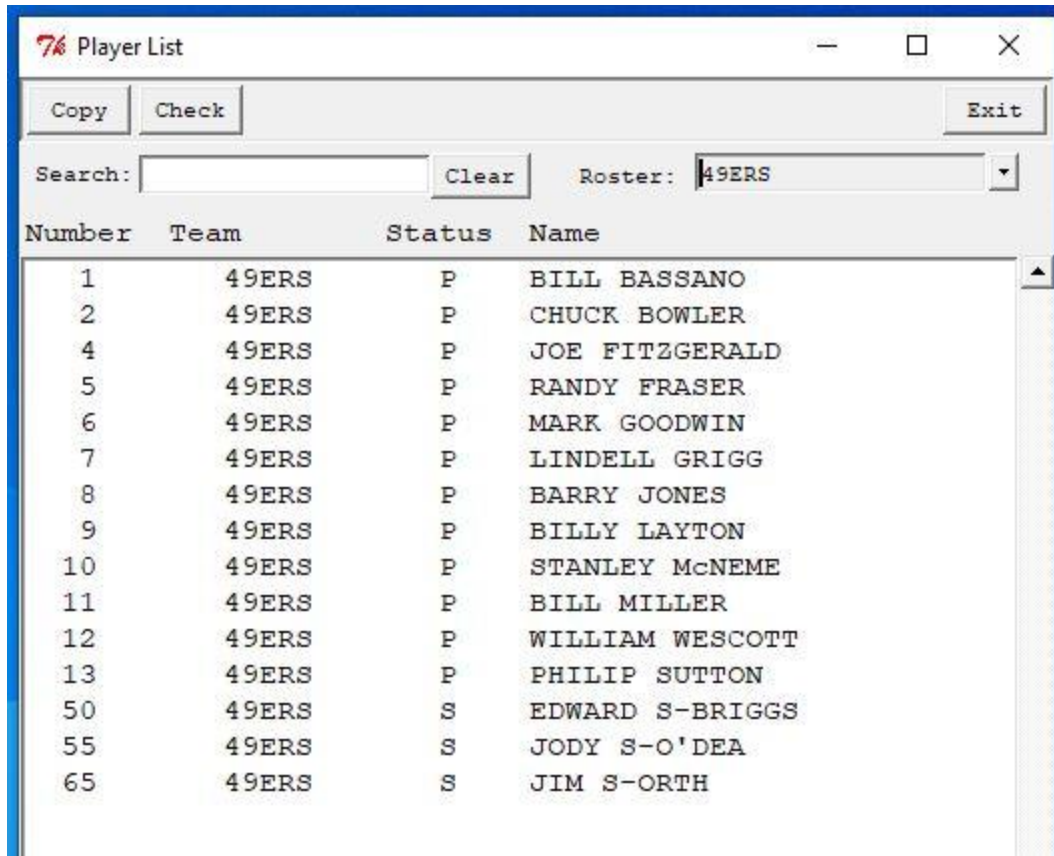
It does not hurt to run the checks even if you haven’t made any lineup changes. Sometimes the lineup submitted by a manager can have a problem that can be found and fixed prior to the game beginning.



Some of the checks performed are –

- Same player is in the lineup twice
- More than one pitcher listed
- Starting inning is not 1
- Players listed beyond the 12th entry
- A blank entry is found before the last entry
- A player number is incorrect for a player
- A player number is incorrect for a sub who played a previous game for this team
- A player named as a roster player (no S- in last name) is not on the roster
- A player named as a sub (S- in front of last name) is a roster player
- A player is not listed in the Player List
- A player named as a sub has a number less than 50
- There are fewer than 10 players in the lineup
- No pitcher is listed in the lineup

If errors are detected, they need to be corrected prior to the game starting. If there are problems with player numbers for roster players or subs who previously played on the team, the "Player List" tool can display the correct numbers for each player. Errors of this type occur when the "Player" column in the lineup is changed to a different player for a previously assigned number. In the "Player List" tool, select a team, rather than "All Subs" in the "Roster" menu (see below).



Number	Team	Status	Name
1	49ERS	P	BILL BASSANO
2	49ERS	P	CHUCK BOWLER
4	49ERS	P	JOE FITZGERALD
5	49ERS	P	RANDY FRASER
6	49ERS	P	MARK GOODWIN
7	49ERS	P	LINDELL GRIGG
8	49ERS	P	BARRY JONES
9	49ERS	P	BILLY LAYTON
10	49ERS	P	STANLEY McNEME
11	49ERS	P	BILL MILLER
12	49ERS	P	WILLIAM WESCOTT
13	49ERS	P	PHILIP SUTTON
50	49ERS	S	EDWARD S-BRIGGS
55	49ERS	S	JODY S-O'DEA
65	49ERS	S	JIM S-ORTH

The tool will list the players and subs who have numbers on the team. In the “#” column for the incorrect player, select the correct player number. The wrong name will appear in the “Player” column. Select the correct player for that number in the “Player List” tool and click on “Copy”. Then, left-click on the “Player” cell to select the cell to change and right-click to paste the correct name in. Then hit the tab key.

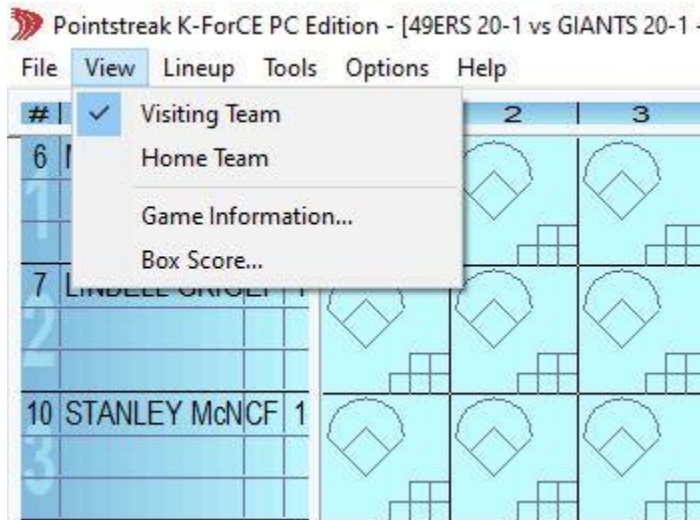
Note that if you see a small black triangle on the lower right of any lineup entry (see below), this indicates that there is a stray entry in that entry. Clicking on the triangle will scroll down the list. Do this until the entry appears. When you do, a small black triangle will appear in the upper right of the entry. Clear the stray entry and then click on the upper small triangle to scroll back to the top of the list.



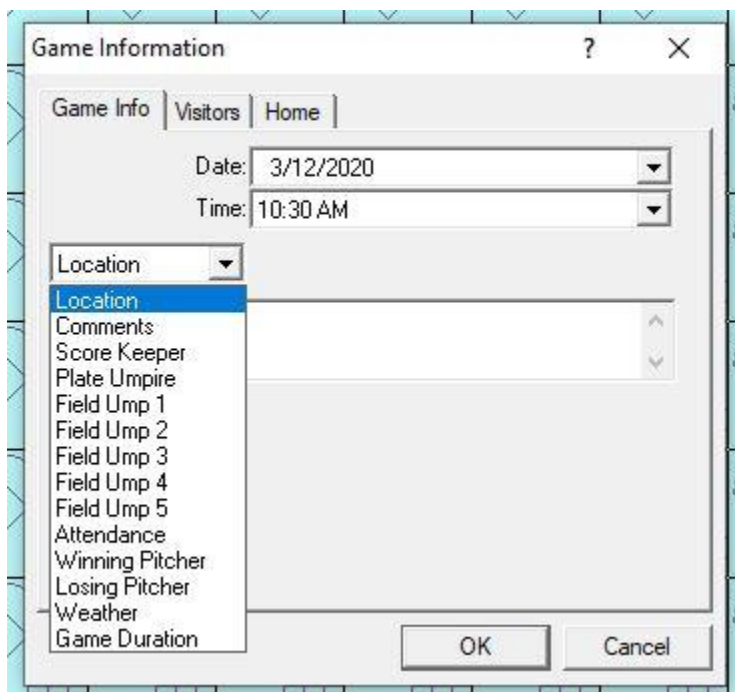
7	LINDELL GRIGEF	1
99	Stray S-Player	1
10	STANLEY McNICE	1

Game Information - Optional

Game information is initialized by the Lineup Manager. If you have time prior to the start of the game, you may review this information and make any corrections due to last minute game or personnel changes. To check the game information, pull down the "View" menu and select "Game Information" (see below).



This will bring up a dialog box that displays and allows changes to several game details to be changed (see below). **Do NOT change Visitors, Home, Date or Time.** You may change the Location, Score Keeper or umpires, if they are incorrect.



SCORING THE GAME

The scoring program screen is divided into a few main regions (see below).

The largest region – upper left – is the scoresheet. With a few exceptions, this is only used to display the scoring results. In a few cases, it is used to select a player and at bat to make a scoring update.

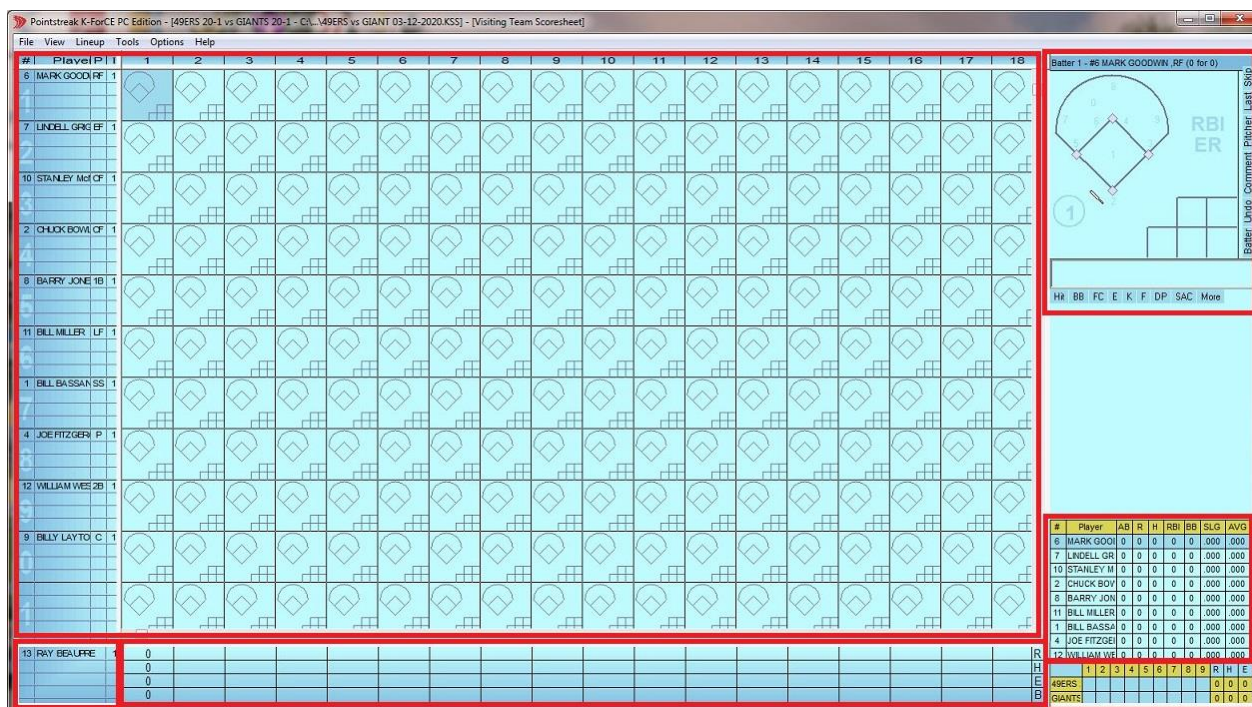
Below the scoresheet on the left is the opposing pitcher lineup. Each time a pitching change is made, a name will be added to this list.

To the right of the pitcher lineup are Runs (R), Hits (H), Errors (E) and Left on Base (B) by inning. This will be automatically updated.

In the upper right corner is the “At Bat Scoring” area. This is where most of the scoring entries will be made. The number in the circle is the number of the next out that will be made. Bases with runners on them will be highlighted.

Below that is the upcoming batting order, including in-game batting statistics. This is automatically updated.

In the bottom right corner is the scoreboard. This is automatically updated.

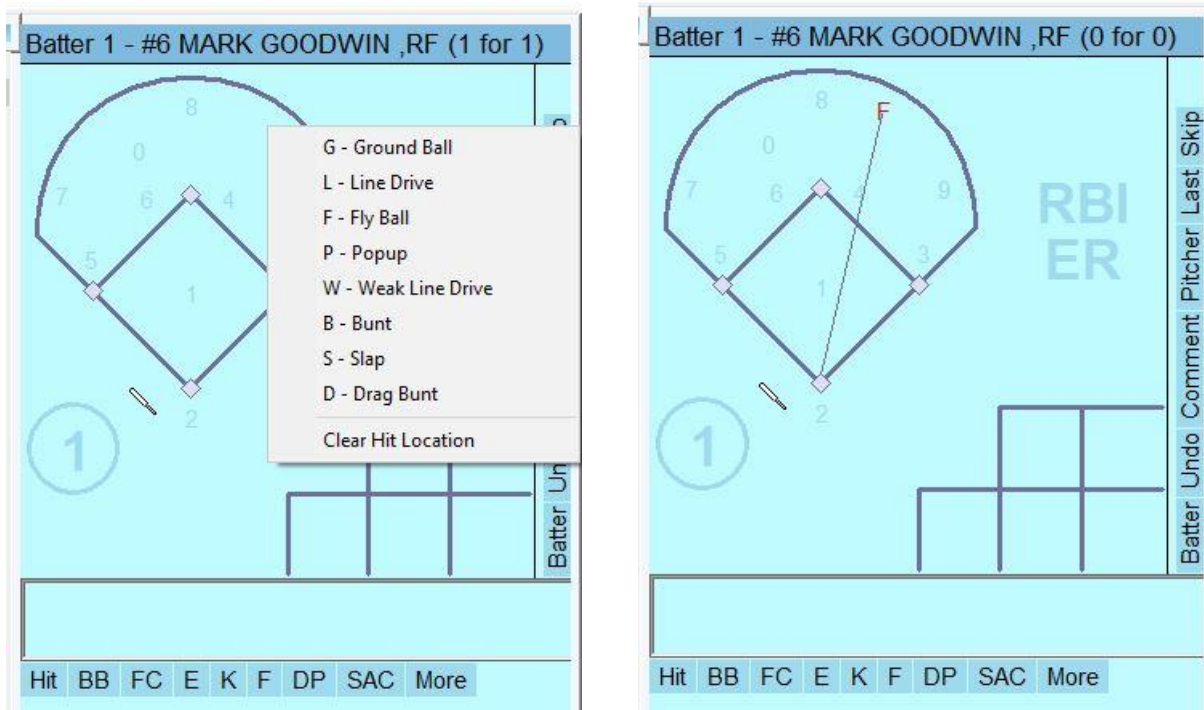


Note that the score box for the first batter in the first inning is highlighted (the background color is a bit darker). This indicates where (batter and inning) entries in the “At Bat Scoring” area will be entered. As scoring

entries are made, this automatically advances from batter to batter. There are times when entries may need to be made out of sequence. Clicking on a different score box will change the entry to that box (e.g. to record some outs made by a runner on base). Be careful to note that the highlighted box is on the batter and inning is where you intend to make an entry. The batter's name is also at the top of the "At Bat Scoring" area.

Spray Chart Lines

On each play where the ball is put in play (batted fairly), the scorekeeper should record the approximate location and type of hit. To do this, right-click on the location in the field that will be the end point of the line and select the type of hit (see below). Note that if you right-click on one of the player position numbers in the field, the names of the fielders will be displayed. The spray chart menu will still appear and you can clear the names from the display by left clicking somewhere else on the field afterward.



Hits

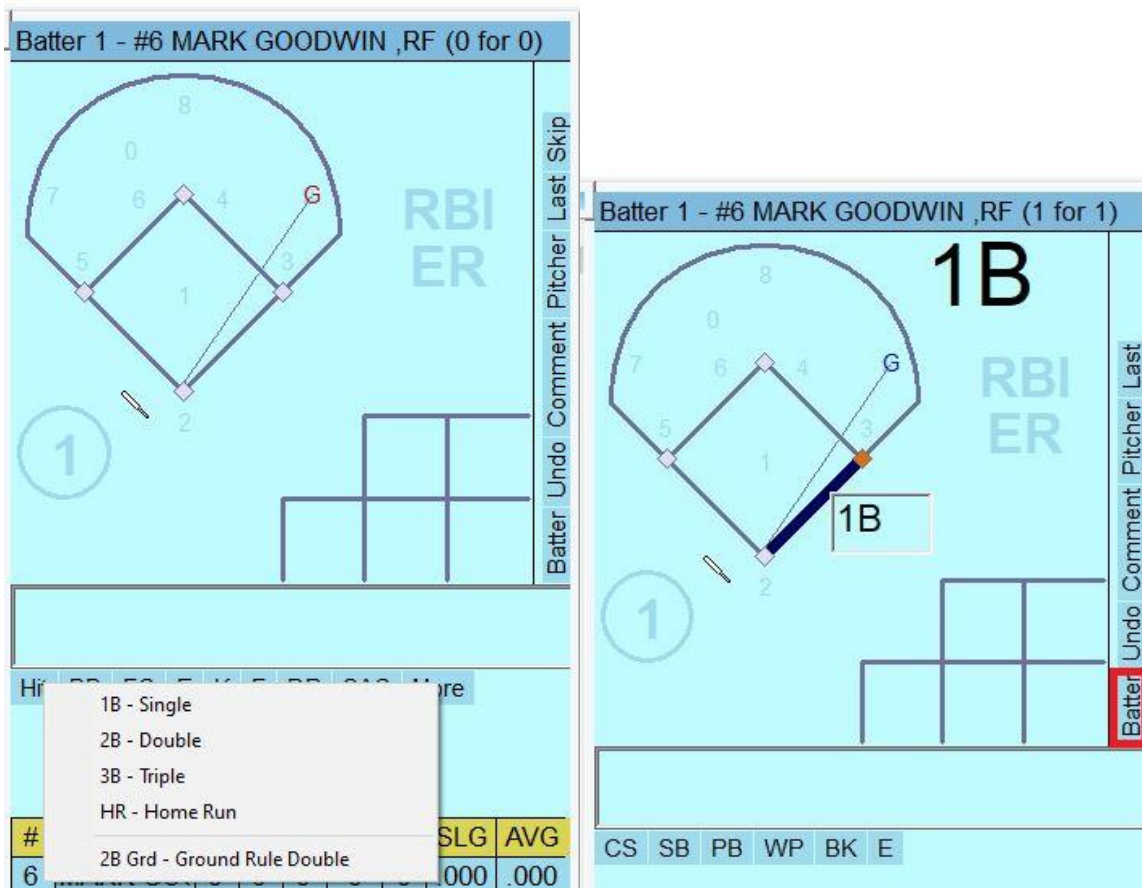
If a batter puts a ball in play and reaches first base and all forced runners reach the next base, the batter should always be credited with a hit. If a forced base runner, is thrown out advancing one base, but the batter reaches first base, the batter should be given a Fielder's Choice (see [Runner Out – Fielder's Choice](#)). For an unforced base runner, it is a judgement call as to whether the fielder could have played on the batter or a forced runner, but chose not to. If the fielder could have made a play on a forced runner,

score a Fielder's Choice. If not, give the batter a hit and mark the runner out stretching (see [Runner Out – Taking Extra Base](#)).

There are two methods for entering hits into the scoring program. You can either use the "Hit" menu or just click on the appropriate base to signify the type of hit.

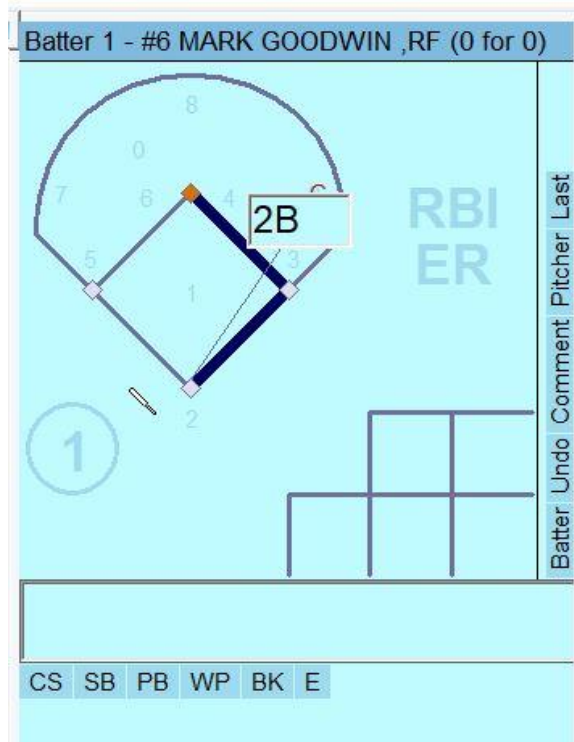
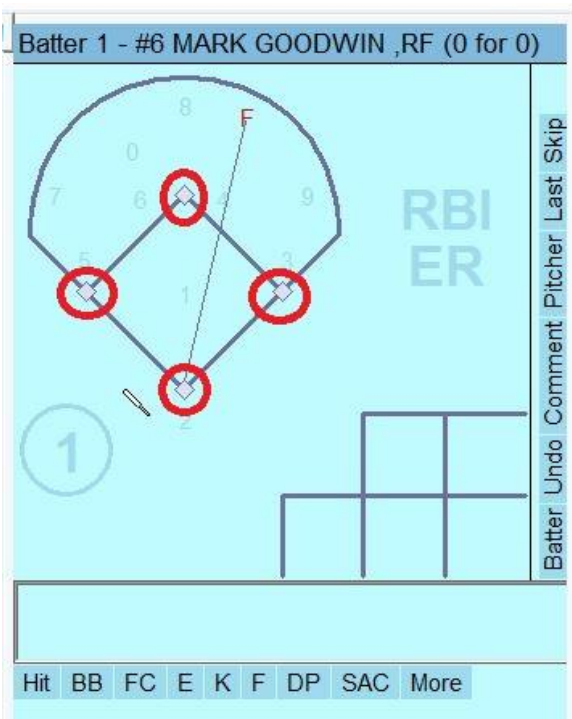
Pull-Down Hit Menu

To enter a hit using the hit menu, click on the "Hit" button to get a menu and then select the hit type (see below). Click on "Batter" to complete the entry (see below).



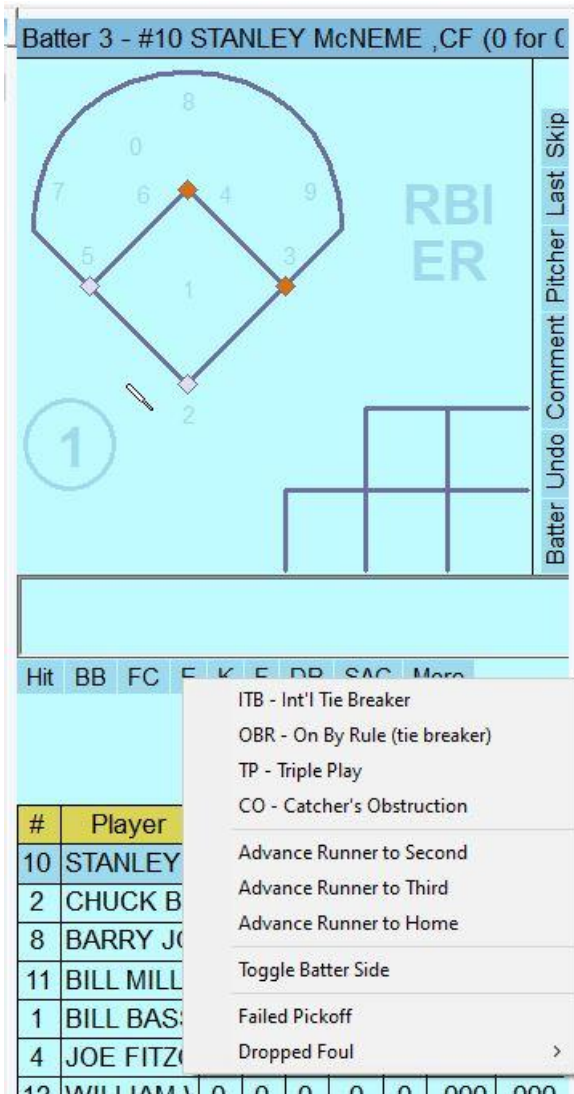
Click on Base

To enter a hit by clicking on a base, hover the mouse over the base until it enlarges and then click on it (see below). Be sure to avoid clicking on the adjacent position number, as that will enter an out rather than a hit. Click on "Batter" to complete the entry (see below).

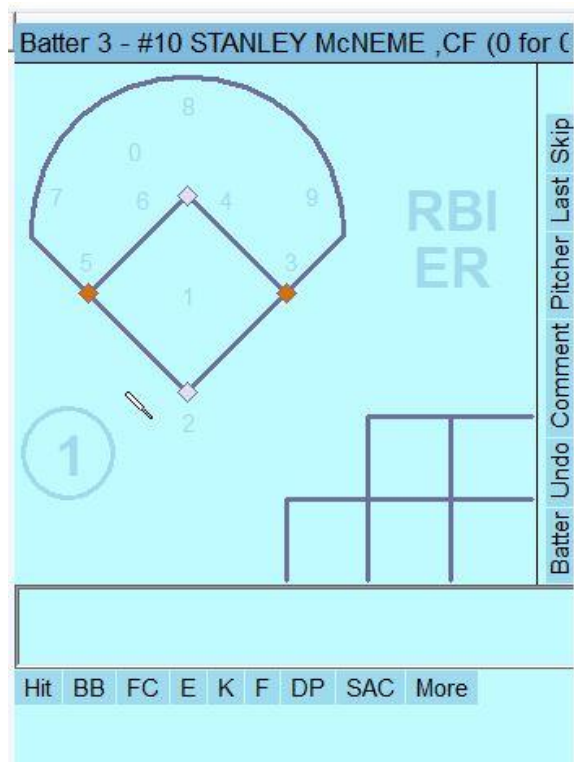


Runners Taking Extra Bases

The scoring program will move base runners along that are forced. Runners that take an extra base will need to be moved manually by clicking on the "More" menu and then clicking on the correct "Advance Runner to ..." selection (see below). Note that the "Batter" button must be clicked after entering the hit in order to get the "More" menu to appear. If multiple runners need to be advanced, it is important to advance the runner closest to home first. Otherwise, there is a risk of putting two runners on the same base. Once two runners are on the same base, it is difficult to get them apart again and often further runner advances result in the trailing runner passing the lead runner.



More Menu



Runner Advanced to Third

RBI's

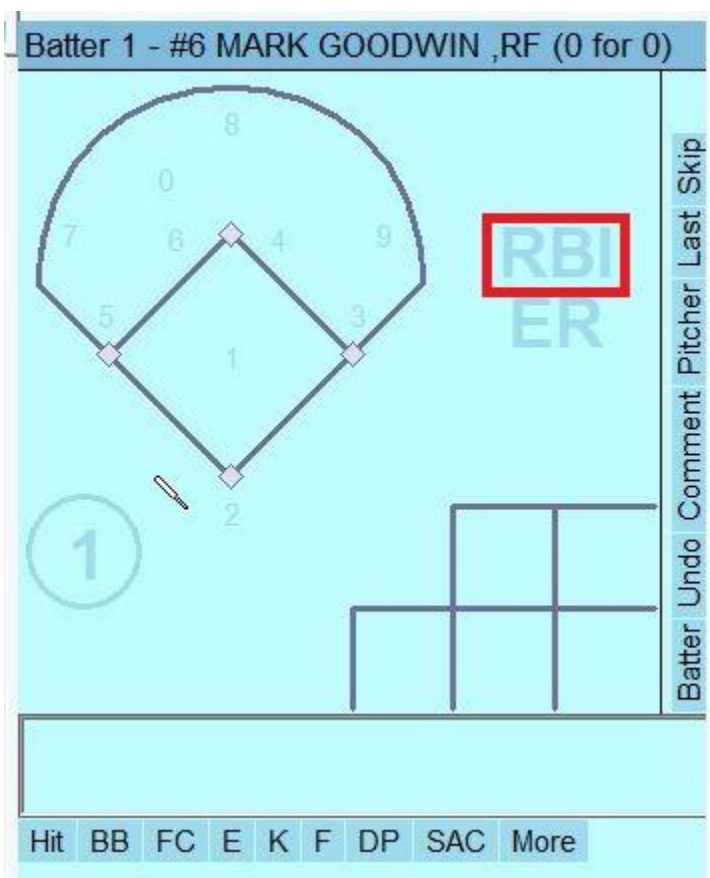
Runs scored are RBI's when they score as a result of the batter getting a base hit, but if the run scores as a result of an error (see [Errors](#)) it is not an RBI. An RBI can be given on a play with an error as long as the error did not make the difference between the run scoring or not. For example –

- Runner on third with less than 2 out. If there's an error on the play at first base, give the RBI. The run would score even if the batter was out.
- An RBI would not be given in the same situation with 2 outs since the out at first would end the inning and the run would not have scored.
- No RBI for an error on a play to the plate where the run scores.

- Give an RBI on the Sacrifice Fly with an Error (see [Sacrifice Fly with Error](#)).

RBI's are given even if the batter makes an out or on a fielder's choice play as long as no error was made that caused the run to score. RBIs are not awarded for hitting into a double-play.

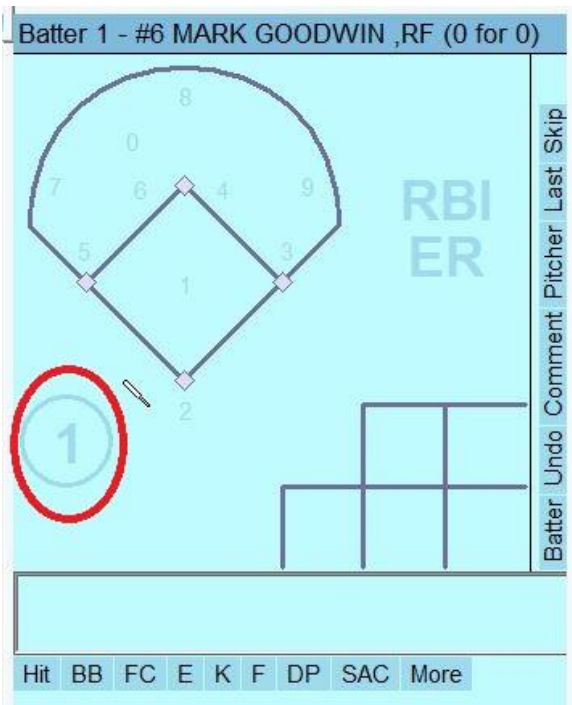
RBIs are automatically added to a scoring play when the result of the play forces a run in. RBIs can be added for runs scoring without being forced by left clicking on the RBI indicator in the "At Bat Scoring" area (see below). RBIs can be removed by right clicking on the RBI indicator in the "At Bat Scoring" area.



Outs

Outs can be recorded a number of different ways. The "Outs" display on the "At Bat Scoring" area will display the number of the next out (see below).

The out number will also be displayed in the scoresheet entry for each player who is out, whether as a batter or runner (see below).



#	Player	P	I	
6	MARK GOODWIN RF	1		F8
7	LINDELL GRIGEF	1		1B
10	STANLEY McNICF	1		FC
2	CHUCK BOWLICF	1		6-3
8	RADDY JONES 1B	1		

Batter Out

An out for the batter should be recorded if he puts the ball in play and fails to get to first base safely. See below for special cases of a Sacrifice Fly, Double Play or Triple Play. For the other cases, there are two ways to record an out for the batter.

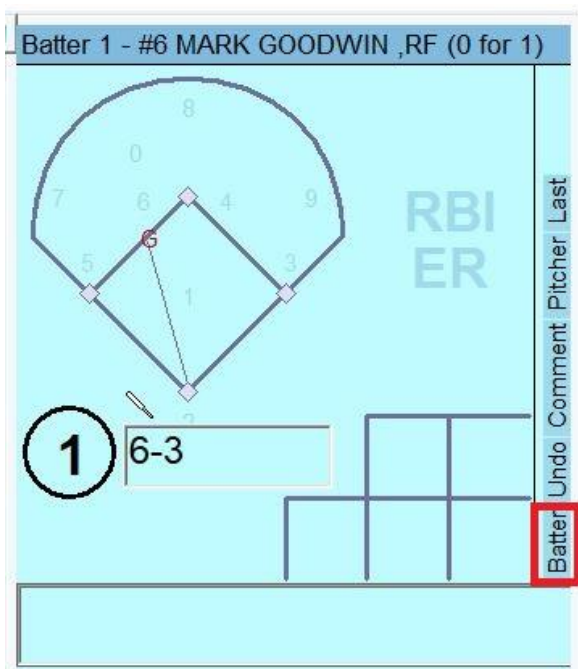
The most general way to record an out is to click on the "Out Circle" in the "At Bat Scoring" area. This will open an entry box to allow more detail to be supplied (see below). The detail is optional, but helpful sometime to answer questions about the scoring of a game. Some good examples of what to put there are –

- A single position number – ball caught by that player. Use 8 for both center fielders.
- X-Y – where X and Y are position numbers. This is a play where the ball is fielded by position X and thrown for a put out to position Y.
- "Out of box" – batter stepped out of the batters box.
- "Hit by Batted Ball" – batter was hit by the batted ball in fair territory.

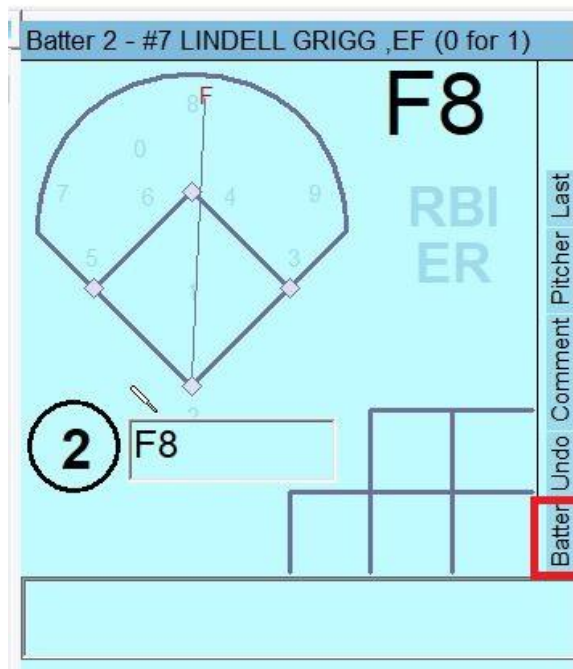
Position numbers are shown on the field in the "At Bat Scoring" area. Click on "Batter" to complete the scoring entry.

For a fly ball, line drive or popup caught by a fielder, you can click on that position number. This will also open an entry box for more detail, but will

initialize it with the player number (see below). Click on "Batter" to complete the scoring entry.



Click on Out Circle



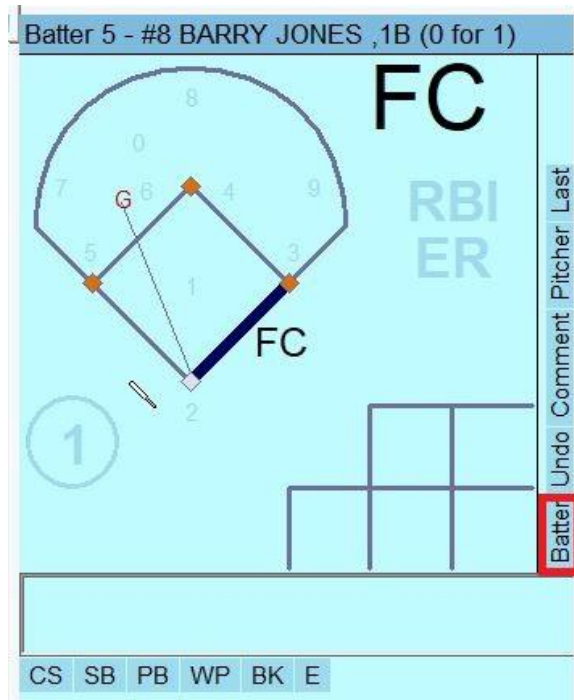
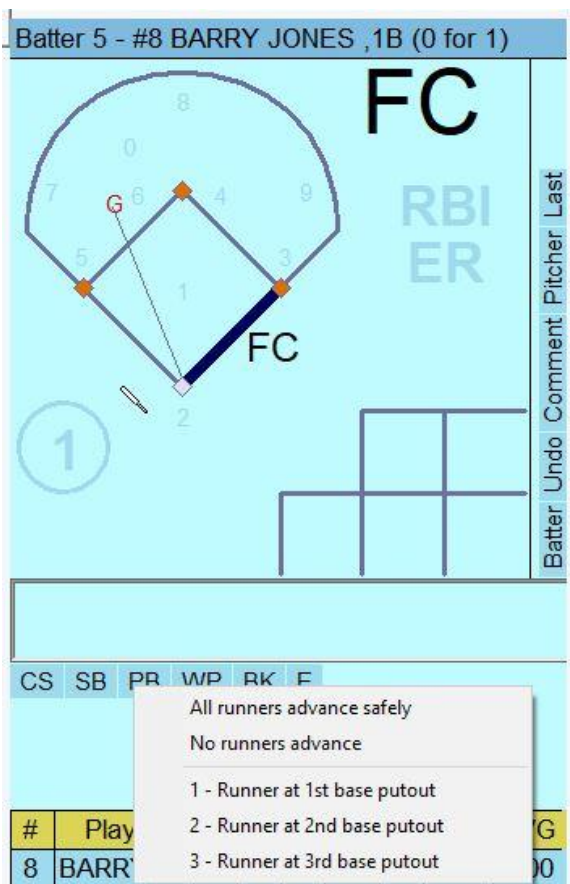
Click on Fielder

Runner Out – Fielder's Choice

A Fielder's Choice (FC) should be scored when a runner other than the batter is put out on the bases before advancing one base on a batted ball. If the runner is not forced, there is some judgement involved. If the runner goes immediately on the hit, score an FC. If the runner delays and a play is attempted somewhere else first, but the runner is still thrown out advancing, then just record the out for the runner and give the batter what he would otherwise have been entitled to (see [Runner Out – Taking Extra Base](#)).

To record the play, pull down the "FC" menu in the "At Bat Scoring" area and select the runner who was out (see below). Note that the menu items refer to the base that the runner started from, not where he was going. As with other outs, an entry box will open to allow scoring detail to be entered. This will be included in the scoring box for the player who was out. Click on "Batter" in the "At Bat Scoring" area to record the entry (see below).

There has been a lot of discussion (people unhappy) about the way we score an FC on a ball hit to the outfield and played to a base for a force out. This has been researched and we are scoring it correctly for softball. In baseball, an FC is not scored unless an infielder makes the play, but for softball this restriction is not in place.

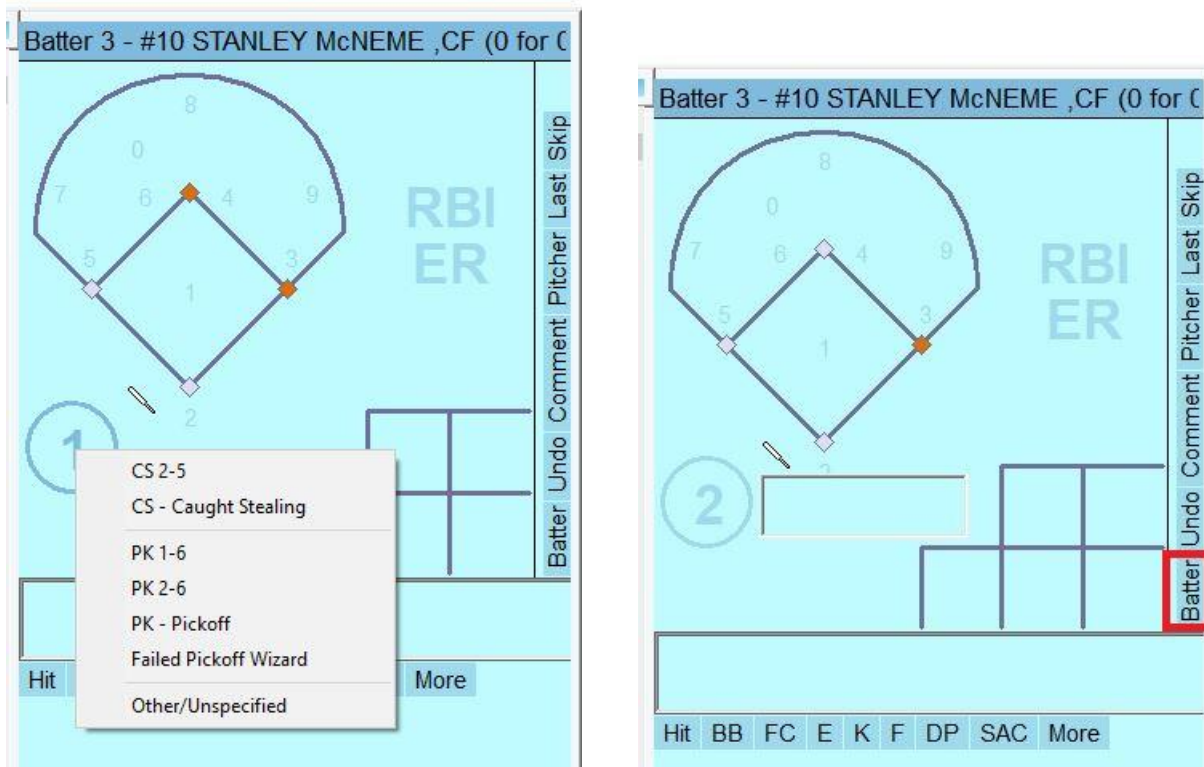


Runner Out – Taking Extra Base

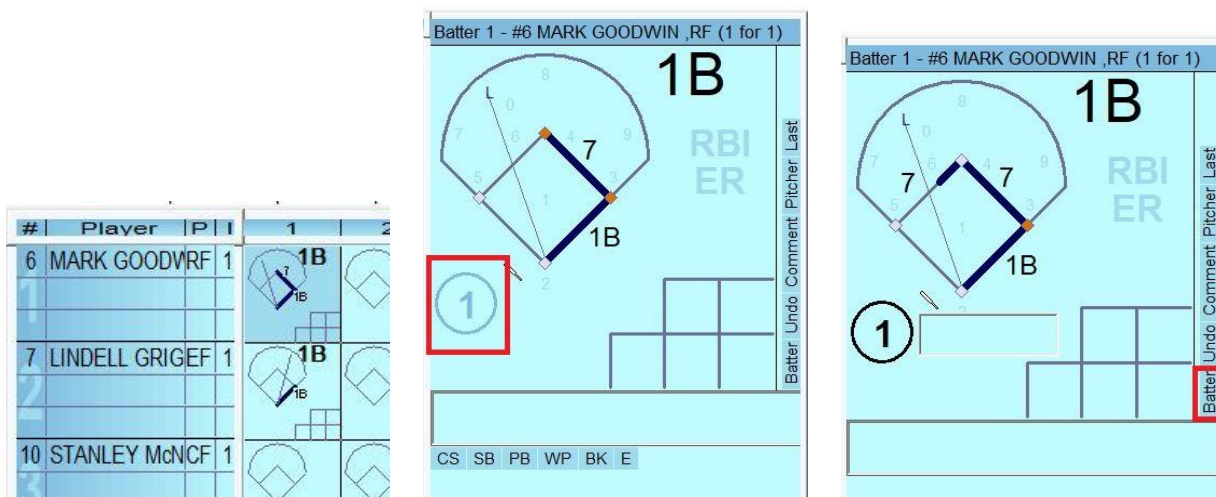
If the batter reaches first base and all forced runners advance one base, but a runner is out taking an extra base, this is not a Fielder's Choice (see [Runner Out – Fielder's Choice](#)). This is also the case for an unforced runner when a play is made somewhere else prior to getting the runner out. In these cases, the batter should be given a hit (see [Hits](#)) and the runner out on the bases.

There are two ways to record the out. Both are done after the hit is scored for the batter and runners are advanced to the last base that they reached safely.

One way to record the out is to drag the runner from one of the bases in the "At Bat Scoring" area to the out circle. This will pop up a menu with out detail that mostly does not apply to softball (see below). Select "Other/Unspecified" and an entry box will open to allow you to provide detail similar to other outs (see below). Enter the detail and click on "Batter" to record the out.



The other way to record a runner out on the bases is to first select that runner's scoring box in the scoresheet. The box will then be highlighted and the "At Bat Scoring" area will show that batter's progress on the bases (see below). Clicking on the out circle will then open a box where you can provide detail of the play (see below). Enter the detail and click on the "Batter" button to record the information.



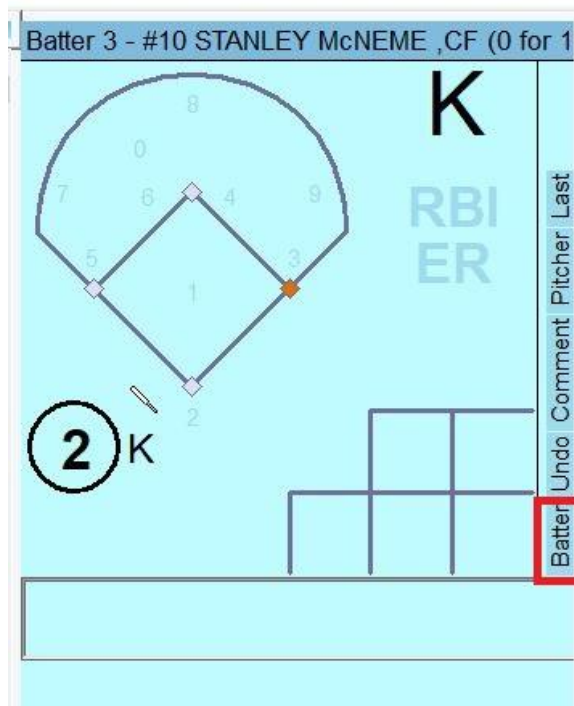
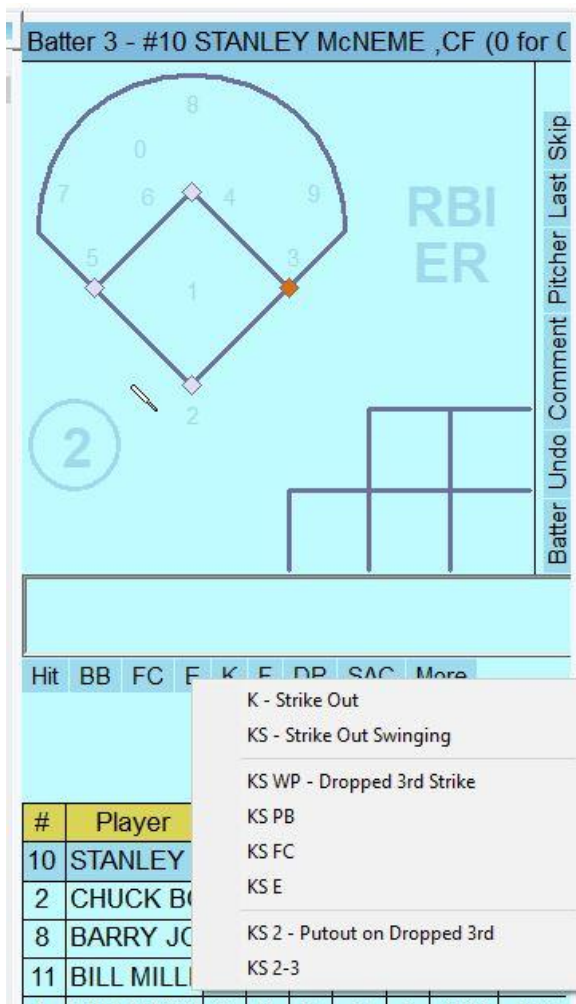
Batter Out – Taking Extra Base

If the batter reaches first base and all forced runners advance one base, but the batter is out taking an extra base, the batter should be given a hit first

(see [Hits](#)) and then marked out as a base runner taking extra bases would be (see [Runner Out – Taking Extra Base](#)). If the batter reaches second base or third base safely before being thrown out, he should be given a double or triple respectively.

Strikeout

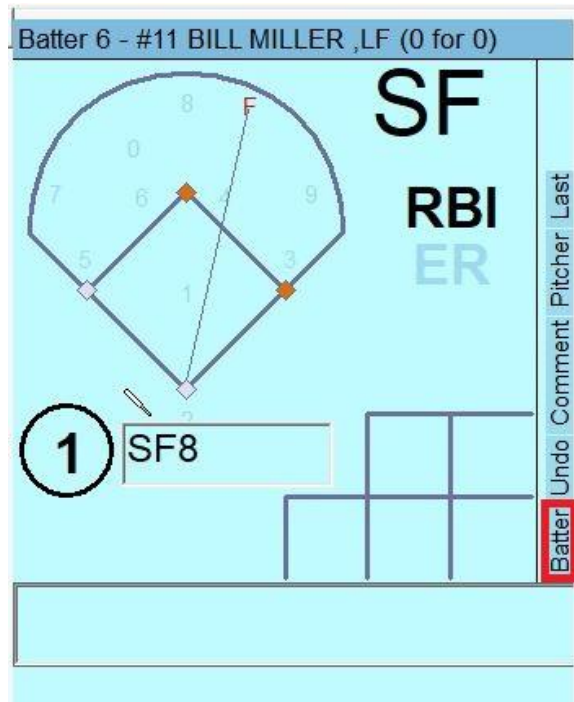
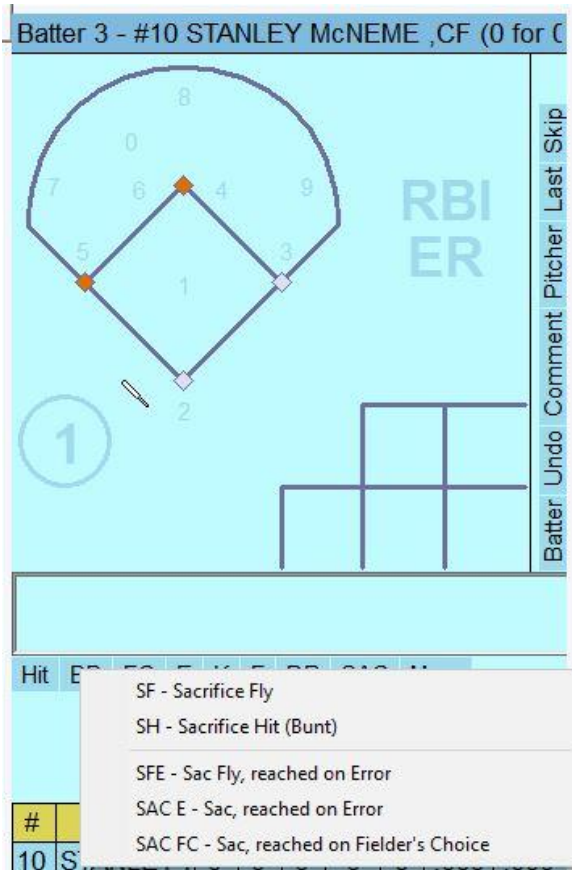
If a batter swings through a pitch, or does not swing at a pitch called a strike by the umpire or bats a ball found with two strikes, the batter is scored with a strikeout (K). Click on the "K" in the "At Bat Scoring" area and this will bring up the strikeout menu (see below). Select "K – Strikeout" for all cases. Then click on "Batter" to record the entry (see below).



Sacrifice Fly

A sacrifice fly is scored when, with fewer than two outs, the batter scores a runner with a fly ball or line drive that is caught. When a batter hits a Sac Fly he is not charged a time at bat, therefore it is important that all Sac Flies are recorded properly.

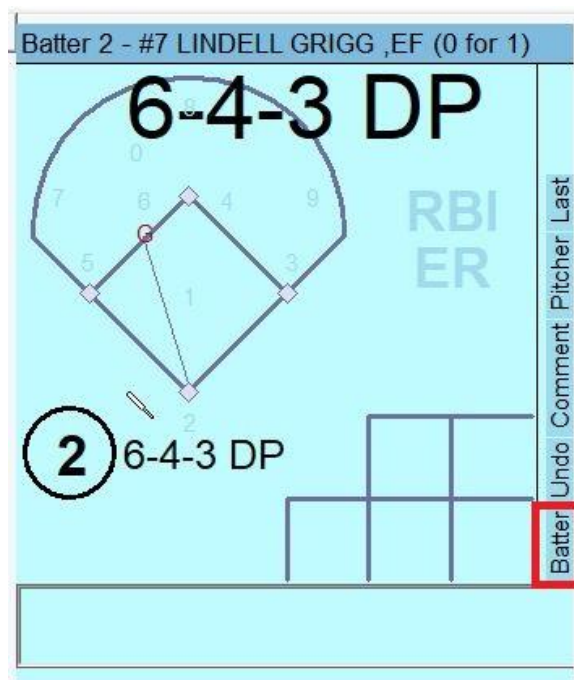
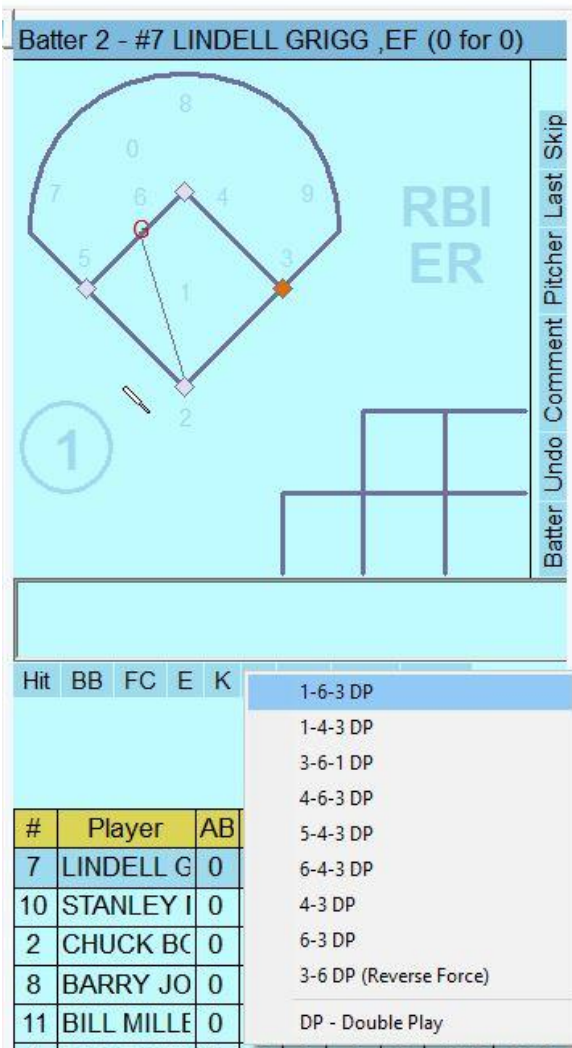
To score a sacrifice fly, pull down the SAC menu and select "SF – Sacrifice Fly". Note that the RBI and Out will automatically be recorded and the base runner will be advanced from third base to home. Click on "Batter" to complete the entry.



Double Play - Standard

The Double-Play menu contains a number of standard double plays for the most common situations with outs at first and second base (see below). As long as the outs are made at first and second base, choose one of the plays that most closely resembles the play that took place. In cases where the short fielder is involved (normally position 0), it is fine to substitute the shortstop or second baseman (positions 6 or 4). For example, in the play where the shortstop fields the ball and throws to the short fielder covering second base who then relays the ball to first base for the out, it is fine to select the 6-4-3 double play. For any double play that results in outs at another base, please use the Wizard (see [Double Play - Wizard](#)) so that outs will be recorded for the correct base runners.

To get the double-play menu, click on "DP" in the "At Bat Scoring" area (see below). Click on the play that most resembles the play on the field and then click "Batter" (see below).



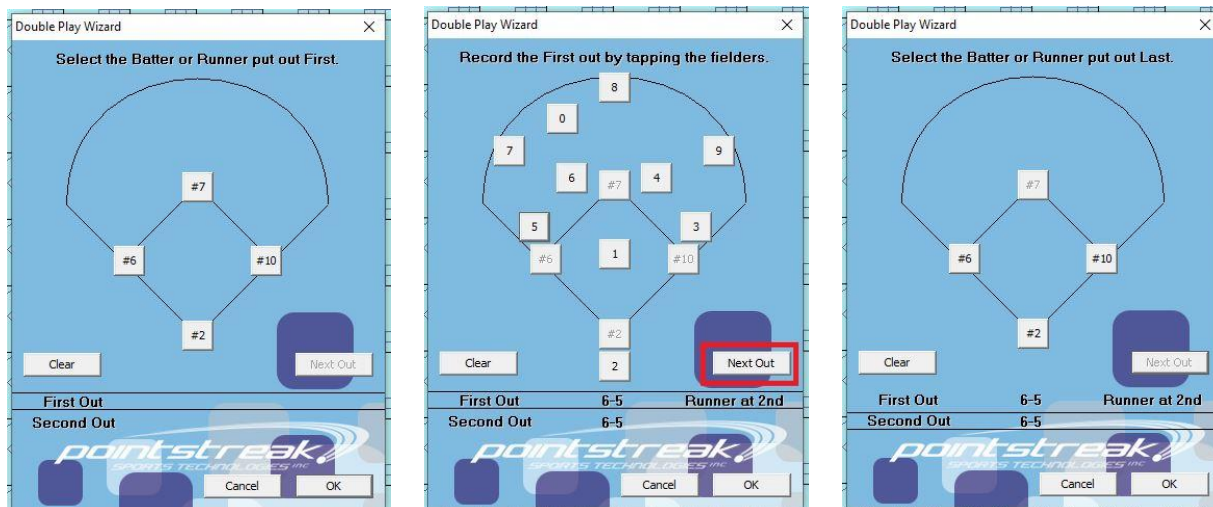
Double Play - Wizard

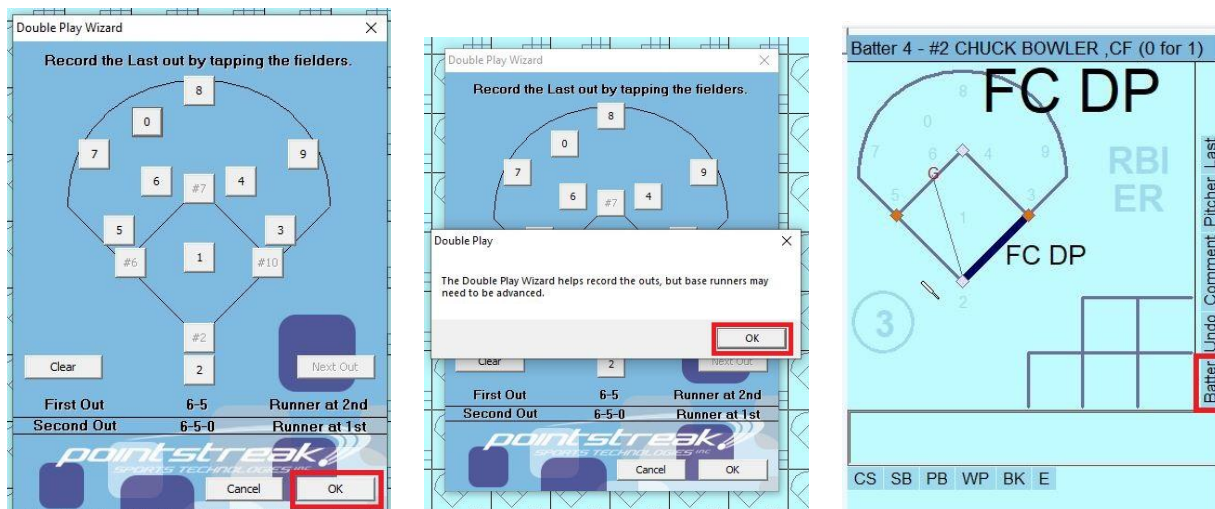
The Double-Play Wizard allows the scorekeeper to construct the play indicating both the players who made the play and the base runners who were out. Note that the wizard should not be used with less than one out if the two outs are made at third and home as it does not advance the runner from first to second and both the batter and runner will end up on the same base. Advancing a runner from that base will cause the batter to pass the original runner. That play requires a different approach (see [Double Play - Constructed](#)).

The use of the wizard take a bit of getting used to. In cases where the two outs are the first two in the inning, it is recommended that the scorekeeper

ask the announcer to hold the game while the play is entered (see [Pause the Game](#)). This will prevent missing the next play if the batter should put the ball in play on one of the first pitches.

To open the wizard, click on "DP" in the "At Bat Scoring" area to get the Double-Play menu and select "DP – Double Play" (see above). The first selection to be made is to indicate the first player put out (see below). Click on the base where the runner was at the start of the play. Next, click on the position number of the defensive position who fielded the ball, followed by clicking on the defensive player's position number who made the putout. If one player fielded the ball and tagged a runner or the base, only enter one position number. Then click on "Next Out" (see below). Next, indicated on the runner who was put out second (see below). Again, click on the base where the runner started at the beginning of the play. Next, click on the position number of the player who made the second putout (see below) and click on "OK" to complete the construction of the play. You will then be reminded that base runners may still need to be advanced to match where they ended up at the end of the play (see below). Click on "OK" to acknowledge this. Click "Batter" to complete the entry of the Double Play (see below). At that point, advance any runners as needed to match the scoring to the final result of the play (see [Runners Taking Extra Bases](#)).





Double Play - Constructed

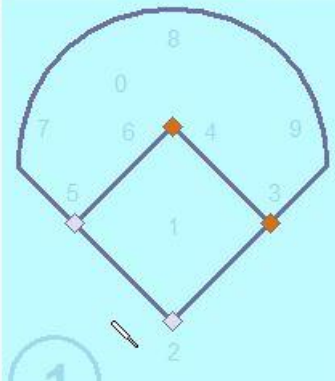
Any Double Play may also be constructed by first marking the out for the base runner who is out closest to home (see [Runner Out – Taking Extra Base](#)) then, either marking the batter out (see [Batter Out](#)) or the second runner out (see [Runner Out – Fielder’s Choice](#)) in order to get the correct two players out. For the batter’s out or FC, add the DP notation to the out detail. Don’t forget to check the final locations of all runners and advance them as needed (see [Runners Taking Extra Bases](#)).

In the case of a fly ball caught and a runner not tagging up in time, it might actually make more sense to enter the result for the batter first and then the runner.

Triple Play - Wizard

To score a Triple Play, click on the “More” button to get the “More Menu” (see below) and select “TP – Triple Play”. This will bring up the Triple Play Wizard. This works similarly to the Double Play Wizard (see [Double Play - Wizard](#)), except that three outs need to be recorded instead of two. As always, hit “Batter” to record the scoring result (see below).

Batter 3 - #10 STANLEY McNEME ,CF (0 for 0)



1

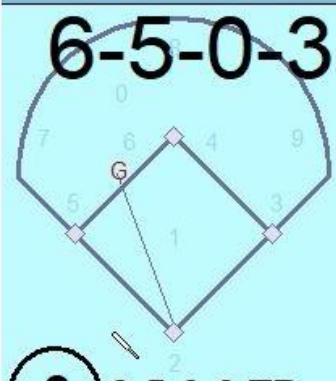
Batter Undo Comment Pitcher Last Skip

Hit	BB	FC	E	K	E	DP	SAC	More
#	Player							
10	STANLEY							
2	CHUCK B							
8	BARRY J							
11	BILL MILL							
1	BILL BAS							
4	JOE FITZ							
12	WILLIAM V	0	0	0	0	0	000	000

ITB - Int'l Tie Breaker
 OBR - On By Rule (tie breaker)
 TP - Triple Play
 CO - Catcher's Obstruction
 Advance Runner to Second
 Advance Runner to Third
 Advance Runner to Home
 Toggle Batter Side
 Failed Pickoff
 Dropped Foul

Batter 3 - #10 STANLEY McNEME ,CF (0 for 1)

6-5-0-3 TP

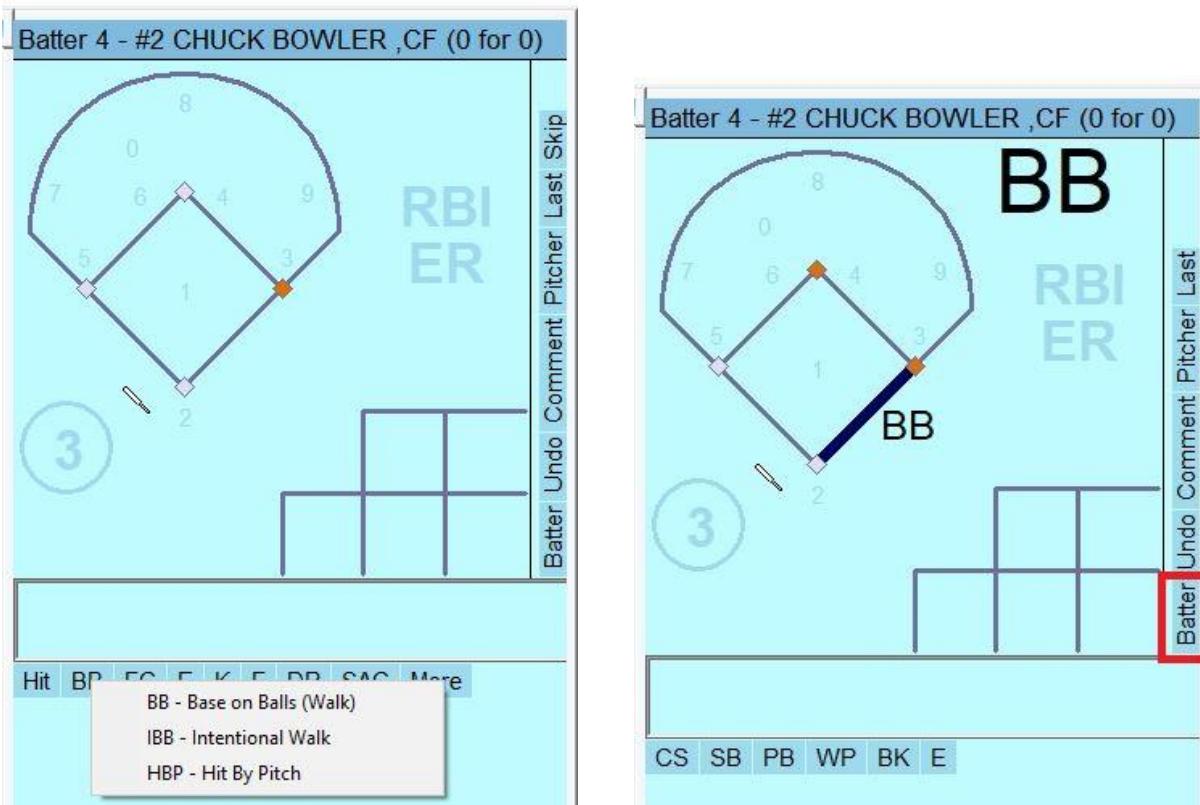


3 6-5-0-3 TP

Batter Undo Comment Pitcher Last

Walks

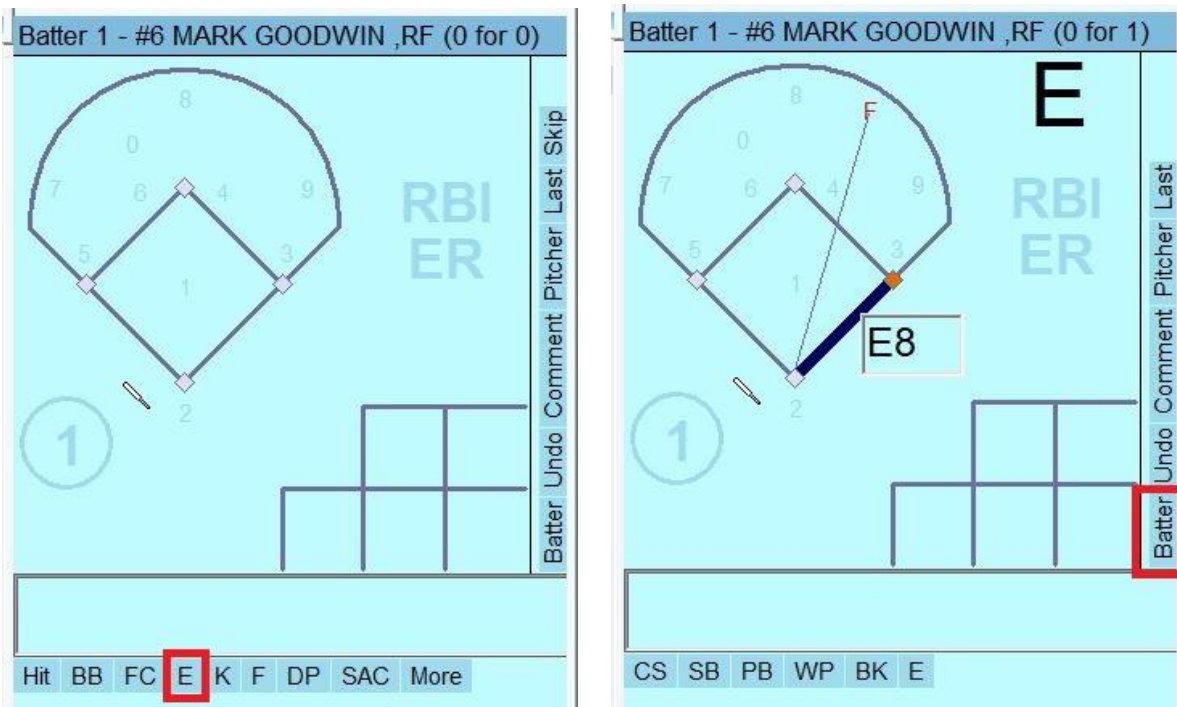
If a batter walks, put down the "BB" menu on the "At Bat Scoring" area. This will open the walk menu (see below). Select "BB – Base on Balls (Walk)" whether or not the walk was intentional. Do not use the IBB selection. It does not record the information correctly. Click on the "Batter" button in the "At Bat Scoring" area to record the entry (see below).



Errors

An error should be scored when a defensive player should have made a play to get the **batter** out, but failed to do so. There is a great deal of judgement involved in whether or not a defensive player should have made the play. When making this call, please keep in mind that the standard to use is whether or not it was a routine play for an average Division 3 Softball player. Please do not judge our players against MLB players or even the best of Division 3. Some things to consider in this are how hard the ball was hit (e.g. how fast was it travelling), and how far the fielder needs to go to be in position to make the play. Keep in mind that just because a ball hits a defensive player's glove, it is not necessarily an error. An outfielder who is running full speed when the ball barely touches his glove probably did not commit an error.

To score the error, click on the "E" in the "At Bat Scoring" area (see below). The error detail will be filled in with "E" and pause for you to add a position number for additional detail, which is optional. Click on "Batter" to complete the entry. If the batter or baserunners take extra bases due to the error, advance them as you would for runners taking extra bases on a hit.



Dropped Fly Ball

If a stationary fielder drops a fly ball in the outfield that would not have been a sacrifice fly (see [Sacrifice Fly](#) and [Sacrifice Fly with Error](#)), then the batter is on base by an error. A fly ball or popup that is dropped by a stationary infielder should be an error.

Missed Ground Ball in Infield

If an infielder fails to field a ground ball or slowly bouncing ball and would have had time to make a throw to **first base** in time to get the **batter**, an error should be scored. Again, take into account how hard the ball was hit and whether or not the fielder had time to get into position to make a play.

Bad Throws to First Base

If a bad throw is made to **first base** or the fielder covering the base drops the throw, and the **batter** did not beat the throw to the base, an error should be scored.

A batter who beats a throw to first base should be awarded a hit, whether or not the fielder there makes the catch.

Missed Ground Ball in Outfield

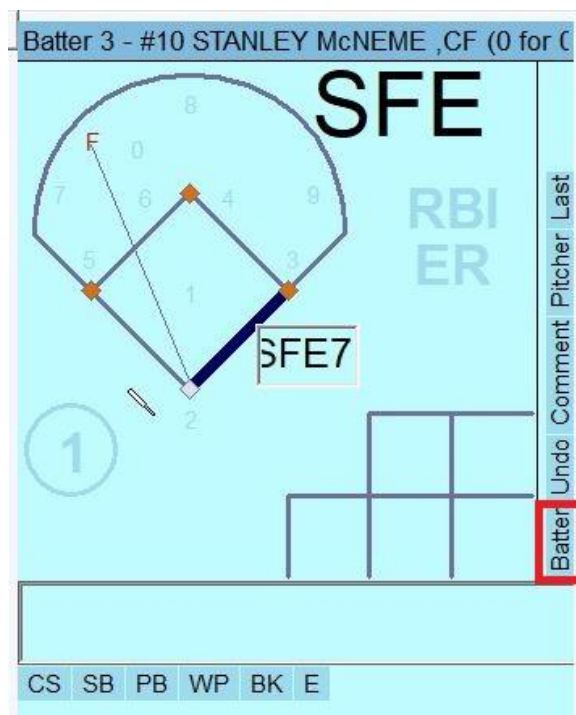
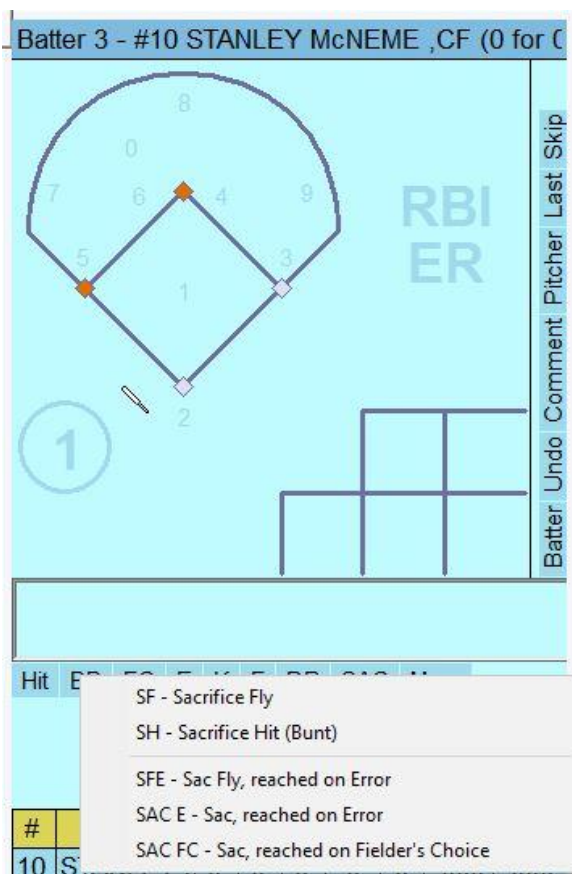
A ground ball or bouncing ball that is misplayed by an outfielder should be scored a hit, but the number of bases (single, double, triple or home run) depends on what the batter would have gotten if the ball had been fielded

correctly. Award the hit first (see [Hits](#)) and then advance the runners and batter to indicate where they ended up.

Take into account field conditions (sun, wet grass, uneven ground – bad bounce) when determining whether or not an average fielder should have made the play.

Sacrifice Fly with Error

An error on a fly ball to the outfield that would have been a Sacrifice Fly (see [Sacrifice Fly](#)) should be scored SFE – Sacrifice Fly with Error. Click on "SAC" to get the Sacrifice menu, then select "SFE – Sac Fly, reached on Error" (see below). The error detail will be filled in with "E" and pause for you to add a position number for additional detail, which is optional. Click on "Batter" to complete the entry. Advance baserunners as needed to match where they actually ended up.

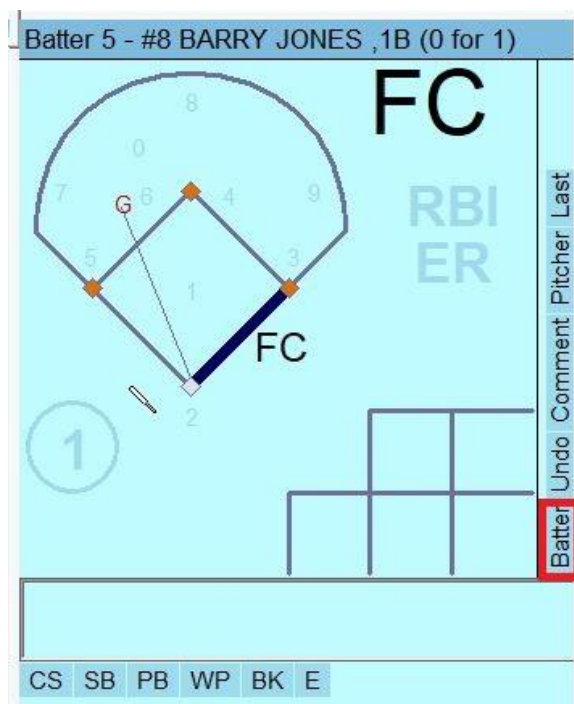
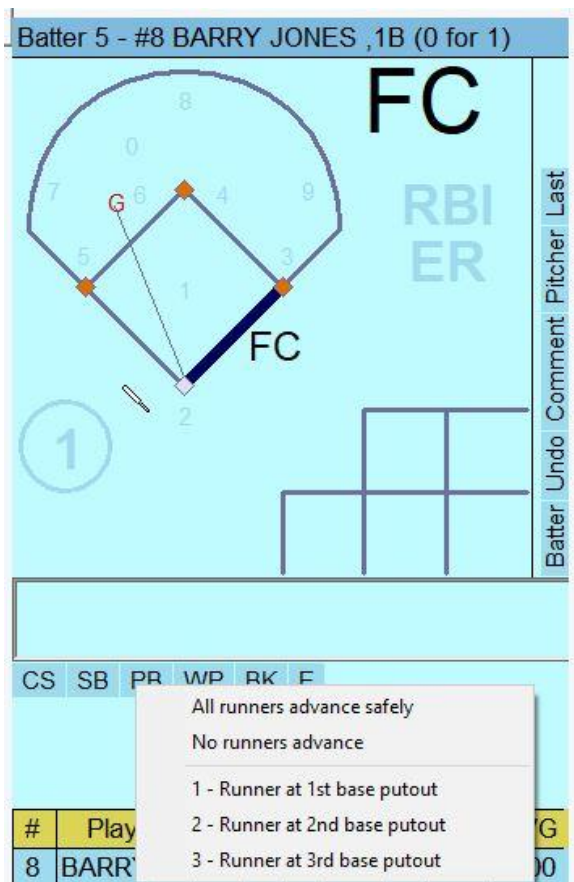


Bad Throws to Second / Third / Home with Runner Advancing

An error made on a play to a runner who is not the batter should be scored as an FC – Fielder's Choice (see [Runner Out – Fielder's Choice](#)) where all runners advance safely. To score this, first advance runners to where they ended up. Then put in the spray chart line (see [Spray Chart Lines](#)). Finally,

click on the FC in the "At Bat Scoring" area and select the "No Runners Advance" option (see below). Then, Click on "Batter" to record the result and move to the next batter (see below).

Note: This, rather complex sequence is needed because the "All runners advance safely" options does not always seem to work and it is possible to end up with two runners on a base (which is very difficult to fix).



Special Cases

There are some unusual calls that scorekeepers sometimes have to deal with. These don't come up very often, but require some special attention when they do.

Batting Out of Order

When a batter comes to the plate and it is not his turn to bat, **do not call attention to it**. The announcer should announce the correct batter, on deck and in the hole one time. Only if the umpire asks should any additional information be provided to the field. It is up to the opposing manager to challenge this.

If the mistake is discovered before the batter puts the ball in play, he will be replaced by the correct batter who will assume the count (balls and strikes) of the incorrect batter. There is no other penalty for this.

If the mistake is discovered after the incorrect batter puts the ball in play, but before another pitch is thrown, an out is charged to the batter who should have batted and the batting order resumes with the batter after him. For example, if the 3rd and 4th batters are skipped and the 5th batter bats. The 3rd batter is out and the 4th batter comes to the plate. If anyone else comes to the plate next, he would also be batting out of order.

If the mistake is not discovered before a subsequent pitch is thrown, there is no call and the batting order continues now from the batter who follows the incorrect one. In the example above, the 6th batter should bat.

To enter batting results for batters who bat out of order, simply click on the box in the scoresheet that corresponds to the batter and inning that is appropriate and enter the scoring as normal. When you click on a scoresheet box, it will be highlighted. When you hit the "Batter" button after scoring that batter, the next score box will be highlighted and scoring will continue.

If the mistake is discovered after you have scored the batter who was out of order, clear that entry (see [Corrections](#)) and score the out for the batter who should have been up (see [Batter Out](#)).

[Runner Hit by Batted Ball](#)

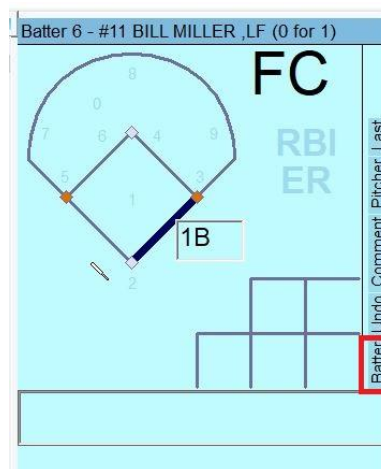
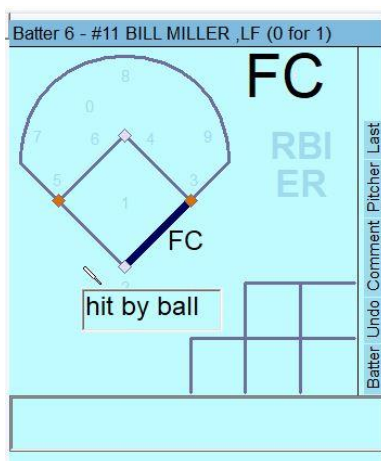
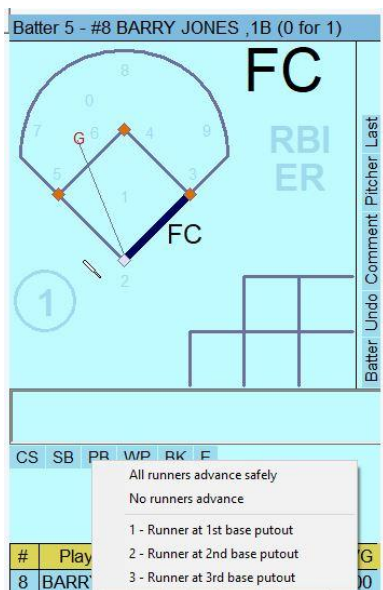
If the batter is hit by the batted ball in fair territory, he is out (see [Batter Out](#)). It is a dead ball situation, so none of the runners can advance.

If a base runner is hit by a batted ball that was not touched by a fielder and no fielder had an opportunity to field the ball, the runner is out, but the batter is given a hit.

If there are less than two outs, this can be entered by first marking the out by the runner (see [Runner Out – Taking Extra Base](#)) and then scoring the hit for the batter (see [Hits](#)). This will not work if there are two outs, however, since the inning will end with the third out and there is no way to enter the hit after that.

If there are two outs and the bases are not loaded, you can reverse the order of the entry and give the batter his hit first followed by marking the runner out. This cannot be done if the bases are loaded, since the hit would score a run that should not be scored.

There is one method for scoring a runner hit by a batted ball that will work in all cases. Start by clicking on "FC" in the "At Bat Entry" area (see below) and select the runner who was out due to being hit by the ball (see below). Include the out detail. Next, double-click on the "FC" near the first base line. That will make it available for editing. Change it to "1B" (see below). Click on "Batter" to complete the entry.



Interference

Interference occurs when a runner interferes with a fielder's opportunity to catch a batted ball or intentionally interferes with a fielder throwing or catching a thrown ball. Depending on the type of play, the umpires may call one or two outs. When the play is over, determine who was called out (ask the umpires for clarification, if needed) and then record the out(s) as if the fielders were able to make the plays that did not occur due to the interference (see [Outs](#)).

Obstruction

Obstruction occurs when a fielder who is not attempting to make a play interferes with a base runner. In some cases, the umpires will award extra bases to the batter or runner who was slowed by the obstruction or will overturn an out call. This should be scored the same as if the batter or runner reached the awarded bases without the obstruction being called. For example, if a batter gets to second base, but is awarded third base on obstruction, score it a triple (see [Hits](#)).

End Of Half Inning

There are three ways an inning can end –

- Three outs
- Run rule limit
- Home team scores the winning run in the bottom of the 7th or later inning

In the first case, the scoring program will automatically end the half inning and switch the display to the other team. In the other two cases, you must manually end the half inning. After scoring the batter who brought in the last run in the inning, re-select that box in the scoresheet so that it is highlighted (see below). Then, click on the "Last" button in the "At Bat Entry" area followed by the "Batter" button (see below).

The image shows two parts of a computer scorekeeper interface. On the left is a lineup sheet with columns for player number, name, position, and batting order. The players listed are: 6 MARK GOODVRF (P), 7 LINDELL GRIGEF (1), 10 STANLEY McNCF (1), 2 CHUCK BOWLICF (1), 8 BARRY JONES (1B), 11 BILL MILLER (LF), 1 BILL BASSANO (SS), 4 JOE FITZGER (P), and 12 WILLIAM WES (2B). The right side shows a detailed view for 'Batter 7 - #1 BILL BASSANO, SS (1 for 1)'. It features a baseball diamond diagram with bases 1-9, showing a home run (HR) and 4 RBIs. The 'Last' button is highlighted in red, and the 'Batter' button is also highlighted in red.

#	Player	P	1	2	3	4
6	MARK GOODVRF	P	1			
7	LINDELL GRIGEF	1	6-3			
10	STANLEY McNCF	1	1B			
2	CHUCK BOWLICF	1	BB			
8	BARRY JONES	1B	1B			
11	BILL MILLER	LF	1B			
1	BILL BASSANO	SS	HR			
4	JOE FITZGER	P				
12	WILLIAM WES	2B				

Remember that the last hit in an inning may be limited by the run rule. If only one more run can score, the batter cannot be awarded a hit that forces in more than one run.

In-Game Lineup Changes

Pitching Change

If a pitcher is removed from the pitching position but remains in the game, he must be selected again on the second line. Do this as you generally would if initially selecting him for that spot – pull down the "#" menu and

select the player. Ditto marks should appear instead of his name. Tab over to enter his new position. Tab again to enter the inning of the change. A simple Copy and Paste to the second line will also work. Remember, however, to enter position and inning (see below).

4	JOE FITZGERALD	P	1
8	"	EF	4
12	WILLIAM WESLEY	P	1

Then, go to the player coming in to pitch and do the same. Re-select the player on the second line; ditto marks should appear. Tab to enter P for pitcher. Tab once more to record the inning the change took place. Copy and paste will work. P for pitcher and inning must be recorded (see below).

7	LINDELL GRIGEF	P	1
2	"	P	4
10	STANLEY McNICF	P	1

Note that for pitching changes in the middle of an inning, only the whole inning can be selected. The inning selected will be the first inning that the pitching statistics will be credited to the new pitcher. If any runs have scored, start out giving the current inning to the prior pitcher. If more runs are given up by the new pitcher, you can change the inning back to the first inning that the new pitcher pitched.

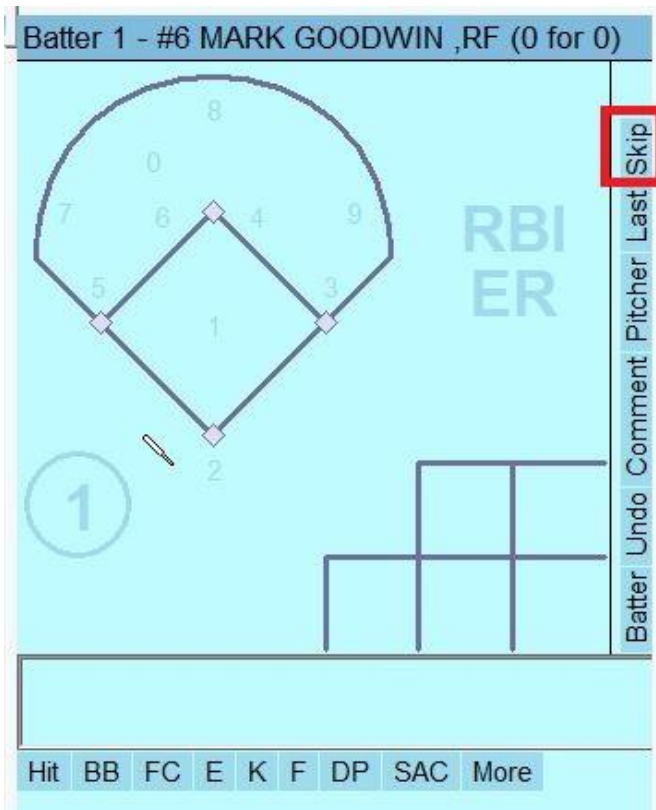
This can be repeated several times during the game. If more lines are needed, pull down the "Options" menu at the top of the page and select "Preferences". Then select however many lines you want to add for "Lineup Rows" and select "OK".

If you check pitcher names at the bottom of the opposing team's page, the names of all who have been designated as pitchers and the inning each entered will be displayed (see below).

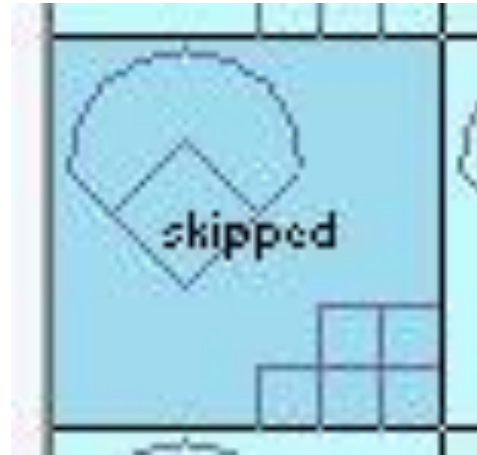
16	ALAN KOCH	3B	1						
4	JIM CRABTREE	1							
14	BOB WILLIAMS	RF	1						
6	BOB HENRY	LF	1						
4	JOE FITZGERALD	1							
7	LINDELL GRIGG	4							

12th Player Out

If a player leaves the game for injury on a team that starts with 12 players, there is no injury sub. Should that player's spot in the order come up to bat, hit the "Skip" button (see below). A note is placed in the scoresheet (see below) and the scoring will advance to the next batter. This must be done each time that player's turn in the order comes up.



Skip Button



Scoresheet – Skipped Batter

Injury Sub

If a player leaves the game for injury on a team that starts with less than 12 players, the player will be replaced by an injury sub. The entry of an injury sub is similar to the entry of a sub at the beginning of the game, but is entered on the second line of the lineup entry for the player he is replacing (see [Adding a Sub](#)). The other difference is that the "I" column in the lineup needs to indicate when the sub entered the game (see below). If the injured player batted in the inning he was replace, the inning indicated should be the next one so that he will get credit for his time at bat. The injury sub will receive credit for at bats from the inning indicated onward.

11	BILL MILLER	LF	1
65	JIM S-ORTH	LF	5
1	BILL BASSAMISS		1

If a pitcher is replaced by another pitcher while the team is in the field, the "I" column should take into account the considerations for pitching changes (see [Pitching Change](#)) to the extent that it does not interfere with any at bats being credited to the correct pitcher.

In some cases, an injury sub may not be a pitcher and pitching will be taken over by another roster player. In this case, the injury sub's position should be set to a non-pitching position and the new pitcher indicated (see below).

4	JOE FITZGERA	P	1
65	JIM S-ORTH	2B	6
12	WILLIAM WES	2B	1
	"	P	6
0	BILLY LANTON	C	4

Extra Innings – Runner on Second Base

In each half inning after the seventh inning the player who batted last in the prior inning for the team coming to bat is placed on second base. If that player gets a runner, the first batter prior who doesn't take a runner runs in his place.

To place the runner on second base in the scoring program, click on "More" in the "At Bat Entry" (see below). Click on "ITB – Int'l Tie Breaker" and then click on the "Batter" button to complete the entry (see below). The first batter of the inning should now be highlighted for scoring.

Note: Sometimes when the first ITB is entered, the "Batter" button does not correctly advance the batter. If not, simply select the first batter of the inning after entering the ITB. The "Batter" button should work fine after that.

Batter 3 - #6 JACK MANTER ,SS (0 for 2)

RBI
ER

1st inning: E, Scored 2nd inning: BB, RBI, LOB
4th inning: SF, RBI 7th inning: 6

Hit BB FC E K E DP SAC More

ITB - Int'l Tie Breaker
OBR - On By Rule (tie breaker)
TP - Triple Play
CO - Catcher's Obstruction
Advance Runner to Second
Advance Runner to Third
Advance Runner to Home
Toggle Batter Side
Failed Pickoff
Dropped Foul

#	Player
6	JACK MA
12	KENNY V
4	BOB GLA
9	VIC STEV
7	BRYAN M
13	RICK MIL

Batter Undo Comment Pitcher Last Skip

Batter 3 - #6 JACK MANTER ,SS (0 for 2)

ITB
RBI
ER

1st inning: E, Scored 2nd inning: BB, RBI, LOB
4th inning: SF, RBI 7th inning: 6

CS SB PB WP BK E

Batter Undo Comment Pitcher Last

Games Ended by Weather

Games that end due to weather (rain or lightning) before the top of the 5th inning with the home team leading or before the bottom of the 5th inning with the visiting team leading are not official games. Do not finalize games that are not official.

Games are complete if the top of the 7th inning has completed with the home team ahead or the bottom of the 7th inning has completed with the visiting team ahead.

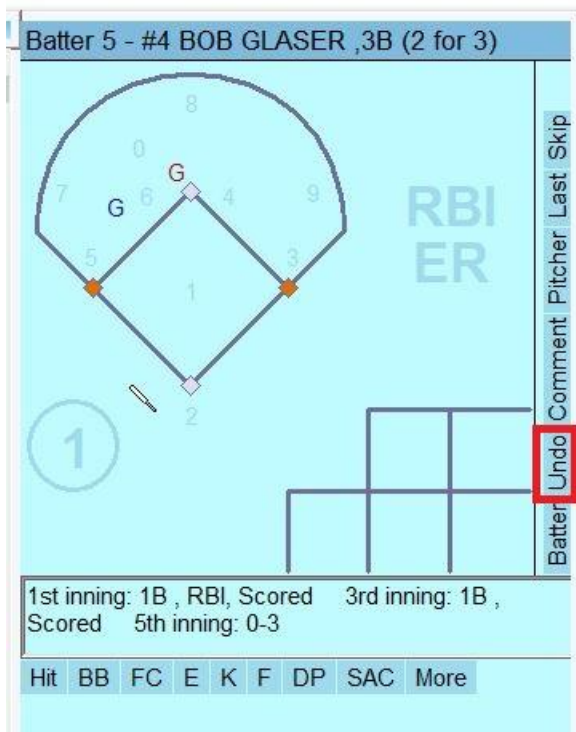
If a game is official, but not complete, only include scoring for completed half innings. Do not include scoring for the top of an inning that is completed if the home team is behind. You do not need to erase scoring that is not to be included. Instead, set the last inning scored correctly when finalizing the game (see [FINALIZING THE GAME](#)).

Corrections

There are lots of reasons why it might be necessary to make a scoring correction during a game. Sometimes the mouse jitters just when you go to click on something and the wrong selection is made. Sometimes the umpires change a call after you have entered a play. Whatever the cause, be sure that you will have time to make the correction before needing to watch the next play. If you are not between innings, ask the announcer to hold the game (see [Pause the Game](#)).

Undo

The simplest corrections can be done with the "Undo" button (see below). This button will remove the last entry made. The spray chart line, at bat result, and runner advances are all considered as independent actions for undo, so it may take several presses of the undo button to clear an entire at bat. Be sure to watch what is undone each time the button is pressed to avoid going back too far or not far enough. If more than 1-2 at bats need to be undone, this may not be the best approach, but it is the only one that removes runner advances along with batting results.



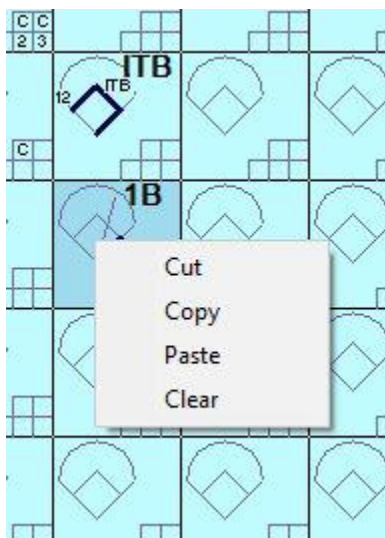
Cut / Paste / Clear

Right clicking on a scoring box for a particular batter in a particular inning brings up an editing menu for that scoring box (see below). Selecting clear will clear the score box. Copy will copy the contents into the paste buffer.

Cut will copy the contents into the paste buffer and clear the cell. Paste will copy the contents of the paste buffer into the cell.

These operations need to be done carefully, as they only effect the contents of that scoring box. Cut and Clear do not undo runner advances for previous batters due to the one being cleared. Paste does not advance runners and can cause multiple runners to end up at the same base.

These operations are most useful for making major changes to multiple batters, like re-scoring a half inning. Generally, it is best to clear back to a spot where there are no runners on base and then re-score forward from that point to make sure runners advance in an orderly fashion.



Corrections in Prior Inning

In order to make any correction in a completed half inning, the third out or last batter in that inning must first be cleared (see above). After that, other changes may be made using the other operations. Undo cannot be used for this, even after the third out is cleared, since it undoes the clear.

Stray Entries

If, every time you hit the "Batter" button in the "At Bat Scoring" area, the highlighted box jumps to somewhere unexpected, it is likely that one of two things have happened that need to be fixed.

If the highlighted box jumps to the end of the prior half inning, the prior half inning was probably not ended correctly. Either there were not three outs recorded, or the "Last" button was not pressed (or was pressed and not recognized). If the "Last" button was not recognized, just highlight the last batter again and click "Last" to complete the half inning. If there were not three outs recorded, figure out where the third out should be and enter it.

If the highlighted box continuously jumps to a higher inning than what has been scored, check the box above for a stray entry. Even a spray chart line entered in a scoring box in a later inning will cause the program to think that the next batter follows that point. Clear the stray entry and the behavior should stop (see [Cut / Paste / Clear](#)).

Avoiding Scorekeeper Errors

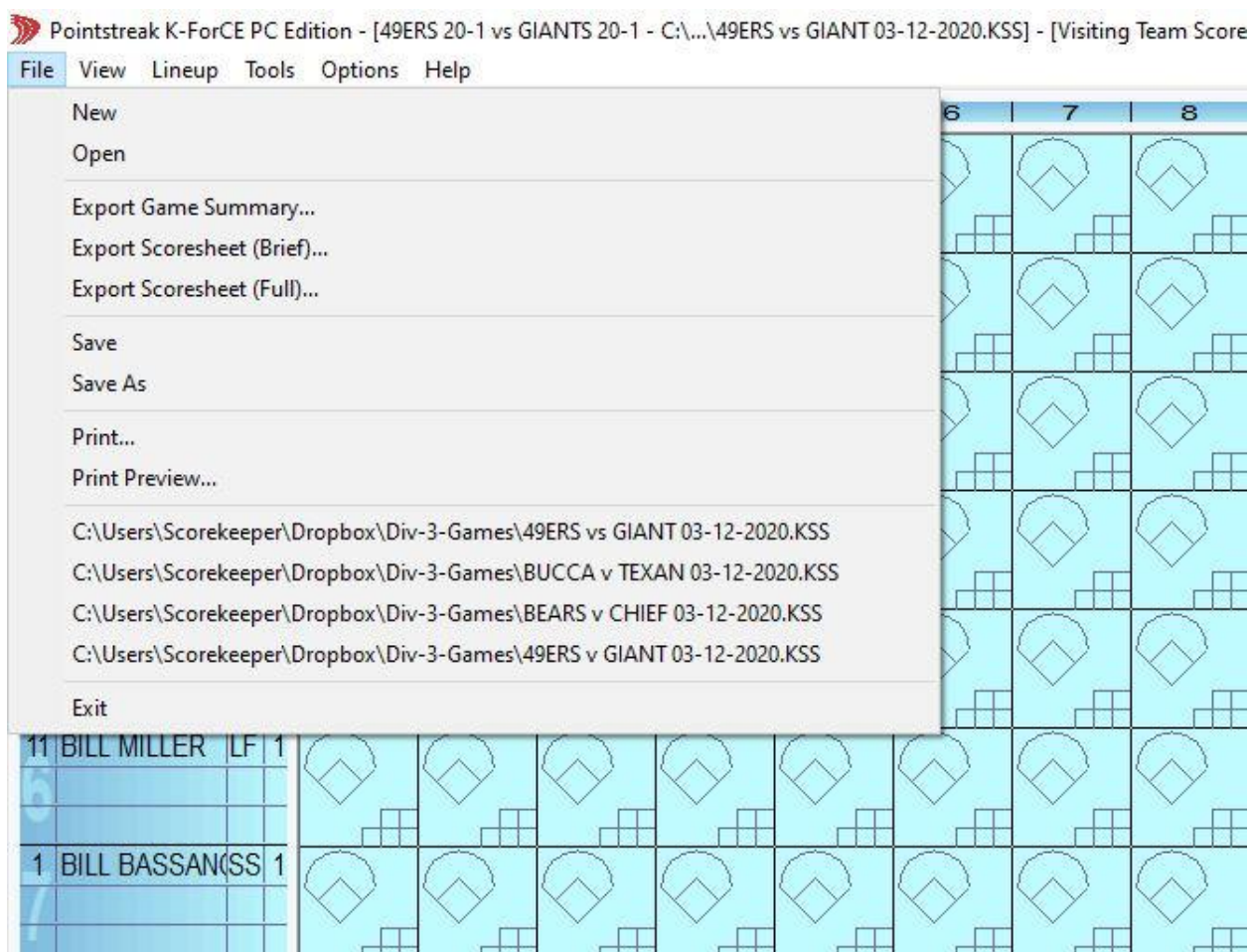
There are a few good practices that can keep you out of trouble so that corrections are minimized. These are not mandatory, and over time each scorekeeper will develop their own routine. These are presented to provide a guide to mostly newer scorekeepers.

Watch the Whole Play

In order to accurately score the play, you need to watch the whole play develop, from the bat striking the ball until the umpire calls for time out. If you look down at the screen during the play, even for a moment, you are likely to miss something that may be important.

Double-Check After Each Play

After each play, you should double check that the score sheet agrees with the score on the scoreboard, the number of outs on the scoreboard, players on base, and who is up to bat. Check the score at the end of each half inning, as well. Save the scoresheet every half inning. To do this, pull down the "File" menu and click on "Save" after you have verified the score (see below). This also limits the lost entries in case of a computer malfunction.



Question Unclear Calls

If you don't understand the result of a play – ask! Start with the announcer. If they don't understand the play either, then have them question the umpire. Don't let play proceed until you understand why the runners are where they are, the number of outs, etc. Do not question who is up with anyone on the field, though, only with your announcer (see [Batting Out of Order](#)).

There was a classic case of this a few seasons ago during a playoff game where the scorekeeper found that after 5 batters there were two out, two on base and two runs scored. It took more than a few minutes to determine that one of the runners who was called out proceeded to the next base and stayed there. On a subsequent play, he "scored". When faced with a situation that shouldn't be possible – **question it!**

Pause the Game

Everyone falls behind sometimes. This can be caused by –

- A complex play

- The umpires change a call
- You click on something wrong and have to undo it
- The computer glitches

When something happens that you know will be difficult to do before the next batter comes up, ask the announcer to stop the game right away. Being proactive will save you a lot of grief and stress.

If you fall behind, even one batter, ask the announcer to get the umpire to stop the game while you catch up. It is better to pause a game 30 seconds 10 times than once for 5 minutes. Most players will not complain about short pauses, but will be annoyed with longer delays, particularly in weather that is marginal to play (hot or rainy). The smaller corrections are also more likely to be made correctly than larger ones. If you look up from entering a play and the batter you expect is not at the plate, get the game stopped (between pitches!). It always seems like when you get behind, the next 4-5 batters will put the first pitch in play.

Some scorekeepers bring a pad of paper and when they start to fall behind will record the plays on paper so that they can catch up between innings. This is OK, but not recommended. I've seen innings where the number of batters could not be entered in the time between innings, and it is not trivial to skip a half inning that hasn't been entered to start entering the next half inning.

Develop a Routine

Get used to entering plays in a repetitive sequence. A sequence that works well is –

- Enter the spray chart line
- Add RBIs for runners that were not forced in (as needed)
- Enter the batter's results
- Advance unforced runners (as needed)

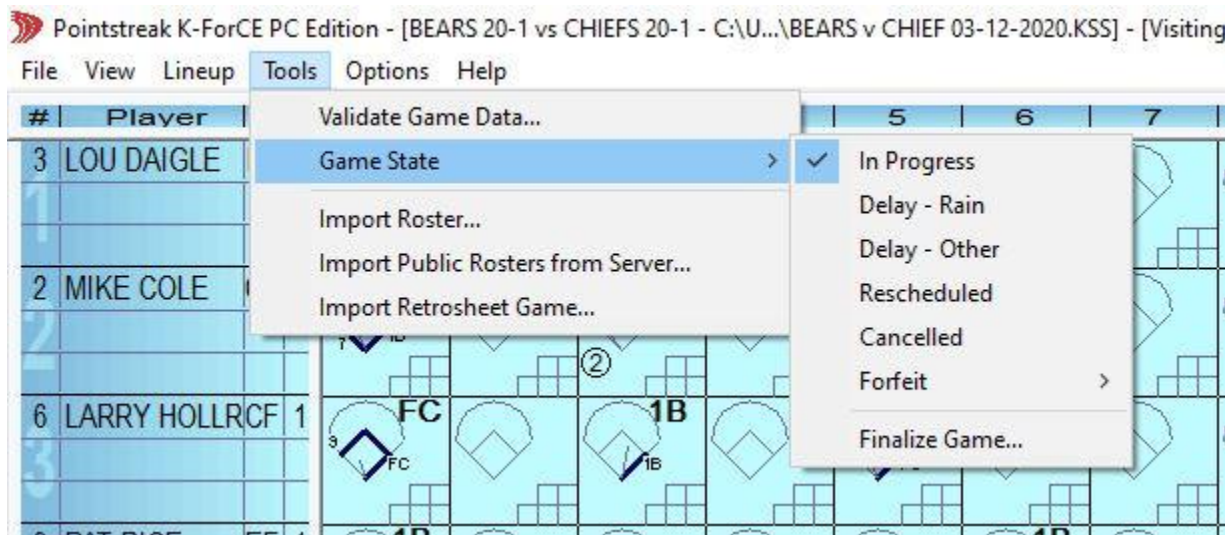
When there are options for entering something (e.g. hits, outs), use the same method all of the time so that you get used to it.

FINALIZING THE GAME

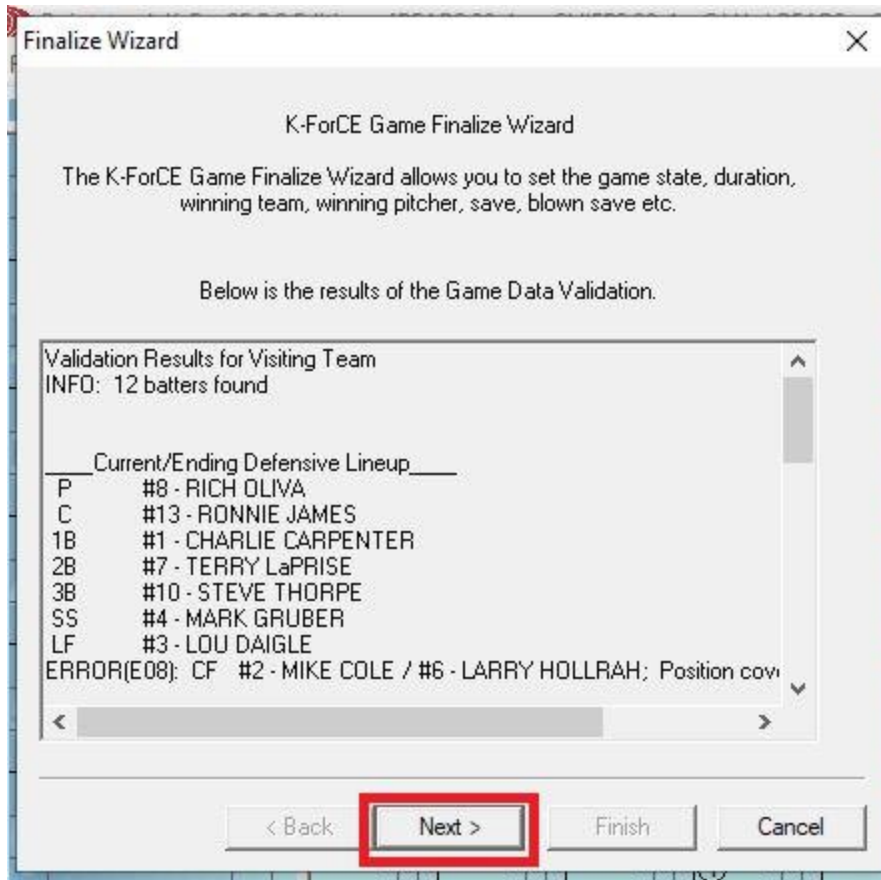
Once the game is completed, the score sheet must be finalized in order to generate reports used by "The Daily Sun" and to update the Division 3 Web Site. Note that "The Daily Sun" picks up these reports directly from our Dropbox during the afternoon on game days. This is one reason it is important to let one of the scoring coordinators know right away if anything unusual happened during the scoring of a game (see [Unusual Events](#)).

Game State

To begin the process of finalizing a game, pull down the "Tools" menu, slide down to "Game State" and select "Finalize Game..." (see below).



The first step of the Finalize Wizard does some validation checks (see below). Unfortunately, many of the checks it does do not apply to our use of the program. It will always complain if two defenders have the same position. Since the program only allows one center fielder and we have two, it will always note this. If you have made a lot of corrections (see [Corrections](#)) the program can get confused and complain about other "issues". For the most part, this screen can be ignored. Simply click on "Next>" to view the next screen.



On the next screen, you will need to set the "Game State" to indicate the reason for the game ending (see below). Select "End – Extra Innings" or "End – Run Rule" if one of them applies. Otherwise, select "End – Regulation".

Finalize Wizard

K-ForCE Game Finalize Wizard

Game State: In Progress

Regulation Innings: End - Regulation
End - Extra Innings
End - Time Limit
End - Run Rule
End - Forfeit
End - Darkness
End - Rain Out
End - Other
Suspended - Darkness
Suspended - Rain
Suspended - Other

Start Time: 3/12/2020 11:00 AM

Game Duration: 01:21

Last Inning: Top 7

Winning Team: Home Team - CHIEFS 20-1

< Back Next > Finish Cancel

Regulation Innings

Check to make sure that the "Regulation Innings" is set to "7 – Fastpitch/Baseball" (see below). If not, please change it. This is often, but not always, set correctly to begin with.

Finalize Wizard

K-ForCE Game Finalize Wizard

Game State: End - Regulation

Regulation Innings: 7 - Fastpitch/Baseball

Start Time: 3/12/2020 11:00 AM

End Time: 3/12/2020 12:21 PM

Game Duration: 01:21

Last Inning: Top 7

Winning Team: Home Team - CHIEFS 20-1

< Back Next > Finish Cancel

Last Inning

Check to make sure that the "Last Inning" (see above) is set correctly to the last official inning played (see [Games Ended by Weather](#)). This is often, but not always, set correctly by the program when the game ends. Please correct it if it does not reflect the correct half inning. It is important that this correctly reflect the innings scored or some statistics may be lost. Click on "Next" to proceed.

Winning / Losing Pitchers

Next, select the Winning and Losing pitchers (see below). Most teams only have one pitcher in the game, but if there was a pitching change the Losing pitcher is the pitcher on the losing team that gave up the lead closest to the end of the game (not necessarily the last run given up). The winning pitcher was the pitcher on the winning team who pitched the prior half inning. Do not award a "Save". We don't use that statistic. Click on "Next" once the pitcher have been selected.

Finalize Wizard

K-ForCE Game Finalize Wizard

Starting Pitcher

Visiting Team: 8 - RICH OLIVA

Home Team: 67 - JOHN S-VAN-EPPS

Winning Pitcher: (no decision)

Losing Pitcher: (no decision)

Save: (no decision)

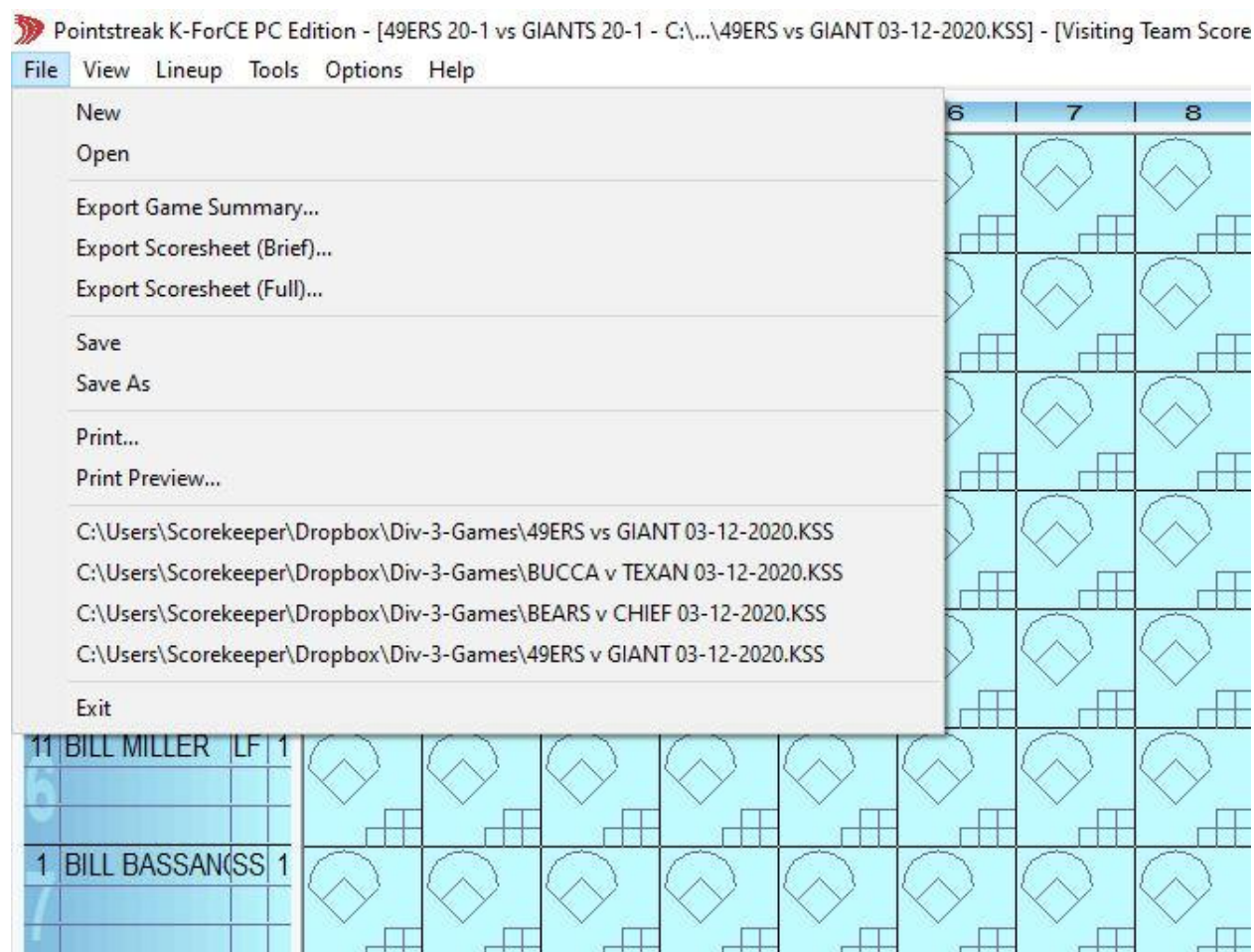
< Back Next > Finish Cancel

[Add Game to Seasons](#)

Next, make sure that the game is selected to be added to both teams' season (see below). Click the appropriate checkbox(s) if they are not already checked. Then, click on "Finish" to complete the finalization.



Pull down the "File" menu and click on "Save" to save the finalized game (see below).



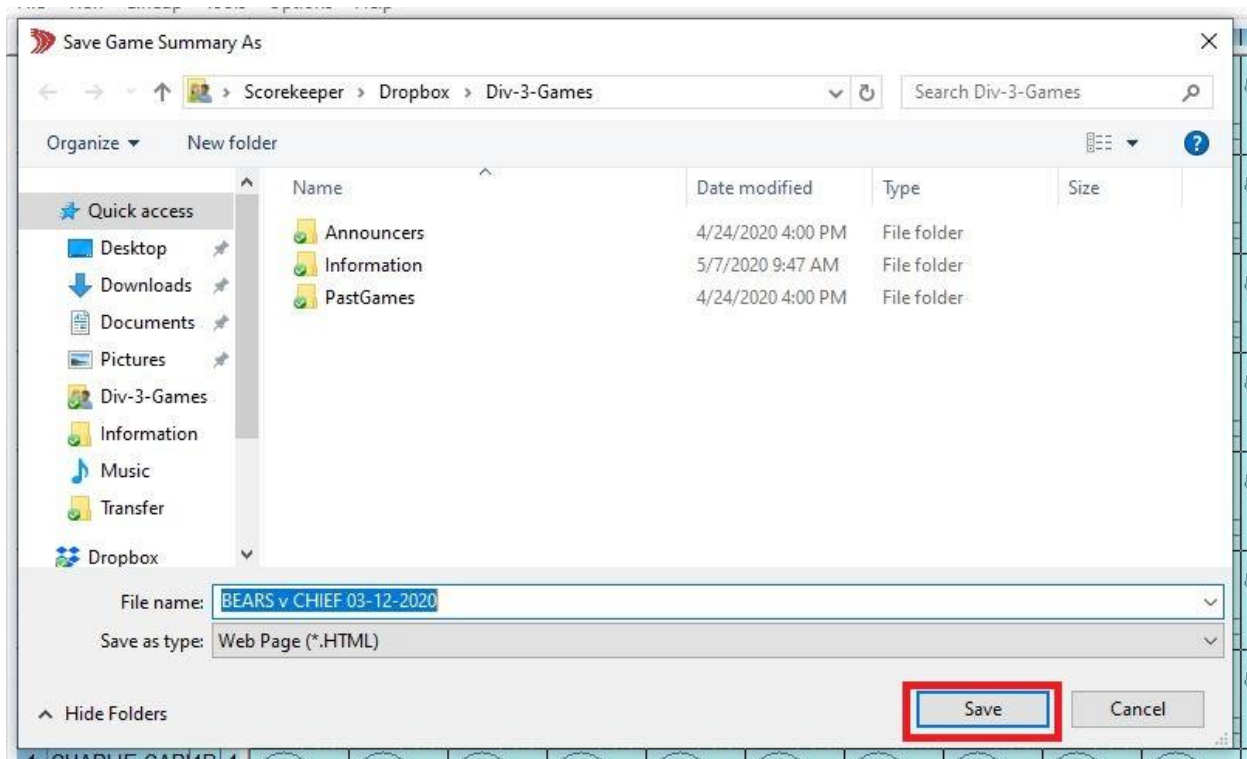
Game Reports

Once the game is finalized, two game reports need to be generated.

To generate the "Game Summary", pull down the "File" menu (see above) and select "Export Game Summary ...". A file dialog will pop up (see below). Click on "Save" without changing the file name. The "Game Summary" will then be opened with the Chrome web browser (see below). Click on the "X" in the upper right corner of the window to close it.

To generate the "Scoresheet", pull down the "File" menu (see above) and select "Export Scoresheet (Brief) ...". A file dialog box will pop up (see below). Click on "Save" without changing the file name. The "Scoresheet" will then be opened in Adobe Reader (see below). Click on the "X" in the upper right corner of the window to close it.

Once the reports have been generated, close the game by pulling down the "File" menu and clicking on "Exit" (see above).



K-ForCE Game Summary - BEAR: x

→

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File

C:\Users\Scorekeeper\Dropbox\Div-3-Games\BEARS%20v%20CHIEF%2003-12-2020.HTML

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⋮

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Apps

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Radar

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Files - Dropbox

🌐

The Villages Net - L...

🎮

Division 3 Softball

		1	2	3	4	5	6	7	R	H	E
BEARS 20-1		1	1	0	0	2	0	0	4	15	1
CHIEFS 20-1		3	4	2	5	0	0	x	14	19	0

BEARS 20-1		AB	R	H	RBI	BB	SO	CHIEFS 20-1		AB	R	H	RBI	BB	SO
3	LOU DAIGLE LF	3	0	1	0	0	0	4	SAL IANNELLO LF	4	2	3	2	0	0
2	MIKE COLE CF	3	1	2	0	0	0	2	BOB DeROBERTIS EF	4	3	3	0	0	0
6	LARRY HOLLRAH CF	3	0	1	0	0	0	13	MICHAEL CARROIGIAN RF	3	0	0	1	0	0
9	PAT RICE EF	3	0	2	0	0	0	5	HERB LAUER CF	3	2	2	1	0	0
7	TERRY LARRISE 2B	2	0	1	1	0	0	7	TOM NICODENO CF	3	3	3	3	0	0
4	MARK GRUBER SS	3	0	0	0	0	0	8	WHIP OVERMILLER C	3	1	1	1	0	0
10	STEVE THORPE 3B	3	0	1	0	0	0	14	JIM ROGERS 2B	3	0	1	1	0	0
1	CHARLIE CARPENTER 1B	3	0	0	0	0	0	3	DONALD FORTIER 3B	3	1	2	1	0	0
11	RICH VOIGT RF	3	2	3	0	0	0	12	JOHN WYKS SS	3	1	2	1	0	0
8	RICH OLIVA P	3	1	2	0	0	0	10	JOHN RABHUSSEN 1B	3	0	1	0	0	0
13	ROHINE JAMES C	3	0	2	1	0	0	67	JOHN S-VAN-EPPE P	3	1	1	0	0	0
14	DALE STIER DH	2	0	0	0	0	0								

BEARS 20-1		IP	H	R	ER	BB	SO	ERA7	CHIEFS 20-1		IP	H	R	ER	BB	SO	ERA7
8	RICH OLIVA (P-S: 35-35, BP: 35)	5.2	19	14	13	0	0	16.05	67	JOHN S-VAN-EPPE (P-S: 35-35, BP: 35)	7.0	15	4	4	0	0	4.00

Game Information

Date:

03/12/2020

Start Time:

11:00 AM

Duration:

1:21

End Time:

12:21 PM

Location:

Saddlebrook Field 1

Scorekeeper:

RICE, BARBARA

Plate Ump:

PHJ

Field Ump #1:

Llalet

Top of the 1st

BEARS 20-1

3 LOU DAIGLE

3 LOU DAIGLE advances to 1st (single)

2 MIKE COLE

2 MIKE COLE advances to 1st (single), 3 LOU DAIGLE advances to 2nd (2)

6 LARRY HOLLRAH

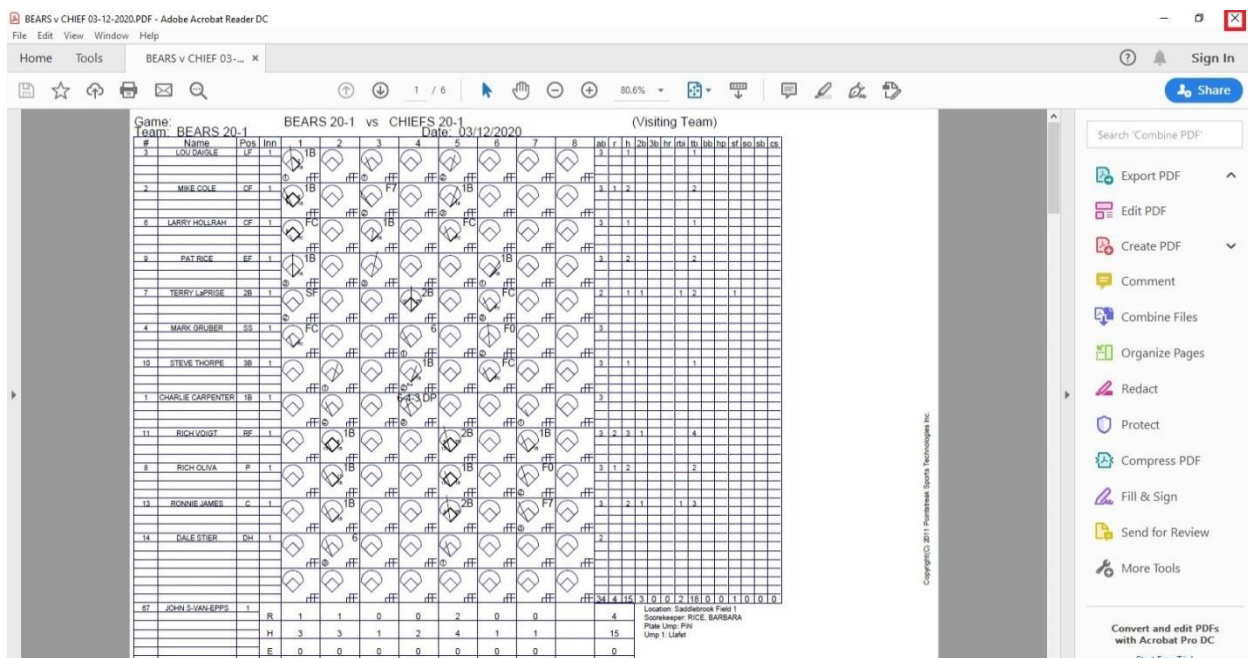
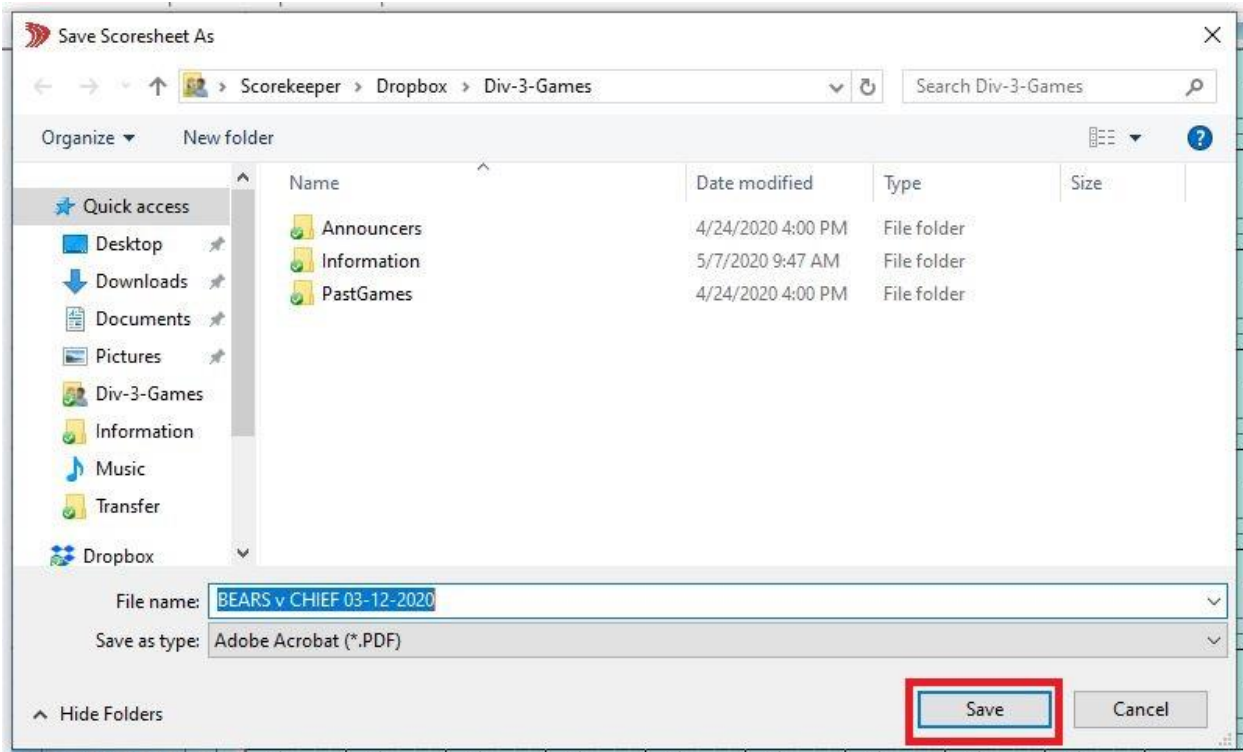
6 LARRY HOLLRAH advances to 1st (fielder's choice), 2 MIKE COLE advances to 2nd (6), 3 LOU DAIGLE putout () for out number 1

9 PAT RICE

9 PAT RICE advances to 1st (single), 2 MIKE COLE advances to 3rd (9)

7 TERRY LARRISE

6 LARRY HOLLRAH advances to 3rd (9), 2 MIKE COLE Scores Earned (7), 7 TERRY LARRISE putout (SF) for out




Verify Dropbox Updates

First, check that there are now three files in the dropbox for your game with the following file types –

- Chrome HTML Document

- KFFILE
- Adobe Acrobat Document

Make sure that you see the Dropbox icon on the lower right of the screen that looks like . Hover the cursor over the icon and make sure it says "Up To Date". If you don't see this, the files have not been copied to Dropbox.


If you don't see the files and the "Up To Date" indication from Dropbox within a few minutes, please notify one of the scoring coordinators prior to leaving the field so that corrective action can be taken (see [Unusual Events](#)).

COMPUTER SHUTDOWN

If you score the last game for the day on a field, you should shut down the computer and return it to the storage box after the game is complete. If you are the last to do so, please lock the storage box.

Verify Dropbox Updates


It is very important to verify Dropbox updates prior to shutting a computer down. If a computer is shut down without Dropbox being updated, it will need to be turned back on to get the files for "The Daily Sun" and the web site updates.

Make sure that you see the Dropbox icon on the lower right of the screen that looks like . Hover the cursor over the icon and make sure it says "Up To Date". If you don't see this, the files have not been copied to Dropbox.

If you don't see the files and the "Up To Date" indication from Dropbox within a few minutes, please notify one of the scoring coordinators prior to shutting down the computer so that corrective action can be taken (see [Unusual Events](#)).

Windows Shutdown

To shut down the computer, click on the Windows icon on the lower left of

the screen that looks like . The windows menu will pop up and the power icon will appear just above the Windows icon. Click on the Power icon and select "Shut down". This may take a few moments, but eventually the power will shut off and the screen will go blank. Turn the power off on the mouse, and for the All-In-One computers, turn the power off on the keyboard (see below). Unplug the power cord from the computer and the power strip.

Remove the glare shield from the computer by gently grasping the lower corners of the shield and gently pulling them out away from the computer. Then, rock the top backwards until it comes free of the computer.



Computer Storage

Place the computer, keyboard and mouse in the slots provided for them on the left side of the storage box (see below). The laptop computer goes in the back slot, which is fitted with padding to hold its smaller size securely. Please be careful not to let the padding slip out of place when storing the laptop. Place the mouse pad and power cord in the bin on the right side of the storage box.

Fold the two sides of the glare shield together with the top and place it in the cardboard box behind the computer storage box.



Storage Box Lockup

Close the lid on the box. The lock should be attached to the hasp (see below). Remove the lock, close the hasp and put the lock through the loop so that the numbers on the lock will face outward when closed (see below). This will make it easier to open.



COMPUTER STARTUP

Scoring computer setup should begin at least 1 hour prior to the first games. This allows time for the computers to run system checks that come due during the times that the computers are shut down so that they are completed prior to having to start scoring a game. These checks can slow the computer and make the scoring process more cumbersome. It also allows time to correct network and other system issues that are encountered during the setup process. Lastly, it allows the setup people time to get to their game and warm up a bit.

Storage Box Access

There are two locks on the storage box. One is only used to lock the box to the bench in the score booth. That lock should not be opened. The second lock is on the hasp that closes the lid of the box (see below). Enter the combination there and open the box. Hang the open lock on the hasp so that it can be easily located when it is time to close the box (see below).



All-In-One Computer Setup

Place a computer, keyboard, mouse pad and mouse on the right side of the desk for each field that will be using an All-In-One computer. These devices are color coded. Keep the same colored dots together. Power cords are only color coded for the Laptop Computers. Any power cord without a color dot may be used for the All-In-One computers. Plug the power cord into the bottom right outlet on the computer unit (see below) and then into the power strip in the tower. Power on the mouse and keyboard. The switches are on the underside of each (see below). Power on the computer. The button is on the upper right on the back of the computer (see below).



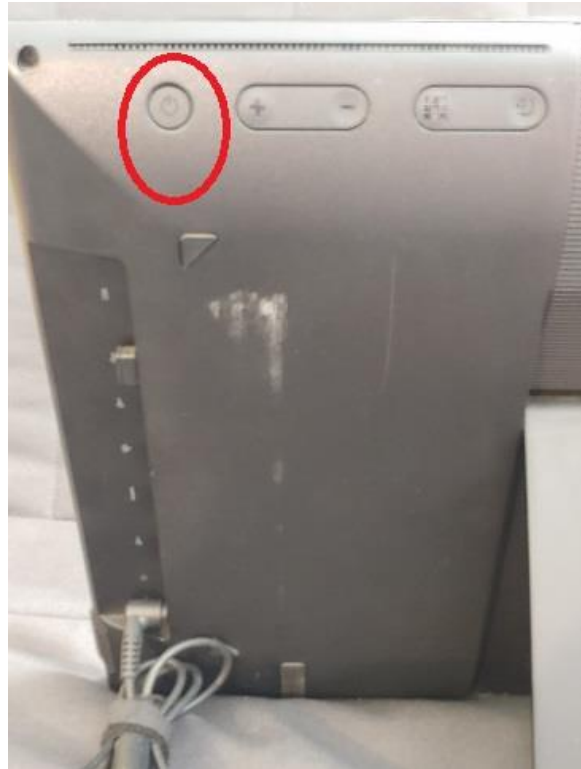
Power Cord



Mouse Power Switch



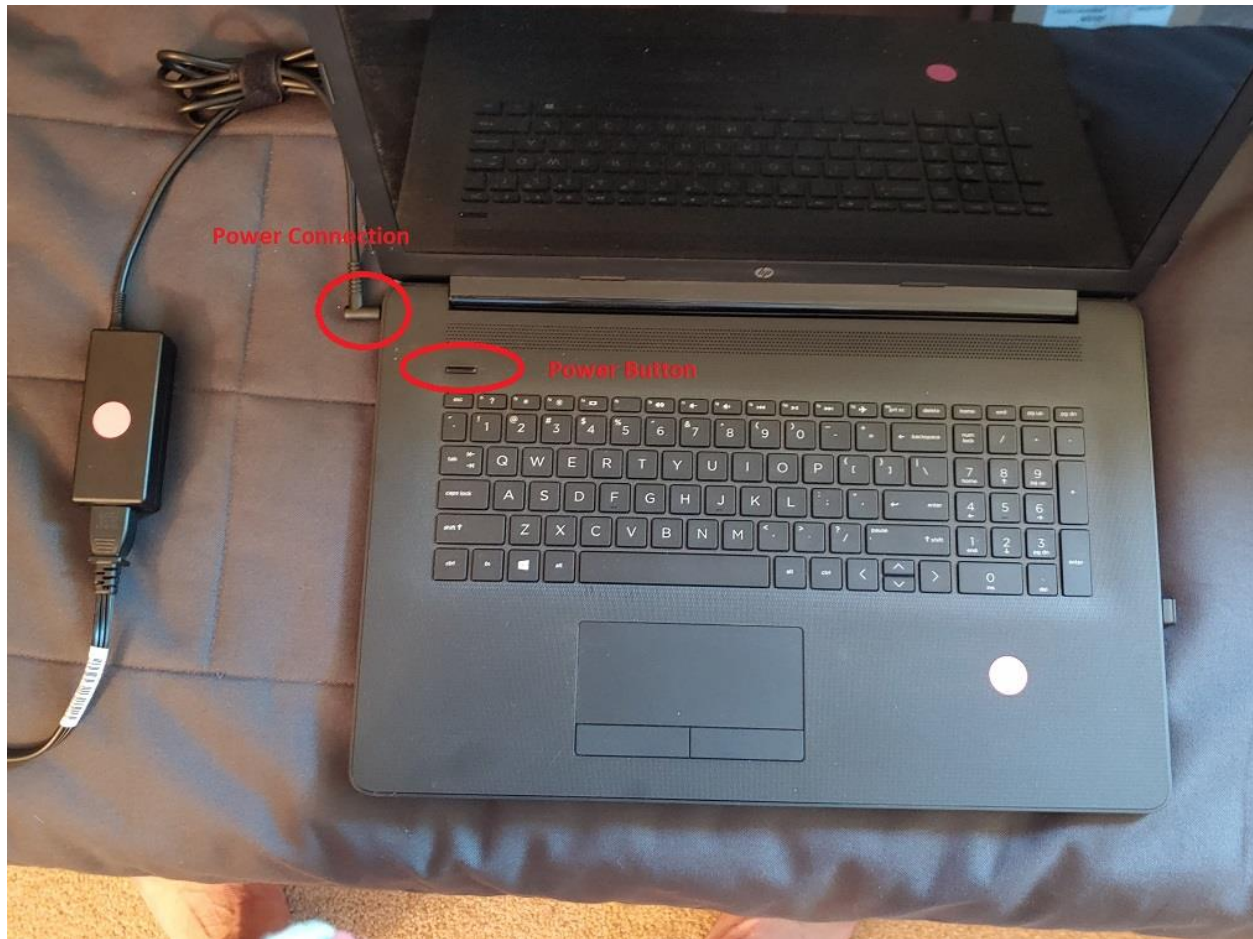
Keyboard Power



Computer Power

Laptop Computer Setup

Place a computer, mouse pad and mouse on the right side of the desk for each field that will be using a Laptop Computer. These devices are color coded. Keep the same colored dots together. Power cords are also color coded for the Laptop Computers. Plug the power cord into the left side rear outlet on the computer unit (see below) and then into the power strip in the tower. Power on the mouse. The switch is on the underside of each (see below). Power on the computer. The button is on the left side above the keyboard (see below).



Laptop Power Cord and Power Button



Mouse Power Switch

Computer Use Rotation


In seasons where fewer than four fields are used, it is important to rotate the use of the computers from game day to game day. That way, the virus updates (see [Anti-Virus Verification and Update](#)) will be performed on a regular basis for all computers. Also keep in mind the special weather considerations for setting up the computers (see [Special Instructions – Windy Days](#) and [Special Instructions – Hot Days](#)).

Computer Login


When a scenic image appears on the screen hit 'enter' on the keyboard or click anywhere with the mouse. Type the password when prompted (capitalization is significant). Allow a few minutes for the desktop to appear and be populated with icons.

WIFI Startup and Login


Connection to the WIFI should be automatic, but it often needs some help to complete.

If the Wi-Fi icon at the lower right part of the screen looks like , then left-click the icon. You will see a list of networks. Connect to the network called "TheVillagesDotNet". This action should open the browser (Chrome) to

a login page that is pre-populated with a Villages ID and PIN. If the ID and PIN are not there, you can use yours. Any valid one will work. Once you click on "Accept" the network will connect.

If the Wi-Fi icon at the lower right part of the screen looks like , then the network is connected, but you need to log in. Open the Chrome browser and click on the shortcut for "The Villages Login" (or click on "The Villages





Net Login" on the desktop (see ). This will take you to the login page that is pre-populated with a Villages ID and PIN. If the ID and PIN are not there, you can use yours. Any valid one will work. Once you click on "Accept" the network will connect.

Dropbox Startup and Verification


Once the network is connected, Dropbox will start the process of connecting and updating the local files from the network. Initially, the Dropbox icon on



the lower right part of the screen will look like  to indicate that it has not yet connected to the network storage. If you hover the mouse over the icon, you may see a status of "Connecting..." or some other. No action is required. Dropbox will connect, but it may take a few minutes. This is why the first scorekeeper for a given field must come early to the field to allow for this time.

Once Dropbox connects to the network, the icon will change to . This indicates that files are being updated on the local drive from changes that were made while the computer was not running. This also may take a few minutes. You can get a count of files remaining to synchronize and an estimate of the remaining time to complete this by hovering the mouse over the icon.

Wait for the synchronization to complete. The icon will change to . If you hover the mouse over the icon, the status of "Up To Date" will be displayed.

Any time you change a file in dropbox, the icon will change back to  for a few seconds.

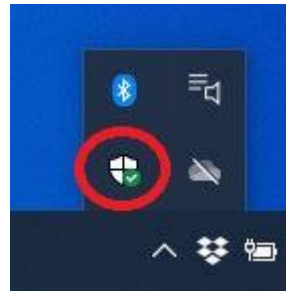
Anti-Virus Verification and Update

Next, check if the Anti-Virus software is up to date on the computer. In the lower right of the screen near the time, click on the up arrow icon (see

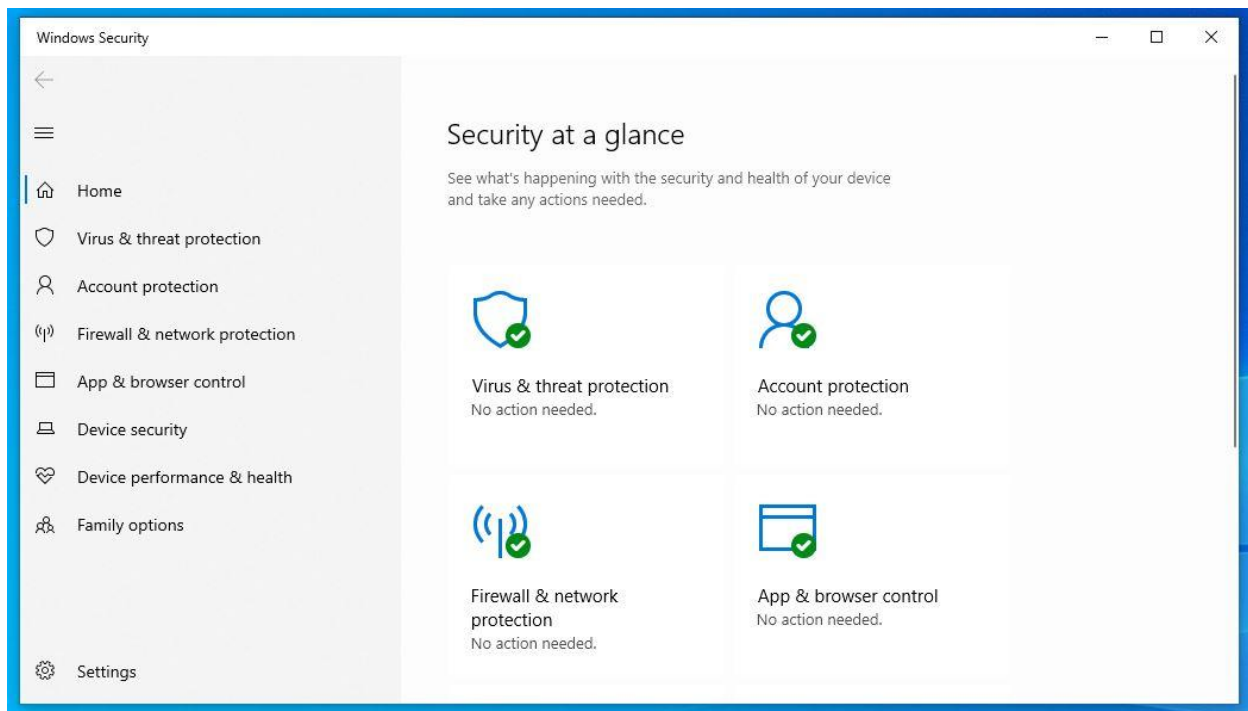
below). This will display the state of the Anti-Virus software (see below). If the checkmark on the shield is green, no action is required. Otherwise, click on the icon and the Windows Security status screen will open. Click on the "Install Updates" button. When the update is complete, all of the sections will have green checkmarks in them (see below).



Taskbar Up Arrow



Anti-Virus Status Icon



Windows Security Status Screen

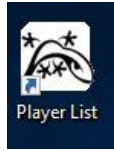
Today's Games



Double click the "Today's Games" Icon on the desktop to open the folder with the game files. This will open the "Div-3-Games" folder in Dropbox. In this folder, you should find a file for each game being played on this date. The name of each game file should look like "XXXXX v YYYY mm-

dd-yyyy.KSS". Where XXXXX and YYYYY are the first 5 letters of the visiting and home team and mm-dd-yyyy is the date the games are being played. There may be a few other folders and files shown, as well.

Player List



Double click the "Player List" Icon on the desktop to open the Player List Tool. This tool will assist scorekeepers in adding subs to the lineup and verifying that lineups are valid before the game begins. The main window of the Player List Tool is shown below.

7% Player List

Copy Check Exit

Search: Clear Roster: All Subs

Number	Team	Status	Name
1	DOLPHINS	P	ADAMS, DICK
2	DOLPHINS	P	ANGERT, MARTIN
1	PATRIOTS	P	ANTON, ART
2	PATRIOTS	P	ARNOLD, GARY
1	RAIDERS	P	AUSTIN, DAN
3	PATRIOTS	P	BANKO, WALTER
		S	BARNES, DAVE
3	DOLPHINS	P	BARTHEL, GRANT
		S	BAUGHMAN, TERRY
		S	BEASLEY, MARK
4	PATRIOTS	P	BEKASI, JEFFREY
		S	BERGMAN, RICH
		S	BIEZE, GEORGE
		S	BINKERT, ROB
		S	BORTLE, TOM
1	GIANTS	P	BOWLER, CHUCK
1	PACKERS	P	BOWMAN, CHUCK
1	SEAHAWKS	P	BRANNON, JIM
1	FALCONS	P	BRAY, BOB
5	PATRIOTS	P	BROCK, TOM
4	DOLPHINS	P	BROOKS, VERNON
6	PATRIOTS	P	BRUNNER, DAN
		S	BUCHANAN, JOHN
		S	BUCKLEY, PAUL
		S	CACCIATORE, TONY
		S	CAMPO, KEN
1	TEXANS	P	CARBONE, ED
		S	CASABLANCA, MILT
1	BENGALS	P	CHIORAZZI, TONY
		S	CHIRUMBOLO, ED
		S	CHRISTOPHER, JIM
		S	CLEMONS, RON
2	TEXANS	P	COLEMAN, GARY
7	PATRIOTS	P	COUCH, WENDELL
2	GIANTS	P	CRABTREE, JIM
		S	CRANE, RON
		S	CRITELLI, JOE
2	SEAHAWKS	P	CROOK, JOHN
		S	DAIGLE, LOU
2	RAIDERS	P	DALY, MIKE

Lineup Changes

Check for late changes to the game lineups by clicking on the "Download



Game File" icon on the desktop. This will take you to the Lineup Manager tool and display a list of games for the current play date, plus one game ahead for the team with a bye, if there is one (see below).

Lineup Manager

Day	Date	Time	Field	Visitor	Home Team	Announcer	Umpires	Scorekeeper	Updated	
Monday	5/11/2020	9:00AM	Field 2	BILLS	BEARS	BENGALS		HOOVER, LINDA	H	View-0 ScoreFile-0
Monday	5/11/2020	9:00AM	Field 3	49ERS	CARDINALS	DOLPHINS		JACQUES, KATHY	V	View-1 ScoreFile-1
Monday	5/11/2020	9:00AM	Field 4	CHARGERS	EAGLES	TEXANS		GRIGG, JOYCE		View-2 ScoreFile-2
Monday	5/11/2020	10:30AM	Field 2	BENGALS	SEAHAWKS	BEARS				View-3 ScoreFile-3
Monday	5/11/2020	10:30AM	Field 3	DOLPHINS	BROWNS	CARDINALS		WHITE, DOUGLASS	VH	View-4 ScoreFile-4
Monday	5/11/2020	10:30AM	Field 4	TEXANS	VIKINGS	EAGLES		FINN, JACK	V	View-5 ScoreFile-5

[Logout](#)
[Change Password](#)
[Refresh](#)

If there is an "H" or "V" (or both) in the column labelled "Updated", it means that the lineup for that game has been updated since it was downloaded into the "Today's Games" folder. To get the update, click on the "ScoreFile-n" button that corresponds to the game(s) with the update. A "Save As" dialog box will open (see below).

Select the "Div-3-Games" folder in Dropbox. Select the file you want to replace. You will be prompted to ask if you want to replace the existing file. Click "Yes", after you verify that the file is for the game you are scoring.

