Baseball TeamMate Help Contents

Press F1 for instructions on how to use Help.
Press F1 from any TeamMate screen for context sensitive help.

Overview Of TeamMate

TeamMate is a unique personal computer program that allows you to track baseball game action as the game is played - with only occasional need to use the keyboard. It has been designed so that once Player and Team information is entered, all other information about a game can be entered by clicking the mouse. Of course, you do not have to use TeamMate while watching the game; you may prefer to use your paper scorecard at the game, then transfer the information to TeamMate later at home. For those in Fantasy leagues or others who may not want to track play-by-play details at all, TeamMate provides the ability to simply store and retrieve game scores and statistics by player.

TeamMate allows great flexibility in score keeping: you may track fielding and batting or just batting. Or you may take the minimalist approach and use spreadsheet-style screens to simply record box and line scores , but without any play-by-play detail. For those who do use the full power of TeamMate, your efforts are rewarded with full printouts of every game and automatic tracking of player stats and ranking by batting average.

To begin using TeamMate, do the following:

1) set up your league
2) enter a few teams
3) enter some players
4) schedule a game
5) keep score

To familiarize yourself with the TeamMate ToolBar, click on Getting Started from the menu bar. The Tools are usually the quickest way to get around in TeamMate. One click will get you to the most important functions.

Note: TeamMate 4.0 file structures are different from 3.0. If you have data from 3.0 that you would like to preserve and access using 4.0, use the Convert 3.0 Files function under the files menu prior to adding any new players, teams or games.

Set Up TeamMate

Click One of the topics below:

Define Your League

Create Teams

Enter Player Information

Schedule Games

Define Your League

This screen is free form text except for phone number. When you installed TeamMate, a temporary league record was provided. You need to enter your own league name or TeamMate will continue to remind you every time you start the program.

You must enter a League name to appear on reports created in TeamMate. All other fields are optional. You can always return here later and change the name or fill in the other fields.

Tell TeamMate how many innings comprise a regulation game by clicking on the up or down arrows until the desired number between 9 and 3 displays. This number will be used by TeamMate not only to determine when a game should be over when keeping score, but also in calculating Earned Run Average (ERA) for pitchers.

You can have up to 5 divisions within your league. Type their names in the 5 boxes provided. When you enter teams, you can indicate which division they are in. Players will be assigned to divisions determined by what teams they are on; players are not directly assigned to divisions. Your divisions will be used for reporting purposes: team standings, stats, roster and staff reports can be arranged by division if desired.

Important: You do not have to define divisions within your league. If you leave the division boxes empty, reports, stats and standings will combine all players and teams when reporting.

You may enter up to 5 playing fields or stadiums for your league. When scheduling a game, you will be able to indicate which field the game will be played on. This field will appear in detail game reports.

Click Save when done.

Create Teams

This screen displays all active teams. Click on a team in order to update team information or change roster information.

To add a new team, click on Add A New Team without selecting a team   from the team list.

To change or view a team roster, first click on a team and then click on Roster.

To change team information other than that involving rosters, click on a team and then click Team Info (or double-click on a team).

If you change your mind about modifying team or roster information, click on Return.

Change Team Information

This screen offers varying options depending on whether one is adding a new team or updating an existing team.

When adding a team, all screen data fields are unprotected. The only required field is Team Name. All other fields are optional and free-form, except for the two phone number fields. You cannot enter two teams with exactly the same name.

After Team Name, you will see the divisions you created when defining your league. Click on one of these divisions to assign this team to that division. The default is the first division; you can click on one and only one division. Divisions are used for reporting team standings, stats, roster and staff reports.

 These buttons are also available:

       Keep Changes: saves changes to Team database
       Teams: returns to Maintain Teams screen

 After adding a new team, two additional buttons appear. The first, labeled Team Roster, allows you to transfer control to the <u>Team Roster</u> screen in order to add players to the team. The second, labeled Add Another, allows you to continue adding teams.

When updating an existing team, all screen data fields are unprotected except for the team name which cannot be changed. All other fields are optional and free-form, except for the two phone number fields. Also, these buttons are available:

       Keep Changes: saves changes to Team database
       Teams: returns to Team Setup screen
       DeActivate: to logically remove a team from the league
       Team Roster: to add players to the team

Maintain Team Rosters

This screen displays all active league players in the Player list box and all players currently registered in the selected team.

To move players to the selected team, click on their names in the Player list. They will appear in the Roster list. To remove a player from the Roster list, click on his name in the Roster list. This will not remove a player from a roster; it will only keep him from being added to this roster. The only way to remove a player from a roster is from the Maintain Players screen. TeamMate allows up to 25 players on a team.

There is an alternate method to assign players to teams: from the Maintain Players screen.

Note: TeamMate will not allow a player to occur more than once on the roster of a given team, nor will it allow a player to be on more than one team at a time.

Click on Return to update the roster and return to previous   function.

Maintain Players

This screen displays all active players. Double-click on a player in order to update player information (or single-click on player, then click on Player Info).

To add a new player, click on Add New Player without selecting a player from the player list.

If you change your mind about modifying player information, click on Return.

Maintain Player Detail

This screen offers varying options depending on whether one is adding a new player or updating an existing player.

When adding a player, all screen data fields are unprotected except for Team, which can only be modified through the Roster screen, and League number, which is assigned by TeamMate. The only required fields are Last and First Name . All other fields are optional and free-form, except for phone number, which must be numeric.

All player names within your league must be unique. If you do have two players with the same first and last name, modify one of the first names slightly (like Johnny instead of John) in order to make the two players unique.

Two groups of buttons are available to store batting and throwing information for a particular player. The first group, Bats, indicates whether the player bats Left, Right, Both or whether the information is Unknown. The second box, Throws, indicates whether the player throws with his Left hand, Right hand or whether this information is Unknown. The defaults for both of these button groups are Unknown. This information can be changed later. Batting and throwing data will be displayed with player names when building lineups and selecting pitchers.

 These buttons also appear:

> Keep Changes: saves changes to Player database
> Players: returns to Player Setup screen

After adding a new player, two additional buttons appear. The first, labeled Assign To Team, transfers control to the Maintain Roster screen in order to add the player to a team. The second, labeled Add Another, allows you to continue adding players.

When updating an existing player, all screen data fields are unprotected except for Team, which cannot be changed here. All other fields are optional and free-form. Also, these buttons are available:

> Keep Changes: saves changes to Player database
> Players: returns to Player Setup screen
> DeActivate: to logically remove a player from the league

Additional buttons will display depending on whether the player is currently assigned to a team. If the player is not yet on a team, this button appears:

> Assign To Team: transfers control to Roster screen in order to put
> player on a team

If the player is already on a team, the following buttons appear:

> Transfer Teams: To change the team a player is on
> Remove From Team: To remove the player from a team without
> reassigning him

Schedule Your Games

The Game Calendar Screen shows the calendar for the current month. Any days which have games scheduled display three asterisks. Clicking on one of these days will show the games scheduled for that day.

You may click on any day to add a game to the schedule or play a game already scheduled.

The arrows on top of the screen allow you to go to prior and future months. Normally, the calendar should display the current month and year. However, this will not be the case unless you have the time and date set correctly for your computer. This is done by using the Time/Date function from the Control Panel normally found on the Main window of Windows Program Manager.

A note for non-U.S. users of TeamMate: You should no longer have to set the Country field in the International function on the Control Panel to 'United States' for TeamMate to work properly. TeamMate has been changed to handle most date formats. However, if your calendar is not working correctly, you will have to change the Country setting to "United States". When finished with TeamMate, you can return to International and change the Country field back to your country.

The Game Calendar is the entry point for scheduling games, lineup selection prior to games and score keeping. To keep score or enter stats only for a game,   always start with the Game Calendar by clicking on the Game Tool. Click on the correct day, then select a scheduled game, or schedule a new game.

Click outside of the calendar area or click Return to transfer out of the scheduling function.

Select Games From Schedule

The Maintain Game Schedule screen shows all scheduled games for the selected day. Shown on the game list is the date, the home team, the visiting team, a number which allows differentiation between more than one game between the same teams on the same day (double-headers), and a one-character status code:

> A = Added to schedule
> L = Lineup has been entered
> S = Suspended
> P = Played

Click on a game, then click Continue to score the selected game (or double click on the game line)

Click Add A Game to schedule and /or score a new, unscheduled game

Click on Return to return to calendar and view a different date.

Schedule Detail

The Game Schedule Detail screen completes the scheduling of a game by allowing selection of the Home Team and the Visiting Team. To select the home and visiting teams, drag teams from the list to the appropriate team box. To drag a team name, click on it and the team icon should appear. While holding the left mouse button, position the team icon over either the home or visiting team box, then release the button. The team name should now appear in the box.You may repeatedly select names from the team list to alter the Home and Visiting team.

To enter the playing field, drag a playing field name from the list box to the playing field box. If no playing fields appear in the list box, this means you did not enter playing fields when you set up your league. Return to your league setup screen to enter your playing fields.

When done, clicking on Return saves the changes to the Game data base and returns control to the calendar screen.

Clicking on Cancel restores the original information in the case of a game already scheduled or removes the game in the case of a newly scheduled game.

Clicking <u>Build Lineups</u> displays the Build/Change Lineup Screen.

Clicking <u>Keep Score</u> begins the score keeping process by displaying the Options screen for a new game or the Keep Score screen when resuming a suspended game.

Two additional options display when viewing a played game:
  You can delete the game from the game database
  You can edit game statistics

Keep Score

The 2 Steps To Keeping Score :

1. Schedule A Game

2. Keep Score

Play By Play

This is the main control panel used to record game events. The basic steps in using this panel are:

1) Decide what the batter did and if events occurred while he was at bat
    If there were steals or pick-offs while he was up, click these first
    (TeamMate calls these Mid-Bat Events)
2) Record what the batter did by clicking on the appropriate outcome
3) Adjust top of screen to reflect additional outs or base running
    (TeamMate calls these Post-Bat Events)
4) Click on P and E buttons to indicate Put-Outs or Errors by fielders. The P buttons associated with fielders are used to indicate put-outs of the batter only. To tag or force out base runners, drag a fielder over the name of the base runner.
5) To capture hit locations, click on the appropriate H button. Hits to left, center and right can be recorded this way.
6) To capture throws from fielder to fielder:
    Drag the baseball icon over the first fielder involved in the play. When you release, the fielders name will display in the throw box. Return your mouse to the baseball icon, drag it over the next fielder and release the mouse button. The 2nd fielder's name should display in the throw box. Three fielders can be involved in a throw play.
7) Click Next Batter to bring up next batter

 The score keeping panel is divided into 6 main regions and operates in 2 phases, the At-Bat and the Base Running phases.

        Phase 1 (At Bat) displays the name of the current batter and unlocks the bottom half of the
        screen.

        Phase 2 (Base Running) unlocks the Game Diamond and field areas of the screen.

In Phase 1 (At Bat) you may click on any of the buttons in the Control Transfer region or one of the outcome buttons in the Outcome Selection region. You would select a button from the Control Transfer region in order to a) retrieve information about the current game, such as statistics, scoreboard or play listing, b) to modify pitcher selection or player rosters, c) to look up rules, d) to force last batter for the inning, e) end or f) suspend the game. You select an Outcome button to either record a Mid-Bat event like a Steal, Pickoff or Wild Pitch/Balk, or to record an At Bat Outcome such as a Single, Home Run or Walk.

Selecting a Mid-Bat event results in the following:

        1) the bottom of the screen locks up
        2) the Game Diamond unlocks, allowing you to adjust player positions by
            advancing them, retreating them or tagging/forcing them out
        3) after adjusting positions and clicking on Continue, the Game Diamond locks, the bottom half
            of the screen unlocks and the current batter redisplays.

Selecting an At Bat Outcome is similar to the Mid-Bat event except that the current batter's turn is over. After adjusting base positions the next batter in the lineup will appear as the current batter.

Keep Score Screen Regions

Region 1 : Game Status Region
　　　　　Displays inning, number of outs, current team up and pitcher

Region 2 : Game Diamond
　　　　　Displays all players on base and allows you to adjust positioning of
　　　　　players on base

Region 3 : Current Batter
　　　　　　A) Displays batter and his hit/at bat ratio for game
　　　　　　B) Next 3 batters due up
　　　　　　C) Prior batter and outcome of at bat

Region 4 : Play Outcome Selection Region. Options include:

　　　　Single, double, triple, homer, walk, HBP (hit by pitch), bunt, reach on error

　　　　　　These options all result in the batter appearing on one of the bases or home
plate.
　　　　　　TeamMate advances any runners on base accordingly.
　　　　　　For a bunt, the batter is positioned at first base . You can drag a fielder over
the
　　　　　　batter's name to indicate that he got out.
　　　　　　In the case of Reach On Error or other buttons that put the batter on base, you
can　　move the runner beyond his designated base if you wish, by dragging.

　　　　Strike out, fly out, ground out, pop out, foul out, line out

　　　　　　These options do not put the batter on base, but if there are men on base, the
Game
　　　　　　Diamond unlocks, giving you the ability to manipulate men on base if
necessary.

　　　　Sacrifice

　　　　　　Game Diamond unlocks, allowing you to manipulate runners

　　　　Steal, pick off, fielders choice, wild pitch/balk, passed ball

　　　　　　These options require men on base. Pick off and fielders choice require that
you tag
　　　　　　one man out. Wild pitch and balk are treated identically by TeamMate: All
runners
　　　　　　on base are advanced one base.

　　　　Infield Fly

　　　　　　This option requires runners on first and second. Clicking this button causes
　　　　　　the batter to be out. You may advance or tag out runners.

Region 5 : Control Transfer Region

A) <u>Pick/Substitute Players</u>- to change lineup or pitchers
B) Last Batter - to indicate end of inning when 3 outs have not occurred
(as in Little League 9-batter rule)
C) <u>View Scorecard</u>- to view score
D) <u>View Plays</u>- to view all plays
E) <u>View Stats</u>- to view player stats for this game
F) Suspend End - to suspend or end game , retaining all information

Region 6 : Next Batter Region

>Continue - after recording a mid-play event, click here to finish the at-bat
>Next Batter - after completing an at-bat, click here to bring up next batter
<Undo at-bat - click here to replay an at-bat
<<Undo half inning - click here to replay a half inning
<<<Undo inning - click here to replay a full inning (top and bottom)
<<<<Undo game - click here to undo entire game except for lineups

Notes about game limitations:

1) Innings are limited to 20 at bats for each team
2) No limit on innings per game
3) 3 Sets of Mid-Bat events can occur. For example, Player A is up. Player B is on 1st and steals 2nd. That is 1 Mid-Bat event. Player B steals 3rd. That is the 2nd Mid-Bat event. Pitcher throws a wild pitch, advancing runners 1 base. That is the 3rd and final Mid-Bat event allowed for that batter. You must select an outcome. After selecting the batter's outcome you are allowed to enter one set of Post-Bat events such as additional runners coming home or runners being tagged/forced out.
4) TeamMate will force the game over when you have reached the number of innings in a standard game provided that one team leads. The standard game is defined by you on the <u>League setup screen.</u>

Note: Clicking on any button on this screen using the right-handed mouse button will display a mini-description of that button.

Run The Bases

The Game Diamond (top half of the screen) unlocks after a Mid-Bat event or after an At Bat Outcome has been selected. TeamMate displays players on bases depending on the most recent outcome selected by the operator.

Several actions are available to the operator, dependent upon the outcome of the current at bat. First of all, the current batter will be shown on one of the bases if applicable. If he hit a single, for example, his name appears at first base. Other base runners will be positioned at their appropriate bases.
To tag or force a runner out, drag a fielder over the name of the runner and release the mouse. The player's name will disappear and an out will be recorded for the team. Similarly, if a player advances more than the computer has predicted based on the at bat outcome, click on the player's name and drag him to advance him a base. His name should appear on the next base, provided the base was vacant. You can advance up to three men to home plate provided there are vacancies. Also, if you decide that a player has to move back a base,you can drag him back to the appropriate base provided it is vacant.

 At any point, if you think you have entered something wrong, click on one of the undo options available to you and redo the at-bat, the half-inning, the inning or the game. The undo options will back out not only the play but any batter, pitcher or fielder stats associated with the play.

When runs will be recorded, player's names appear at home plate. As with players on other bases, you may override TeamMate and tag a runner at home out or move him back a base. Note the Earned Run (E) box that appears by each man at home. When this box is checked (the default), the run will be considered an earned run. Un-check the box to make it an unearned run.

When satisfied with the positioning of the players on base, click on Next Batter to return to At Bat mode. This will increment the lineup so that the next batter appears as the current batter.

You must enter all put-outs and errors on the fielding portion of the screen to record them. For example, selecting a Mid-Bat event of Passed Ball causes the runners to advance, but will not record an error for the catcher unless you indicate it on the Fielding portion of the screen. Likewise, clicking on an outcome like Ground Out will record an out for the batter, but a put-out will only be recorded by clicking on P for one of the fielders.

In addition to put-outs and errors, hit locations are recorded by clicking on the H button for the appropriate field. For example, a single to left field can be indicated by clicking on the H just above the name of the left fielder. Hits to center and right field can also be selected. Note that H is to be used only for hits, not outs. A foul out to left field is indicated by using the P button by the left fielder's name.

To capture throwing plays like third base to second base to first base, use the baseball icon and drag it in turn over each fielder involved in the throwing play. As you drag the ball and release it over the fielder's name, his name will appear in the throwing box. Three fielders can be involved in a throwing play.

Double and triple plays are recorded by first indicating a put-out for the batter if applicable, then outs for the runners by dragging fielders over the runner names. To further capture the play, use the baseball icon to show any fielder to fielder throws involved in the double play

Note: Clicking on any button on this screen using the right-handed mouse button will display a mini-description of that button.

Select Winning Pitcher

This screen displays all players who pitched during the game for both home and visiting teams. Select the winning pitcher by dragging him to the winning pitcher box. Select a losing pitcher the same way. When done, click Return.

View The Score

This screen shows the current score with breakdown by inning. Other features of this screen:

Home Team and Visiting Team are displayed at the top.

The comment box is usually empty except when resuming a suspended game or when this screen is displayed in View Mode. When ending or suspending a game, text may be entered in this box.

If ending a game, click on Pick Winning Pitcher to select the winning and losing pitcher.

Click on Return   to resume score keeping.

 If you clicked on Suspend-End to get here, click Save to complete the game or Suspend to save the game at its current play in order to resume later.

View Plays

This screen shows a list of all plays which have occurred in the game. To see <u>sub-play detail</u> you can either:

      1) Double click on the desired play
      2) Click on the desired play, then click on View Sub-Plays

Click Print to produce a detailed game report including play-by-play, line scores and box scores. This can be done at any time during score keeping.

View Stats

This screen shows a chart of all roster players and their stats for the current game.

AB: At bats (every plate appearance except when outcome is Walk or Sacrifice).
 H: Hits (when outcome is Single, Double, Triple or Homer).
 R: Runs.
HR: Home runs.
BB: Bases on balls (aka walks).
2B: Double.
3B: Triple.
SO: Strike Outs.
BI: Runs Batted In.
IP: Innings pitched.
SB: Stolen Bases.
PO: Put-outs
ER: Errors
DO: Double play involvement
TR: Triple play involvement

View Pitcher Stats

This screen shows a chart of all players who have pitched during the game; that is, players who have faced at least one batter. The following stats are displayed:

       Innings - Number of innings in which at least one batter faced
       Batters - Number of batters faced in game
       Walks   - Number of walks allowed in game
       Wild Pitches/Balks - Number of wild pitches or balks
       SO   - Number of strike outs
       Hits   - Number of hits allowed
       Runs   - Number of runs allowed
       Errors - Number of errors committed
       ERA   - (Total earned runs allowed) X (Standard Number of Innings)   divided by innings   pitched

View Rules

Official score keeping rules display. Click on Search from the menu, then enter any word or character string to locate any item in the rules.

Click on Repeat to find the next occurrence of the selected word or character string.

Click on Exit to return to the game.

Remember, you can enter Alt + the underlined letter of any menu command to activate that function.

Build Lineup

This screen allows you to select either the home or visiting team and alter its lineup.

Clicking on Home will display the Home roster in the bottom left-hand portion of the screen. Some important information displays along with each player name: Batting Average, Earned Run Average, Bats (Left,Right,Both,Unknown) and Throws (Left, Right, Unknown). The current Home Lineup displays in the list box in the center of the screen. To change the lineup, you can:

Click on a player from the Roster and drag him to a position in the lineup. The mouse cursor changes to the shape of a person. Position the center of the torso over the desired slot in the lineup. You can position him over an existing player; the new player will replace the previous one.

Insert a player into the lineup by first making a space in the lineup. Use the arrow buttons on either side of the lineup list to move a player up or down in the lineup.

To remove a player from the Lineup, double-click on him. This does not remove him from the roster, just the current lineup. He can be added back at any time.

To add a player to the lineup who is not on the team roster, click on Players.This will transfer control to the Player screens.

When the Lineup is set, make sure that one of the buttons to the right of the Lineup list is clicked on to indicate the current batter for this team. If you are working on the lineup for the team which is not up, this determines who will be batting next when the team is up. If you will be starting your scorekeeping from some point in the middle of the game, you need to click on the batter who will be up, otherwise TeamMate will display your lead-off man as the first batter.

Select your starting pitcher by dragging someone from the Player list to the Pitcher box. You will use this same technique to change pitchers mid-game.

When the Home lineup is set and the current batter has been selected, click on Return,   Add Players or Visitor to work on the visitor lineup. You may toggle between Home and Visitor until satisfied with your lineups. Return goes back to the Calendar if not keeping score or back to the game if keeping score.

Once you have entered the lineup for a given team, TeamMate stores this lineup until you return here and change it. This saves you the trouble of re-entering the same information for every game if your lineup has not changed.   Add Players allows you to add new players to the league or transfer players from another team. TeamMate allows up to 20 players in the lineup.

Click on Field to arrange your fielding positions.

        Note: If stats do not appear for players, this means you did not recalculate statistics prior to keeping score.

        Note: If you previously created a lineup for a team, but no lineup appears now, this means that one or more players from the team have been de-activated or transferred. When this has occurred, you must re-enter a new lineup for this team.

Select Fielders

This screen allows you to select either the home or visiting team and alter the fielders for that team.

Clicking on Home will display the Home fielders in their respective positions in the field. The current Home Roster displays in the list box in the center of the screen. For each player, whether he throws Right or Left or Unknown is indicated. To position a player, you click on a player from the Roster and drag him to a position on the field. The cursor changes to the shape of a person. Position the center of the torso over the desired spot in the field. You can position him over an existing player; the new player will replace the previous one.

The visitor field is set in the same manner. Click on Return when done.

Add Players allows you to add new players to the league or transfer players from another team.

Once you have entered fielders for a given team, TeamMate stores those positions until you return here and change them. This saves you the trouble of re-entering the same information for every game if your fielding assignments have not changed.

This screen is very flexible. You are not required to enter any fielders. In fact, you should skip this function altogether if you do not plan on keeping track of fielding statistics. You can leave some spots open and you can also put the same player in more than one position. Note that pitcher assignments are entered on the Build Lineups screen.

View Subplays/Fielding

The top of this screen shows on base activity for the play (extra runs or outs that occurred) and steals that occurred during an At Bat. These events are shown by listing the player's name in the SubPlay box with an O for Out, R for Run, S for Steal, H for Steal Home W for Wild Pitch, B for Passed Ball and P for Picked Off (or caught stealing).

The bottom part of this screen shows the fielding plays that correspond to the subplays. The possibilities here are P for Put out and E for Error.

Other information can appear on this screen. For example, if a double or triple play occurred, a message to that effect will display. If any throwing plays were recorded, they will appear on this screen as 'Smith To Jones To Anderson', etc.

The only action available to the operator is to click Return. This returns control to the View Plays screen.

Stats Only

This screen allows you to manually enter or update box scores, line scores and pitching stats for a game if you are not interested in play-by-play detail.

You may enter/update game summary or comments in the text box provided.

Click on Line Scores to enter/update runs by inning and hits for the game

Click on Box Scores to enter/update player stats for the game

Click on Pitching to enter/update pitching stats for the game

Click on Return when finished entering or updating stats for this game

Set Innings

When entering stats only, TeamMate needs to know how many innings in the game in order to build the stat entry grid. Click on the up or down arrows until the desired number between 1 and 12 is displayed. Then click on Return.

Enter Line Scores

The Enter Line Scores screen displays a grid with the number of innings selected by you plus additional columns for H(its) and R(uns). Your cursor will be positioned at the cell in Row 1, Column 1 (First inning for the visiting team) and the cell will be highlighted. Enter the number of runs for that inning using your keyboard. If the number is to remain zero, simply move your cursor to a cell that you wish to change. The Runs column will automatically tally the total of runs entered in inning columns. You may not directly key into the Runs column.

You may return to any cell and re-key numbers. When satisfied with your entries, click on Return.

Enter Box Scores

Click on Home   to display the Box Score (Batter) entry grid. The complete roster for the selected team will display along with columns for the stats you can enter: At Bats (AB), Hits (H), Runs (R), Home runs (HR), Walks (BB), Strike-outs (SO), Runs batted in (BI), and Stolen Bases (SB). Your cursor will be positioned at the cell in Row 1, Column 1 (At Bats for the first player on the team) and the cell will be highlighted. Enter the number of At Bats for that player, using your keyboard. If the number is to remain zero, simply move your cursor to a cell that you wish to change. You may key into any cell on this grid.

You may return to any cell and re-key numbers. When satisfied with your entries, click on Visitor to enter stats for the other team and complete the grid in the same manner.

When satisfied with your entries, click on Return.

Enter Pitching Stats

Click on Home   to display the Pitching Stats entry grid. The complete roster for the selected team will display along with columns for the stats you can enter: Innings Pitched (IP), Batters Faced (Batrs), Walks, (Walk), Wild Pitches/Balks (Wild), Strike-outs (SO), Hits Allowed (H), Runs Allowed (R), and Earned Runs (Earn). Your cursor will be positioned at the cell in Row 1, Column 1 (Innings Pitched for the first player on the team) and the cell will be highlighted. Enter the number of Innings Pitched for that player, using your keyboard. If the number is to remain zero, simply move your cursor to a cell that you wish to change. You may key into any cell on this grid.

You may return to any cell and re-key numbers. When satisfied with your entries, click on Visitor to enter stats for the other team and complete the grid in the same manner.

Innings pitched is the only cell that allows a decimal point; all other cells must be integers (whole numbers). To indicate 1/3 of an inning, use .3. For 2/3, use .6. For example, if a player pitched one and one-third innings, enter 1.3.

When satisfied with your entries, click on Return.

Generate Reports

View Games

Show Statistics

Show Team Standings

Player And Team Reports

View Games

This function displays all scheduled games in summary form, showing the date, status, home team, home score, visiting team and visiting team score. Status can have these values:

> A = Added to schedule
> L = Lineup has been entered
> S = Suspended
> P = Played

Note: L status means that you previously selected the Build Lineup function and entered at least one of the following: the home lineup, visitor lineup, home pitcher, or visitor pitcher.

To print the schedule, click on Print Schedule.
To view game details, click on a game, then click on View Detail. You will see all of the view screens normally available during Score Keeping: Plays, Stats and Scorecard.

Refreshing Player Statistics

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Clicking on the Statistics tool will bring up the stats screen except under the following conditions:

> 1) if this is the first request since starting this TeamMate session
> 2) if a new game has been completed since the last time stats were updated

When either of these conditions is true,   the refresh stats screen will appear. Click Recalc to continue or Cancel to exit the statistics function. If you decide to continue, a bar graph displays to give you an idea of how far along the process is.

Prior to playing a   game, you may want to refresh statistics to bring   player stats up to date. Then, when setting up   your lineup or   selecting pitchers, you know that you are seeing the player's   current stats.

Refreshing the stats can be time consuming   depending on how many players and games you   have had this season,   so if you are in a hurry, you can skip this, play your game and update   stats later.

Pick Statistics Options

This screen provides several options available to tailor the display of player statistics.

First, select the sort order: players will either display in last name order or by batting average.

Second, either click on All Teams, click on a specific division or click on a specific team name from the list box. A 'Sorting' message will display to let you know that the stats are being sorted and calculated.

Show Statistics

This screen shows every player, either throughout the league or in the requested division or on a specific team selected by you, his games played, his at bats, how many doubles, triples, etc. he has had and his batting average.

      Stats formulas used by TeamMate:

          Batting Average (Avg) : Total hits divided by total at bats
          Slugging Percent (Slg) : Total bases divided by total at bats
          On Base Average (OnB) : Total hits + walks divided by total at bats
          Fielding Average (FAV) : Total put-outs divided by total put-outs + total assists
              + total errors
          Earned Run Average (ERA) : Total earned runs times standard game innings
divided by   innings pitched

Click Redisplay to change your sort and selection options and redisplay stats.

Click Print for a hardcopy printout.

Click Return to redisplay the main TeamMate screen.

Show Team Standings

The Team Standings screen lists every team in the league, by division, how many games it has won, lost or tied and the winning percentage. Teams are listed in order of winning percentage within their division.

Click Print to print a hardcopy report.

Click Return to leave the Standings screen.

Player And Team Reports

This screen provides several options available to tailor the display of player and team reports.

First, select the desired report:

> Active Players
> Inactive Players
> Team Rosters
> Staff
> Inactive Teams

Second, either click on All Teams, click on a specific division or click on a specific team name from the list box. The report will be built and displayed.

View Reports

Click on Print for hardcopy report

Click Return to go back to report menu

File Utilities

End Of Season Archival

Initialize Files

Import Players

Export Players

Compress Files

Reactivate a Player

Reactivate a Team

Convert 3.0 Files

End Of Season Archival

This screen provides three options for file maintenance at the end of your season:

1) Retain players, teams and rosters - This option makes an archival copy of your games and then initializes the game file. This results in all stats being reset to zero, but teams, players and rosters remain intact.

2) Retain players and teams but clear rosters - This option also archives and clears the game file to reset stats and retains players and teams, but removes players from their team affiliations.

3) Clear players, teams and rosters - This options also archives and clears the game file to reset stats but also archives and clears players and team files.

Select an option and click on Archive to complete the process or click on Cancel to change your mind and transfer completely out of the function.

Be careful! Backup your database first (using DOS or Windows utilities).

Archive Directory

Enter the name of your archive directory in the box provided. If a name is displaying and it is not the right one, a quick way to clear it from the box is to highlight the entire name with your mouse, then press the delete key. You can then type in the correct directory name. If you are archiving to a floppy, you can just enter your drive letter, A: or B:, depending on which drive you are using.

If you are archiving to your hard drive and just enter C:, your files will be written to the root directory, which will work, but will not keep your data organized. It is better to enter a directory name such as ARCH95 after the drive letter, colon and backslash to indicate the purpose of the directory and the time period it reflects. The directory you enter does not have to exist; TeamMate will create the directory for you. However, it must follow certain rules, some of which follow. For more information, see your DOS manual.

Directory name must contain 1 to 8 characters

Name can contain letters A through Z, numbers 0 through 9 and certain special characters   (see your DOS manual)

Name cannot contain spaces, commas, periods or backslashes

Initialize Files

This screen causes the selected database to be initialized or cleared of all data. Be careful! Backup your database first (using DOS or Windows   utilities).

Click on either Teams, Players, or Games (or All for all three files). A warning message will display and give you the opportunity to cancel the initialization process. If you elect to proceed, upon completion, the message XXXXX Database Initialized will appear where XXXXX equals the database you are working with.

Compress Files

This screen causes the selected database to be compressed, which means that all records previously rendered inactive will be permanently deleted from their respective database. Be careful! Backup your database first (using DOS or Windows utilities).

Click on either Teams, Players, Games or All. A warning message will display and give you the opportunity to cancel the compression process. If you elect to proceed, upon completion, the message XXXXX Database Compressed will appear where XXXXX equals the database you are working with.

Convert Files

This screen allows all files from TeamMate 3.0 to be converted to the 4.0 structure. This includes League, Players,Teams and Games. Enter your TeamMate 3.0 directory in the box provided (if it differs from the default given).

 Suggestion: If you have files from TeamMate 3.0 to convert, do your conversion before you enter any new information, since new data will be overlayed by the conversion process.

Convert Directory

Enter the name of your TeamMate 3.0 directory in the box provided. If you installed 3.0 using the default, the name would be TEAMMAT3 (preceded by the drive letter, colon and backslash). If a name is displaying and it is not the right one, a quick way to clear it from the box is to highlight the entire name with your mouse, then press the delete key. You can then type in the correct directory name.

Import Files

This screen allows you to copy players from another program into TeamMate. Suggestion: If you have files to import, do your import before you enter any new information, since new data will be overlayed by the import process.

Import Rules:

The file you are importing can be in any directory, but it must be named INPLAY.DAT

The file must contain these data items in this order: Field 1 - last name, Field 2 - first name, Field 3 - street address, Field 4 - city state and zip

All four fields must be enclosed in quotation marks and separated by commas

Example: "Smith","John","123 Fourth Street","Chicago IL 60606"

Import Directory

Enter the name of the directory which holds your file to be imported. The file can be in any existing directory, but the file must be named INPLAY.DAT.

After clicking on Continue, TeamMate will display a message indicating that all current players will be deleted. If you decide that you want to keep your players and stop the import process, select Cancel. Otherwise click OK to proceed. You will see a message indicating the Player database has been initialized and a second message indicating when the import is complete.

Export Files

This screen allows you to copy your TeamMate players into another program in order to perform a mail-merge process or print labels. Only name and address information is exported by TeamMate.

The structure of the exported file is as follows: Field 1 - last name, Field 2 - first name, Field 3 - street address, Field 4 - city state and zip
All four fields are enclosed in quotation marks and separated by commas.

Export Directory

Enter the name of the directory you wish your player file to be exported to. If it does not already exist, TeamMate will create the directory for you. However, it must follow certain rules, some of which follow. For more information, see your DOS manual.

Directory name must contain 1 to 8 characters

Name can contain letters A through Z, numbers 0 through 9 and certain special characters (see your DOS manual)

Name cannot contain spaces, commas, periods or backslashes

When done, a message will display indicating that players have been exported.

The structure of the exported file is as follows: Field 1 - last name, Field 2 - first name, Field 3 - street address, Field 4 - city state and zip
All four fields are enclosed in quotation marks and separated by commas.

Reactivate a player

Select a de-activated player from the player list, then click on Re-activate. The next screen displays detail information about the de-activated player. Click on Re-activate player or Main Menu to change your mind. You cannot update player information here. To update the player, re-activate him, then select Player under the Setup menu.

If the player you wish to re-activate did not display, then the player file must have been compressed at some point. File compression permanently removes all de-activated players.

Reactivate a Team

Select a de-activated Team from the Team list, then click onRe-activate. The next screen displays detail information about the de-activated team. Click on Re-activate or Main Menu to change your mind. You cannot update team information here. To update the team, re-activate it, then select Team under the Setup menu.

If the team you wish to re-activate did not display, then the team file must have been compressed at some point. File compression permanently removes all de-activated teams.