

**This portion of the manual is for Users of the Leagues and Statistic Modules.
 Although many portion of the manual are duplicated, it is not intended to be used without the
 USA HOCKEY/CYBER SPORT Electronic Registration Software2.0 Manual.**

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Technical Support

Free telephone technical support is available to registered users for one year from the date of purchase or renewal. If you need help and cannot find the answer in the help system, the Technical Bulletins, or this manual.

Monday through Friday, 9AM – 6PM, EST
Cyber Sport Technical Support: (519) 770-1284

If assistance is not immediately available, leave a message and your call will be returned as soon as possible. Please try to plan ahead and place support calls during the listed weekday support hours.

<http://www.cybersportsoftware.com>

Cyber Sports Sales

Optional modules for Leagues and Statistics can be purchased from Cyber Sport Software, Inc. (Chapter 8 describes these optional modules). You can contact the Cyber Sports Software, Inc. Sales Department at 1-800-813-8299. Cyber Sport Software, Inc. is committed to continually improving its products and providing you with the best software possible. They welcome any comments or suggestions.

CHAPTER 2: Cyber Sport Basics

When you open Cyber Sport, you will see menu items across the top. Through these menus, you build the database for your association, register your members and teams, and generate reports. This chapter familiarizes you with each menu item and the different buttons and drop down lists within those menu items. If you are familiar with Windows, you will recognize many of the controls. Some, however, are unique to Cyber Sport. To move from one control to another, use the Tab key, keyboard arrows, or your mouse. Some controls (like drop down lists) require you to use the Tab key to move to the next control.

The **Personnel Screen** is where you add, view, and edit the players, coaches, managers, and volunteers of your organization. Team affiliations (as a player and/or coach) are shown; registration fees and payments can be entered and tracked using the financial system; awards, suspensions, additional address information, or parental information can be entered into the Notes field.

The **Team Information Screen** is where you build teams, add or edit teams, print team applications, create rosters, and print T2s. If you wish, you can specify such things as division, sponsor and personnel.

The **Reports Screen** offers a number of reports that can help you manage your organization.

Optional Sections

Cyber Sport Software, Inc. offers two additional sections to assist you in managing your association. You can add and edit leagues in the **League Information Screen**. You can also assign ice times and create game schedules, both house and travel. The scheduling software uses the list of teams assigned to a League, along with any ice times you enter, to create an evenly matched game schedule. The **Game Screen** includes team names, game date and time, arena, referees, period times, and scorekeeper’s data. Game statistics include detailed data on roster, goals, penalties, and goalies. To purchase one or both of these optional sections, call the Sales Department at 1-800-418-8299.

Navigation Buttons

These buttons appear at the bottom of the Personnel, Team and League screens (Figure 2.1). They are used to navigate through the program. Buttons are disabled (grayed-out) when they cannot be used. For example, you can’t make any changes until you enter Add or Edit mode, so the Save Changes and Undo Changes buttons are disabled (as shown below).

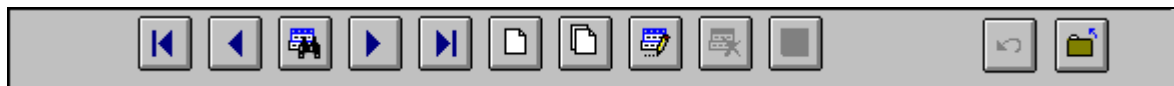






Figure 2.1

-  **Go to Top of Data:** Display the first record (however you have it sorted)
-  **Go to Previous Record:** Display the previous record (from the one you are looking at)
-  **Locate:** A pop-up list of names: people, teams, or leagues – whichever section you’re in
-  **Go to Next Record:** Display the next record in order



Go to Bottom of Data: Display the last record



Add: Enter a new record (new person, team or league)



Duplicate Add: Enter siblings (retains certain information such as parents' names and address)



Edit: Allows changes to the displayed information



Delete: Permanently delete the current record from the data file



Save: Save changes to disk – you cannot use the Undo button after you have saved



Undo: Cancel the current changes without saving



Exit: Returns you to the main Cyber Sport screen

Data Entry Fields, Buttons, Boxes, and Lists

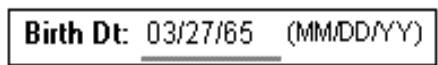


Figure 2.2

A **Data Entry Field** (Figure 2.2) is an area on the screen where, using the keyboard, you can enter text, numbers, or dates.

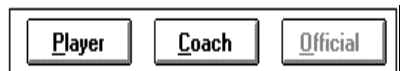


Figure 2.3

A **Push Button** (Figure 2.3) performs an action when you click it with your mouse. A grayed-out button is not available.

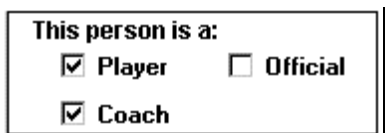


Figure 2.4

Check Boxes (Figure 2.4) are small square boxes that allow you to choose items from a short list. You can add or remove a check mark by clicking it with your mouse, and you can check more than one box.



Figure 2.5

Radio Buttons (Figure 2.5) are small circles. They are like Check Boxes, except you can only “turn on” one button in each group (the other turns off automatically).



Figure 2.6

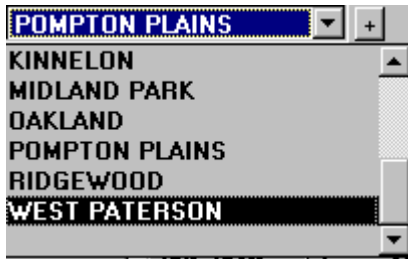


Figure 2.7

A **Drop Down List** (Figure 2.6) first appears as a box with a downward pointing arrow on the right side. While in Edit mode, clicking on the arrow opens a list of options that you can choose with your mouse or keyboard arrows (Figure 2.7). Pressing the space bar while the item is highlighted will also open the list. The list is alphabetized, and if you press a letter (whether or not the list is open) it will jump to the next item that begins with that letter. For example, pressing the M key will move to the first entry that starts with M — pressing M again will move to the next entry that starts with M, and so on. To move out of a Drop Down List, you must use your Tab key.

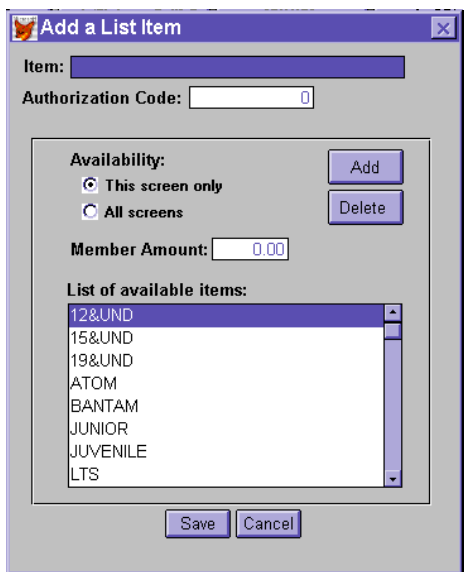


Figure 2.8

If a Drop Down List has a + button to the right (as in Figure 2.6), you can add and delete items from the list. Click the + button to open the **Add A List Item** window (Figure 2.8).

To Add An Item:

1. Type the new item in the Item field
2. Choose **This Screen Only** or **All Screens***
3. Click **Add**
4. Click **Save**

To Delete An Item:

1. Single-click the item in the **List of Available Items** box
2. Click **Delete**
3. Click **Save**

* **All Screens** will let the item show up in every screen with the same list. **This Screen Only** will restrict it to this specific screen.

A **List Box** is a rectangular area that shows a list of items. Figure 2.7 shows a Drop Down List Box, but some List Boxes are always on the screen, as in Figure 2.8. Sometimes, the list is used only to display information. At other times, a List Box presents information that you can choose or modify, using your mouse or keyboard

Chapter 5a: Leagues and Statistics – Reports Section

Cyber Sport offers a number of reports to help you manage your organization. These reports are accessible from **Reports** on the main menu. To see a list of **all** reports available in Cyber Sport, select the Report List report. You will have the option to print or preview any report that you select from the Reports menu. Highlighting a report in the upper box causes the report description to appear in the Description box. Some reports have options that allow you to customize them according to the needs of your organization. Please note that the available reports can vary depending on what screen you are currently in when you select the Reports menu.

Adding New Reports

Whenever new reports are developed, they are available at no charge. These new reports are distributed as part of the latest program updates. To obtain a program update, visit the Cyber Sport website at www.cybersportsoftware.com or call the technical support number in the Introduction.

Reports Name	Description:	Accessed From:
All Players by Position	A master registration report with major grouping by position.	Main, Personnel
Detailed Member Transmittal	Displays all personnel who will be transmitted in the next batch.	
Detailed Financial Report	Summary of individual's transactions and balance with various search criteria.	Main, Personnel
Financial Report	Summary financial information by player showing total charges, payment amounts and balances. Report may be printed for all personnel or for select personnel or divisions.	Main, Personnel
Game Press Release	This report prints details about a specific game. Date, time, location, which teams played. Scoring and penalty details for each team by period are also printed. Comments can be included by clicking on the Press Comments button on the game sheet screen.	Games
Game Scoring Results	Report showing scores from verified league games, based on your selection.	Leagues, Games
Game Sheet Labels (12)	Prints a team roster list label to affix to the game sheet. Requires unperforated 8.5"x11" label stock. Prints 12 labels per page.	Teams, Leagues
Game Sheet Labels (6)	Prints a team roster list label to affix to the game sheet. Requires unperforated 8.5"x11" label stock. Prints 6 labels per sheet.	Teams, Leagues
General Purpose Report	General Purpose Report is a blank form with multiple columns that if printed from the teams screen will fill the names of the current team under the player name column. If printed elsewhere, all columns are blank.	Main, Personnel, Teams, Leagues, Games
IMR Form	Prints USA Hockey Individual Membership Registration form. If in personnel section, current person will print. If in the teams section, entire team will print. If in the main screen, criteria can be specified.	Main, Personnel, Teams
Mailing Labels	Prints standard 3x10 mailing labels for selected personnel. Various sort options available.	Main, Personnel, Teams
Master Reg. w Notes/Med	Prints a master registration list along with medical and Notes.	Main, Personnel, Teams

Reports Section

Reports Name	Description:	Accessed From:
Master Registration	Prints a master registration list. Can be printed for all personnel or for specific personnel types or divisions. Various sort options available.	Main, Personnel, Teams
Official Team Roster	The USA Hockey official team roster form.	Main, Teams
Officials Attendance	Displays and totals official's attendance and roles, grouped and totaled by team.	Leagues, Games
Officials Penalty Summary	Generates a report showing for each referee how many and in which period penalties are called.	Leagues, Games
Oustanding Balances	Prints list of personnel who have outstanding balances.	Main
Personal Account Summary	This report displays all of the transactions and amount due for the selected player.	Personnel
Player ID Tags	This report prints ID tags for each player on the selected team. When printing this report, a dialog appears that allows you to input a title for the ID tags, such as a tournament title. These are generally useful for tournaments.	Teams
Player Profile	Basic player profile information such as shot, position, height, weight and rating with the same filter options as the master registration report.	Main, Personnel, Teams
Players by Team Division	Players listed and grouped by the division of the team(s) they are assigned to.	Main, Personnel, Teams
Rating Report	Ranks players in order of rating and allows for specification of selection criteria. Upon printing, a duplicate report without the names can also be printed and used for team selection purposes.	Main, Personnel
Reports List	Prints a list of the available reports and their descriptions.	Main, Personnel, Teams, Leagues, Games
Schedule: League	Prints a game schedule for an entire league.	Leagues, Games
Schedule: League w/Ref	League schedule report which provides space to include referee assignments.	Leagues, Games
Schedule: L-Next 2 Wks	Report showing league games to be played within the next two weeks.	Leagues, Games
Schedule: Multi-L w/Ref	Multi-League schedule which provides space for referee assignment.	Leagues, Games
Schedule: Multi-Leag	Displays all game schedules for all leagues. Can include or exclude practices. May be sorted by location or date.	Leagues, Games
Schedule: Team	Prints a game and practice schedule for each team.	Leagues, Games
Standings - League	This report shows team standings and statistics for each division within a league. The division grouping is based on division assignment at the team level.	Leagues, Games
Standings: Tournament	League Standings grouped by games played, so quarter, semi, and finalists are separated.	Leagues, Games
Stats- Individual Player	Prints an individual performance report for each player on a team or in a league. Each report contains personal vital statistics, personal game statistics and team statistics. Also prints teammates' names, coaching staff and personalized coaches' comments.	Leagues, Games
Stats: L-Top Performers	This report shows in order the top league performers and top league goaltenders along with their statistics. Set the number of players in League Options.	Leagues, Games

Reports Section

Reports Name	Description:	Accessed From:
Stats: Penalty L-Majors	Report providing information on major penalty occurrences by league.	Leagues, Games
Stats: Penalty: L-Summary	Prints a summary of penalties assessed against each team for the league.	Leagues, Games
Stats:Team-Player Perform	This report prints a player performance summary by team. Goaltender statistics are separated from Forward/Defenseemen statistics.	Leagues, Games
Supplemental Roster	Allows a portion of a team to be printed out in the same format as the official roster. When this report is chosen a screen will appear allowing the user to select individuals from the team to be included in the supplemental roster.	Teams
Team Financial Report	For each team, prints by individual a summary of the fees, payments and balance owed.	Teams
Team Information Report	This report prints a list of the team members with address and phone information as well as position and jersey numbers.	Main, Teams
Team Membership App	USA Hockey Team Membership Application Form	Teams
Tournament Roster	A simplified roster with name, position, and jersey number. DOB information may be added to the report. May be sorted by name or by jersey number.	Main, Teams

Chapter 6: Cyber Sport – Utilities Section

The Utilities section of Cyber Sport provides a variety of tools to manipulate or protect your data. You can import, export, back up, restore, and transmit data, and you can define divisions. Clicking on **Utilities** on the main menu accesses each utility. This section gives an overview of each utility.

Modify Registration Information

The screenshot shows a Windows-style dialog box titled "Register a Copy of Cyber Sport" with a sub-title "Cyber Sport/USA Hockey Configuration Screen". The dialog contains several input fields and checkboxes. The "Association" section includes fields for Association, Street, City, State, and Zip, along with radio buttons for "Canada" and "USA". The "Administrator" section includes fields for Last, First, Phone, and Email, with a "None" checkbox. The "USA Hockey Team Fee" is set to "\$20.00". Other fields include "Auto Id", "Association Code", "District Code", and "Activation Key". There are checkboxes for "Delete Data from Databases" and "Allow Transmittals". A dropdown menu for "Installed Components" is currently set to "Personnel;Teams". At the bottom, there are three buttons: "Register", "Secure Options", and "Cancel".

Figure 6.1 Modify Registration Information

Once you have completed the software installation, you need to register your copy of Cyber Sport. This is accomplished with the Modify Registration Information screen. Click on **Utilities** in the main menu then click on **Modify Registration Info**. Figure 6.1 depicts the registration screen. The Installation Letter you received has the information you need to complete the registration: your Association Name, Association Code, District Code, Auto ID, and Activation Key. Your Auto ID is a three-letter code that is used for internal processing by the USA Hockey National Office.

1. Complete the Association section as follows:
 - Enter the Association name exactly as it appears on the Installation Letter, including capitalization and spacing. Please note the differences between 0, O (zero and capital “o”) and 1, I (one and capital “i”).
 - Use the address of the rink or office location of the individual who will be administering the Cyber Sport software.
 - Select USA.
2. Complete the Administrator section as follows:

- Enter the name, phone number, and email address of the individual who will be administering the Cyber Sport software. USA Hockey will use the email address to provide you with confirmation of data transmittal, electronic technical bulletins, newsletters, and technical support during the course of the registration season. This address will NOT be used for any forms of solicitation or non-USA Hockey correspondence.
 - If you do not have a valid e-mail address then select None.
3. Complete the bottom section as follows:
 - Enter the Auto Id, Association Code, District Code, and Activation Key are found on your Installation Letter. Enter these codes **exactly** as they are on the letter.
 - Select Allow Transmittals.
 - Delete Data From Database box **should be left blank** when initially installing the Cyber Sport software. This box can be used **AFTER** initial installation to remove all data from your system, if necessary.
 - The Installed Components field **must read Personnel, Teams** – all other options pertain to the modules available for purchase.
 4. Click **Register**.
 5. If the registration fails, check the above points again before calling for help.

NOTE: The Secure Options button provides access to advanced Cyber Sport options that can be activated when needed according to a particular association or district's needs. These options all require a code in order to be activated. Please contact your USA Hockey representative if you have any questions about these options.

The Modify Registration Info screen must be used to modify any registration information that changes after you initially installed the software. Use this utility to:

1. Change the Association name, address, or any other association-specific information
2. Change the Administrator Name, phone number, or email address
3. Add additional Cyber Sport modules
4. Modify the team application fee
5. Delete data from database
6. Turn a Secure Option on or off

NOTE: You cannot change your Association Name, Association Code or Auto ID without a new Activation Key. Contact the USA Hockey Member Services department for a new activation key. You will be required to enter a code to activate any secure option. You can get this code from your USA Hockey representative. These changes will be reflected on the next transmittal.

If you want to experiment with test data before beginning actual registration, the Delete Data from Databases button will delete the entire database you created so you have a clean start. It is not recommended that you use this option once you have populated your database with good data.

Importing Overview

Importing allows you to put information into your database from another computer running Cyber Sport or from a different program. For example, you may have been keeping your players' names and addresses on a Lotus 123 or

Microsoft Excel spreadsheet. Importing allows you to transfer that information directly into the Cyber Sport Personnel database, without manually re-entering it.

To import a file, you must first have a profile, which specifies what kind of information you are importing. Cyber Sport already comes with two predefined profiles. The IMR Transmittal Import profile allows you to import data created by a Cyber Sport USA Hockey IMR_Transmittal export profile. The USA Hockey Import profile allows you to import a data disk generated by the USA Hockey national database. You can also create your own profiles. Because you are adding information to the Cyber Sport databases, certain key fields are required and will be automatically added to any new import profile you make. For instance, because all personnel must have a PIN, that field must be a part of all profiles that import to the personnel database. During an import, Cyber Sport will reject records with blank key fields and give you the option of rejecting or updating when a matching key field already exists in your database.

Importing A File

1. Click **Utilities** then **Import** on the pull down menu to open the **Data Import Utility** window (Figure 6.2)
2. If Import Description does not contain the profile you want, click the **Locate** button
3. If Import File does not contain the correct name, click the **Find File** button to search your drives
4. Click the **Import Data Now** button
5. After a delay, a Message window pops-up. Click **OK**
6. Visually check file to ensure you are not importing random characters or incorrect fields. You should see neat columns of information
7. Press **Escape** when you have finished viewing the temporary import file
8. Click **No** (cancels the import and puts you back at the Data Import Utility window) if you saw incorrect data. Click **Yes** (the records will be automatically analyzed and compared to existing records) if the data looked fine
9. Upon completion of the analysis, the Import Options Dialog window pops-up – you **MUST** click the **Action** check boxes for the indicated records to be imported, or for the indicated reports to be printed
10. Click **OK**

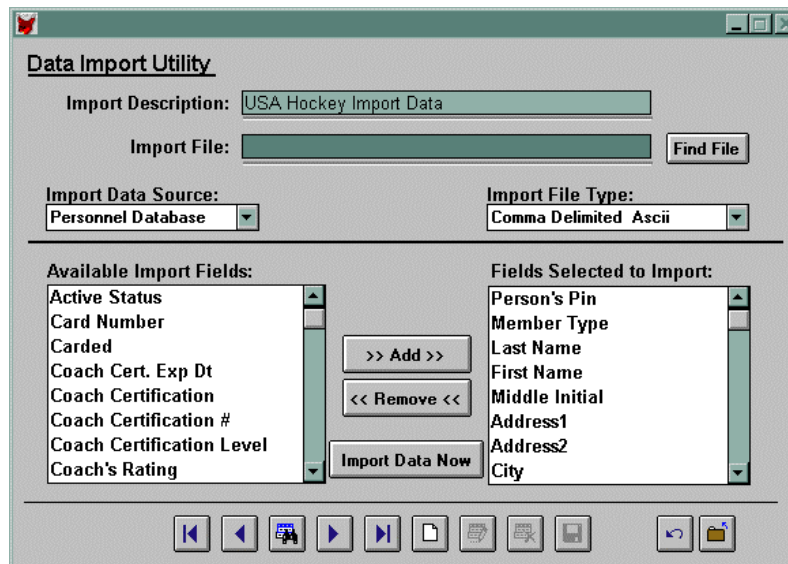


Figure 6.2: Data Import Utility window

Creating A New Import Profile

1. Click **Utilities** then **Import** on the pull down menu to open the **Data Import Utility** window (Figure 6.2)
2. Click the **New** button
3. Fill in the **Import Description**

4. Enter an **Import File** (name of the file you want to import from)
5. Choose the **Import Data Target** (this determines which database the fields are imported into)
6. Choose an **Import File Type** (the kind of file you named in step 4)
7. Define the fields to import:
 - Required fields are added automatically
 - Order of fields in the Fields Selected To Import box match order they will be in the file
 - To add a field, highlight it in the Available Import Fields box and click **Add**
 - To remove a field, highlight it in the Fields Selected To Import box and click **Remove**
 - All fields in the file must be included (choose User Defined Field to have Cyber Sport ignore the data)
8. You can edit each field's format by double-clicking on it in the **Fields Selected To Import** box:
 - Upon double-clicking, the Field Editor window appears
 - Altering this window changes the field lengths or types of the import fields, and should rarely be needed
 - Click **OK**
9. Click **Save** – you must save the definition before executing

Editing An Existing Import Profile

1. Click **Utilities** then **Import** on the pull down menu to open the **Data Import Utility** window
2. If Import Description does not contain the profile you want, click the **Locate** button
3. Click the **Edit** button
4. Make your changes
5. Click **Save** button — you must save the definition before executing

Exporting Overview

Exporting allows you to take information from your Cyber Sport database and put it in a file or on a floppy disk. This information can then be imported by another program and/or by another computer. For example, you could create a file of names and addresses that could then be imported into your word processor for a mail merge. To create an export file, you must first have a profile that specifies what kind of information you are exporting. Cyber Sport already comes with a USA Hockey IMR Transmittal export profile, but you can create your own.

Creating An Export File

1. Click **Utilities** then **Export** from the pull down menu to open the **Data Export Utility** window (virtually identical to the Data Import Utility window, Figure 6.2)
2. If Export Description does not contain the profile you want, click the **Locate** button
3. If Export File to Create does not contain the file name you want, change it or click **Find File**
4. Click the **Create Export File** button

Creating A New Export Profile

1. Click **Utilities** then **Export** on the pull down menu to open the **Data Export Utility** window
2. Click the **New** button
3. Fill in the **Export Description**
4. Enter **Export File To Create** (the name of the file you want to make)
5. Choose **Export Data Source** (this determines what fields are available for export)
6. Choose an **Export File Type** (this is what kind of file you named in step 4)
7. Define the fields to export:
 - Order of fields in Fields Selected To Export box is order they will be in the file
 - To add a field, highlight it in the Available Export Fields box and click **Add**
 - To remove a field, highlight it in the Fields Selected To Export box and click **Remove**
8. Edit each field's format by double-clicking on it in the **Fields Selected To Export** box:
 - Upon double-clicking, the Field Editor window appears
 - Altering this window is only necessary when exporting to a program that requires specific fixed-length field types on import – if unsure, don't change anything
 - When finished altering, click **OK**

9. Click **Save** — you must save the definition before executing

Editing An Existing Export Profile

1. Click **Utilities** then **Export** on pull down menu to open the **Data Export Utility** window
2. If Export Description does not contain the profile you want, click the **Locate** button
3. Click the **Edit** button
4. Make your changes
5. Click **Save** — you must save the definition before executing

Backup Overview

Performing regular backups is one of the most important ways you can protect your data and save yourself from having to re-enter it all. Power fluctuations, hard drive failures, and carelessness can cause data loss. You should back up your data once a week or after you have made significant changes. The backup copies only active files from your database. Archived files are not backed up.

Performing A Backup

A Backup backs up all the data in the DBF folder. Please do not use the DBF folder to save any of your files. The Backup Appends data to the on you specify.

1. Click **Utilities** then **Backup/Restore** on the pull down menu
2. Choose Backup CyberSport
3. Select where you want to store the backup (recommend you use a floppy disk since backing up to the hard drive will not protect you from a hard drive failure)
4. Click **Backup Now**
5. Click **OK**

Restoring Database From A Backup

The Restore utility allows you to restore your data from the backup you created. This utility will restore the most current data from a disk that was created using the Cyber Sport backup utility only. The restore function will overwrite the current data files on your computer, restoring your database to whatever state it was in when you created the backup disk. Any changes made since the backup was created will be lost. Use this option only as a last resort for repairing your database. **IF YOU ARE USING THE LEAGUES AND STATS MODULES BE CAREFUL YOU DO NOT CLEAR IT BY RESTORING YOUR REGISTRARS DATA (they may not have the scheduling and statistic info you have on your machine.**

1. Click **Utilities** then **Backup/Restore** on the pull down menu.
2. Choose Restore a Previous Backup.
3. Select where you want to restore the backup from.
4. You are warned that the current data will be overwritten — click **Yes**
5. Be sure to run **Rebuild Files** and **Pack Files** utilities after performing a restore

Rebuild Files

Use the Rebuild Files utility after you have done a restore or an initial installation, or if you have reason to believe that the integrity of the Cyber Sport database tables and indexes may have been compromised. Always use the Backup utility before running Rebuild Files.

1. Click on **Utilities** then **Rebuild Files** on the pull down menu
2. Click **Yes** to continue when warned all data will be overwritten
3. Run the Pack Files utility

Pack Files

Use the Pack Files utility after you have run the Rebuild Files utility or after initial installation. This option removes the white space from your database tables and can enhance performance and database integrity.

1. Click on **Utilities** then **Pack Files** on the pull down menu

Define Your Divisions

Cyber Sport comes predefined with common division birth date ranges. **Use the Cyber Sport defaults unless otherwise specified by your District Registrar.**

1. Click **Utilities** then **Define Divisions** on the pull down menu
2. Click the radio buttons at the top of the window to display **Male** or **Female** ranges
3. Make the changes necessary to match your Association
4. To change a division, click on it in the bottom list, then make the changes in the **From**, **To**, and **Division** boxes above
5. To add a division, click the **Add** button and enter **From**, **To**, and **Division** in the boxes above
6. To delete a division, select it in the bottom list and click the **Delete** button
7. Click **Save**
8. If you made changes you will be prompted to run the **Recalculate Divisions** utility
9. Click **Yes** to recalculate your divisions based on any date changes you may have made

There is an option here to Use Male Divisions for Females. If this is selected Females will be assigned Male division ranges.

NOTE: Selecting the Restore USA Hockey defaults button will undo any customizations you have made since your installation and return your divisions to the Cyber Sport defaults for the current season. You will not be able to restore your customizations from backups. They will need to be manually reentered.

Recalculate Divisions

This option is automatically run at the end of a USA Hockey Data Import and you will be prompted to run it whenever you have made changes to your divisions using the Define Divisions option. On occasion you will need to run this option after you have made a change to a birth date or if an individual does not appear on the Assign Personnel screen. Run this option whenever you need to ensure that all of your divisions have been calculated correctly based on the D.O.B. field.

Set Season

You should not run this utility unless specified to do so by your USA Hockey representative. This utility will set all of your personnel back to an inactive status. The transmittal batch number will be reset to 1. Financial information will return to 0 balances. Team Application information will be reset. All personnel will be removed from team rosters. You will be given two choices when you change the year:

1. Print an Outstanding Balances Report for all unpaid financial information.
2. Delete Inactive Members? will give you the option of having Cyber Sport automatically delete any members who were not marked as active during the current season. Selecting this option will permanently remove any member with a blank active box from the personnel database. They would have to be manually re-added.

Chapter 7: Troubleshooting and Frequently Asked Questions

This section is designed to help USA Hockey Cyber Sport users with solving some common problems that arise when using the Cyber Sport software.

Basic Troubleshooting

The first thing to do when a problem arises is to review the appropriate sections of the User Guide manual. Also check the **Frequently Asked Questions** below for common problems and questions. If you get an error message on your screen, write it down along with what you were doing just before the error. If rebooting the computer or exiting and restarting Cyber Sport allows you to do the same action without receiving the error, it is safe to proceed normally. If you continue to get the same error, you will need to tell Technical Support both the text of the error message and what you were trying to do when the error occurred.

Frequently Asked Questions (FAQ)

Installation

- **Can I install Cyber Sport on more than one computer?** Yes, but you can use the secondary installation for reports and as a backup only. All data entry and transmittals must occur on the same computer throughout the season. You can do backups from the first computer and restore your data to your secondary installation, but you cannot add data or run transmittals from the secondary computer. You could also switch primary computers during mid-season if necessary. When you are finished with your primary computer, do a complete backup, reinstall Cyber Sport on a new primary computer, then restore your backup. You should delete Cyber Sport from the original computer unless you are going to use it as a secondary installation.

Register Your Copy Of Cyber Sport

- **What if my Association information appears incorrectly on my Installation Letter?** You must contact the USA Hockey technical support line for an updated activation key to go with the new, corrected information. A request for an updated activation key may take several days to process.
- **How do I add additional Cyber Sport sections?** You must contact Cyber Sport Software (1-800-813-8299) to purchase the additional sections and receive instructions and an activation code for installing them.
- **How do I change my registration options after initial installation?** Select Modify Registration Info under Utilities from the Cyber Sport main menu.
- **What are Secure Options?** These are options that when turned on can change certain aspects of the Cyber Sport software functionality. To activate these options you must receive a code from your District Registrar.

Data Entry And Member Activation

- **How do I add a new city when I am adding new members?** Click the + button next to the city field. This will bring up a manageable city list.
- **What is the Previously Registered member type used for?** When you need to register a player who has already paid and registered with another program, you check the Previously Registered box. This member type requires a code. Contact your USA Hockey representative for this code. Checking this box allows you to register a player without paying a registration fee.

- **Is there an easy way to add family members without retyping all of the information?** Use the Dupe Add button at the bottom of the Personnel Screen (2 blank pieces of paper). This will open up a new member record duplicating all of the member information from the current screen (social security number, D.O.B., first name and middle initial will be left blank).
- **Is there an easy way to mark members active?** Clicking on a blank Active box for the current record will automatically put the record into edit mode and mark the member as active. Make any updates to the record and then click the Save button. Clicking the Active box for the current record that is already marked as active will have no effect on the active status. To deactivate a member who has not yet been transmitted, you must put that record into edit mode manually, click the Active box to remove the check, then save the record.
- **Why can't I delete or edit some member records?** You are probably trying to delete or edit a member that has already been transmitted. You can edit all information of a transmitted member except for the active status and the member type. Editing the last name and first name of a transmitted member requires a code from your USA Hockey representative. You cannot delete a transmitted member until the end of your season after you have run the Set Season option under Utilities.
- **How do I put someone in my database without registering him with USA Hockey?** Use the Volunteer member type. You cannot mark a Volunteer member type as active or transmit them, but they will be available for mailing labels or printing on various reports.
- **How do I change the social security number?** Click on Change Player PIN at the top of the screen when you are in edit mode on the Personnel Screen.

The Transmittal Process

- **What do I include in my transmittal packet and whom do I send it to?** Review your Technical Bulletin, located in the front pocket of the User Guide book, for specific instructions.
- **When should I do a transmittal?** You can do up to 99 transmittals a year, so you should run transmittals as you update your database. Timely transmittals ensure your members are registered with the National Office, your members will receive their member cards, and your members can be assigned to teams.
- **Can I transmit a member twice?** A member can be transmitted only once during a single season, regardless of whether you change the membership information. A transmittal batch can be resent if there was a problem with the original, but only if requested by the National Office. **You cannot use this process to update member information.**

Managing Teams

- **Available Personnel is blank on my Assign Personnel screen.** Ensure you have marked your players as active and done a transmittal. Ensure you have the proper display criteria selected under the Available Players box on the Assign Personnel screen (check the filter). Verify you have selected the correct team.
- **How do I register my teams?** Use the team report Team Membership Application Form. Add staff to the Team App and save the form. Print the form and send it, along with the funds collected, to your USA Hockey representative.
- **How do I print a tentative team roster at the beginning of the season before I have received some or all of my registrations for the season?** You cannot print any form of the Official Team Roster until you have marked members as active, transmitted them, and assigned them to a team. You can use the Master Registration Report and manually select individuals to be included in a report for your coaches or initiation reports.
- **Why doesn't an individual show up for rostering?** Verify that the individual has been transmitted; that the individual meets the criteria you have selected in the filter in the Assign Personnel to Roster window, and that

the person has not been assigned to the currently selected team. Run the Utilities option Recalculate Divisions. Sometimes this option will correct division calculation errors or changes that may have occurred during data entry or importing.

Utilities Options

- **When should I do a backup?** You should perform a backup anytime you have made significant additions or modifications to your data that you would NOT want to have to reenter manually in the case of system failure or database corruption. You should also perform a backup anytime the system prompts you to or just before you are going to make a major change to your database configuration. Backing up your database weekly is a good practice. Always label the backup disk with the correct date and store it in a safe place.

Importing Your USA Hockey Data

- **Why didn't I receive a USA Hockey data disk with my Cyber Sport software?** Most likely you are part of a new association and did not have any data available from last year in our national database. If you feel this is in error, please contact USA Hockey Registration and Technical Support.
- **Why won't the data import correctly from my data disk?** You should not be attempting to import from your data disk directly. The file on your data disk is a compressed file and must first be expanded to your hard disk as explained in Chapter 1. You then import the uncompressed file from your C:\ directory.
- **Why does the Import Options Dialogue screen tell me I have duplicate records?** You are most likely trying to Import into a database that is not empty. You must empty your database from the Modify Registration Info option under Utilities. Before doing this, please review your current database information from the Personnel or Reports screens to confirm that you wish to start from scratch, because you will be deleting all data currently in your database if you proceed with the Delete Database option under Modify Registration Info.

Define Your Division

- **I modified my divisions but my players are still not showing up in their proper divisions.** Double check your customizations and then be sure to run the Recalculate Divisions option under Utilities.

Technical Support Phone Numbers

Free telephone technical support is available to registered users for one year from the date of purchase or renewal. For weekday support, **Monday through Friday, 8am - 4:30pm MST**, call USA Hockey Registration and Technical Support at 1-800-752-8375 x125. If you need weekend support, **Saturday only**, call USA Hockey Registration and Technical Support at 1-800-752-8375 x136 and leave a message. Your call will be returned as soon as possible.

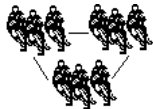
Chapter 8: Optional Cyber Sport Sections

League Section Overview

The League Module allows you to add and edit Leagues. In Cyber Sport, a league is defined as a group of teams that would normally play against each other in regular season play. Frequently, divisions are organized – Bantam and Pee Wee, for example – where teams from each of these divisions would not play against each other. In Cyber Sport, each of these divisions would be defined as a separate league.

Ice times are assigned and game schedules created in the League Module. Both house and travel style schedules can be generated. The scheduling software uses the list of teams assigned to a league, along with any ice times you enter, to create an evenly matched game schedule.

Just like personnel and teams, a unique ID identifies leagues. You should give some thought to how you will determine your IDs. **There is no way to change a League ID once it has been saved.**



The League Screen

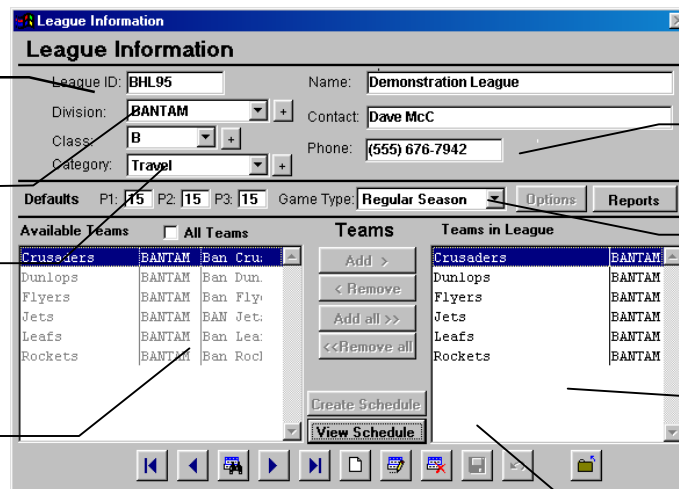
To access the League Module, click on the Leagues button (Figure 8.1) on the main Cyber Sport screen or click Edit then Leagues from the pull down menu. The various parts of the League Information Screen are explained below (Figure 8.2).

Figure 8.1:
Leagues

League Identifier.
This field is required for all leagues and must be unique.
Select the league's division here.

Select the league's category here.

This list box shows all teams within the same division as the league. Check **All Teams** to see more teams. Teams already selected will be grayed-out.



Enter the league Name here.

Enter the league Contact Info.

This list box shows teams belonging to this league. To add teams, put the league in edit mode and select teams from the Available Teams list box. Double click to a Practice to Team

Figure 8.2: League Information Screen

Creating A New League

1. Click the **Add** button
2. Fill in the League ID field (if the ID already exists, an error message will appear)
3. Fill in the information on League Name, Category, Division, etc.

4. To assign Teams to this League, double-click on one of the **Teams** in the Available Teams list, or highlight a Team and click the **Add Team** button
5. Click **Save**

Finding A League

1. Click the **Browse** button
2. In the window that pops-up, find the league's name and highlight it
3. Click **OK**

Changing League Information

1. Locate the league you wish to edit
2. Click the **Edit** button
3. Make your changes
4. Click **Save**

Deleting A League

1. Locate the league you wish to delete
2. Click the **Delete** button
3. Confirm the delete

NOTE: Deleting a League removes all schedule and game statistics for that League! This is very helpful when the season is over.

League Options – The Option Button

Click on **Advanced** located in the top right hand corner of the league screen to open the window in Figure 8.3.

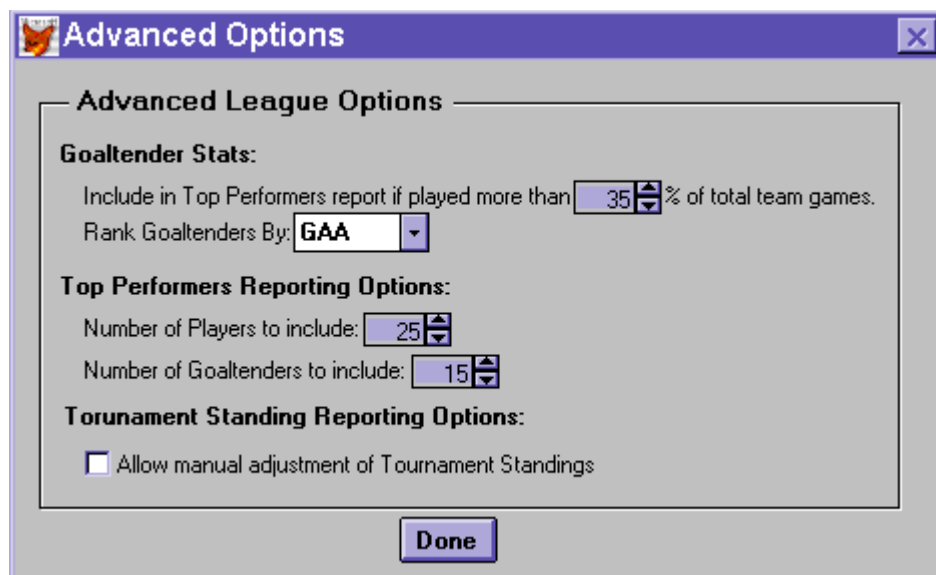


Figure 8.3: Advanced League Options window

Goaltender Stats

Goaltenders are ranked in the top performers report based on either their goals against average or save percentage. However, the standings may be distorted if, for example a goaltender plays one game for a team and gets a shutout and based on their Save % or GAA for that game, puts them at the top of the list. To avoid this situation you can

dictate the percentage of total games a goaltender must play in order to place in the top performers list. To identify the percentage of total games a goaltender must play, spin the box up or down. Choose your ranking preference for either Save % or Goals Against Average.

Top Performers Ranking Options

Choose the number of forwards and goaltenders you want to print on the report by spinning the box up or down. **If you do not make a choice here, the report will be blank when you attempt to print it.**

Tournament Standings Reporting Options

This option allows you to change the order of the standings if one or more teams are tied for first place. Based on your tie breaking rules you may want to make changes to the standings order. Place a check mark in the box to activate this option.

Report Logos

This feature is available only if you have purchased the optional Promotional Add-On. Price information can be obtained from the Cyber Sports Sales Department. Each report in Cyber Sport has either 5 or 7 areas reserved for printing images. This feature lets you raise funds for your organization by selling spots to sponsors. Only Windows format .bmp files may be imported at this time. A future maintenance release will allow multiple image types.

Changing An Image

1. Click **Utilities** then **Change Report Logos** from the pull down menu
2. From the sub-menu that pops-up, choose either 5 Report Logos or 7 Report Logos
3. Click on the image you wish to change
4. Click the appropriate radio button:
 - **Clear it** – replaces the image with a blank
 - **Set the image to the Default** – replaces the image with the default logo
 - **Get a new image** – after clicking the OK button, a file-choosing window pops-up
5. Click **OK**

Scheduling Games

Cyber Sport helps you with one of the most difficult and time-consuming parts of managing a league – scheduling games. At the most basic level, building a game schedule means creating matches between teams where each team plays the same number of home and away games. Cyber Sport provides you with the means to easily create a schedule manually, or you can let the computer generate a schedule for you.

Creating A Schedule Manually

Cyber Sport gives you two options to manually enter a schedule: through the game screen or the league screen.

From the Game Screen

1. Click the **Add** button to open a blank Game Sheet Entry Screen
2. Enter the game information
3. Click **Save**

From the League Screen

1. Locate the league you wish to edit
2. Click the **Edit** button
3. Click the **View Schedule** button to open the Schedule window
4. Click the **Add** button to open the Game Sheet Entry window

5. Select the Home and Visiting teams from the drop down lists (Only the teams assigned to the league are shown. Click the All Teams check box to see them all.)
6. If known, fill in Game Date, Time, Location, Game Type, Referees, etc.
7. Click the **Save** button
8. If desired, add more games
9. Click the **Done** button
10. Click **Save** (this step must be completed to save your changes)

Automatic Schedule Builder

The automatic schedule builder can create two different styles of schedules: Travel and House (or Block). Both of the schedules are built from the League Screen.

Travel style leagues usually have home ice times scheduled for each team (for home games and practices). Away games at other sites are scheduled based on the other team’s home ice times. The scheduler is flexible enough to allow home teams to have multiple locations for home ice.

A House or Block style schedule is usually based on a block of ice time that is reserved each week for the entire league, and game matches are scheduled within this block. You define the first block of time, and the schedule builder repeats the block each week for the number of weeks needed. Each block can have multiple locations over multiple days. The best success in scheduling house-style is achieved when each team in the league plays the same number of games within each block.

Running The Schedule Builder

1. Locate the League you want to build the schedule for
2. Click the **Edit** button
3. Click the **Create Schedule** button to open the Choose Schedule Type window
4. Choose **Travel** or **Block Time Schedule**
5. Click the **Next** button to open the Define Matches window
6. Enter the number of games to schedule for each team, and whether or not to replace unverified games
7. Go to step 8 under For Travel Schedules or For Block Schedules

For Travel Schedules	For Block Schedules
8. Click the Next button to open the Define Home Ice window	8. Click the Next button to open the Define Block Ice window
9. If you do not want to define ice times right now, just skip ahead to step 15	9. Select the option that best describes your ice times and click the Next button
10. Highlight a team	10. Add as many ice times as needed
11. Click the Home Ice button to open the Define Travel Style Ice Times window	11. Click the Finish button
12. Define as many ice times as needed	
13. Click the Save button	
14. Highlight the next team and go to step 11 as needed	
15. Click the Finish button	

When the Automatic Schedule Builder finishes, the Scheduler Results window will open. Once the schedule is built, it can be viewed and edited by choosing the View Schedule button from the League Information Screen. In this way, you can tweak an automatically built schedule to your liking.

Games/Stats Section Overview

Game Information includes team names, game date and time, arena, referees, period times, and scorekeeper data. Game Statistics include detailed data on roster, goals, penalties, and goalies. The input screens have been organized such that information flows naturally from the game sheet, making it quick and easy to enter.

The Game Screen

To open the Game Statistics Screen (Figure 8.5), click the Game/Stats button (Figure 8.4). Any games created either manually or by the Schedule Builder appear in the list.



Figure 8.1: Game Button

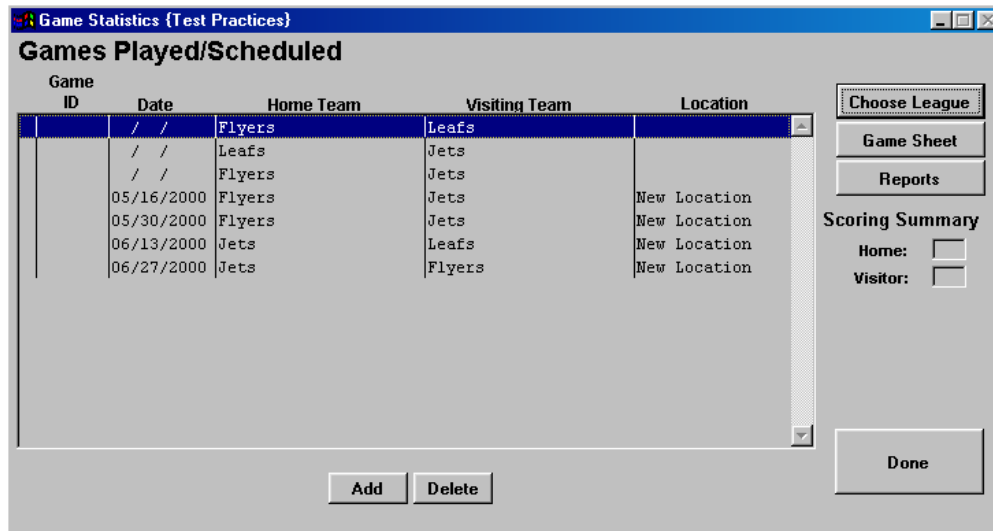


Figure 8.2: Game Statistics Screen

To View A League

1. Click the **Choose League** button. The Select A League window pops up.
2. Find the league's name and highlight it
3. Click **OK**

Check here to allow teams not in this league to be available.

Checking the Verified box identifies this game as being played, and it can be included in statistics reports. Games not checked Verified would not be counted in statistics reports. Once checked, the Verified button can be unchecked but teams cannot be changed.

Show All Teams

Home Team (3)

Team ID: Ban Dunlops

Dunlops

Visiting Team (5)

Team ID: Ban Leafs

Leafs

Roster Scoring Penalties Goalies
Roster Scoring Penalties Goalies

Game Info

Game Type: Regular Season

Game ID: BHB

Date: 10/24/1999

Time: 7:20 am pm

Arena: Thames Campus

Rink:

Verified Forfeit No Forfeit

Period Time Info

First 12 Third 12

Second 12 Overtime

Staff Info

Referee: Scarlett, Larry

Referee: Scarlett, Pat Linesman

Referee: Linesman

Scorer:

Scorer:

Save Cancel

Press Notes

Choose home & visiting teams from these pull downs.

Enter information about the game location, time, date, etc. in these fields. Be sure you choose the game type – it can affect some of the reports.

Enter the names of the official scorers here.

Add notes about the game to be printed on the Game Summary/ Press Release

Figure 8.3: Game Sheet Entry window

To Delete A Game

1. Highlight the game you wish to delete
2. Click the **Delete** button

NOTE: Deleting a game also deletes all statistics for that game.

Game Sheet Entry

You can enter or modify game information through the Game Sheet Entry window (Figure 8.6). You must enter Roster information before you can enter Scoring, Penalty, and Goalkeeper statistics. Checking the Verified box in the bottom-left corner of the window locks team assignments and tags the game to be included in statistics reports.

To Modify Game Sheet Data

1. Highlight the game you wish to modify
2. Click the **Game Sheet** button
3. Make changes to the Game Sheet Entry window (Figure 8.6)
4. Click **Save**

Entering Game Data

1. Choose the **Home** and **Visitor** teams from the drop-down list boxes (check the All Teams box to show teams from outside this league)
2. Enter game date, time, type, and scorekeepers
3. From the drop-down lists, choose the referees, clicking the Linesman box where appropriate
4. For Each Team:
 - Click the **Roster** button (you must enter roster information before you can enter scoring, penalties, or goalkeeper statistics)
 - Click the **Scoring** button
 - Click the **Penalties** button
 - Click the **Goalies** button
5. Click **Save**

Entering Rosters (at the Game Level – This does not effect the Team Roster from Teams)

1. Select the “Use Home/Away sweater numbers”
2. Click the **Roster** button to open the Game Roster window (Figure 8.7)
 - Check the **Add All Players** box to move all team players into the Game Roster list
 - Double-click a player in the Available Players list to add just that person to the Game Roster list
 - Double-click a player in the Game Roster list to remove that player from the Game Roster
 - Click **Show All Players** to show all available personnel (default shows only players assigned to this team)
 - Change a player’s sweater number **for this game only** by highlighting the player in the Game Roster list and choosing the correct number from the Sweater Number Grid
3. Once the players are on the Team, you can change the sweater numbers using the Player Numbers Pad.
4. Click **OK** to accept this roste

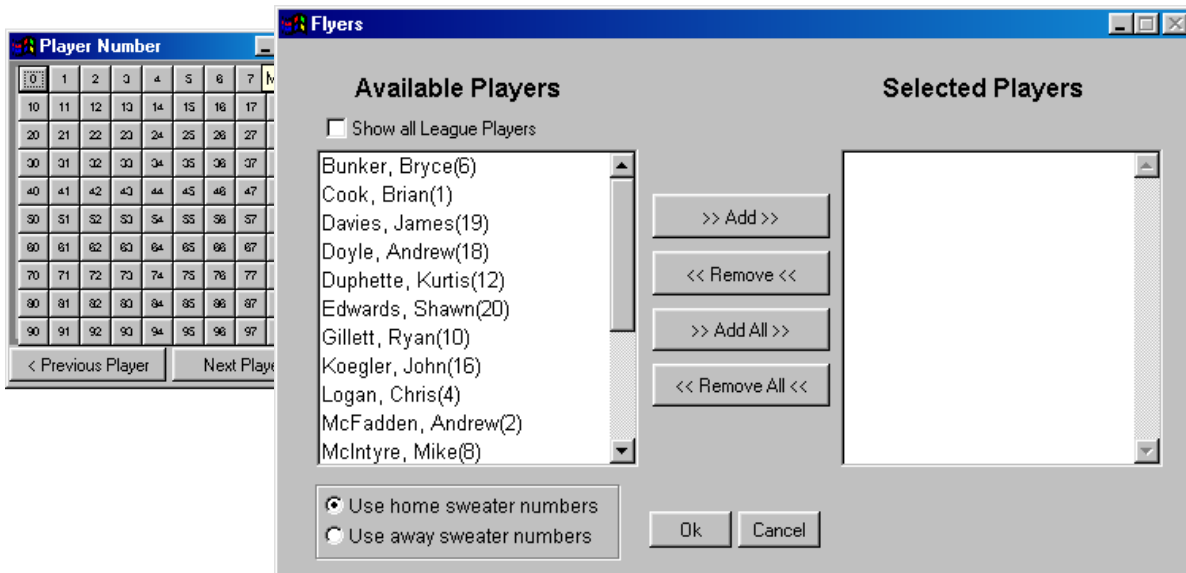


Figure 8.4: Game Roster window

Entering Goals

1. Click **Scoring** to open the Scoring window (Figure 8.6)
 - Players are identified by sweater number, and only players in the roster are allowed
 - To add a goal, click **Add Goal** and enter the information across the top of the window
 - To delete a goal, highlight it and click **Delete**
 - To modify a goal, highlight it and change the information across the top of the window
2. Enter the number of Power Play Attempts in the box at the bottom of the window
3. Click **Save**

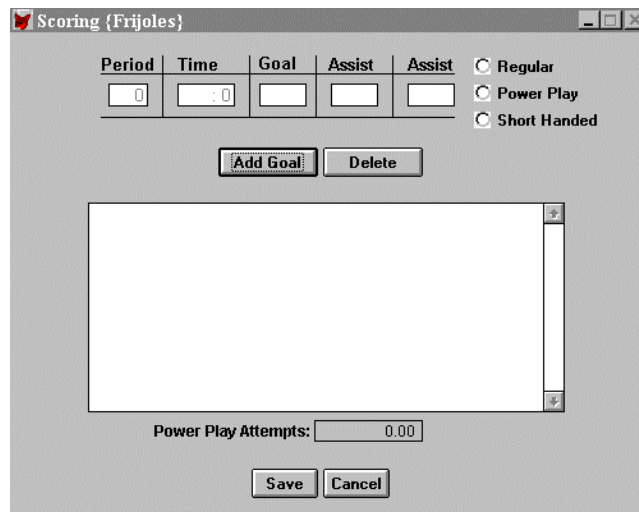


Figure 8.5: Scoring window

Entering Penalties

1. Click **Penalties** to open the Penalties window, similar to the scoring window above
 - Players are identified by sweater number, and only players in the roster are allowed
 - To add a penalty, click **New Penalty** and enter the information across the top of the window
 - To delete a penalty, highlight it and click **Delete**
 - To modify a penalty, highlight it and change the information across the top of the window
2. Click **Save**

Entering Goalkeeper Statistics

1. Click **Goalies** to open the Goalie Record window, similar to the scoring window above
 - Check the **Whole Team** box to allow any rostered player to be assigned as a goalie (default only lists players listed as a goalie in the Teams Module)
 - To add a goalie, click **Add Goalie** and enter the information across the top of the window
 - To delete a goalie, highlight him/her and click **Delete**
 - To modify a goalie's statistics, highlight him/her and change the information across the top of the window
2. Click **Save**

FAQ

- **How do I handle forfeited games?** Forfeited games can be recorded on the game sheet entry screen. The games can be recorded as a home forfeit, visitor forfeit or double forfeit. Home or visitor forfeits are handled as a 1 to 0 game for the non-forfeiting team for statistical purposes. No personnel receive points for the 1 goal.
- **Why does “***” show up for some statistics on my Player Performance Report?** Check that the minutes in each period were correctly entered for each game. This data is necessary for proper statistical calculations.

Tips For Entering Statistics

- You must enter the team roster before you can enter statistics – this is because the statistics require player sweater numbers, and the available numbers come from the roster.
- If most of a team’s personnel have attended, check the Add All Players box then remove those that did not show.
- When you fill out the last field in a new statistic (goal, penalty, or goalie), the Add button becomes highlighted. Just hit the Enter key on your keyboard to immediately add another statistic
- To include a game in most statistical reports, you must check the Verified box in the lower-left corner of the Game Sheet Entry window. Checking this box before statistics are entered will make this game appear to be a 0-0 tie in Standings and other reports.