



Overview of IST's Poloware2

International Sports Timing is proud to present Poloware2, an affordable, expandable water polo game management system you can buy today and build on tomorrow. Designed with the budget conscious team in mind, Poloware2 provides loads of capability for a very economical price.

The Poloware2 Software turns your IBM-compatible computer into a water polo game console. You can set up a match by name, place and date. Enter pre-sets for shot, eject and game clocks, and specify the length of breaks, half time and time outs. Create the blue and white teams with detailed rosters, and store all this in memory. At the end of the match, print a detailed match history in a familiar, easy to read format.

If you're starting from scratch, just add two SHOTCLOCK's for a basic pool-side display. You might also want to get IST's SWIMCOUNT to use as a game clock. Both of these products can be used for swimming pace clocks when not needed for matches. Consider adding IST's Waterpolo Scoreboard, a one-line display that shows team scores, game clock and quarter. You can also use it as a scrolling message board. For the ultimate display, use a 6 or 8 lane SWIMWARE Scoreboard that adds team names, eject clocks, and displays the name of players who score or foul.

Log on to <http://www.istime.com/> for more information, or call 1-800-835-2611 to get a quotation tailored to your team's needs.

This help file is complete for Version 1.15 dated 3/16/2006.

Poloware2 for Windows Installation & Setup Instructions

Welcome to Poloware2 for Windows, the software that turns your IBM-compatible computer into a water polo game console. To install Poloware2, just insert the CD into your drive and it should begin to load. If it doesn't load automatically, go to Run on the Start menu and select *setup.exe* from the appropriate drive. As the install program goes through the steps, we recommend you accept all of the defaults. On the final screen, click on the computer icon to complete the installation.

The **Match Report** for Poloware2 requires a font that is not usually available in your Windows Font Directory. You must install this font for the reports to print properly. Follow these steps to install the font:

- From the Windows **Start** menu, select **Settings, Control Panel**, then **Fonts**.
- From the Fonts **File** menu select **Install New Font**.
- Select the **C** Drive, then the **Polowareii** folder and the **Graphics** folder. Highlight the font that is displayed, **MS LineDraw** (TrueType), then click **OK**.

In addition to your computer and the Poloware2 Software, you may have several pieces of equipment to connect together to run a water polo match. You may have two or four two-digit SHOTCLOCK's, a four-digit game clock on the deck, and a one-line or multi-line scoreboard to display information about your match. These devices will connect to the computer through the Interface Box.

Use the photo on the bottom of this sheet as a guide to connecting the hardware. The Interface Box must be connected to a 110 volt GFI outlet. A short cable with a nine-pin connector plugs into the serial port or USB to Serial adaptor on your computer. The Shot Clock Reset and Game Clock Buttons have a two-prong banana plug that connects to the matching socket on the Interface Box -- **RED** for **SHOT** and **BLACK** for **GAME**.

The IST SHOTCLOCK's connect to the Interface Box with RJ11 cables that resemble phone cords. (Do not use standard phone cords -- they only have 4 wires and SHOTCLOCK require 6.) Plug one end of the 6-wire (wider and flat) cable into the RJ11 socket in the SHOTCLOCK and the other into any RJ11 socket in the Interface Box. Repeat for the other SHOTCLOCK. **Note: When the SHOTCLOCK's are connected to the Interface Box, do not plug them into a 110 volt outlet with the power cord. They receive their power and data from**

the Interface box, reducing the wires on the deck. Power cords are used for stand-alone operation only.

If you are using IST's SWIMCOUNT or SWIMCLOCK as a four digit game clock, connect it to the Interface Box with an RJ11 cable as described above. Non-battery SWIMCOUNT's or SWIMCLOCK's must be plugged into a 110 volt GFI outlet. Battery powered units can run off battery power, if charged.

IST Scoreboards are connected like game clocks, using a 4-wire (small and round) cable plugged in to the scoreboard's upper RJ11 connector. Scoreboards must also be connected to a 110 volt GFI outlet.

To start Poloware2, double click the icon on your desktop. You should start at the [PREFERENCES screen](#), selecting the COM port used for the Interface box. Shot clocks, game clocks and scoreboards that are attached to the Polo Interface box should be assigned to the same COM port.

You can begin familiarizing yourself with Poloware2 by creating two TEAMS, then adding ATHLETES to those teams. Next, go to the MATCH menu and set up a NEW match. Then OPEN the match and you're ready to run. A Quick Reference Guide is included to help explain the various features

As always, feel free to call or email us with any questions or comments. Here's how to reach us:

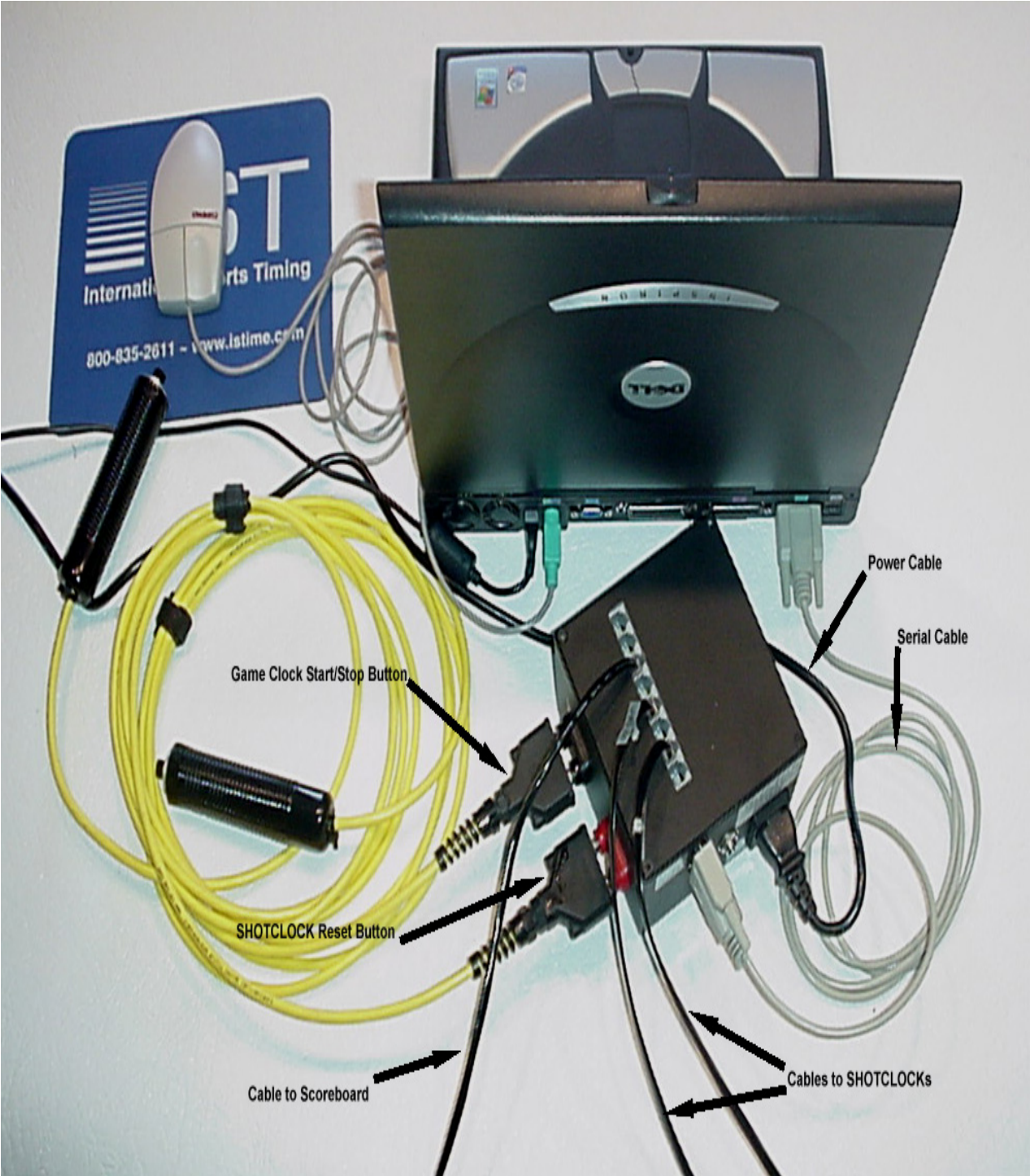
Phone: 800/835-2611 (North America only) or 01 616/247-1033 (Worldwide)

Fax: 616/247-0086

Email: info@istime.com

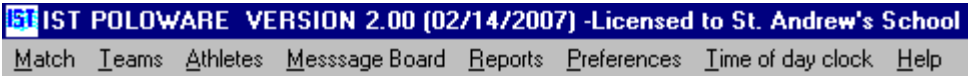
Thanks for your interest in IST and enjoy Poloware2!

Poloware2 Connections:



GETTING STARTED

Start Poloware2 by clicking the IST icon on your desktop. You will see the Poloware2 MAIN menu:



You should begin by setting the [PREFERENCES](#) for your system. Then you can go to [TEAMS](#) and enter data for your team and others. Next you can select [ATHLETES](#) to enter data on the members of each team. When this data is complete, you are ready to go to MATCH and set up a [NEW match](#). Once the match has been set up, you can [RUN](#) the match. If you are using an IST scoreboard, you may also want to enter [MESSAGE BOARD](#), where you can create, edit or transmit messages to the scoreboard.

Exiting Poloware2

To exit Poloware2, select MATCH and EXIT from the MAIN menu.

NAVIGATING THROUGH IST's Poloware2

Navigating through Poloware2 is just like working with any other Windows-based software.

Using a mouse

Check Box:



Check boxes allow you to choose more than one option at a time. To select an option, click on an empty box. To de-select an option, click on a checked box.

Command Buttons:



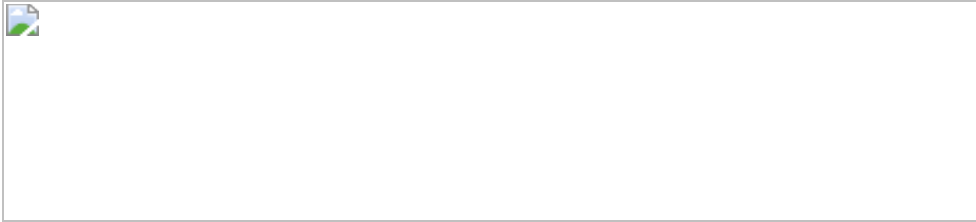
Click on the button to execute the command

Drop Down Lists:



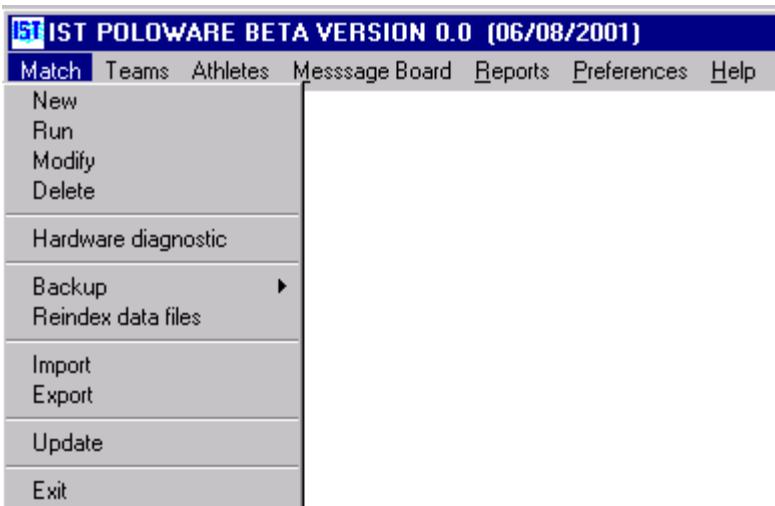
In order to view your list of choices; click on the down arrow on the right side of the box. To choose an item on the list, click on the highlighted item.

Grid:



Grids display information in a table form. To select an item in the grid, click on it. The item you clicked on will be highlighted and there may be an arrow pointing to that line on the left edge of the grid. Some grids allow you to edit information within them and some do not. Generally, if the information is in bold, you can edit that information. See the help for the item you're working on to be sure.

Menu Bars:



Menu Bars group similar or related functions together to make it easier to locate them. Move the mouse over a heading to see the drop down list below it. To select a menu item, click on it.



Print Preview Menu:

When previewing a report you will see the following menu either on the menu bar or on the report itself. To print the report you are previewing click on the **printer icon** . To exit the report without printing it, click on the **door and arrow icon** .

Radio Buttons:



To choose one of the options, click in the bubble to the left of the option. If the bubble is darkened, that option is already chosen.

Scroll Bar:



To scroll down a list or page, click and drag the dark gray box, or click above or below the box.

Spinner Box:



To change the information in the spinner box, click on the up or down arrows to the right of the box. Or highlight the number in

the box and type in the new number. **NOTE: The cursor must appear in the text box before you begin typing.**

Text Boxes:



To insert information into a text box, click inside the box to display the cursor. Type in the information and then press <ENTER> or <TAB> to accept the information. **NOTE: The cursor must appear in the text box before you begin typing.**

Title Bar:



Title bars give the name of the window or define what is in the window.

Window:



A Window is a small screen that opens when a menu item is selected or a command button is clicked. Clicking on the "x" in the upper right corner of that window can close Windows.

Using the keyboard

For most of Poloware2, you can use the arrow keys, enter and tab to move through it. To move from box to box use <TAB>, to press a command button that is highlighted press <ENTER>. Up and Down arrow keys can be used to increment or decrement numbers in a spinner box, left and right arrow keys can be used to move from item to item.

Poloware2

This list defines terms used in the Poloware2 Software and its Help files. It is not meant to be a comprehensive or authoritative list of water polo terminology.

Backup Disk: A disk or other removable media that stores the system information in case something happens to the software or the computer.

Bench: A list of player cap numbers displayed on the match screen (see also: Roster). After selecting an event (score, penalty, exclusion) you can click on the player number to record it in match log with the event and time of occurrence.

Cap Number: The number on a player's cap, used to identify players on a team.

Clock Presets: Standard times for periods, shot clock, exclusion clock, time-outs, intervals between periods and half time. When set up in the New Match screen, these times remain the same until changed.

Diagnostic: A software tool for checking the operation of the shot clocks, game clock and scoreboard (if used), without having to run a match.

Exclusion Foul: A player commits certain offenses, which are punished by awarding a free throw to the opposing team and a timed exclusion from the match of that player. Click the blue or white **E** button on the Run screen, then the cap number on the Bench for that team to start the Exclusion Clock and log the event.

Exclusion Clock: The clock that counts down the time a player has been excluded from at match. This clock is only displayed on the RUN screen when there are active exclusions.

Formatted Disk: A disk that is blank and ready to accept data. See *Windows Help* on how to format a disk.

Game Clock: A clock that counts the time in each period or quarter of the match. This clock is displayed in the top center of the Run screen.

Goal Man Down: A goal scored by a team that has a player out of the pool for an exclusion. This event is automatically logged when a goal is recorded for a team with an athlete out.

Goal Man Up: A goal scored by a team when the opposing team has a player out of the pool for an exclusion. This event is automatically logged when a goal is recorded for one team when the opposing team has an athlete out.

Half Time: A time interval between periods of a match.

Hardware: Any physical piece of equipment: computer, junction box, reset button, shot clock, game clock, scoreboard or cables.

Horn: The device on the shot clock, game clock or scoreboard that makes an audible tone. The Horn can be sounded at any time by clicking the **HORN** button on the RUN screen.

Interval: An amount of time between periods in a match, for example: half time. The Interval clock is displayed on the center right side of the RUN screen.

Junction Box: Also called a Polo Interface Box. A device that connects the cable from the computer to cables for the shot clocks, game clock and/or scoreboard.

Log: A record of all actions that occur during a match, with the time of the occurrence. If the user selects the cap number of the player when the action occurred, the log will also list the cap number, player name and team. Click the **Edit Log** button on the Run screen to

make corrections. Click the **Print Log** button on the Run screen to print the log.

Match: A water polo competition between two teams.

Overtime: An extra period of play added when the score is tied at the end of a match.

Penalty: A player commits certain offenses, which are punished by awarding a penalty throw (or penalty shot) to the opposing team. Click the blue or white **P** button on the Run screen, then the cap number on Bench for that team to log the event.

Period (or Quarter): The amount of time the Game Clock runs before stopping for an interval.

Polo Interface Box: The device that connects the cable from the computer to cable for the shot clocks, game clock and/or scoreboard(s).

Quarter: See Period above.

Red Card: When the referee holds up a red card, it indicates a serious offense has been committed by a player or coach, who is then removed from participation in the match. Click the **Red** rectangle for the appropriate team on the Run screen, and enter the required information to log the event.

Refresh: To restore the screen to its previous display.

Reset: To return any clock to its preset time.

Reset Button: A button connected to the computer through the junction box that resets either the shot clock or the game clock.

Roster: A list of athletes competing for a team.

Shot Clock: A clock that counts down the time from a team taking possession of the ball until a shot is taken or the clock expires.

Software: Any program that runs on a computer

Sprint (or Swim-off): A swim to the ball by a player from each team to determine possession at the beginning of a period.

Sudden Death: A third overtime period to determine the winner in a tied match. Play continues until one team scores a goal. The game clock counts up.

Team Code: An abbreviation of the team name up to 8 characters long that is printed on reports and displayed on the scoreboard.

Time-out: A one-minute break in play charged to the team requesting the time-out.

Warning: See Yellow Card.

Warning Horn: A horn that blows to warn that you are nearing the end of a timeout, half-time or break between periods.

Yellow Card: When the referee holds up a yellow card, it indicates a warning that the behavior of a player or coach is unacceptable, and a second occurrence will result in removal from participation in the match (see Red Card). Click the **Yellow** rectangle for the appropriate team on the Run screen, and enter the required information to log the event.

Poloware2 for Windows Quick Reference

Teams

To add a team, click ADD and type in the new name and an abbreviated team code. You do not have to complete the remaining fields in order to continue. However, these fields could be required by an organization, league, etc.

Athletes

As athletes are added, the roster is generated. There are no limits on the number of athletes entered. Optional personal information can be used for mailing lists, etc.

Match - New

Type in a new Match name or select an existing match from the drop down menu. Type in the Match location and date. Choose the teams in the match by color from the drop down menu. The screen shows various fields for the preferences of the upcoming match. These are defaults and all can be changed to reflect your rules.

Match - Run

The screen is split with **Blue Team** functions on the **left** and **White Team** functions on the **right**. **All functions follow this order, click Action then Cap Number**. If you do not have rosters entered for the teams, click the **Action** only. To start the game the user clicks **Sprint**, either **B** or **W**, then Cap Number of the player. All other user actions follow the same order. A match can be run using only the clock and score functions if desired.

Button Functions:

Team Buttons Function

1 Awards corresponding team 1 point

TO Subtracts 1 Time Out from preset

P Awards team Penalty (4 Meter)

E Ejects player selected

yellow block Awards warning card to player or coach

red block Awards red card and game ejection to player or coach

SPRINT Starts clocks and awards sprint to selected player

Clock Buttons Function

Game **START (STOP)** Start and stop game clock, or use hand held button (hold for full second)

Shot **RESET** Reset shot clock. May also "right click" mouse on blank part of Match screen or use hand held button (hold for full second)

Shot **START (STOP)** Start and stop shot clock

STOP TIME check box Stops and starts update clocks when checked

HORN User can sound horns at any time

Notes

- Clocks are linked to the action buttons. For instance, when a goal is scored you do not have to stop the clocks. Simply click SCORE and cap number and then START when ready.
- All values can be changed during a stop in play with the spinner boxes. Use UNDO LAST to correct mistakes
- When there is a stop in play the log can be viewed or edited with the use of the spinner boxes. The user can also print the log if necessary for officials or coaches as the match proceeds.
- If a player's statistics are needed, simply "right click" on that player's cap number.

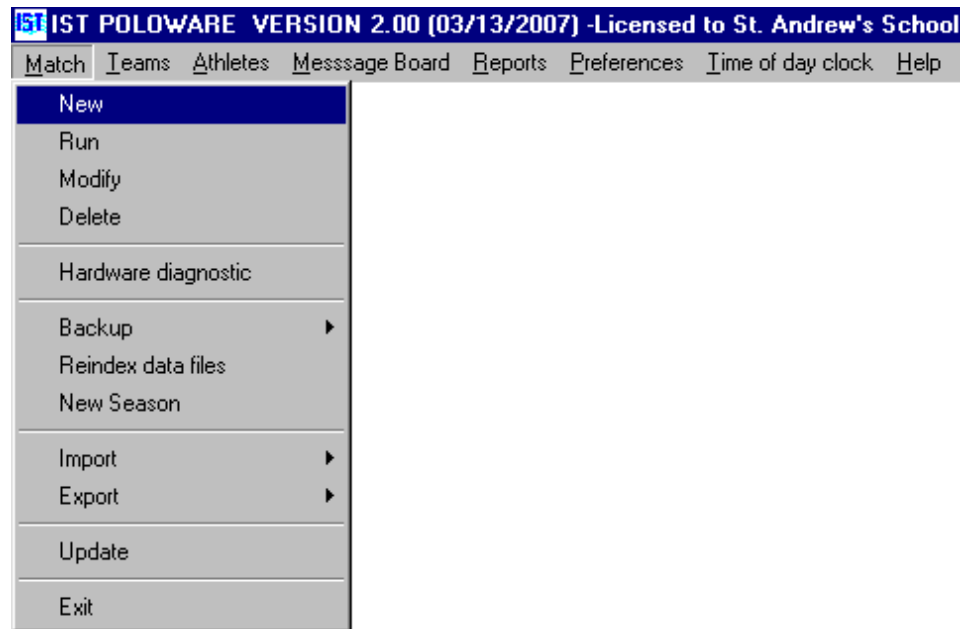
- To record the goalie, click in the **Goalie** box, then click a cap number to select player. Repeat for other team.
- In the ejection box, click on display line to clear a player's ejection.

Reports

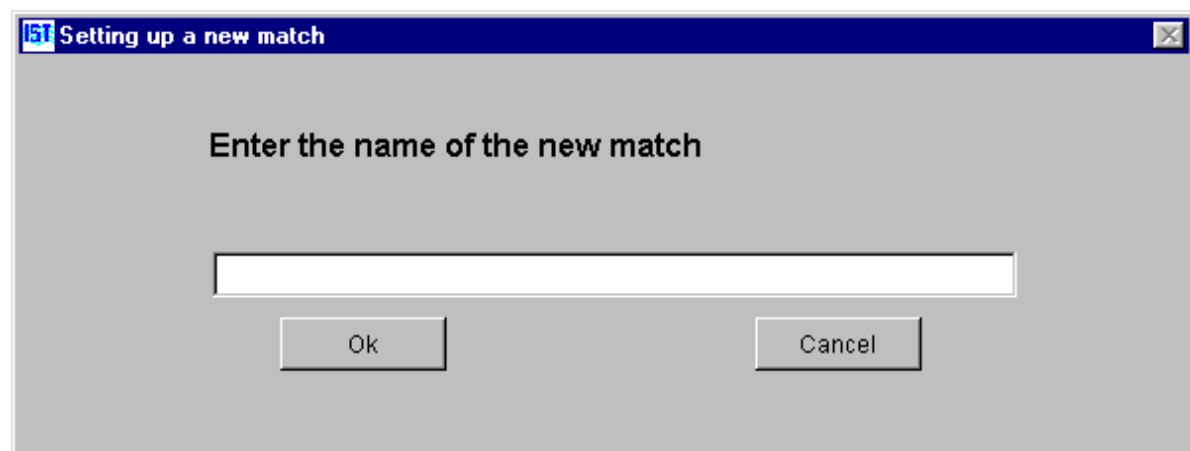
From the Reports menu, a complete match summary can be printed at the end of the match.

SETTING UP A NEW MATCH

Before you can run a match, you must set it up. From the MAIN menu, select MATCH and NEW.



You will then see a screen similar to the following:



Type the name of the new match into the box and click OK. You will then see the following screen:

*** [click on an item to see a description](#)

Match information for ... OHHS V. IST

Place: Date: 03/14/2007 Blue team: White team:

Periods

Minutes: 06 Seconds: 00 No. periods: 4

Between periods: 02 Period warn: 10

Timeouts

Number: 3 Minutes: 02 Seconds: 00

Warning: 15 Reset at half

Shot Clock

Preset: 35 Enable

Exclusion Clock

(sec): 20

Half time

Minutes: 05 Seconds: 00 Warning: 15

Deep water pool

Save as Default

Division

Freshman JV Varsity Open

Gender

Male Female

Exit

Use the mouse and keyboard to enter the following information:

Place – click in the place field and type in the location of the match

Date – click in the date field and type in the date the match will be played. **NOTE: if you are entering a date of 12/10/01, type in "121001" and the system will fill in the punctuation.**

Blue and White Teams – use the drop down list to select the teams playing in the match. **NOTE: You have to add a new team to the system before you can select them for a match.**

Periods – This is where you set up the length and number of periods to be played. The default is 4 periods of 7 minutes each. Use the [spinner boxes](#) to change either the NUMBER of periods or the LENGTH of the periods in minutes and seconds. You can also set the length of time BETWEEN PERIODS (default is 1 minute) and the PERIOD WARN which will cause a horn will blow, warning the teams the next period is about to begin (default is 10 seconds), also using the spinner boxes.

Timeouts – Use the [spinner boxes](#) to set the NUMBER of timeouts allotted for each team (default is 3) and the LENGTH of the timeouts (default is 1 minute). Set the WARNING time for the number of seconds left when [the warning horn](#) blows (default is 15). If the number of timeouts gets reset at the half, click the RESET AT HALF checkbox.

Shot Clock – Set the shot clock PRESET to the number of seconds that should be on the shot clock (default is 35). If you are using a shot clock, make sure that you have the ENABLE box checked. If you are not using a shot clock, make sure the ENABLE box is unchecked.

Exclusion (Eject) Clock – Use the [spinner box](#) to set the number of seconds a player is excluded (ejected) from the game when a penalty is assessed (default is 20 seconds).

Halftime – Set the length of the HALFTIME break in minutes and seconds using the [spinner boxes](#). Set the number of seconds left in halftime when the [WARNING horn](#) will sound using the [spinner box](#).

Deep Water - Check this box if you are playing your match in a deep water pool. This will follow the deep water rules for overtime play.

Division - select the division that will be playing in the match (Freshman, JV or Varsity). **NOTE: Make sure that you have selected the correct division, as only those players who are [assigned to that division](#) in the team roster will show up in the match roster.**

Gender - select the gender for the match. **NOTE: Make sure that you have selected the correct gender for the match as only the athletes of that gender in the [team roster](#) will show up in the match roster.**

Save as Default - click this button to save the match settings as your default settings. Every match that you create will automatically revert to these settings. They can then be over-written as necessary.

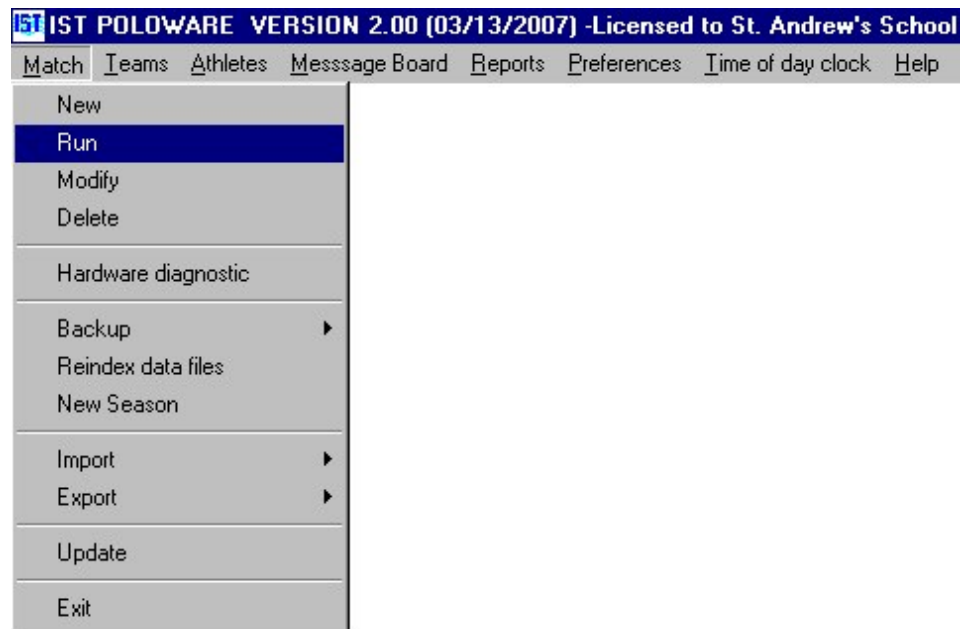
Once you have set up the match information, click on the EXIT button to return to the main menu. You can [edit](#) the match information later on if you have set something up incorrectly.

RUNNING A MATCH

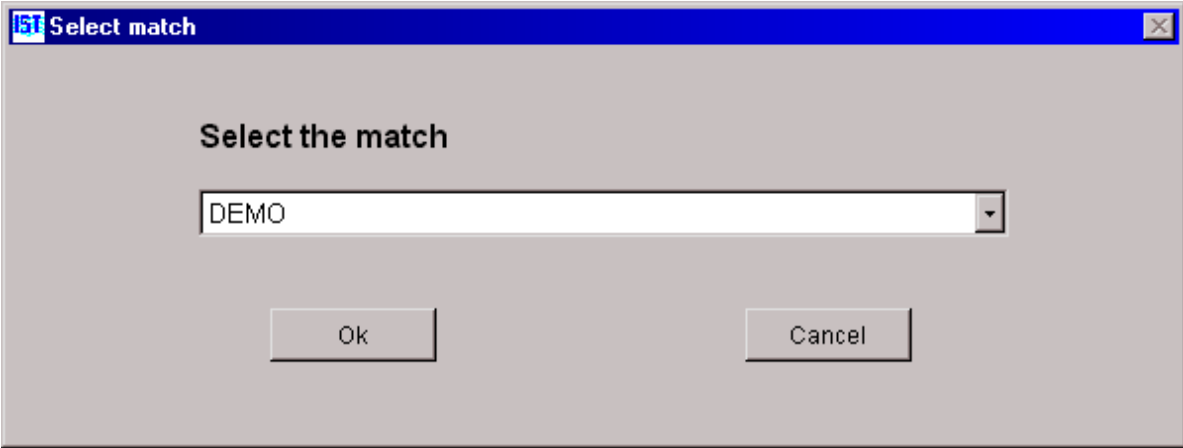
This file is designed to walk the user through starting a match and dealing with situations that may arise during the match. Please refer to the [walk-through of the RUN MATCH](#) screen before attempting to run a match. It is also a good idea to create and run a practice match before attempting to run the real thing.

Running a Match

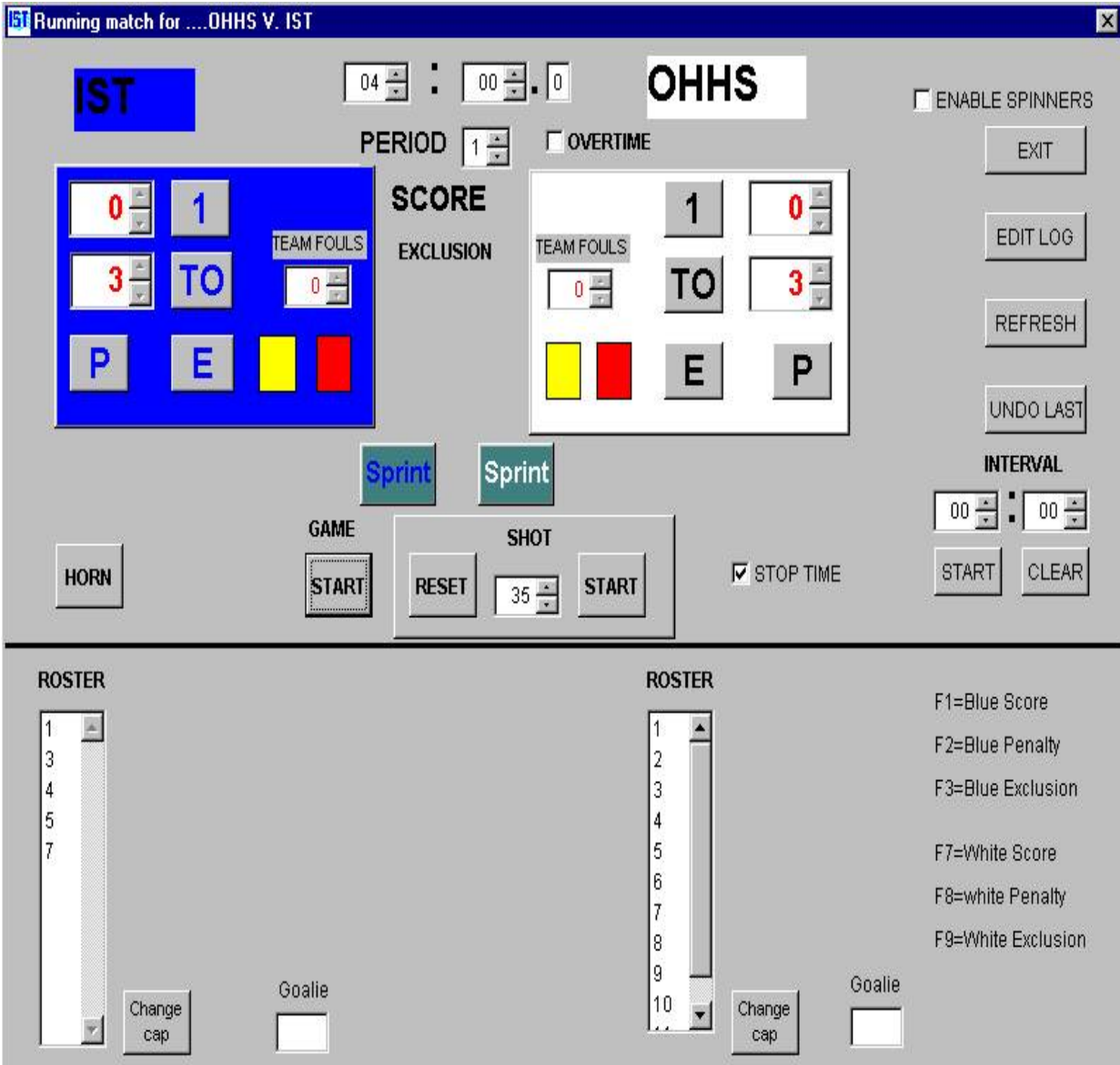
Make sure you have [set up a match](#). From the MAIN menu, select MATCH and RUN.



Select the match you want to run and click OK.



You will then see a screen similar to the following:



Starting the Match

To start the match, click the [START](#) button to start the game clock. For the team that wins the sprint, click their color [SPRINT BUTTON](#) and the cap number of the player (the [roster](#) (bench) will be yellow to remind you to click the players cap number). The game is now underway.

SITUATIONS THAT MAY OCCUR IN THE MATCH

Reset the shot clock – to reset the [shot clock](#), click the [RESET](#) button in the [SHOT box](#). If you are using GAME and SHOT buttons, pushing the shot button will reset the shot clock.

Goal is Scored – when a goal is scored, click the ["1"](#) button in the correct teams box (blue or white) or press the F1 (blue) or F7 (white) keys. This will increment their score by one point and stop the [game clock](#). Select the [cap number](#) of the player who scored the goal from the [roster](#) (which is now yellow to remind you). Click the [START](#) button again to restart the [game clock](#) and [shot clock](#) (which was automatically reset).

Shot Clock runs out – as the shot clock runs down to 10 seconds, [the shot counter](#) on the screen will turn yellow. When it runs down to 0 the shot counter will turn red and a 4-second horn will sound. Reset the shot clock by clicking the [RESET](#) button and restart the game by clicking [START](#) under the word GAME.

Team takes a Time-out – If a team calls time-out, click the [TO](#) button for that team. The clock will stop, the [interval timer](#) will begin counting down from 1 minute and the team will be assessed a time out (the [number of time-outs](#) left for that team will decrease by 1). At 15 seconds to go a 1-second warning horn will sound. At the end of the time out a 4 second horn will sound. To restart the game, click [START](#) under the word GAME.

Penalty is assessed to a player – if a referee assesses a [penalty](#) on a player, click on the [P](#) button for that team or press the F2 (blue) or F8 (white) keys. Choose the [cap number](#) of the player from the [roster](#) (which will be yellow to remind you). The [shot clock](#) will automatically reset and the [team fouls](#) for that team will increase by 1. Continue the game by clicking the [START](#) button under GAME. If a player is assessed their third penalty, you will see a message similar to the following:



Be sure to communicate this information to the referees.

Exclusion Foul is assessed to a player – if the referee assesses an [exclusion foul](#) to a player, click on the [E](#) button for that team or press the F3 (blue) or F9 (white) keys. Select the [cap number](#) of the player from the [roster](#) (which will be yellow to remind you). The [shot clock](#) will automatically reset and the [team fouls](#) will increase by 1. The team and cap code will appear between the blue and white score boxes with the [exclusion countdown clock](#). To continue the game, click on the [START](#) button under the word GAME. When the exclusion timer reaches 0, it will disappear from the screen.

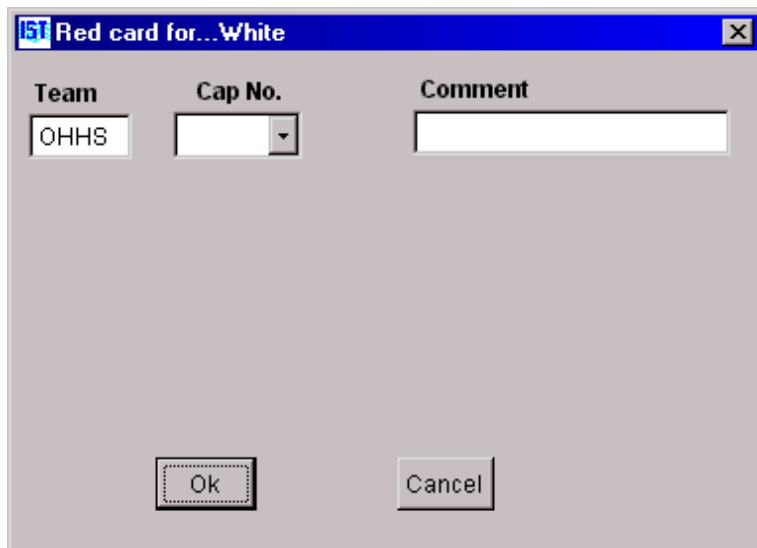
Yellow Card is assessed to a player – If the referee assesses a player with a [yellow card](#), click the yellow box in that teams scoring box. You will then see the following screen:

A screenshot of a dialog box titled "Yellow card for...White". The title bar is blue with a close button icon. The dialog has a light gray background. At the top, there are three labels: "Team", "Cap No.", and "Comment". Below "Team" is a text box containing "OHHS". Below "Cap No." is a dropdown menu with a downward arrow. Below "Comment" is a large empty text area. At the bottom of the dialog are two buttons: "Ok" and "Cancel".

Select the [cap number](#) that the yellow card was assigned to and enter a comment about why the penalty was assigned if desired. Click OK

to return to the main screen. Click [START](#) under the word GAME to restart the game.

Red Card is assessed to a player – If the referee assess a player with a [red card](#), click the red box in that teams scoring box. You will then see the following screen:



The screenshot shows a dialog box titled "Red card for...White". It has three input fields: "Team" containing "OHHS", "Cap No." with a dropdown arrow, and "Comment" which is empty. At the bottom, there are "Ok" and "Cancel" buttons.

Select the [cap number](#) that the red card was assigned to and enter a comment about why the penalty was assigned if desired. Click OK to return to the main screen. You will then see the following message:



Click OK. To continue the match, click the [START](#) button under the word GAME.

A mistake was made by the operator – if the operator makes a mistake (i.e. assigns a goal that did not count), click the [UNDO LAST](#) to undo the last procedure that was recorded.

To change the number of points, time-outs or team fouls manually – Check the [ENABLE SPINNERS](#) box and manually change the numbers in the spinner boxes. It is a good idea to leave the ENABLE SPINNERS box unchecked if you do not need to change those items.

To change a players cap number – Click on [CHANGE CAP](#) next to the [roster](#) for that team. Select the player from the roster (which will turn yellow to remind you) then enter the new [cap number](#) and click OK on the following screen:



The image shows a standard Windows-style dialog box titled "Change the cap no.". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains the text "New cap no." followed by a small, empty white text input box. Below the input box is a rectangular button labeled "OK".

To see player statistics – at any time during the meet if you want to see a player's statistics, right click on that players [cap number](#) in the [roster](#) list. The statistics will be displayed in a yellow box on the roster screen.

To see or change what has happened during the match – click on the [EDIT LOG](#) button to view the [log](#) of the game to this point. You can not do this while the game clock is running. If you need to make a change, you may [edit the log](#) here.

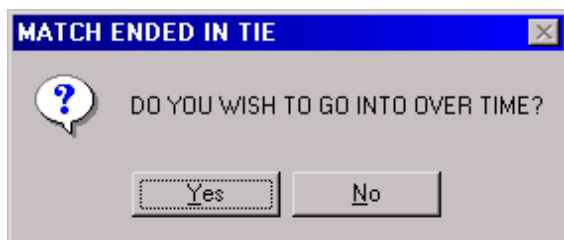
To reset the game clock – if the referees request that time either be taken off or put onto the [game clock](#), make sure the clock is stopped,

then use the [spinners](#) to adjust the time on the clock. Click the [START](#) button to start the game clock again.

To refresh the scoreboard – if there has been a power surge or a power outage, click the [REFRESH](#) button to refresh the information that is on the scoreboard.

The end of a period – at the end of a [period](#) a 4 second horn will sound. The [interval clock](#) will begin counting down from its preset time (default is 1 minute between periods, 10 minutes between halves, set in [MATCH INFORMATION](#)). With 10 seconds to go a 1-second horn will sound. At the end of the interval a 4 second horn will sound, the [GAME](#) clock will reset, the [SHOT](#) clock will reset and the [period](#) will increase the next period number. To start the next period, click the [START](#) button underneath the word GAME.

Overtime – If a match ends in a tie, you will see the following message:

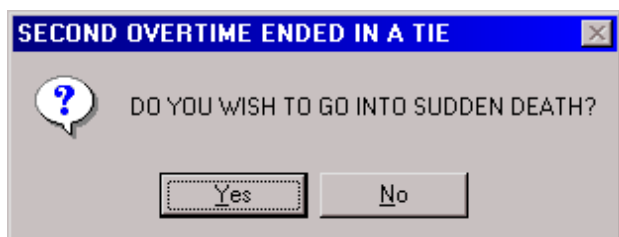


If you want to go into overtime, click YES. To leave the match as a tie, click NO. If you choose to go into overtime, the [interval timer](#) will count down from 5 minutes. With 10 seconds to go, a 1-second warning horn will sound. At the end of the interval, a 4 second horn will sound, the [overtime box](#) will be checked, the period will increment to 5 (or 1 more than the last period) and the game clock will reset to 3 minutes (the length of an overtime period). Click [START](#) under the word GAME to begin the overtime period.

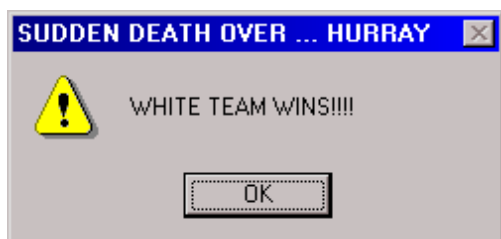
If a second overtime is required, the procedure will be the same as it was for the first, except that there will only be a 1 minute interval between overtime periods. **NOTE: If you are playing in a [deep water](#)**

[pool](#), you must have the DEEP WATER box checked in match information for the deep water overtime rules to apply.

Sudden Death overtime – if the second overtime period ends in a tie, you will see the following message:



Click YES to go into [sudden death](#) overtime. There will be a 1-minute [interval](#) between the second overtime and sudden death. At 10 seconds, a 1-second warning horn will sound. At the end of the interval a 4 second horn will sound. In sudden death overtime the [game clock](#) will count up until one of the teams scores a goal. To begin sudden death, click on the [START](#) button under the word GAME. When the first team scores a goal, you will see a message similar to the following:



Editing the Match Log

The match log keeps track of all of the actions that occur during a match. The log keeps track of the period, the team, the cap number of the player, the [action](#) that occurred and the time at which the action occurred. The log is updated automatically as the match is run. However, in case there is a problem or the operator makes a mistake, the log can be [edited](#). The game clock has to be stopped in order to edit or view the match log. Click STOP under GAME, then click the EDIT LOG button on the right side of the screen. You can then view or [edit](#) the match log as necessary.

Finishing a match – when the match is over, you can print a [match report](#) for the teams and the referees. To exit the screen, click on the "x" on the top right of the RUN MATCH window.

In case of a power surge, outage, error or computer failure – DON'T PANIC! Restart the computer and restart the match. The clock should have saved from wherever it left off before the minor crisis. To refresh the scoreboard, click the [REFRESH](#) button.

Navigating the RUN MATCH screen

This file is designed to familiarize the user with the objects displayed on the RUN MATCH screen. Click on an item on the graphic to see a description.

***click on an item to see a description

The screenshot shows a software interface for a running match between IST (Blue) and OHHS (White). The top section contains the match title, team names, a digital clock (04:00.0), and a 'PERIOD 1' indicator. Two scoreboards are present: one for IST (0-1) and one for OHHS (1-0). Both scoreboards include 'TEAM FOULS' (0 for IST, 0 for OHHS), 'EXCLUSION' (TO), and 'PENALTY' (P, E) buttons. Game controls include 'HORN', 'GAME' (START), and 'SHOT' (RESET, 35, START) buttons. A 'STOP TIME' checkbox is checked. An 'INTERVAL' section has a digital clock (00:00) and 'START' and 'CLEAR' buttons. The bottom section features two 'ROSTER' lists (1-7 for IST, 1-10 for OHHS) with 'Change cap' and 'Goalie' options. A legend on the right maps function keys to actions: F1=Blue Score, F2=Blue Penalty, F3=Blue Exclusion, F7=White Score, F8=white Penalty, F9=White Exclusion. A 'HORN' button is also visible.

Blue Team

IST

The [team code](#) of the designated "blue team" (set up in [NEW MATCH](#)) is listed in the blue box.

Game Clock



The [game clock](#) is displayed in the middle of the top of the screen and shows how many minutes, seconds and tenths of seconds are left in the period or match.

White Team

OHHS

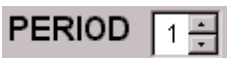
The [team code](#) of the designated "white team" (set up in [NEW MATCH](#)) is listed in the white box.

Enable Spinners

ENABLE SPINNERS

A [check box](#) that allows you to manually control the [spinners](#) on the screen. If the box remains unchecked, the user can not change the numbers in the spinner boxes. It is recommended that unless an error has been made (i.e. too many points assigned) that the box remain unchecked.

Period Spinner



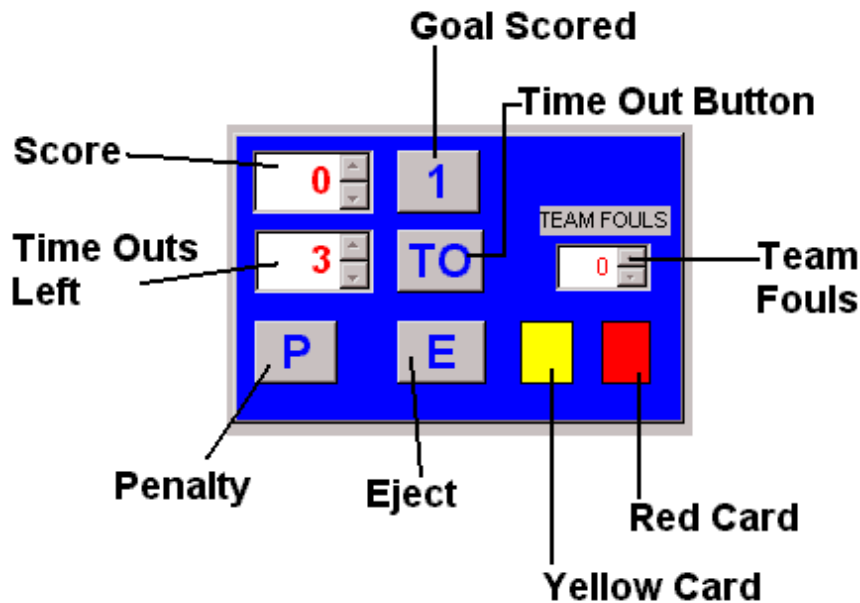
The [spinner box](#) displays the [period](#) number that you are currently in. Click on the up or down spinners to change the period. This will automatically update as the game progresses.

Overtime Check Box

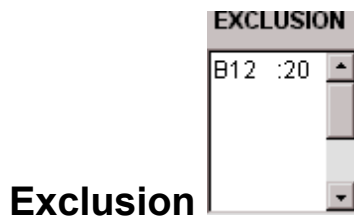
OVERTIME

If a game goes into [overtime](#), this box will be checked.

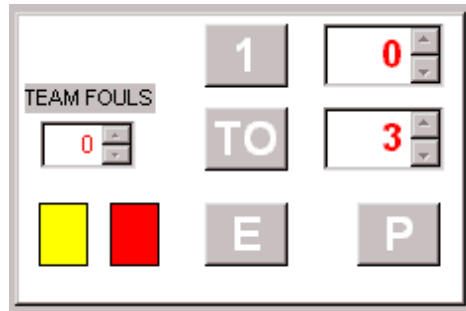
Blue Score Box



This box contains the score for the blue team, the button to signal a goal scored (command button with a "1"), the number of [time outs](#) remaining, the time out button to signal a time out has been called (command button with "TO"). Along the bottom there is a penalty button to signal a charged [penalty](#) (command button with a "P"), an exclusion button to an [exclusion foul](#) (command button with an "E"), [yellow and red cards](#), and a team fouls box to show how many fouls the team has been assigned.



Under the word SCORE there is the word EXCLUSION. If a player has been assessed an [exclusion penalty](#), their number and [the exclusion clock](#) will be listed under the word EXCLUSION in a box. If no players are currently being excluded, there will be no box.



White Score Box

This box contains the score for the white team, the button to signal a goal (command button with a "1"), the number of [time outs](#) remaining, the time out button to signal a time out has been called (command button with "TO"). Along the bottom there is a penalty button to signal a charged [penalty](#) (command button with a "P"), an exclusion button to signal an [exclusion foul](#) (command button with an "E"), [yellow](#) and [red cards](#), and a team fouls box to show how many fouls the team has been assigned.



Sprint Buttons

Underneath the score boxes are blue and white [sprint](#) buttons (command buttons with "SPRINT" in them). These are used to signal which team, white or blue, won the sprint at the beginning of each period.



Horn

The word horn in the HORN button will be red when the horn is sounding to signal the end of a [period](#), [time out](#) or [interval](#). This button can also sound the horn when clicked. When the horn sounds, the letters of the word HORN will light up red.



Game Start

The START button under the word GAME will start the [game clock](#) when clicked, or STOP the game clock if it is running.



The amount of time left on the [shot clock](#) is listed in the [spinner box](#) under the word SHOT. The button to the left will RESET the shot clock and the button to the right will either START or STOP the shot clock.



If this box is checked, any time a goal is scored or a penalty is assessed the [game clock](#) will stop. If the box is not checked, the game clock will continue to run until stopped by clicking the STOP button under the word GAME



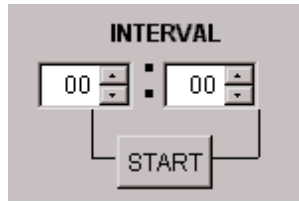
Anytime something happens in a game it is recorded in the game [log](#). Clicking on the EDIT LOG button will allow you to see the log to that point and [make any changes](#) if necessary.



Refreshes the scoreboard if there is a problem or power surge or outage.



If an error was made, clicking the UNDO LAST will undo whatever was done immediately prior to clicking the button.



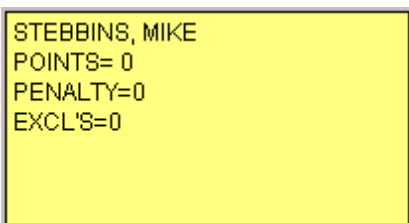
Interval Timer

Between [periods](#) or matches the [interval](#) timer will count down. If the clock is stopped you can set the interval time using the spinner buttons. Clicking the start button will start the interval time, clicking it again will stop the interval time. Near the end of the interval a 1-second [warning horn](#) will sound, at the end of the period a 5 second horn will sound.



Blue and White Rosters (Bench)

These are lists of the cap numbers that are on the blue and white teams. The blue roster is on the left and the white roster is on the right. If the roster area is yellow, you must click on a [cap number](#) to assign an action (goal, penalty, etc.) to a cap number. Right clicking on any of the cap numbers brings up a yellow box with the player's statistics to that point.

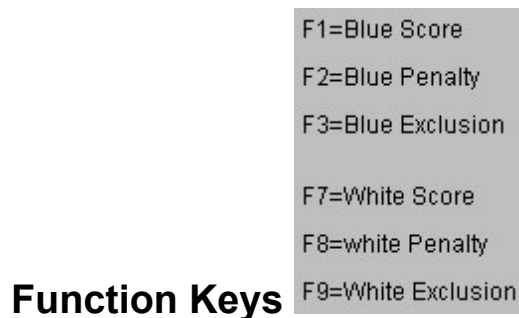


Change Cap button

Clicking on the CHANGE CAP button allows you to change one [cap number](#) for another. You will have to select the old cap number and then enter the new cap number.



To assign a goalie, click in the goalie box and then select the cap number from the roster.



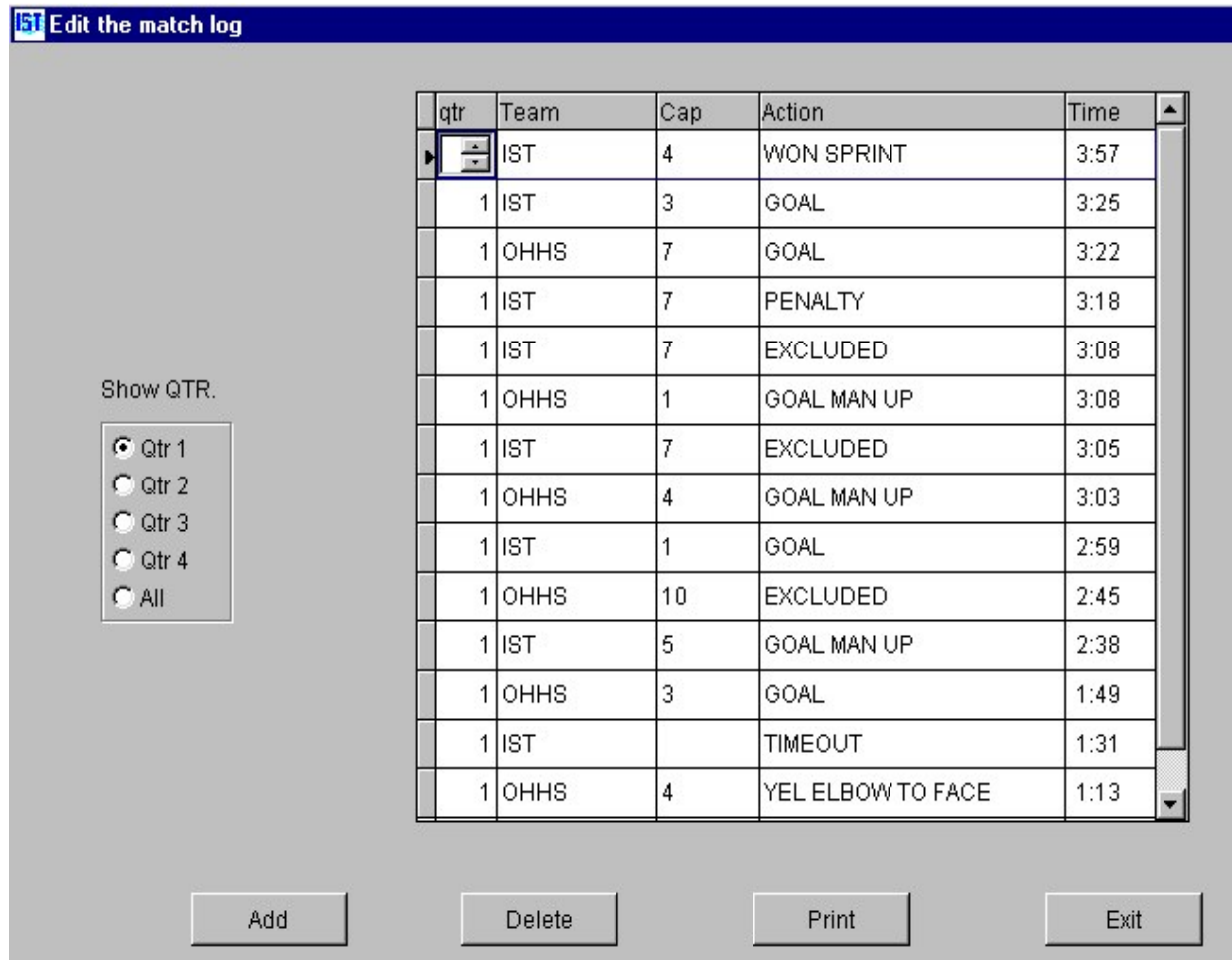
This is a list of function keys that can be used as shortcuts instead of clicking the mouse to assign scores, penalties and exclusions. Once the key has been pressed, the appropriate roster will be highlighted in yellow to remind you to select the player to assign the action to.

MATCH LOG

As a match progresses, anything that happens on the RUN MATCH screen is recorded in the log. The log keeps track of the period, the team, the cap number of the player, the [action](#) that occurred and the time at which the action occurred. The log is updated automatically as the match is run. However, in case there is a problem or the operator makes a mistake, the log can be [edited](#).

VIEWING THE MATCH LOG

To view the match log, from the RUNNING MATCH screen, click on the EDIT LOG button. You will then see a screen similar to the following:



The screenshot shows a window titled "Edit the match log" with a table of match events. To the left of the table is a "Show QTR." section with radio buttons for "Qtr 1", "Qtr 2", "Qtr 3", "Qtr 4", and "All". At the bottom of the window are four buttons: "Add", "Delete", "Print", and "Exit".

qtr	Team	Cap	Action	Time
1	IST	4	WON SPRINT	3:57
1	IST	3	GOAL	3:25
1	OHHS	7	GOAL	3:22
1	IST	7	PENALTY	3:18
1	IST	7	EXCLUDED	3:08
1	OHHS	1	GOAL MAN UP	3:08
1	IST	7	EXCLUDED	3:05
1	OHHS	4	GOAL MAN UP	3:03
1	IST	1	GOAL	2:59
1	OHHS	10	EXCLUDED	2:45
1	IST	5	GOAL MAN UP	2:38
1	OHHS	3	GOAL	1:49
1	IST		TIMEOUT	1:31
1	OHHS	4	YEL ELBOW TO FACE	1:13

To view the events for individual quarters, click on the [radio button](#) for that quarter. To see the list of all the events that occurred during the match, click the ALL [radio button](#). Use the scroll bar to move up and down the list of events.

EDITING THE MATCH LOG

In case there was an operator error, the match log can be edited.

Changing an Action

If an event was recorded during a match but was recorded incorrectly, the existing action can be edited. To change the quarter (or [period](#)) during which the event occurred, click in the QTR box and use the spinner to change the period number. To change the team that the action was assigned to, click in the TEAM box and use the [drop-down list](#) to select the team. To change the cap number to which the action was assigned, click in the CAP box and use the [drop-down list](#) to select the correct [cap number](#). To change the [action](#), click in the ACTION box and select the action from the [drop-down list](#) (see [LOG ACTIONS](#) for an explanation of the actions). To change the time at which an action occurred, highlight the time, type in the new time without punctuation ("5:15" is entered as "515") and press <ENTER>.

Adding an Action

Some actions are not automatically recorded during the match, for example 1/2 timeout, in and out. To add an [action](#) that was not automatically recorded, click the ADD button. Using the [spinner box](#), select the quarter that the action occurred in. Using the [drop-down list](#), select the team and players [cap number](#) that the action was assigned to, select the action that occurred and enter the time at which the action occurred ("5:15" is entered as "515" <ENTER>). Once this information has been entered, the log will re-sort based on the time at which the action occurred.

Deleting an Action

If an action was recorded that did not actually occur, you can delete the action. Click on the line that you want to delete and click the DELETE button. You will be asked, "Do you really want to delete this entry?" Click NO to return to the log without deleting the entry. Click YES to delete the entry from the log. **NOTE: Once the entry is deleted you can not restore it. If you deleted it in error, you will have to [add](#) it again.**

PRINTING THE MATCH LOG

To print the match log, click on the PRINT button. You will then be taken to a print preview screen with a report that looks similar to the following:

LOG		Game log for			INTERN.
03/16/07 10:21:12		OHHS V. IST			
Qtr	Teamcode	Cap No.	Action	Time	
2					
	IST	7	CAP CHANGED TO 9	4:55	
	IST	7	CAP CHANGED TO 9	4:55	
	OHHS	4	GOAL PENALTY 1	4:52	
	IST	3	PENALTY	4:52	
	OHHS	8	NEW GOALIE	4:41	
	IST	5	NEW GOALIE	4:41	
	IST		TIMEOUT	4:41	
	OHHS	5	WON SPRINT	4:37	
	IST	1	NEW GOALIE	4:24	
	IST	5	EXCLUDED	4:12	
	OHHS	9	GOAL MAN UP 1	4:09	
	IST	4	GOAL PENALTY 1	4:00	
	OHHS	2	PENALTY	4:00	
1					
	IST	4	WON SPRINT	3:57	
	IST	3	GOAL 1	3:25	
	OHHS	7	GOAL 1	3:22	
	IST	7	PENALTY	3:18	
	IST	7	EXCLUDED	3:08	
	OHHS	1	GOAL MAN UP 1	3:08	

To print the log to the *Windows* default printer, click on the [printer icon](#). To exit without printing, click on the [exit icon](#) (open door with an arrow).

NOTE: you must have a printer installed and connected in order to print this report.

EXITING THE MATCH LOG

Once you have finished with the match log, click on the EXIT button to return to the RUN MATCH screen.

LOG ACTIONS

The MATCH LOG records all action that takes place within a match, along with the quarter, team, player cap number and time. Below is a list of actions and their definitions:

Actions

Cap Changed to - a players cap number was changed to a new number.

Excluded - Player is [excluded](#) (ejected) from the game

Goal - Player scored a goal (1 point)

Goal Man Up - Goal scored by the team with more players (other team has player(s) out on [exclusion](#))

Goal Man Down - Goal scored by the team with fewer players (player(s) out on [exclusion](#))

Goal Penalty - Goal scored on a [penalty_shot](#)

Half Timeout - :30 stop in play is assessed to the team that called the [timeout](#)

In - player checks in

New Goalie - a new goalie checks in

Out - player checks out

Penalty - [Penalty](#) is assigned to a player

Red Card - player is assigned a [red card](#)

Timeout - 1:00 stop in play is assessed to the team that called the [timeout](#)

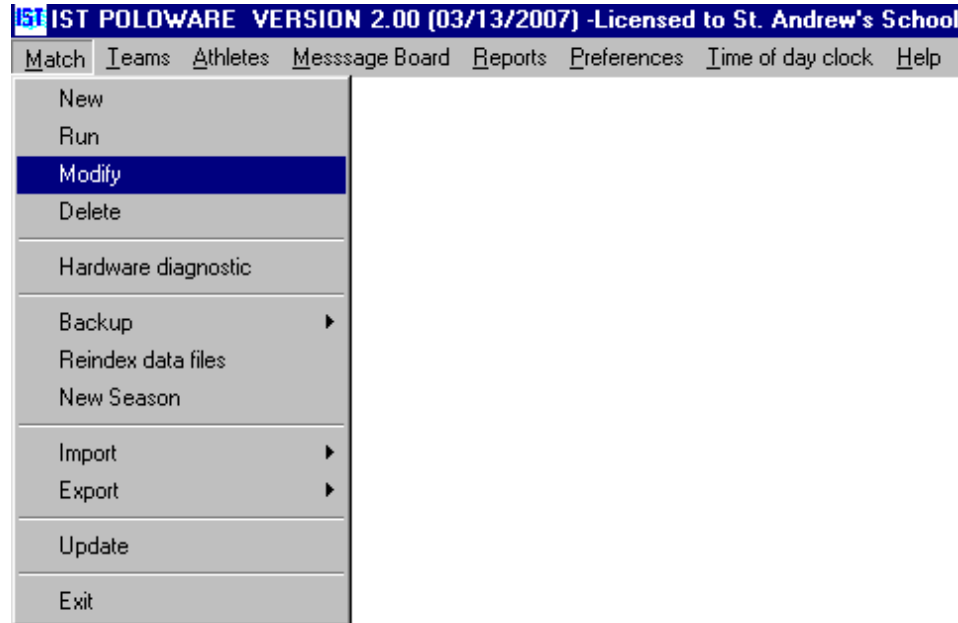
Won Sprint - which team and player won the [sprint](#) for the ball

Yellow Card - player is assigned a [yellow card](#).

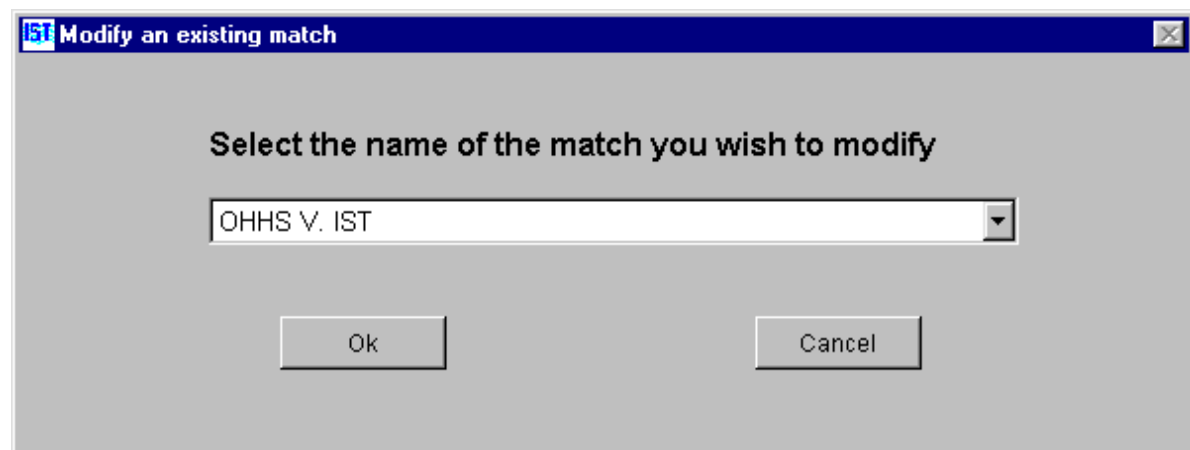
EDITING MATCH INFORMATION

Once you have a match [set up](#), you can change any of the information.

From the MAIN menu, select MATCH and MODIFY.



You will then see a screen similar to the following:



You will then see the following screen:

*** Click on an item to see a description

The screenshot shows a software interface for entering match information. At the top, it says "Match information for ... OHHS V. IST". Below this, there are four main fields: "Place" (OTTAWA HILLS), "Date" (03/14/2007), "Blue team" (IST), and "White team" (OHHS). The "Blue team" and "White team" fields are dropdown menus. Below these are several configuration panels: "Periods" (Minutes: 04, Seconds: 00, No. periods: 4, Between periods: 02, Period warn: 10), "Timeouts" (Number: 3, Minutes: 02, Seconds: 00, Warning: 15, Reset at half: unchecked), "Shot Clock" (Preset: 35, Enable: checked), "Exclusion Clock" (20 sec), "Half time" (Minutes: 10, Seconds: 00, Warning: 15), "Deep water pool" (unchecked), "Division" (radio buttons for Freshman, JV, Varsity, Open), and "Gender" (radio buttons for Male, Female). There are "Save as Default" and "Exit" buttons at the bottom.

Any information that needs to be changed can be changed here. Use the mouse and keyboard to change any of the following information:

Place – Highlight the PLACE field and type in the location of the match

Date – Highlight the DATE field and type in the date the match will be played. NOTE: if you are entering a date of 12/10/01, type in "121001" and the system will fill in the punctuation.

Blue and White Teams – use the [drop down list](#) to select the teams playing in the match. NOTE:

You have to [add a new team](#) to the system before you can select them for a match.

Periods – This is where you set up the length and number of periods to be played. The default is 4 periods of 7 minutes each. Use the [spinner boxes](#) to change either the NUMBER of periods or the LENGTH of the periods in minutes and seconds. You can also set the length of time BETWEEN PERIODS (default is 1 minute) and the PERIOD WARN which will cause a horn will blow, warning the teams the next period is about to begin (default is 10 seconds), also using the spinner boxes.

Timeouts – Use the [spinner boxes](#) to set the NUMBER of time-outs allotted for each team (default is 3) and the LENGTH of the time-outs (default is 1 minute). Set the WARNING time for the number of seconds left when the [warning horn](#) blows (default is 15). If the number of time-outs gets reset at the half, click the RESET AT HALF checkbox.

Shot Clock – Set the shot clock PRESET to the number of seconds that should be on the shot clock (default is 35). If you are using a shot clock, make sure that you have the ENABLE box checked. If you are not using a shot clock, make sure the ENABLE box is unchecked.

Exclusion (Eject) Clock – Use the [spinner box](#) to set the number of seconds a player is excluded (ejected) from the game when a penalty is assessed (default is 20 seconds).

Half-time – Set the length of the HALFTIME break in minutes and seconds using the [spinner boxes](#).

Set the number of seconds left in half-time when the [WARNING](#) horn will sound using the [spinner box](#).

Deep Water - Check this box if you are playing your match in a deep water pool. This will follow the deep water rules for overtime play.

Division - Select the division that will be playing in the match (Freshman, JV or Varsity). **NOTE: Make sure that you have selected the correct division, as only those players who are [assigned to that division](#) in the team roster will show up in the match roster.**

Gender - select the gender for the match. **NOTE: Make sure that you have selected the correct gender for the match as only the athletes of that gender in the [team roster](#) will show up in the match roster.**

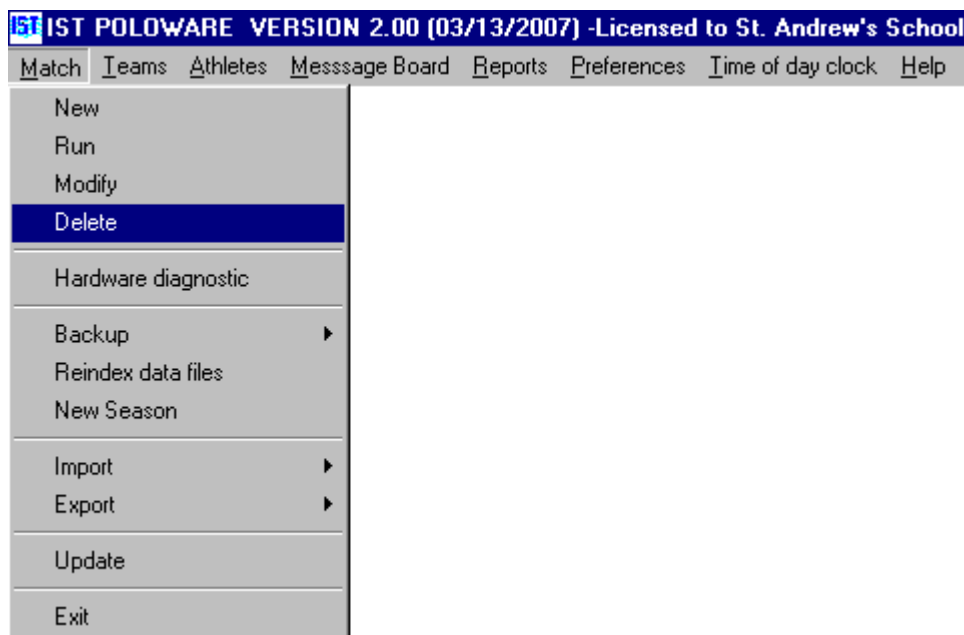
Save as Default - click this button to save the match settings as your default settings. Every match that you create will automatically revert to these settings. They can then be over-written as necessary.

Once you have finished editing the match information, click on the EXIT button to return to the main menu.

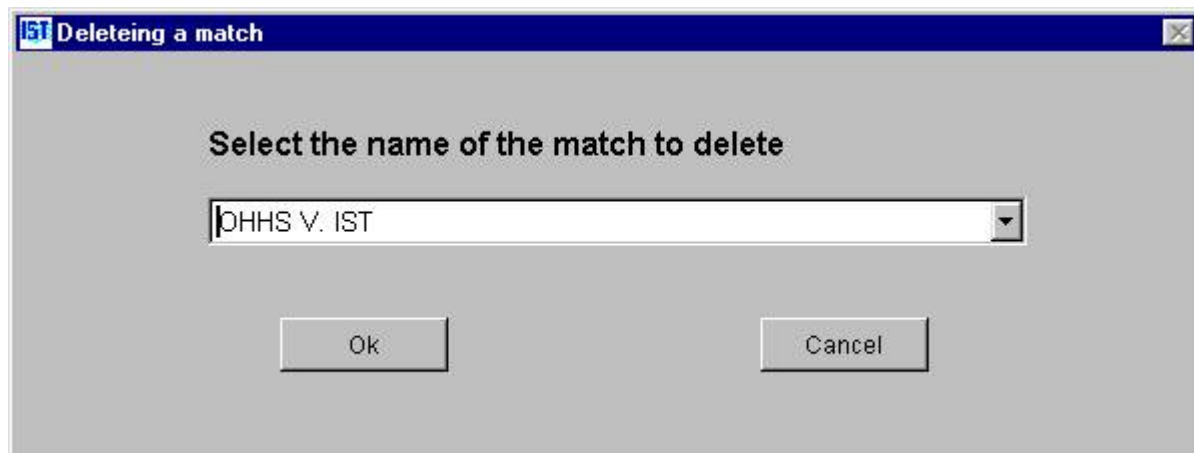
DELETING A MATCH

WARNING! DELETING A MATCH IS PERMANENT AND ALL INFORMATION WILL BE LOST. BE ABSOLUTELY SURE YOU WANT TO DELETE THE MATCH BEFORE YOU DO SO! IT IS WISE TO DO A [BACKUP](#) BEFORE YOU DELETE ANYTHING, JUST IN CASE!

To delete a match, select MATCH and DELETE from the MAIN menu



You will then see a screen similar to the following:



Select the match you want to delete from the [drop down list](#) and click DELETE. You will then be asked if you are sure that you want to delete this match. **THINK CAREFULLY BEFORE ANSWERING!** Click YES to delete the match and return to the MAIN menu, click NO to return to the MAIN menu without deleting the match.

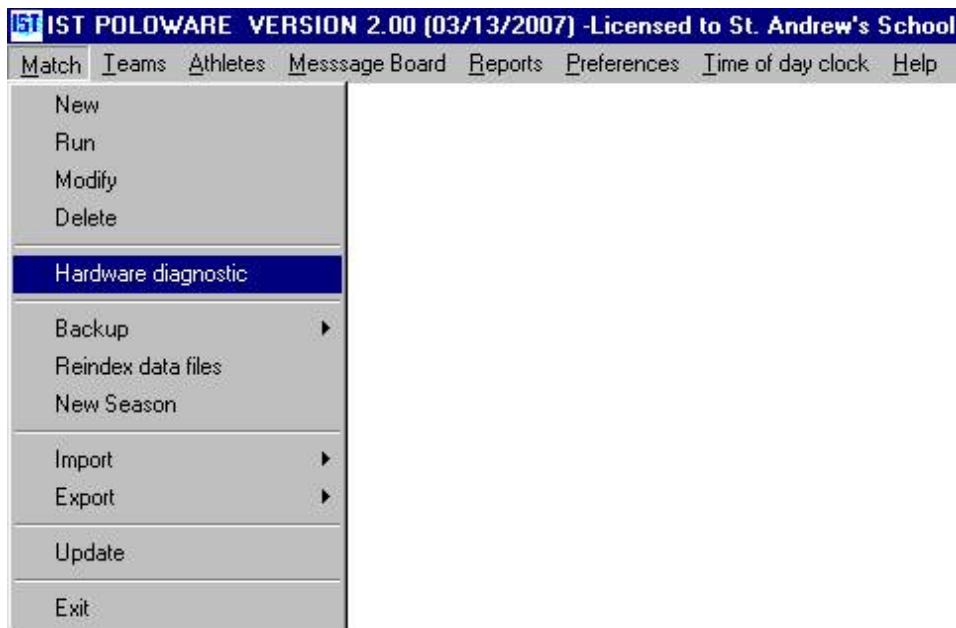
If you had a temporary brain lapse and accidentally deleted the wrong match, you can [restore the system data from backup](#), assuming you remembered to back up the system before you did the delete.

HARDWARE DIAGNOSTIC

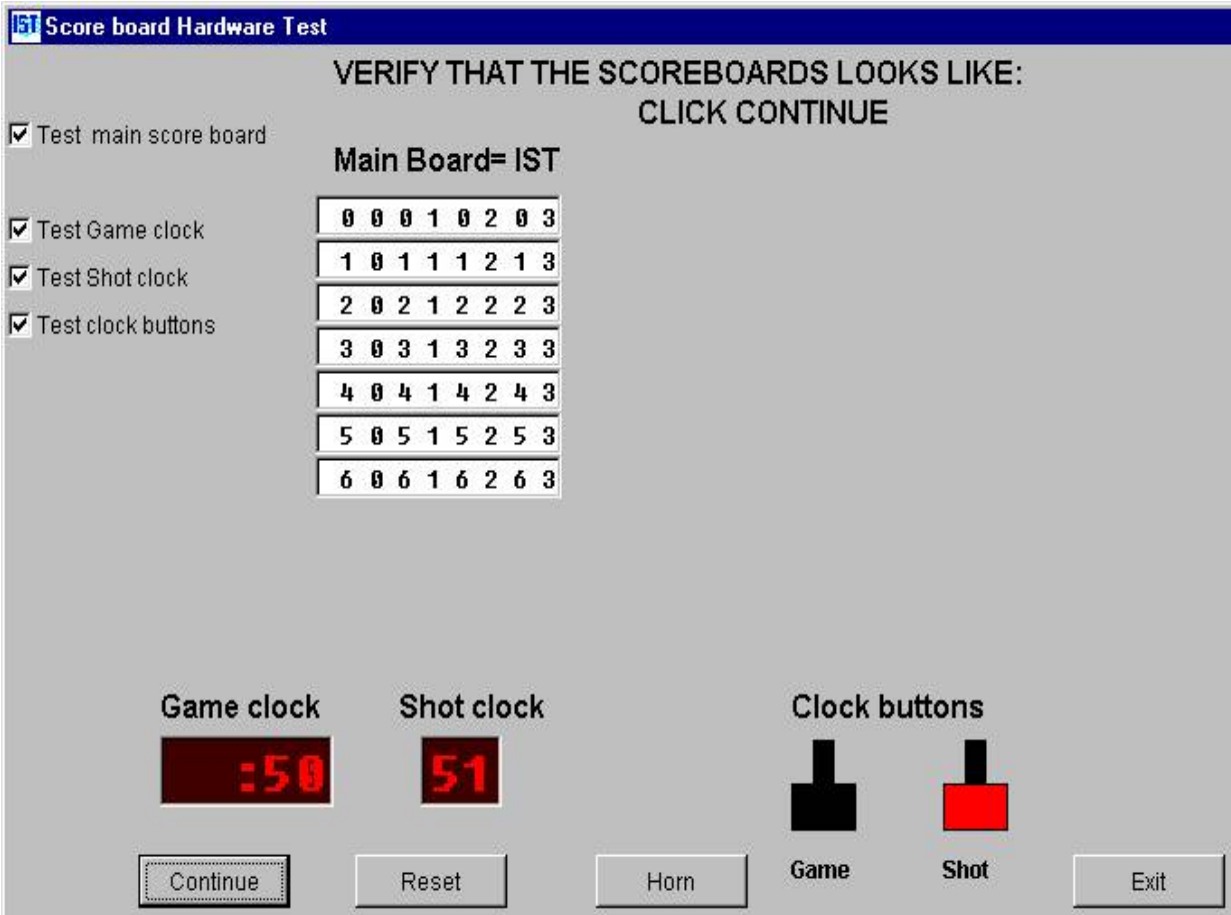
This is where you test all your hardware to make sure everything is working correctly. **It is a good idea to do this well before the match begins, just in case there are problems, and then do it again right before a match to make sure that nothing has changed.**

Before doing a hardware diagnostic, check your [system preferences](#) to make sure that everything in the software is set up correctly. Also check to make sure that everything is plugged in securely and that all outlets are working.

To do a hardware diagnostic, from the MAIN menu select MATCH and HARDWARE DIAGNOSTIC.



You will then see a screen similar to the following:



NOTE: If you have a [secondary scoreboard](#) set up in [system preferences](#), that scoreboards diagnostics will also be displayed to the right of the MAIN BOARD.

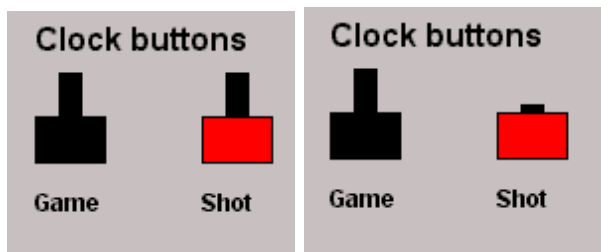
On the left side of the screen are [check boxes](#) that allow you to test the different equipment. If the box is checked, that piece of equipment will be tested in diagnostics. Un-checking a box will remove the picture of the equipment from the HARDWARE DIAGNOSTIC test screen.

Look at your scoreboard carefully to verify that it is displaying exactly what is on the screen, then click on the CONTINUE button at the bottom left of the HARDWARE DIAGNOSTIC screen. The scoreboard, game clock and shot clock will now begin sequencing through their character sets (alphanumeric on an IST scoreboard, numeric on the clocks and non-alpha scoreboards). Watch the screen and the clocks to verify that they match.

To test the horn, click on the HORN button. This should cause your horn to sound.

To test the game clock and shot clock buttons (if you are using these) depress the plunger on the button. The picture of the buttons on the HARDWARE DIAGNOSTIC screen should also show the plunger being depressed.

Buttons Up / Button Pressed



When you have finished testing, click on EXIT to return to the MAIN menu.

TROUBLESHOOTING

If you are having problems with your equipment not responding there are a few places to check.

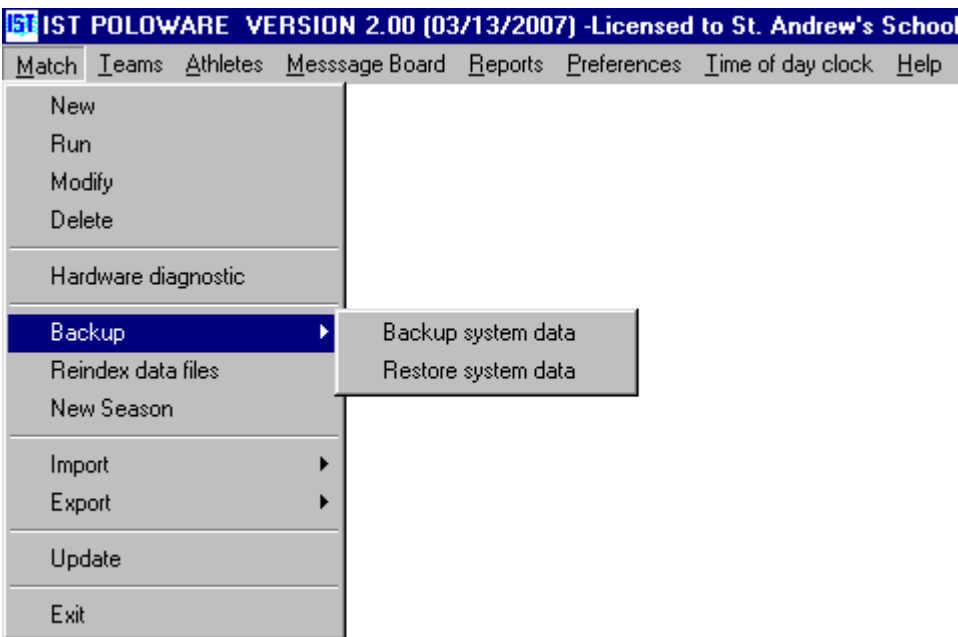
- **SYSTEM PREFERENCES** – check to make sure that your buttons and clocks are set up correctly [in system preferences](#). Make sure that the clocks and buttons ports are set correctly. If you are not sure, try changing a port and running DIAGNOSTICS again. Also check to see if your clocks are [LEGACY](#) clocks.
- **CABLES and CONNECTIONS** – check all cables and connections from the clocks, buttons, boxes and computers at both ends of each cable. Try unplugging and re-plugging all of the connections to ensure a good connection.
- **POWER** – check to make sure that all outlets have power running to them and that the clocks, buttons and boxes all have power running to them. If you are using a battery clock, try plugging the clock into the wall to see if the battery has been run down.

If you are still having problems **contact IST at 1-800-835-2611.**
**When you call make sure you have a phone number where
someone can reach you, especially if you are calling after
normal business hours.**

BACKUP FUNCTIONS

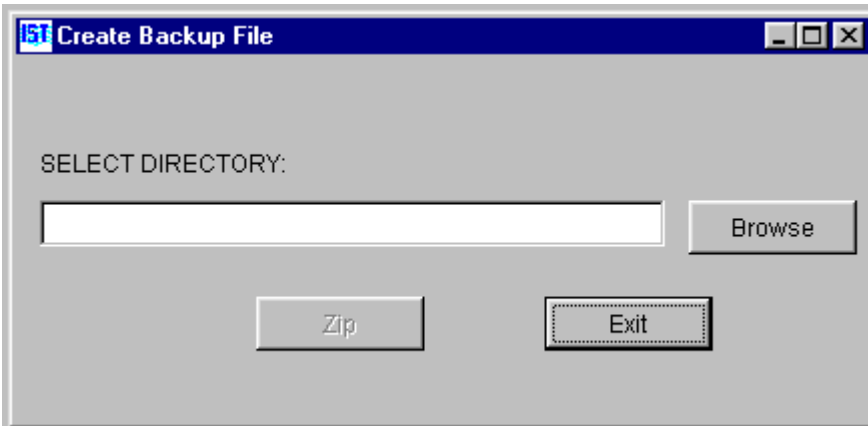
This item allows you to back up the system to a compressed .zip file, and to restore the system from that file in case of a problem. It is recommended that you back up after every match, and after making any major changes, such as entering names into a roster for a match. **NOTE: Backing up the system often will save you a lot of time and trouble down the road. Remember that computers know when you're stressed and will do everything in their power to make that stress worse!**

From the MAIN menu, select UTILITIES and BACKUP. You will then have two choices:

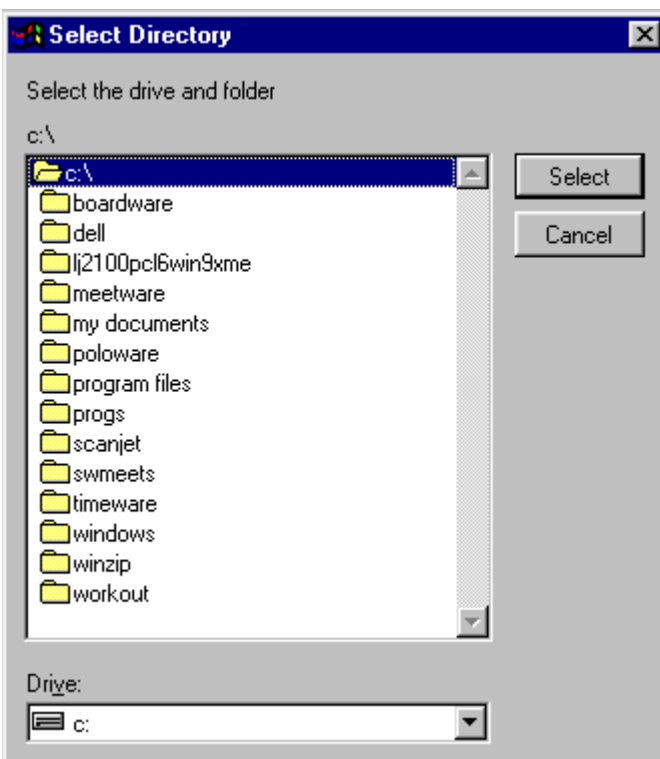


Backing up the system data

Select BACKUP SYSTEM DATA from the menu. You will then see the following screen:

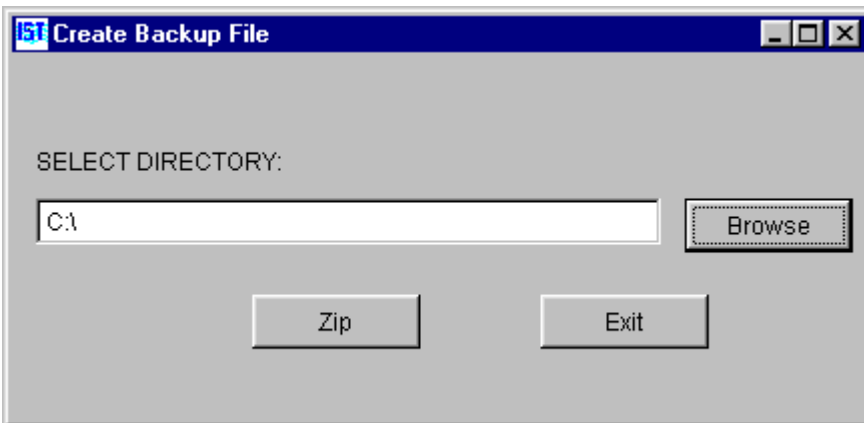


Select the drive you want to back up the data to by clicking on the BROWSE button. **NOTE: Do Not back up to the C: drive - you will lose both the backup and the original copy if the hard drive goes! Select a drive with removable media (floppy disk, zip disk, etc.) or a network drive that is NOT your computer.** You will then see a screen similar to the following:



Select the drive you wish to back up the data to and click the SELECT button.

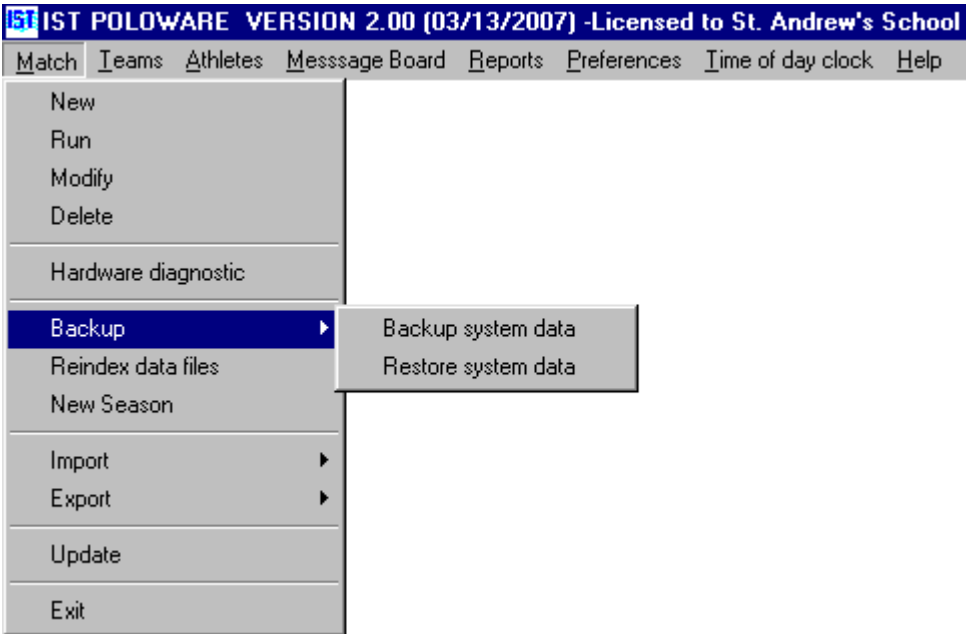
Once you have selected the drive, you will see the following screen:



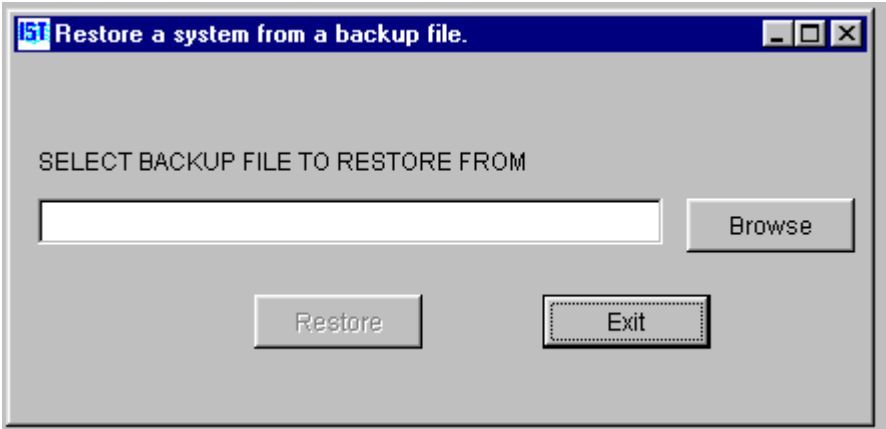
To backup the data for your system, click the ZIP button that has appeared. This will compress your backup files so that they are easier to store or send via e-mail or will fit on one disk. Answer YES to "DO YOU WANT TO ZIP THIS BACKUP TO C:\?" You will then be prompted to put the backup disk in the drive (if you selected a drive with removable media) and click OK. Clicking EXIT will return you to the MAIN menu. The backup will be stored in the directory that you selected and will be named "BACKUP_POLOWAREII.zip".

Restoring from Backup

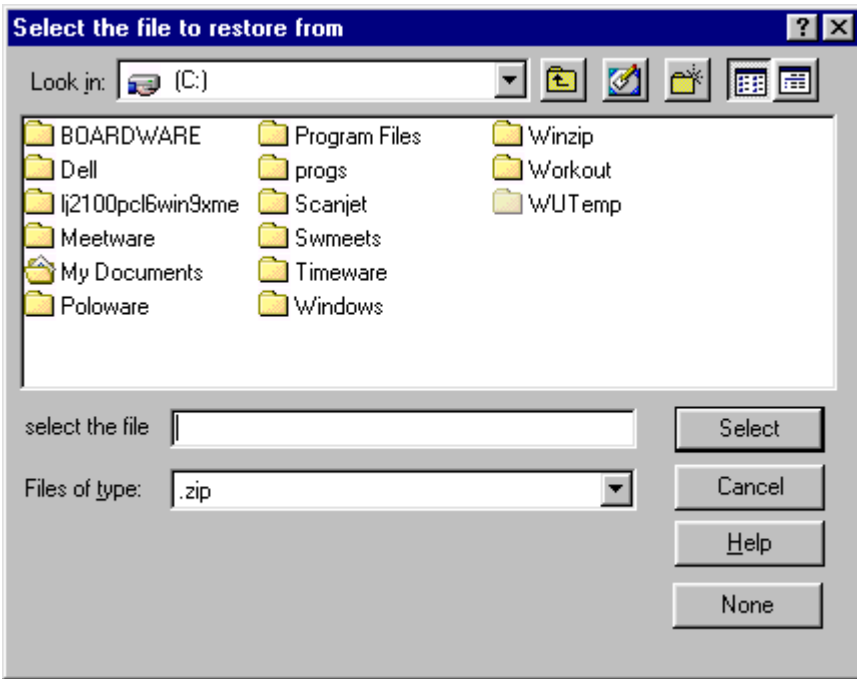
To restore the system from a backup disk, select RESTORE SYSTEM DATA from the BACKUP menu.



You will then see a screen similar to the following:



Click BROWSE and select the directory or drive that the backup is stored on from the following screen:

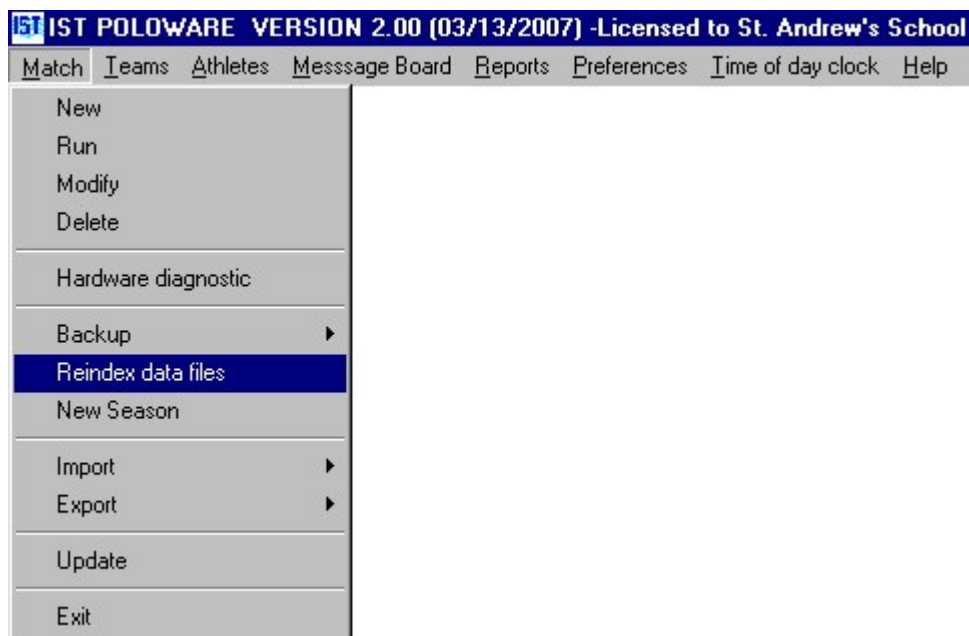


NOTE: You can only restore from a **BACKUP_POLOWAREII .ZIP** back up file. Click the RESTORE button that is now enabled. Answer "YES" to the question "DO YOU WANT TO RESTORE FROM *Path information*\BACKUP_POLOWAREII.ZIP?". Clicking NO will return you to the MAIN menu without restoring the files. Once the data has been restored, a message will pop up telling you that the restore is complete.

REINDEXING FILES

Re-indexing files will fix problems that may occur with data files. Any time you have an unexpected crash or power failure you should do a reindex.

From the MAIN menu, select MATCH and REINDEX DATA FILES



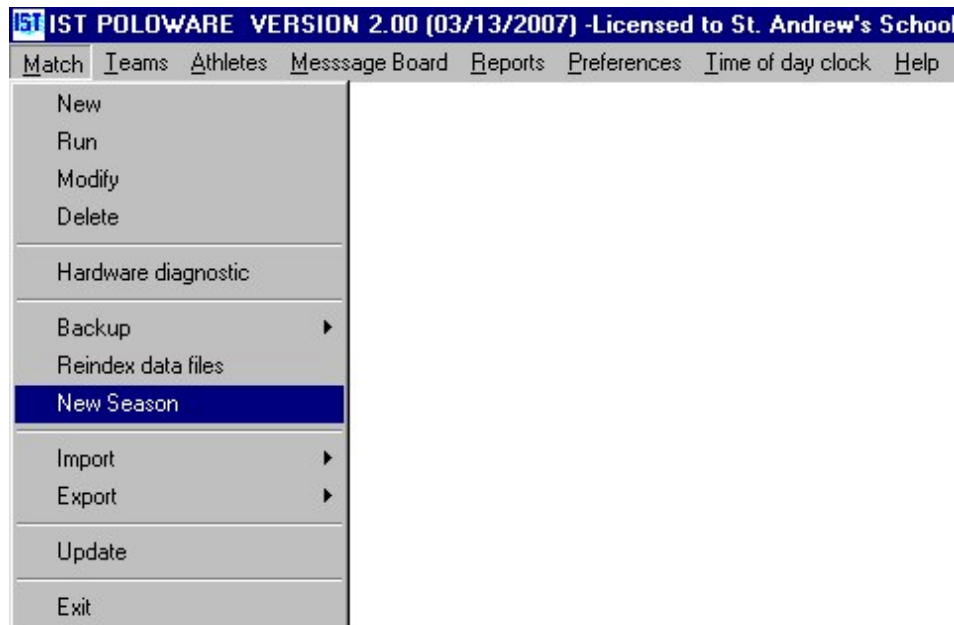
This will re-index the files and return you to the MAIN menu. This is a very quick process and should take only a few seconds.

NEW SEASON

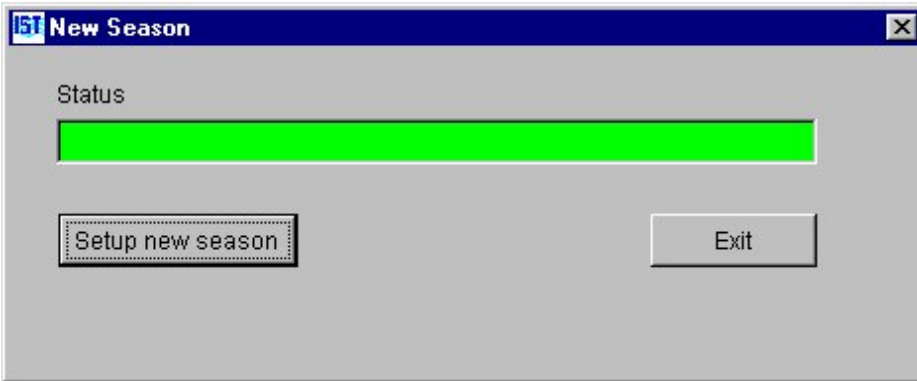
As you go through a season, Poloware2 keeps all of the team, athlete and match information in its databases. When you are ready to begin a new season, you can clean up the databases and store the old matches to a file. This function will also update all of the rosters in the system by aging the athletes up one year (grade), removing graduated seniors and anyone who has been inactive on a roster for more than 2 years and storing all of the home team's graduating seniors to the alumni roster.

New Season

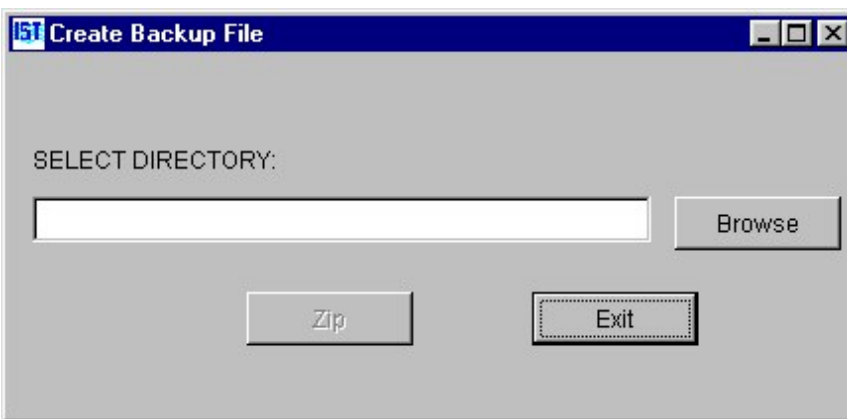
To begin a new season, select MATCH and NEW SEASON from the MAIN menu.



You will then see a screen similar to the following:

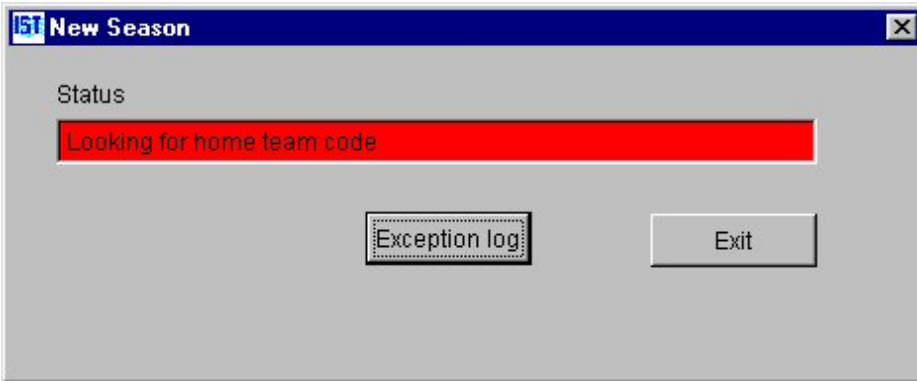


Click the SETUP NEW SEASON button to begin. You will then be asked to backup the system:

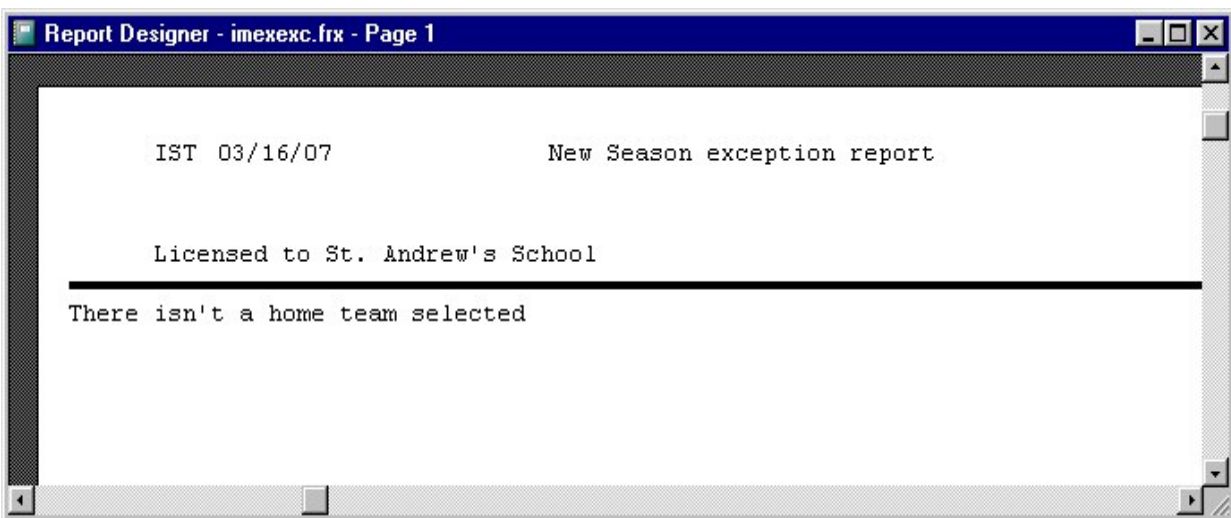


Click BROWSE to select the directory to save the backup to (in case you decide later that you didn't want to do a new season after all), then click ZIP. When the backup is complete click EXIT to return to the New Season window.

If there are any errors in the creation of a new season you will see a screen similar to the following:

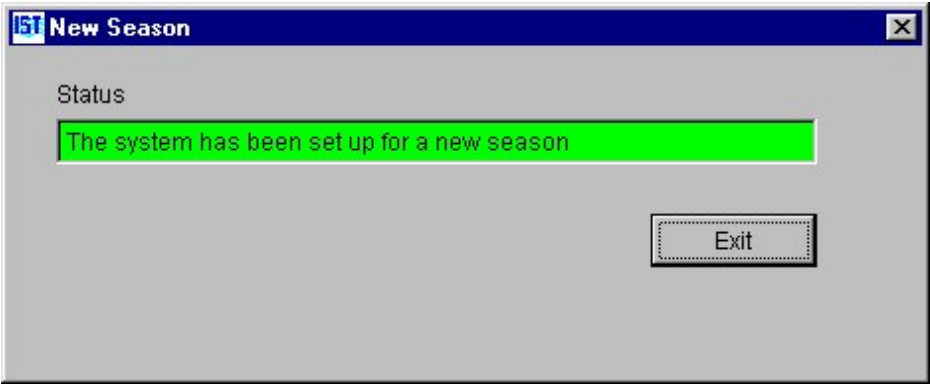


To see what the error was, click the EXCEPTION LOG button. You will then see a report similar to the following:



Click EXIT to exit the New Season window and fix the error. Return to NEW SEASON and repeat the process.

Once you have successfully completed setting up a New Season you will see the following:



Click EXIT to return to the MAIN menu.

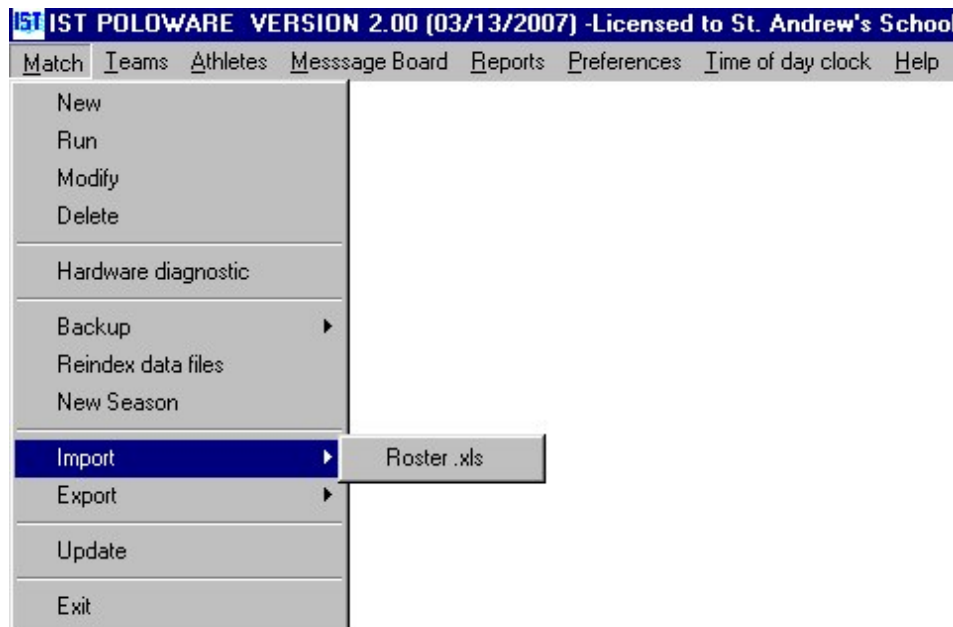
IMPORT

Import allows you to import a roster from a Microsoft Excel file (.xls). You can import a roster that was [exported](#) from IST's Poloware2 and modified. **NOTE: In order to import from an .xls file, the fields must be defined the same way that they are in Poloware2.**

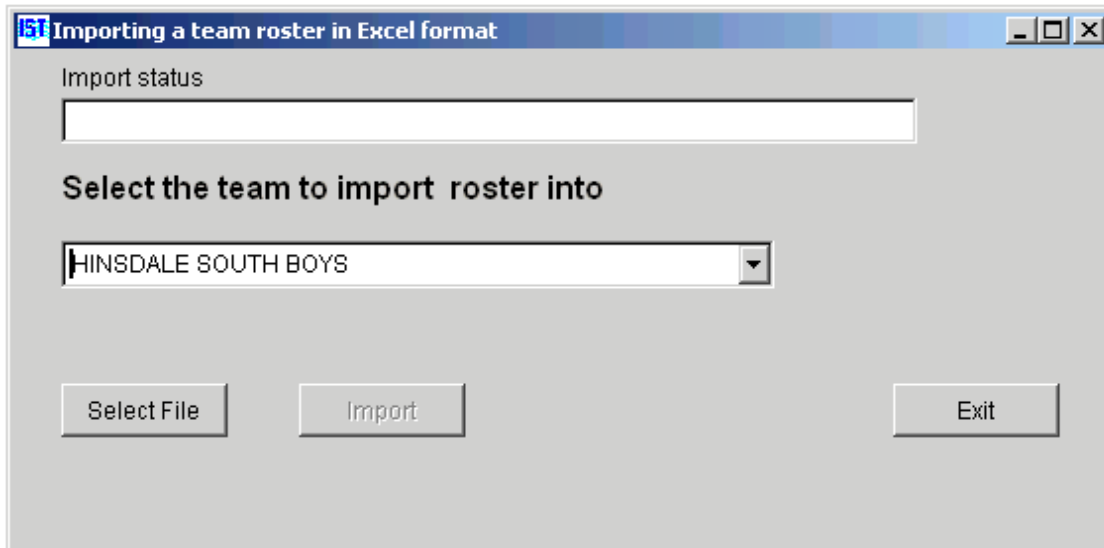
If you want opposing teams to enter their rosters into an .xls file and import those into Poloware2, you should [set up the team](#) in Poloware2, then [export the empty roster](#). Allow the visiting team to enter their information **without changing any of the fields**, and then import the file back into Poloware2.

Import Roster (.xls)

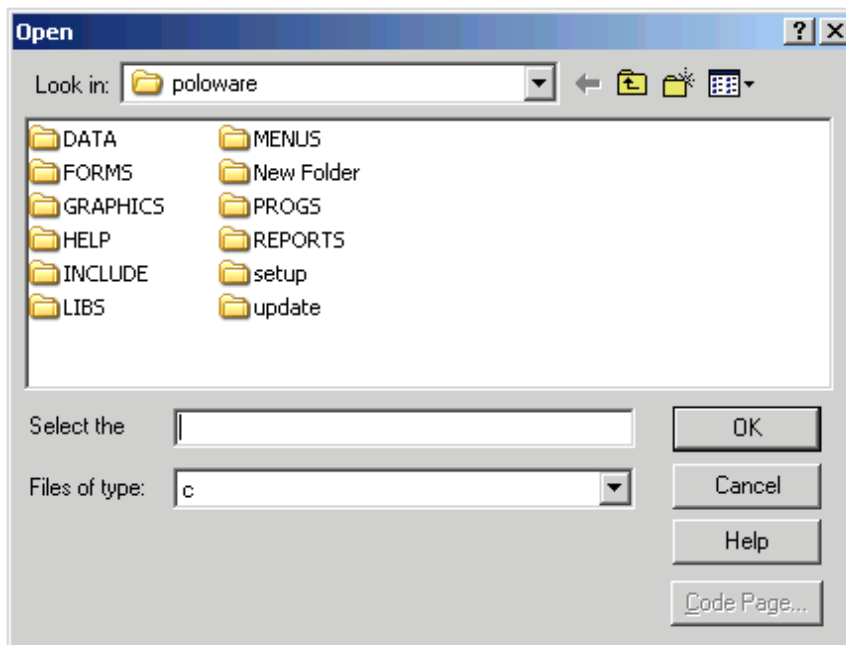
To import a roster, from the MAIN menu select MATCH, IMPORT and ROSTER .XLS



You will then see a screen similar to the following:

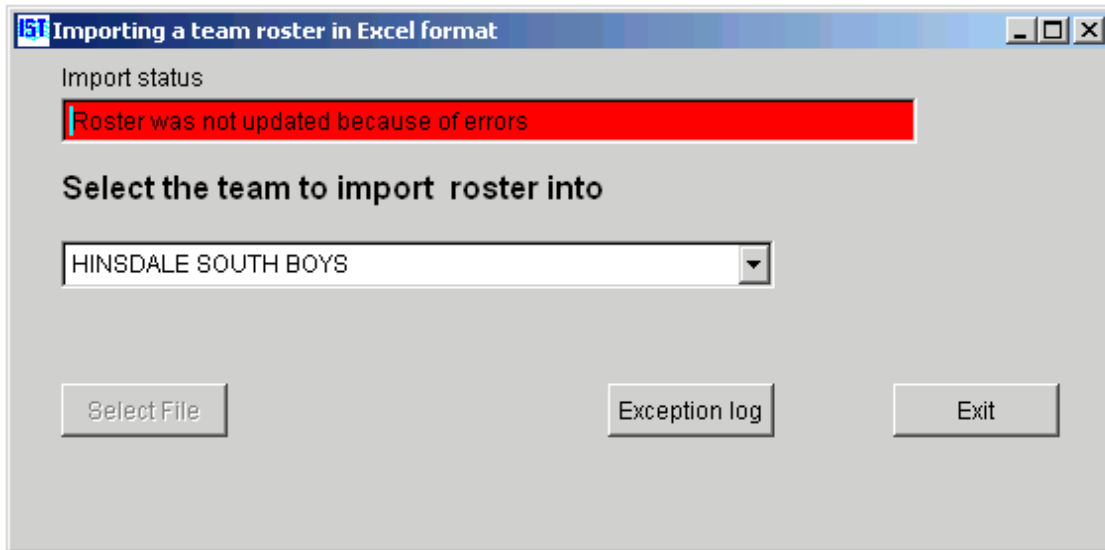


Select the team who's roster you want to import from [the drop down list](#). If the team is not in the list you will need to [add them](#). Then click the SELECT FILE button and select the roster_team.xls file to import. **NOTE: If you can not see the .xls file, make sure that the FILES OF TYPE is set to ALL *.***



Once you have selected the correct file, click the IMPORT button.

If there were no errors in the import, the IMPORT STATUS will be green and read "Roster was successfully updated from the import file." If there was a problem importing the roster you will see the following:



To see what the errors were, click on the EXCEPTION LOG button. You will then see a report similar to the following:

```
IST 04/09/04          Import exception report          Page 1
For the roster import file C:\POLOWARE\ROSTER_HS-B1.XLS
Licensed to Hinsdale South High

Incoming team code does not match the destination team code IN ROW  19
```

You can fix these errors using Microsoft Excel and import the file again.

Exiting Import

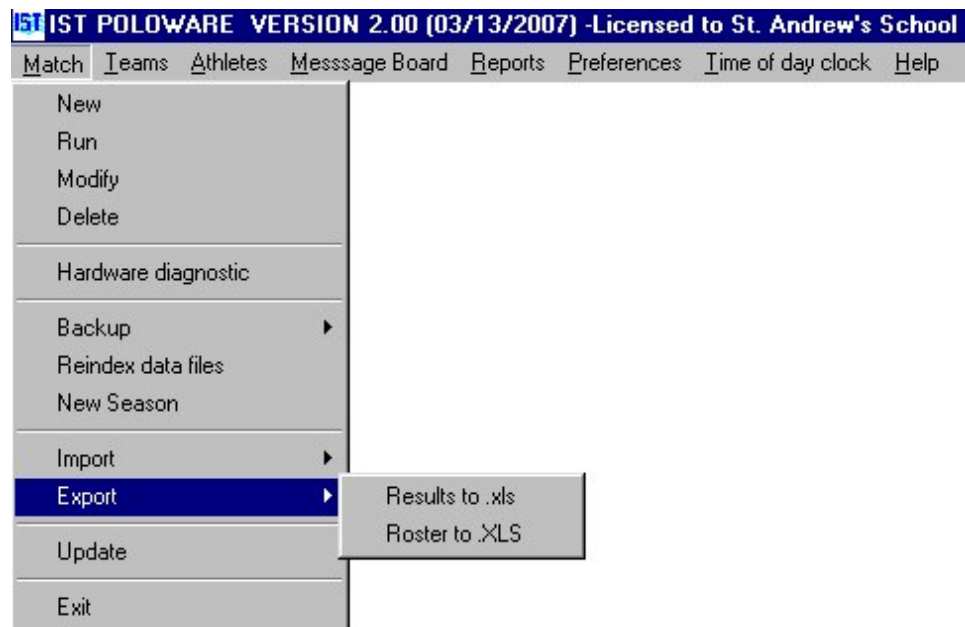
When you have finished importing the roster, click EXIT to return to the MAIN menu.

EXPORT

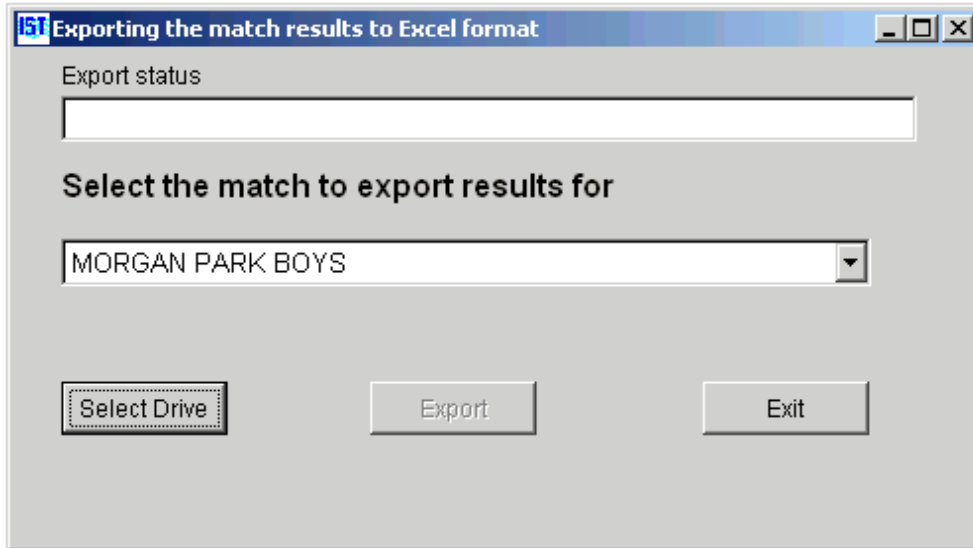
This will allow you to export either your [results](#) or your [roster](#) to a Microsoft Excel file (.xls) where it can be modified as you need.

Export Results

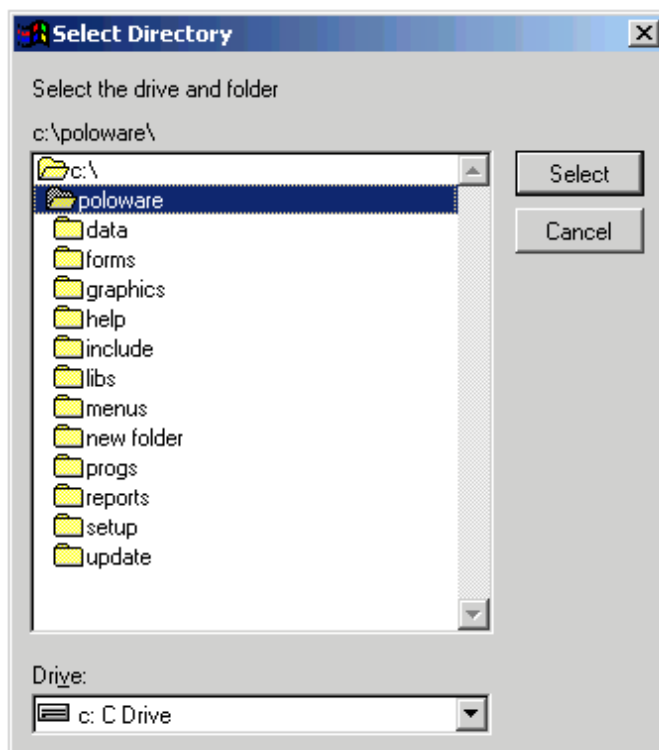
To export the results of a match to an Excel file (.xls), from the MAIN menu select MATCH, EXPORT and RESULTS TO .XLS.



You will then see a screen similar to the following:



Click the SELECT DRIVE button and select the drive/folder to export the file to.



Click the EXPORT button. When your data has been exported, the export status will say "Data has been exported". You can now open the file (named RESULTS.XLS) using Microsoft Excel and modify it

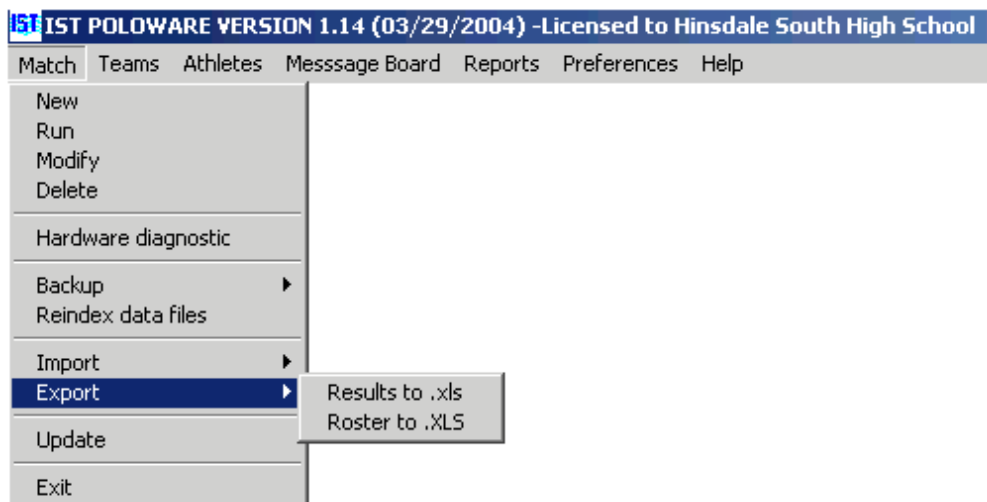
as necessary. **NOTE:** Each time you export a match it will export to the same file name. To export several matches, change the file name before you export the next match.

The .xls file will look similar to the following:

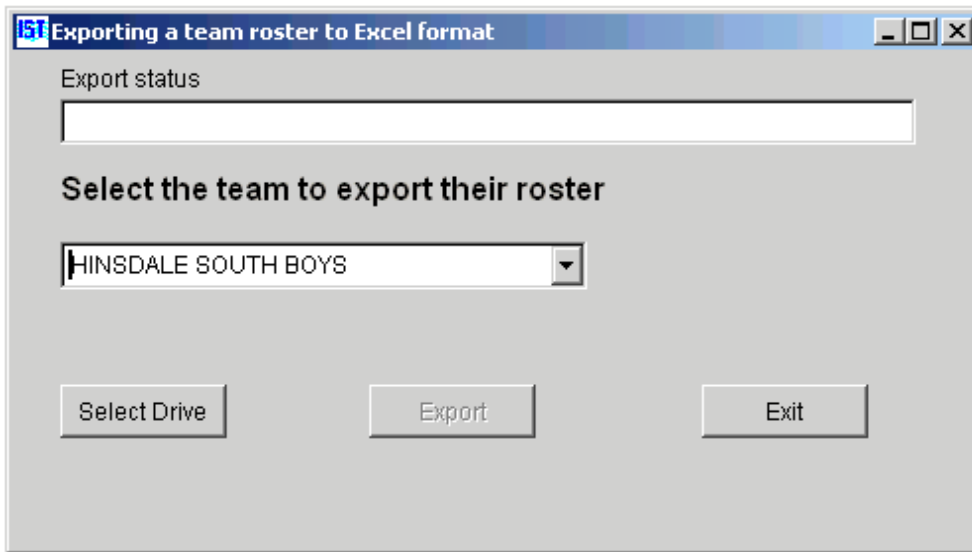
Results.xls											
	A	B	C	D	E	F	G	H	I	J	K
1	teamcode	id_no	last_name	first_name	time	qtr	type	points	foul	eject	remarks
2	IST	4	YOUSEF	RAMZI	3:57	1	S	0	0	0	WON SPRINT
3	IST	3	FARNSWORTH	DICK	3:25	1	G	1	0	0	GOAL
4	OHHS	7	DILWORTH	LAMARCUS	3:22	1	G	1	0	0	GOAL
5	IST	7	CROUCH	JIM	3:18	1	F	0	1	0	PENALTY
6	OHHS	1	CAMEL	DENNIS	3:08	1	U	1	0	0	GOAL MAN UP
7	IST	7	CROUCH	JIM	3:08	1	E	0	0	1	EXCLUDED
8	IST	7	CROUCH	JIM	3:05	1	E	0	0	1	EXCLUDED
9	OHHS	4	ROELANDS	TYAN	3:03	1	U	1	0	0	GOAL MAN UP
10	IST	1	JULIAN	RYAN	2:59	1	G	1	0	0	GOAL
11	OHHS	10	JOSEPH	KASSEEM	2:45	1	E	0	0	1	EXCLUDED
12	IST	5	HERNANDEZ	ALVARO	2:38	1	G	1	0	0	GOAL MAN UP
13	OHHS	3	HOPSON	PAUL	1:49	1	G	1	0	0	GOAL
14	IST				1:31	1	T6	0	0	0	TIMEOUT
15	OHHS	4	ROELANDS	TYAN	1:13	1	Y	0	0	0	YEL ELBOW TO FACE
16	OHHS				0:38	1	T6	0	0	0	TIMEOUT

Exporting a Roster

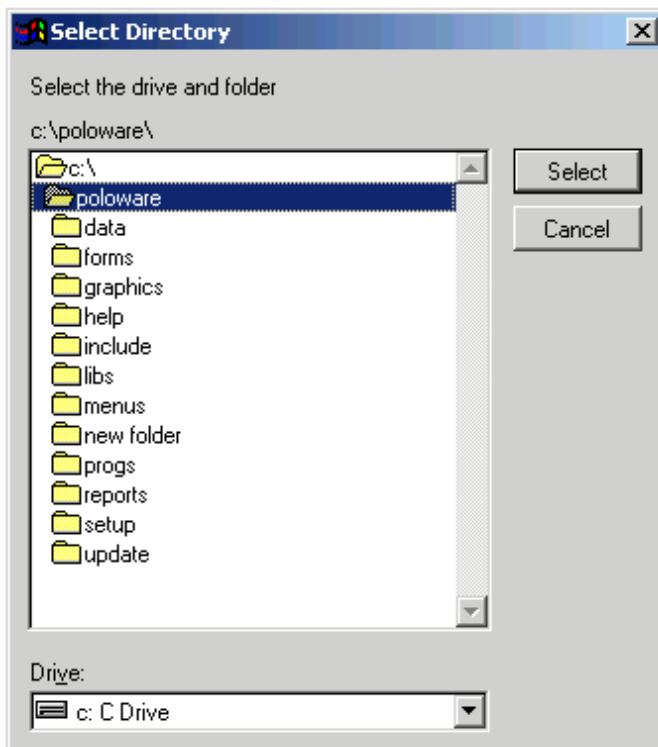
To export a team roster, from the MAIN menu select MATCH, EXPORT and ROSTER TO .XLS.



You will then see a screen similar to the following:



Select the team who's roster you want to export from the [drop down list](#) and click SELECT DRIVE. Select the drive/folder to save the roster file to.



Click EXPORT. When your data has been exported, the export status will say "Roster exported to *Drive:\Directory\ROSTER_team.xls*". You can now open the file using Microsoft Excel and modify it as necessary. The file will look similar to the following:

	A	B	C	D	E	F	G	H	I	J	K	L
1	teamcode	firstname	lastname	nickname	middle	class	sex	age	birthdate	id_no	division	inactive
2	OHHS	NO	NAME				F	0	- -			N
3	OHHS	DENNIS	CAMEL			12	M	0	- -	1		N
4	OHHS	TYLER	STRONG			12	M	0	- -	2		N
5	OHHS	PAUL	HOPSON			12	M	0	- -	3		N
6	OHHS	TYAN	ROELANDS			11	M	0	- -	4		N
7	OHHS	CLARKE	GILBERT			11	M	0	- -	5		N
8	OHHS	EDWIN	ROSARIO			11	M	0	- -	6		N
9	OHHS	LAMARCUS	DILWORTH			11	M	0	- -	7		N
10	OHHS	BRIAN	TROWBRIDGE			10	M	0	- -	8		N
11	OHHS	ANTHONY	TROSS			10	M	0	- -	9		N
12	OHHS	KASSEEM	JOSEPH			10	M	0	- -	10		N
13	OHHS	ZAK	JOHNSON			11	M	0	- -	11		N

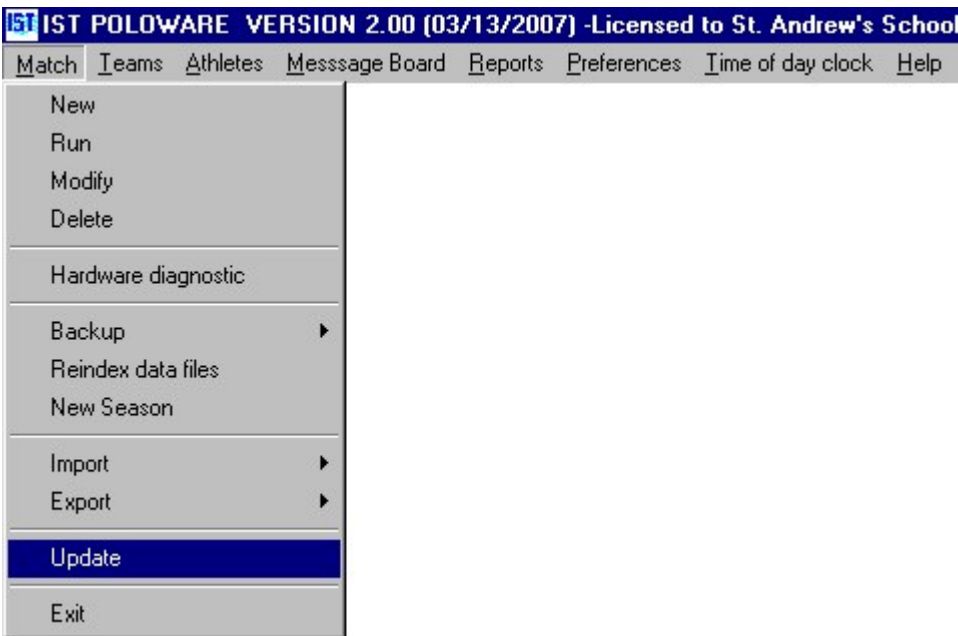
Exiting Export

Click the EXIT button to return to the MAIN menu

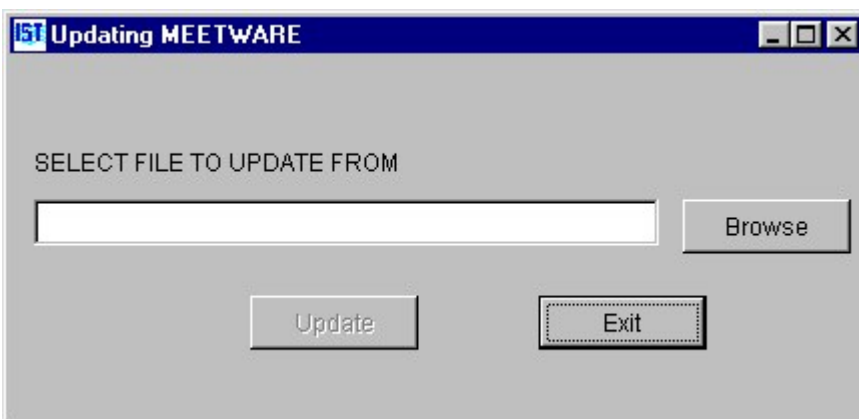
UPDATE

Periodically updates will be available for Poloware2 from IST. They can be downloaded from <http://www.istime.com>, and are found under CUSTOMER SERVICE CENTER, SOFTWARE DOWNLOAD CENTER. Follow the instructions on the web site for creating an update disk. Before you do an update, it is a good idea to [backup](#) your system.

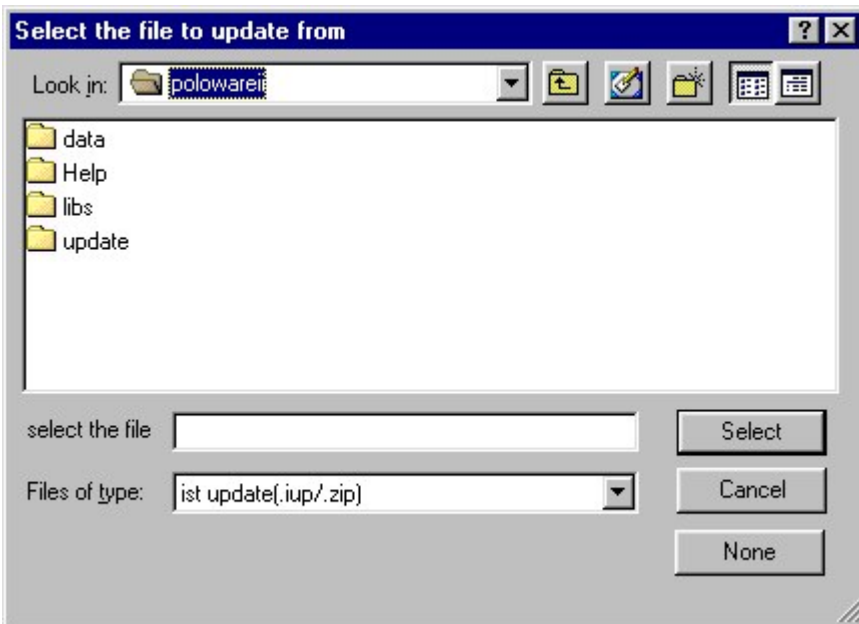
From the MAIN menu select MATCH and UPDATE.



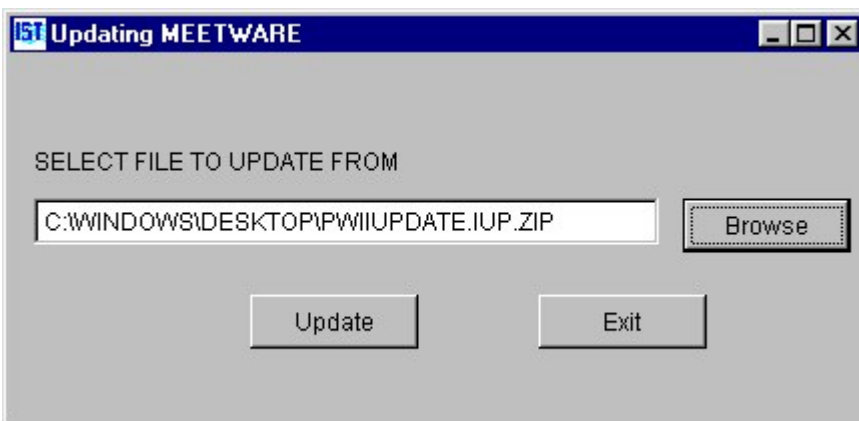
You will then see a screen similar to the following:



Click the BROWSE button. You will then see a screen similar to the following:



Choose the update file that you downloaded (.iup or .iup.zip) and click SELECT. You will then see the following screen:



Click on the UPDATE button. Double check that you have selected the correct file, then click YES when asked "Do you want to update from this file?". Follow the instructions on the screen to complete the update process.

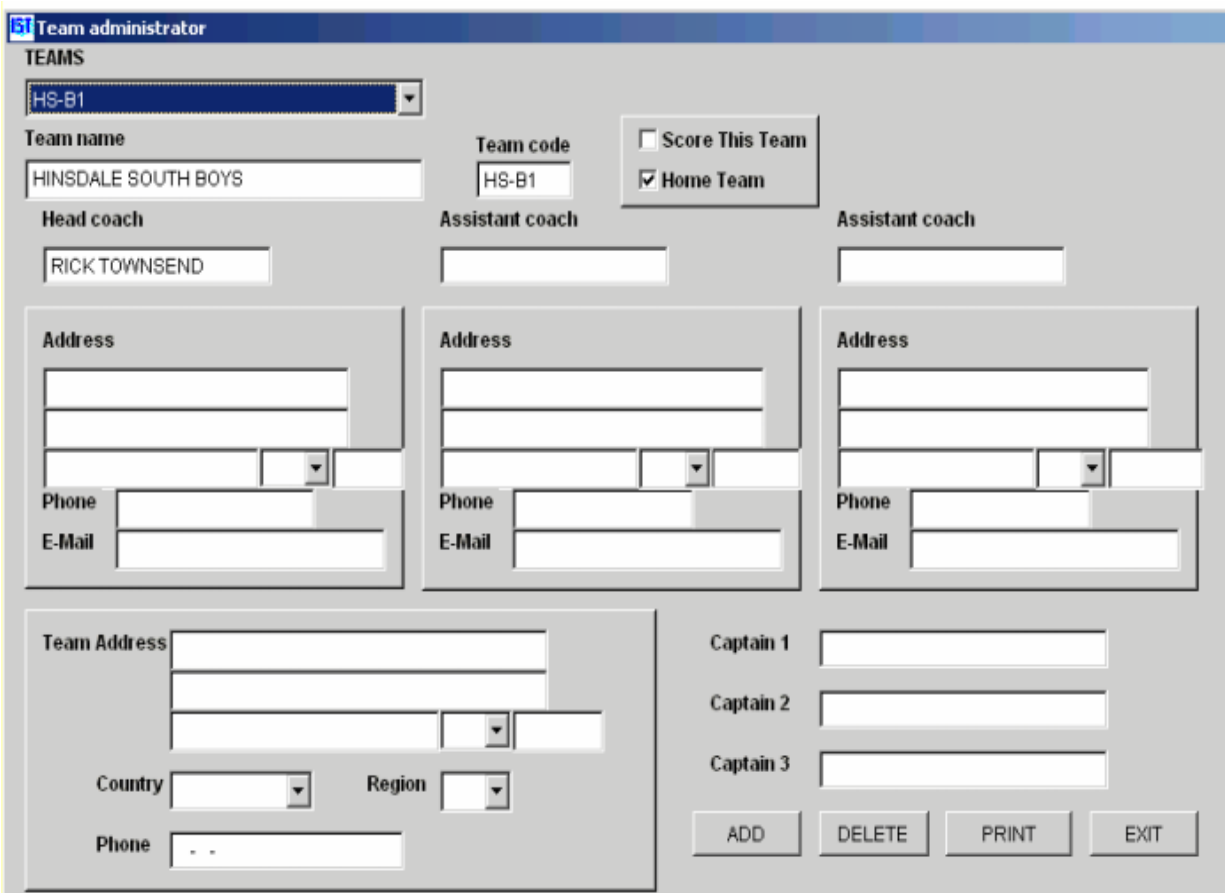
TEAM Functions

This item allows you to enter and edit information about the teams that will be used in the system. From this screen you will be able to [edit](#), [add](#), [delete](#) and [print](#) team information.

From the MAIN menu, select TEAMS.



You will then see the following screen:



The screenshot shows a window titled "Team administrator" with a "TEAMS" section. A dropdown menu shows "HS-B1". Below it are fields for "Team name" (HINSDALE SOUTH BOYS) and "Team code" (HS-B1). There are checkboxes for "Score This Team" (unchecked) and "Home Team" (checked). Below these are fields for "Head coach" (RICK TOWNSEND) and two "Assistant coach" fields. The form is divided into three columns, each with an "Address" section (multiple lines) and "Phone" and "E-Mail" fields. At the bottom left is a "Team Address" section with multiple lines, "Country" and "Region" dropdowns, and a "Phone" field. At the bottom right are "Captain 1", "Captain 2", and "Captain 3" fields, and buttons for "ADD", "DELETE", "PRINT", and "EXIT".

Adding a new team

To add a new team to the system, click on the ADD button at the bottom of the screen. The fields will be cleared and the cursor will

appear in the TEAM NAME field. Type in the name of the team, up to 30 characters, and press <ENTER>. Next enter the TEAM CODE and press <ENTER>. This is an abbreviation for the team that can be up to 8 characters. Both the team name and the team code have to be unique to that team. These are required fields and you can not exit the system without having both entered and unique.

You can now enter the names and contact information of the head and assistant coaches, the team address and the names of the captains. This information is optional and leaving it out will not affect the system.

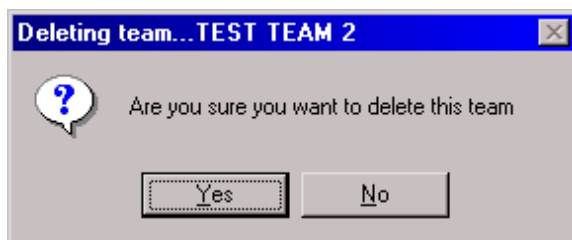
The state, country and region fields are [drop down boxes](#). For these fields you can either type the information in directly or select the information from the [drop down boxes](#). The country and region codes are the same as those provided by USA Swimming.

Editing a team

To edit a team, select the team name from the [drop down box](#). To change any of the existing information, highlight the information and type in the new information. To add information to a field, click on that field and begin typing, or select the [drop down box](#) to the right of the field to see a list of choices.

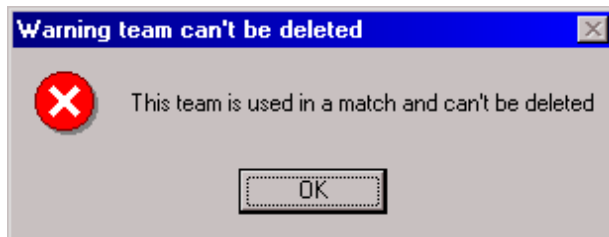
Deleting a team

To delete a team, select the team name from the [drop down box](#), then click on the DELETE button at the bottom of the screen. You will then see the following:



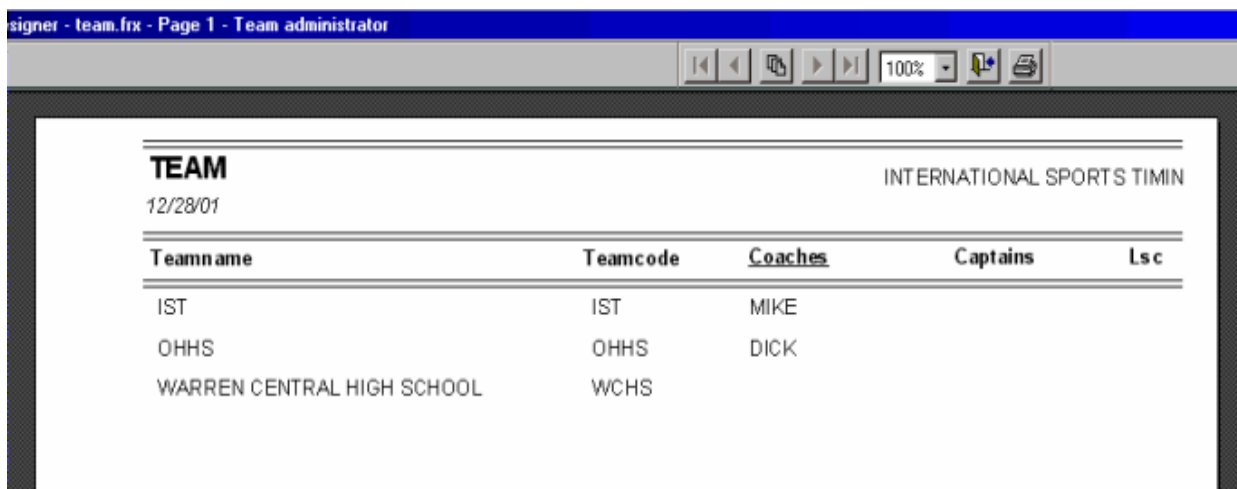
If you do not want to delete the team, click NO and you will be returned to the TEAM ADMINISTRATOR screen. If you are positive that you want to delete that team, click YES. The team will be deleted from the system and you will be returned to the TEAM ADMINISTRATOR screen. **Note: Make absolutely sure you want to delete the team before you do so, once it has been deleted it can not be recovered and must be re-entered – including all [athlete information](#).**

If a team has been entered in a match, the system will not allow you to delete that team. In this case, you will see the following screen:



Printing team information

The print function will print a list of teams, their team codes, coaches and captains names and the team LSC. To print this report click on the PRINT button in the TEAM ADMINISTRATOR window. You will then see a print preview screen similar to the following:

A screenshot of a print preview window. The title bar says "esigner - team.frx - Page 1 - Team administrator". The main content is a table with the following data:

Teamname	Teamcode	Coaches	Captains	Lsc
IST	IST	MIKE		
OHHS	OHHS	DICK		
WARREN CENTRAL HIGH SCHOOL	WCHS			

To print this report, click on the printer icon at the top right of the screen. To close the screen without printing the report, click on the door and arrow icon at the top right of the screen.

The report will print to the Windows default printer.

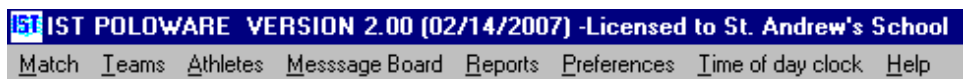
Exiting team information

When you are finished, click on the EXIT button to return to the MAIN menu.

ATHLETE Functions

Athlete functions are a way for coaches to keep track of their roster. It can be as simple as the name and grade of the athlete, or as complete as addresses for the athlete and 2 parents, as well as nick name and birthdate. Athletes for each team can be [added](#), [edited](#), [deleted](#), and their information can be [printed](#) from the ROSTER ADMINISTRATOR screen.

To access the ATHLETE functions, click on ATHLETES in the MAIN menu.



You will then see a screen similar to the following:

A screenshot of the 'Roster Administrator - Water Polo' application window. The window title is 'Roster Administrator - Water Polo'. At the top, there is a 'Team name' dropdown menu set to 'IST' and a 'Copy Roster' button. To the right is an 'Athlete' dropdown menu set to 'NAME, NO'. Below this, there are input fields for 'Last Name' (containing 'NAME'), 'First Name' (containing 'NO'), and 'Middle name'. A 'Short form' checkbox is checked. In the center, there are buttons for 'ADD', 'DELETE', 'PRINT', and 'EXIT'. To the left of these buttons are several input fields: 'Nick name', 'Cap No.', 'Class', 'Gender' (with radio buttons for Male and Female), 'Birthdate', 'Age', 'Division' (with radio buttons for Freshman, JV, Varsity, and None), and an 'Inactive' checkbox. Below these are fields for 'Address', 'Country' (dropdown), 'Region' (dropdown), 'Phone' (with area code and number fields), and 'E-Mail'. On the right side, there are sections for 'Father' and 'Mother', each with 'Address', 'Phone', and 'E-Mail' fields. A checkbox 'Address Same as Above' is present between the Father and Mother sections. A 'Filter by:' section is located at the bottom center, with radio buttons for Freshman, JV, Varsity, All (selected), Age, Male, Female, and None.

Notice the SHORT FORM [checkbox](#) underneath the athlete's name. If this box is checked, only the required information fields will be active, the rest will be inactive. If it is not checked, all information fields will be active. If you are not interested in the athletes address information, it is easiest to have the SHORT FORM box checked.

Adding an athlete to the roster

To add an athlete to a team, select the team from the [drop down list](#). Next, click on the ADD button in the middle of the ROSTER ADMINISTRATOR screen. Type the athletes last name into the LAST NAME field and press <ENTER>, or <TAB> to move to the next field. Fill in any information than you need for that athlete.

When assigning cap numbers, each athlete must have an unique cap number. If you need to assign the same cap number to several athletes, enter the cap numbers as 10,10A, 10B etc. If one athlete has several cap numbers, assign one of the numbers in roster, and then change the cap number as necessary on the RUN MATCH screen.

The INACTIVE check box allows you to have an athlete in the roster that does not show up in the Match roster. Check this box if you have an athlete that is unable to compete in a match but is still on the team.

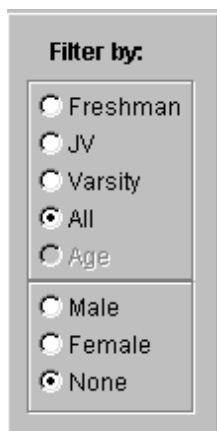
The DIVISION allows you to sort the athletes into divisions. You can then filter roster to show only those athletes that are Freshman, JV or Varsity for example. You can also filter the roster by Male or Female.

Regardless of whether the SHORT FORM checkbox is checked or not, some fields are required for every athlete. These fields are LAST NAME, FIRST NAME, and GENDER. You will not be allowed to leave that screen until those items are completed. If you do not want to add an athlete, click the CANCEL button.

When you have entered the information for the athlete, click OK to accept the information. You can now [edit](#), [delete](#) or [print](#) the athlete's information.

Filtering Athletes

The athlete filter allows you to only look at certain athletes at one time, for example all the males, or all the JV athletes. To filter the roster on these athletes, click the appropriate [radio button](#) under FILTER BY:



Filter by:

Freshman

JV

Varsity

All

Age

Male

Female

None

Now, only the athletes that have these characteristics will appear in the roster's list of athletes for any team.

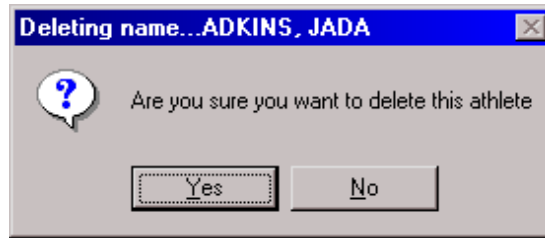
Editing an athlete's information

To edit an athlete's information, select the TEAM and ATHLETE from the [drop down lists](#) at the top of the ROSTER ADMINISTRATOR screen. Use the mouse to highlight any information you want to change, type in the changes and press <ENTER> or <TAB> to move to the next field.

If the [SHORT FORM box](#) is checked you will not be able to enter or change address information. To enter or change address information for an athlete, click on the SHORT FORM checkbox to un-check it.

Deleting an athlete

To delete an athlete from the system, select the TEAM and ATHLETE from the [drop down lists](#) at the top of the ROSTER ADMINISTRATION screen. Then click on the DELETE button in the middle of the screen. You will then see a screen similar to the following:



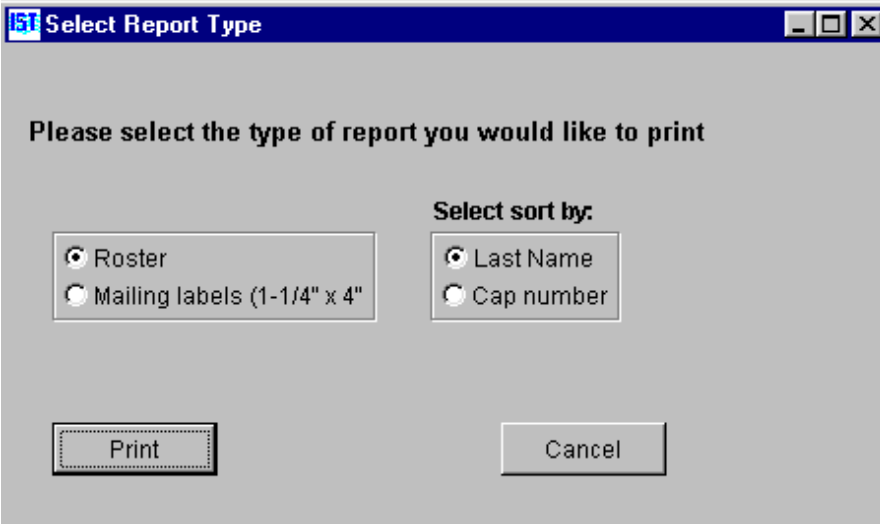
If you did not want to delete the athlete, click NO and you will be returned to the ROSTER ADMINISTRATOR screen. If you are sure that you want to delete the athlete, click YES. The athlete's information will be deleted and you will be returned to the ROSTER ADMINISTRATOR screen. **NOTE: Once an athlete has been deleted, the information can not be recovered and must be re-entered.**

If the athlete has been entered in a match you can not delete them. In this case you will see the following:



Printing Athlete Information

To print the athlete information for a team, select the TEAM from the [drop down list](#) at the top of the ROSTER ADMINISTRATION screen. Next, click on the PRINT button in the center of the screen. You will then see a screen similar to the following:



To print the roster select ROSTER and whether you want to sort by last name or cap number, then click PRINT. You will then see a preview of the report that will look similar to the following:

INTERNATIONAL SPORTS TIMING 03/14/07

Print Preview

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TEAM ROSTER

IST

TEAM CODE: IST

HEAD COACH:

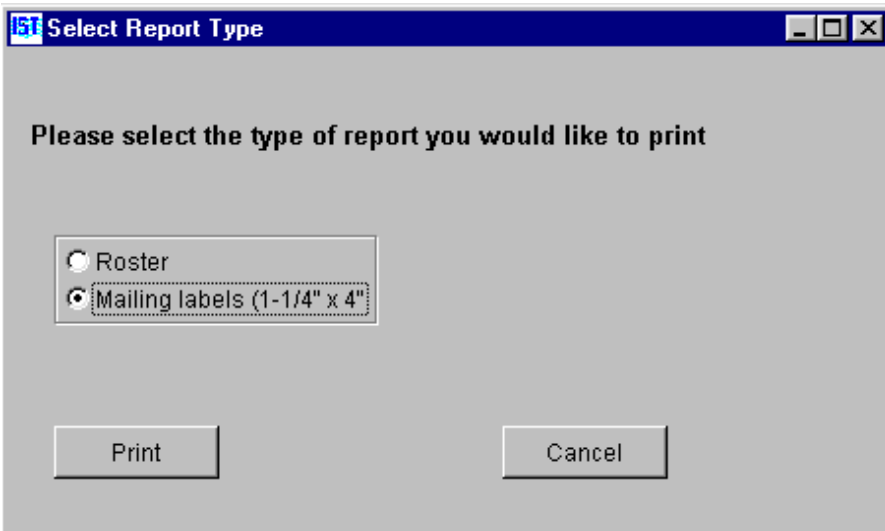
LSC:

NAME	MIDDLE	NICKNAME	CLASS	AGE	CAP #	DIV. ACTIVE
CROUCH, JIM			11		7	YES
FARNSWORTH, DICK			11		3	YES
FARNSWORTH, JANE			11		6	YES
HERNANDEZ, ALVARO			11		5	YES
JULIAN, RYAN			11		1	YES
NAME, NO						YES
PETERSON, ANNETTE			11		2	YES
YOUSEF, RAMZI			11		4	YES

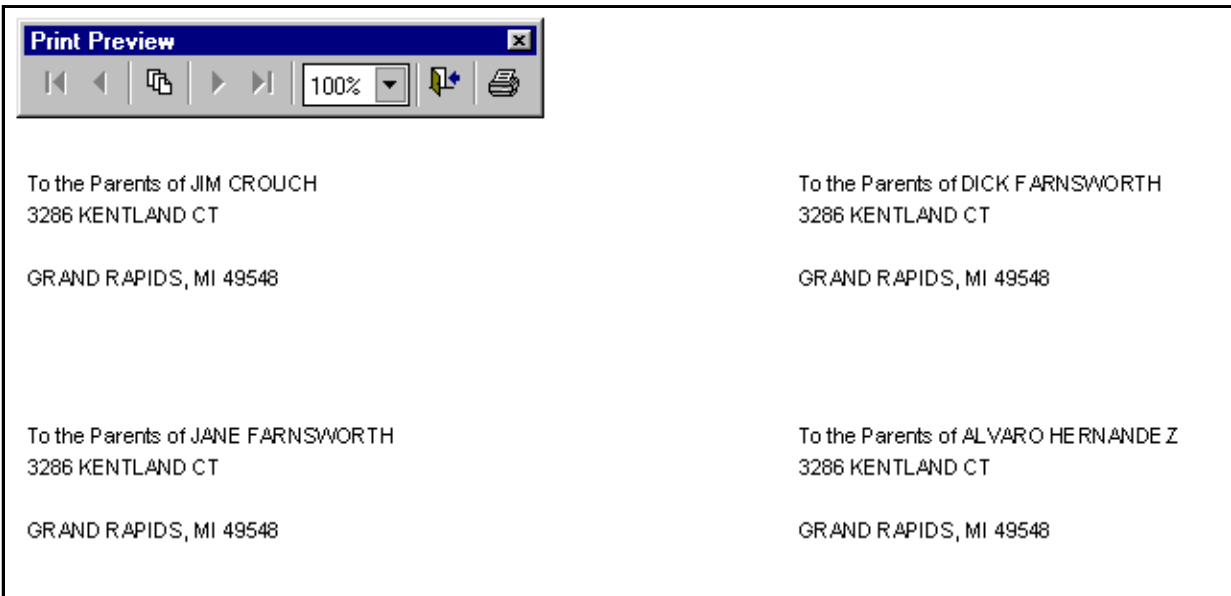
To print the roster, click on the [printer icon](#) on the [print preview menu](#). To exit the print preview without printing the roster, click on the [door and arrow icon](#) on the [print preview menu](#).

The report will print to your Windows default printer.

To print mailing labels, select MAILING LABELS from the Report Type screen and click PRINT.



You will then see a preview of the report, which will print on 1-1/4" x 4" mailing labels (2 columns of labels), using the address information in the roster.



To print the mailing label, click on the [printer icon](#) on the [print preview menu](#). To exit the print preview without printing, click on the [door and](#)

[arrow icon](#) on the [print preview menu](#).

Exiting Athlete Information

To exit the ROSTER ADMINISTRATOR screen, click on the EXIT button. This will return you to the MAIN menu.

THE MESSAGE BOARD

The MESSAGE BOARD contains options that allow you to use your alphanumeric scoreboard as a message board.

The MESSAGE BOARD includes the following options:

- [NEW](#) allows you to enter a new message that will then be stored in memory.
- You can [EDIT](#) the contents of a stored message
- [DELETE](#) allows you to delete a message from the memory
- [COPY](#) allows you to copy a message to a new name
- [TRANSMIT](#) allows you to send the message to the scoreboard to be displayed

From the MAIN menu, select MESSAGE BOARD.



You will then see a screen similar to the following:

Message board

MESSAGE CLEAR BOARD

Scrolling Line

Scroll
 Fixed

LANE	PAGE 1	ALTERNATE	PAGE 2
1		<input type="checkbox"/>	
2		<input type="checkbox"/>	
3		<input type="checkbox"/>	
4		<input type="checkbox"/>	
5		<input type="checkbox"/>	
6		<input type="checkbox"/>	

NEW DELETE COPY TRANSMIT CLOSE

The top half of the screen shows what will be displayed on the scrolling line of your scoreboard, the bottom half is what will be displayed in the fixed lines of the scoreboard (the lane displays). For systems with a one-line scoreboard, only the scrolling line will be available.

CREATING A NEW MESSAGE FOR THE MESSAGE BOARD

This option allows you to create and save a message to display on the scoreboard before or after a meet, or during a break.

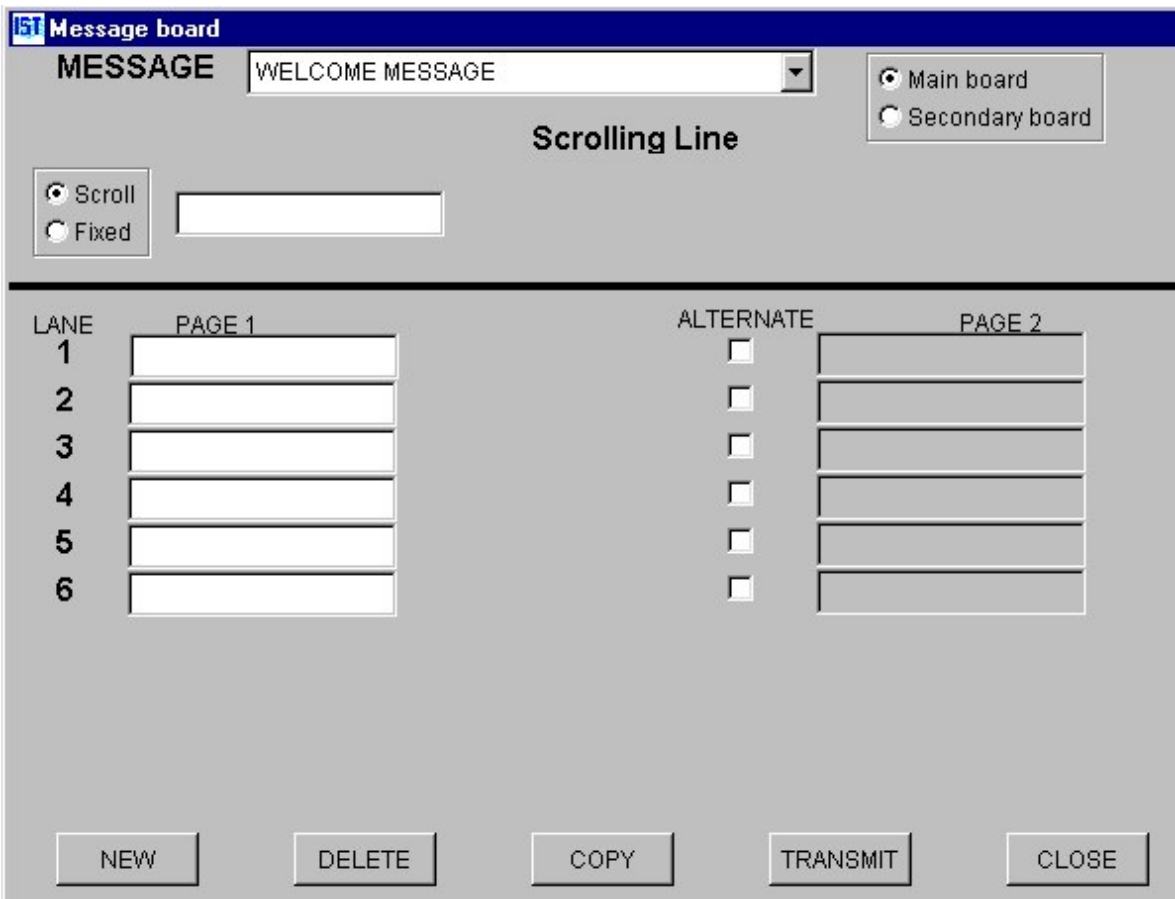
Creating a new message

To create a new message click the NEW button at the bottom of the message board screen. You will then see a screen similar to the following:



Enter the name of the new message in the [text box](#) and then click OK. The message name should be descriptive, unique and no longer than 30 characters.

You will then see a screen similar to the following:



Entering the scrolling line

To enter a message in the top (scrolling) line of the scoreboard, type the message in the [text box](#) labeled SCROLLING LINE. **NOTE: the**

cursor must appear in the box before you begin typing.

If you do not want the top line to scroll, click on the FIXED [radio button](#). If the message is fixed you are limited to 16 characters, including spaces

Entering messages in the lanes

To enter messages in the lanes, click on the [text box](#) for that lane and type in the message. **NOTE: the cursor must appear in the box before you begin typing.**

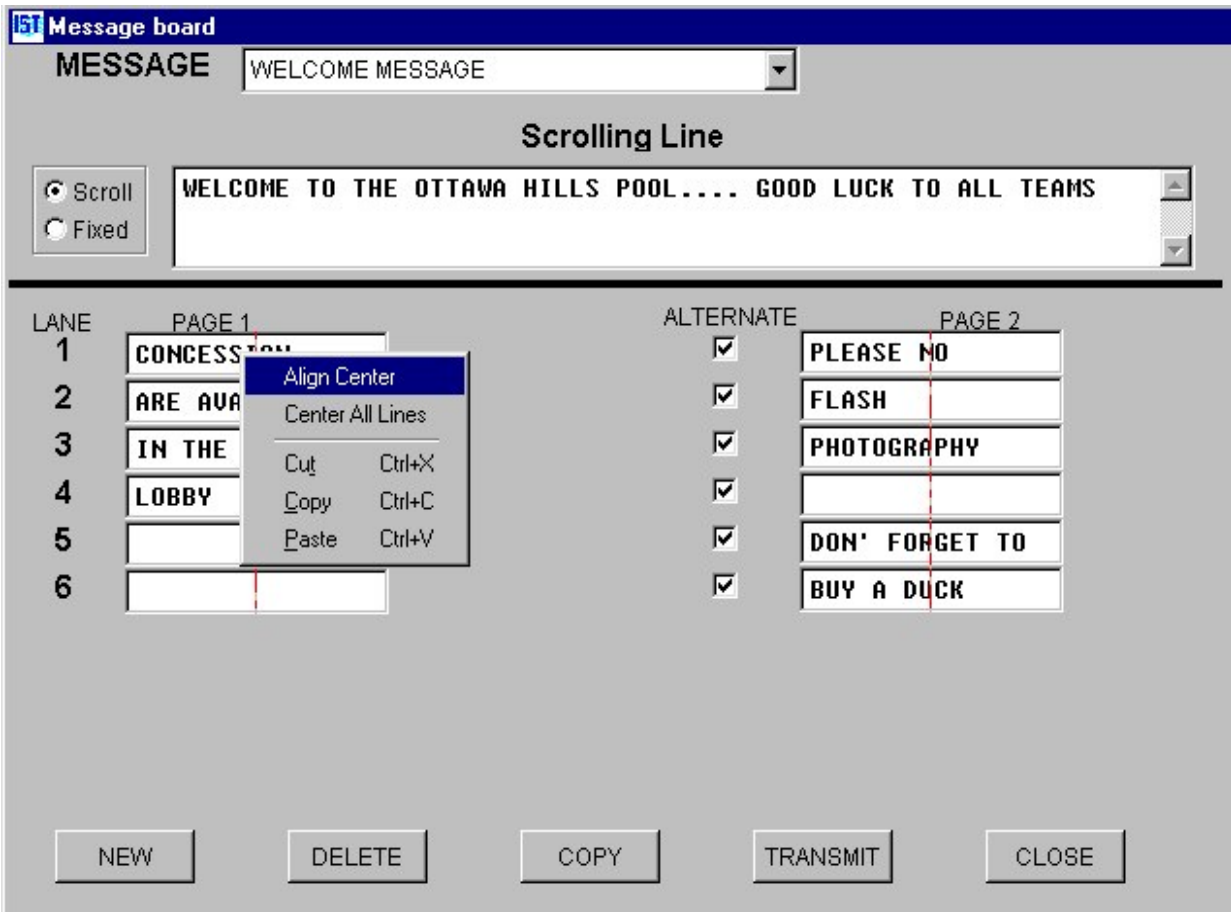
Alternating lanes

If you want the message in a lane to alternate between two different messages, click on the ALTERNATE [check box](#) to the right of that lane. Click on the PAGE 2 box for that lane and type in the second message. **NOTE: the cursor must appear in the box before you begin typing.**

Editing and Centering Text

Text in the message lines or scrolling line can be cut, copied or pasted either by selecting the text and using <CTRL><X> (cut), <CTRL><C> (copy) or <CTRL><P> (paste), or by using the shortcut menu.

To center text, right click on the line that you want to center. You will then see the following menu:



ALIGN CENTER will center only the text in the line that you have clicked on. CENTER ALL LINES will center the text on all the lines, including the fixed message line at the top (but not a scrolling line). Additionally, you can Cut, Copy or Paste the highlighted text from this menu.

EDITING A MESSAGE BOARD MESSAGE

This option allows you to edit a saved message to display on the scoreboard. The changes made in EDIT are permanent. If you want to make changes to the message but still keep a copy of the original, you should [copy](#) the message first and then edit the copy.

Editing a message

Select the message that you want to edit from the [drop down list](#) and click OK.

This will bring up a screen similar to the following:

LANE	PAGE 1	ALTERNATE	PAGE 2
1	THE MEET	<input checked="" type="checkbox"/>	CONCESSIONS ARE
2	WILL BEGIN	<input checked="" type="checkbox"/>	AVAILABLE IN
3	AT APPROXIMATLY	<input checked="" type="checkbox"/>	THE SOUTH
4	6:00PM	<input checked="" type="checkbox"/>	GYM LOBBY
5		<input type="checkbox"/>	
6		<input type="checkbox"/>	

Changing text

To change the text of your message, click on that text and change it as you need to. You can cut (<CTRL><X>), copy (<CTRL><C>), and paste (<CTRL><P>) selected text, or right click the lane and ALIGN CENTER or CENTER ALL LINES from the shortcut menu that appears.

Changing Scrolling or Fixed

To change from scrolling to fixed, or vice versa, on the top line, click on the [radio button](#) to the left of the scrolling line.

Changing Alternation

To change whether a lane alternates between two messages or not, click on the ALTERNATE [check box](#) to the right of the lane. If the box

is checked, the lane will alternate between the two messages. If it is not checked, the text on the left will be displayed continuously.

DELETING MESSAGE BOARD MESSAGES

This option allows you to delete messages from memory. Once a message has been deleted it can not be recovered. Be sure you want to delete the message before you do anything.

Deleting the message

Select the message you want to delete from the [drop down list](#) and click DELETE. A message will then pop up, asking if you are sure you want to delete the message. If you are sure you want to delete the message, click on YES. If you have made a mistake, click NO.

NOTE: once you have deleted the message it cannot be recovered and must be re-entered. Be sure that it is the message you want to delete before clicking YES.

COPYING A MESSAGE

This option allows you to copy a message and make changes to it in [edit](#), while still keeping a copy of the original.

Copying a message

Click on the COPY button. You will then see a screen similar to the following:



Select the message you want to copy from the FROM [drop down list](#). In the TO [text box](#) type in the name of the new message. Remember

to make this name unique and less than 30 characters. Then click the OK button to return to the MESSAGE BOARD screen.

Editing the copied message

Once the message has been copied, you can [edit](#) it. Making changes to this message will not change the original message.

TRANSMITTING A MESSAGE TO THE SCOREBOARD

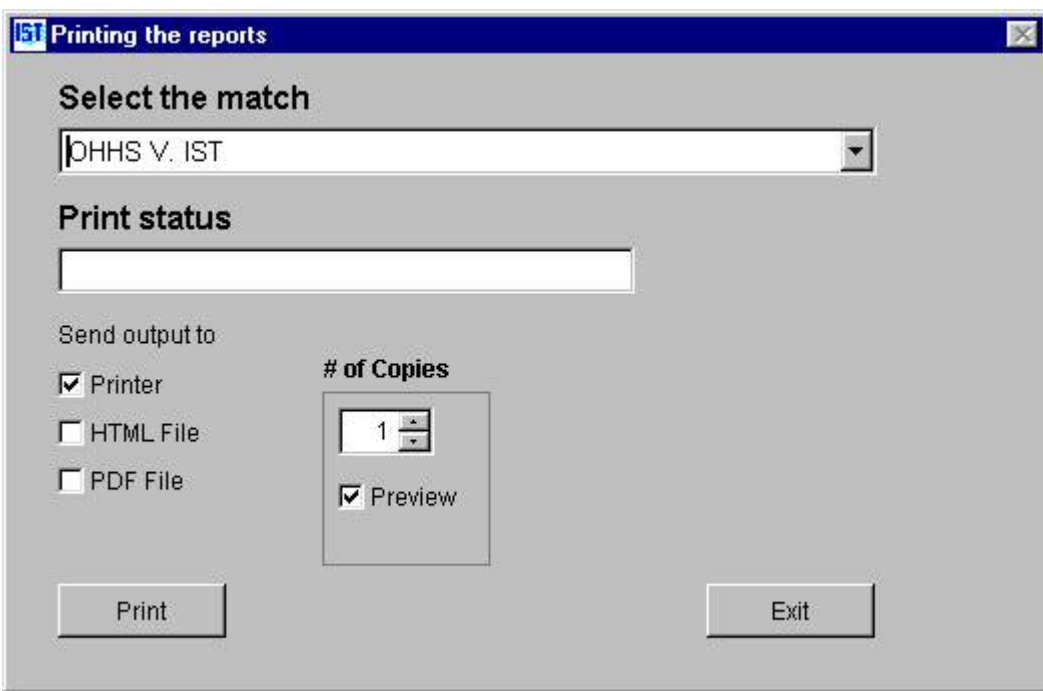
To transmit the message to the scoreboard, click on the TRANSMIT button at the bottom of the screen.

EXITING MESSAGE BOARD

To exit the message board screen, click on CLOSE. Any message on the scoreboard will continue to be displayed until something else is sent to the scoreboard or the scoreboard is cleared.

MATCH REPORTS

To print an OFFICIAL SCORE SHEET for a match, select REPORTS from the MAIN menu. You will then see a screen similar to the following:



The screenshot shows a dialog box titled "Printing the reports" with a blue header bar. The dialog is set against a light gray background. At the top, under the heading "Select the match", there is a white text box containing "OHHS V. IST" and a small downward-pointing arrow on the right. Below this is the heading "Print status" followed by an empty white rectangular box. Under the heading "Send output to", there are three checkboxes: "Printer" (checked), "HTML File" (unchecked), and "PDF File" (unchecked). To the right of these is a section titled "# of Copies" containing a spin box with the number "1" and a "Preview" checkbox (checked). At the bottom of the dialog, there are two buttons: "Print" on the left and "Exit" on the right.

Using the [drop down list](#), select the match for which to print the report. Select where you want to send the report - either to the PRINTER (*Windows* default printer), the HTML file, or a PDF file (requires Adobe Acrobat Reader).

When you are ready to print the report, click on PRINT. In the PRINT PREVIEW window, the report should look similar to the following:

INTERNATIONAL SPORTS TIMING										Official Score Sheet										Game no.									
Place: OTTAWA HILLS										Date: 03/14/07 Time:										License: St. Andrew's School									
MATCH: OHHS V. IST										Blue: IST-IST										White: OHHS-OHHS									
Cap NAME		GOALS BY QUARTER					FOUL	Cap NAME		GOALS BY QUARTER					FOUL														
		1	2	3	4	OT				1	2	3	4	OT															
1	JULIAN, RYAN	1					1	CAMEL, DENNIS	1																				
1	JULIAN, RYAN	1					2	STRONG, TYLER						1															
3	FARNSWORTH, DICK	1					1 3	HOPSON, PAUL	1																				
3	FARNSWORTH, DICK	1					1 4	ROELANDS, TYAN	1	1																			
4	YOUSEF, RAMZI		1				5	GILBERT, CLARKE																					
4	YOUSEF, RAMZI		1				6	ROSARIO, EDWIN																					
5	HERNANDEZ, ALVARO	1					1 7	DILWORTH, LAMARCUS	1																				
5	HERNANDEZ, ALVARO	1					1 8	TROWBRIDGE, BRIAN																					
7	CROUCH, JIM						3 9	TROSS, ANTHONY		1																			
7	CROUCH, JIM						3 10	JOSEPH, KASSEEM						1															
							11	JOHNSON, ZAK																					
Match Progress																													
QTR	TIME	CAP	TEAM	ACTION	B	W	QTR	TIME	CAP	TEAM	ACTION	B	W																
1	3:57	4	IST	WON SPRINT	0	0	1	0:38		OHHS	TIMEOUT	3	4																
1	3:25	3	IST	GOAL	1	0	2	4:55	7	IST	CAP CHANGED T	3	4																
1	3:22	7	OHHS	GOAL	1	1	2	4:55	7	IST	CAP CHANGED T	3	4																
1	3:18	7	IST	PENALTY	1	1	2	4:52	3	IST	PENALTY	3	4																
1	3:08	1	OHHS	GOAL MAN UP	1	2	2	4:52	4	OHHS	GOAL PENALTY	3	5																
1	3:08	7	IST	EXCLUDED	1	2	2	4:41		IST	TIMEOUT	3	5																
1	3:05	7	IST	EXCLUDED	1	2	2	4:41	5	IST	NEW GOALIE	3	5																
1	3:03	4	OHHS	GOAL MAN UP	1	3	2	4:41	8	OHHS	NEW GOALIE	3	5																
1	2:59	1	IST	GOAL	2	3	2	4:37	5	OHHS	WON SPRINT	3	5																
1	2:45	10	OHHS	EXCLUDED	2	3	2	4:24	1	IST	NEW GOALIE	3	5																
1	2:38	5	IST	GOAL MAN UP	3	3	2	4:12	5	IST	EXCLUDED	3	5																
1	1:49	3	OHHS	GOAL	3	4	2	4:09	9	OHHS	GOAL MAN UP	3	6																
1	1:31		IST	TIMEOUT	3	4	2	4:00	2	OHHS	PENALTY	3	6																
1	1:13	4	OHHS	YEL ELBOW TO	3	4	2	4:00	4	IST	GOAL PENALTY	4	6																
	Team	Q1	Q2	Q3	Q4	OT	TOTAL	Officials's Signatures																					
B	IST	6	2				8																						

To print the report, click on the [printer icon](#). To return to the report screen without printing, click on the [open door icon](#).

NOTE: If your report does not display like this you may need to install the font that came with Poloware2. Follow the following steps:

- From the Windows **Start** menu, select **Settings, Control Panel**, then **Fonts**.
- From the Fonts **File** menu select **Install New Font**.
- Select the **C:** Drive, and then the **polowareii** and **GRAPHICS** folders. Highlight the font displayed: **MS LineDraw** (TrueType), then click **OK**.

To print a report for another match, select the match from the [drop down list](#) and click PRINT.

When you are finished, click EXIT to return to the MAIN menu.

SYSTEM PREFERENCES

System preferences allow you to set up the hardware and system settings for your Poloware2 system.

From the MAIN menu, select PREFERENCES. You will then see a screen similar to the following:

The screenshot shows the 'System preferences' window with the following settings:

- Main Score board:**
 - Scoreboard manufacturer: IST
 - No. of scroll lines: 1
 - No. of fixed lines: 6 (Numeric checkbox is checked)
 - No. of scrolling line characters: 16 (Split Mode checkbox is checked)
 - No. of fixed line characters: 16
 - Period /Score checkbox is unchecked
 - Alternate delay (sec.): 7
 - Page delay (sec.): 7
- Secondary Score board:**
 - Scoreboard manufacturer: NONE
 - No. of scroll lines: 0
 - No. of fixed lines: 6 (Numeric checkbox is checked)
 - No. of scrolling line characters: 16 (Split Mode checkbox is checked)
 - No. of fixed line characters: 16
 - Period /Score checkbox is unchecked
- Port:**
 - Com1 (selected)
 - Com2
 - Com3
 - Com4
 - COM5
 - COM6
 - COM7
 - COM8
 - COM9
 - NONE
- Date format:**
 - mm/dd/yy (selected)
 - dd/mm/yy
- Game clock port:**
 - Com1 (selected)
 - Com2
 - Com3
 - Com4
 - COM5
 - COM6
 - COM7
 - COM8
 - COM9
 - NONE
- Shot clock port:**
 - Com1 (selected)
 - Com2
 - Com3
 - Com4
 - COM5
 - COM6
 - COM7
 - COM8
 - COM9
 - NONE
- Button port:**
 - Com1 (selected)
 - Com2
 - Com3
 - Com4
 - COM5
 - COM6
 - COM7
 - COM8
 - COM9
 - NONE
- Legacy checkboxes:** Both are unchecked.
- Exit button:** Present at the bottom.

Main Scoreboard

The main scoreboard is your primary scoreboard.

Scoreboard Manufacturer - From the [drop down menu](#) select the scoreboard manufacturer (or NONE if you are not using a scoreboard).

No. of Scroll Lines - Using the [spinner box](#), enter the total number of scrolling lines on your scoreboard.

No. of Fixed Lines - Using the [spinner box](#), enter the number of fixed lines on your scoreboard.

Numeric - If your scoreboard is a numeric-only scoreboard, check this box.

No. of Scrolling Line Characters. - Using the [spinner box](#), enter the number of scrolling line characters on your scoreboard.

Split Mode - If you have a double-wide scoreboard, you can set it to split into 2 single wide (16 character) scoreboards and run separate meets on each half. This requires 2 computers.

Running in Split Mode To do this, both computers need to be set to SPLIT MODE. When you check the SPLIT MODE checkbox, the number of fixed line characters will change to 16. To send the split mode instructions to the scoreboard you have to run Diagnostics on the scoreboard from both computers.

Returning from Split Mode If the scoreboard was in split mode and you want to return to double-wide operation, uncheck the SPLIT MODE check box, set the NUMBER OF FIXED LINE CHARACTERS to 32 or 36 depending on your scoreboard and run Diagnostics on your scoreboard.

No. of Fixed Line Characters. - Using the [spinner box](#), enter the number of fixed line characters on your scoreboard.

Period/Score - check this box if the scoreboard you are using is a 4' long, IST Period/Score scoreboard.

Alternate Delay (sec.) - Sets how many seconds the scoreboard will hold a message up before it puts the alternate message up (see Message Board). Default is 7 seconds

Page Delay (sec.) - Sets how many seconds the scoreboard will show a page of information before it puts up the next page. Default is set to 7 seconds.

Port - Click on the [radio button](#) to select the COM port that your scoreboard (or Polo Interface box) is plugged into. If you are not using a scoreboard, select NONE for the PORT option.

Secondary Scoreboard

If you have the luxury of having 2 scoreboards, one of them can be used as a secondary scoreboard. This board displays much of the same information as the main board, depending on its size and manufacturer. Select the correct settings for this scoreboard (see [Main Scoreboard](#) above).

Date Format

Using the radio button, select the format you would like dates displayed in, either mm/dd/yy or dd/mm/yy.

Game Clock, Shot Clock and Button Ports

Use the radio buttons to select the ports that the game clock, shot clock and buttons are plugged into. **If you are using a Polo Interface Box, select the port that the box is plugged into for all three items.** Buttons must be plugged into a Polo Interface Box, so their COM port will be the port that the box is plugged into. The shot clock and game clock do not necessarily need to be plugged into the box so they may not be on the same port as the buttons.

Legacy option for clocks

If you have a shot or game clock that was manufactured before 1999, it has to be on it's own port and can not be assigned to the same port

as another clock. If you have one of these clocks click on the LEGACY check box and then select the PORT that the clock is plugged in to. If you have 2 LEGACY clocks assigned to the same port you will not be allowed to exit PREFERENCES until you have changed the port assignments.

Exiting Preferences

To exit preferences, click on the EXIT button to save your changes and return to the MAIN menu. If you have made changes to PORT assignments, you may need to exit Poloware2 and restart the software in order for the changes to take effect.

Time Of Day Clock

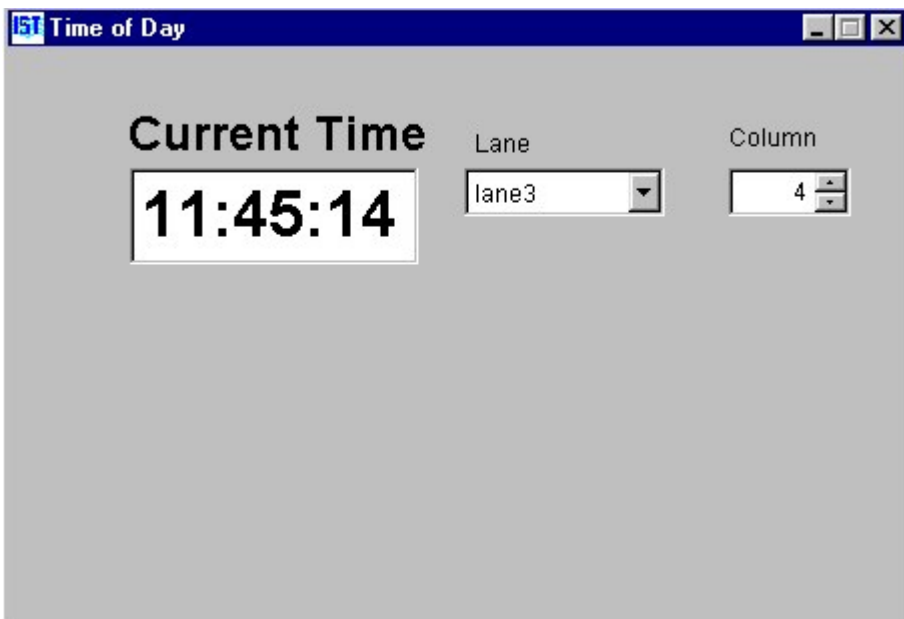
The time of day clock (TOD clock) displays the time from the computer onto the scoreboard. The time will be displayed on the top right corner of the scoreboard (default), or wherever you assign it.

TOD clock

To access the time of day clock, from the MAIN menu select TIME OF DAY CLOCK:



You will then see a screen similar to the following:



You can use the LANE and COLUMN options to select where on the scoreboard you want the clock to be displayed. The options listed in the boxes will depend on your scoreboard settings in [System](#).

This clock will be displayed on the scoreboard until you either close the Time of Day window, or use the scoreboard for something else

(running a match or displaying a message). This window will not interfere with any of the other functions in Poloware2.

Displaying Clock with a Message

If you want to display a message on the scoreboard along with the time of day, [create your message](#) and [transmit](#) it to the scoreboard, then open the clock. The clock will be displayed wherever it has been assigned and will not overwrite any other part of the board.

Setting the TOD Clock

The Time of Day clock uses your computers internal clock, normally located in the System Tray (lower right of the *Windows* Taskbar). See *Windows* Help for more information on how to set the clock.

Exiting TOD clock

To exit the time of day clock, click on the "X" to close it. It will automatically close when you use the scoreboard for timing a meet or displaying a message.