

## Digital Scoresheet user manual

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# Requirements

For running only the scoresheet application without any video features only some very basic hardware / software requirements have to be fulfilled:

- Laptop, preferably with at least 14" display and a minimum screen resolution of 1280x1024
- Windows 7, 8, 8.1 or 10
- Laser or inkjet printer (preferably colour printer)
- The PC has to be configured to use Regional Settings = "English (USA)"

Note: you will need administrator access to the laptop on which you are running the software.

# Installing the Software

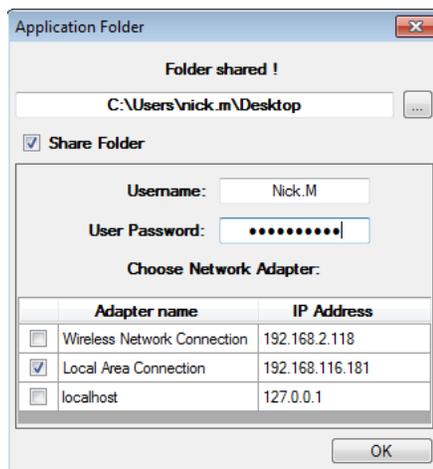
An installation wizard will guide you through the installation - the software can be installed with all default options.

**Note: while installing the software on computers running Windows 8 a message "Windows SmartScreen prevented an unrecognized app from starting" might pop up. In this case please simply select "More info", followed by "Run anyway".**

You will also need to enter a key in order to activate the software - the activation key will be provided by FIBA Europe separately. Click "Auto Activate" afterwards. Each activation key can be used on a maximum number of 2 laptops / PC's. It is also possible to release a key from one PC in order to use it on another afterwards - to do so, simply select "Configuration - Deactivate License".

When the software is started for the first time the following message pops up: "Application folder is empty! Please chose application folder first!". You will simply need to select the folder in which all scoresheet data is stored. In case you want to share your data with others (for example for Instant Video Replay) you will need to provide some additional information:

- check "Share Folder"
- Provide a username / password with access to this folder
- Choose on which network you want to share data



# Starting a new game

- New game: all game information and players have to be entered manually
- Import game: if a game has been created on a different PC an xml file can be imported
- Download game: for all games for which also FIBA Europe Stats Suite / live stats are used, all data (game and players) can be downloaded from the FIBA Europe servers. **This is the way the software will be used in all FIBA Europe competitions** the username and password are the same as for live stats

## New Game

**Note: as mentioned above, "New Game" is only for testing or working during friendly games. For all official FIBA games the**

**"Download Game" procedure has to be followed.**

Simply enter all information manually (note: game number is always required and has to be unique).

Game info. Teams info.

Game Number:

Competition:

Place:

Field:

Referee 1:

Umpire 1:

Umpire 2:

Commissioner:

Date:

Time:

Scorer:

Ass. Scorer:

Time Keeper:

24" Operator:

OK Cancel

In order to enter team names and players select the "Teams Info" tab. Players are added or deleted by clicking the + and - icons.

Game info. Teams info.

Home Team:  Short Name:  ID:  Guest Team:  Short Name:  ID:

Captain	Licence	No.	Name	Surname	Starter
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Captain	Licence	No.	Name	Surname	Starter
---------	---------	-----	------	---------	---------

Coach:  Assistant coach:  Team Color:

Coach:  Assistant coach:  Team Color:

OK Cancel

## Download Game

After selecting "Download Game" on the main screen you simply need to log on to the FIBA Europe CMS and select a game from the list by double clicking it.

The screenshot shows the 'FIBA Europe Digital Scoresheet Version 1.0.1.13' interface. A 'Games Available' dialog box is open, displaying a table of games. The 'Download Game' button at the bottom right is highlighted with a red arrow.

Game No.	Game Date & Time	Competition	Home Team	Guest Team
11814-B-25	09/12/2015 18:30	EuroLeague Wo...	Wisla Can-Pack	AGU Spor
11814-A-28	09/12/2015 19:00	EuroLeague Wo...	Dynamo Kursk	Perfumerias Avenida
11814-B-28	09/12/2015 20:15	EuroLeague Wo...	Spar Citylift Girona	Bourges Basket
11814-A-27	09/12/2015 18:00	EuroLeague Wo...	Uniqqa Sopron	Good Angels Kosice
11814-A-25	09/12/2015 20:00	EuroLeague Wo...	ESBVA-LM	Familia Schio
11814-B-26	09/12/2015 19:00	EuroLeague Wo...	UMMC Ekaterinburg	ZVVZ USK Praha
11814-A-26	09/12/2015 20:00	EuroLeague Wo...	Fenerbahce	Galatasaray
11817-G-10	09/12/2015 18:00	EuroCup Women	Valosun KP Bmo	DIKE Napoli
11817-F-9	09/12/2015 20:00	EuroCup Women	Basket Landes	PEAC-Pécs
11817-E-9	09/12/2015 20:00	EuroCup Women	Nantes Reze	TSV 1880
11817-A-9	09/12/2015 18:00	EuroCup Women	Piešťanské Cajky	Besiktas JK
11817-H-9	09/12/2015 18:00	EuroCup Women	UNI GYOR	Namur
11814-B-27	08/12/2015 20:30	EuroLeague Wo...	Castors Braine	Nadezhda
11817-G-8	04/12/2015 18:30	EuroCup Women	Aluinvent Miskolc	Valosun KP Bmo
11814-B-21	03/12/2015 18:00	EuroLeague Wo...	AGU Spor	UMMC Ekaterinburg

The game is now added and all game and player information is available automatically. If changes are necessary (for example players need to be added or removed this can be done in the same way as described above using the +/- icons, player details can be edited by double-clicking the player's name.

Game Settings

Game Settings

Game info. Teams info.

Home Team: **Andorra** Short Name: **AND** ID: **13270** Guest Team: **Wales** Short Name: **WAL** ID: **13269**

Captain	Licence	No.	Name	Surname	Starter
<input type="checkbox"/>	201401576	4	Marta	Valdelvira Rios	<input type="checkbox"/>
<input type="checkbox"/>	201401577	5	Soraya	Valdelvira Rios	<input type="checkbox"/>
<input type="checkbox"/>	201402021	6	Berta	Paris Casanovas	<input type="checkbox"/>
<input type="checkbox"/>	201202962	7	Maria	Martin	<input type="checkbox"/>
<input type="checkbox"/>	201401571	8	Laura	Bueno Bernad	<input type="checkbox"/>
<input type="checkbox"/>	201401570	9	Silvia	Badaji Obiols	<input type="checkbox"/>
<input type="checkbox"/>	201401574	10	Thais	Torbio Rodrigo	<input type="checkbox"/>
<input type="checkbox"/>	201400639	11	Júlia	Marquez Tomas	<input type="checkbox"/>
<input type="checkbox"/>	201401572	12	Carla	Solana Perez	<input type="checkbox"/>
<input type="checkbox"/>	201401575	13	Claudia	Comellas Saenz	<input type="checkbox"/>
<input type="checkbox"/>	201401723	14	Mariona	Palou Vidal	<input type="checkbox"/>
<input type="checkbox"/>	201400641	15	Mireia	Magninya Alonso	<input type="checkbox"/>

Captain	Licence	No.	Name	Surname	Starter
<input type="checkbox"/>	201400611	4	Lucy Nia Alice	Edwards	<input type="checkbox"/>
<input type="checkbox"/>	201101587	5	Sophie	Evans	<input type="checkbox"/>
<input type="checkbox"/>	201400612	6	Kelsey Leah	Penikett	<input type="checkbox"/>
<input type="checkbox"/>	201200697	7	Gemma	Thomas	<input type="checkbox"/>
<input type="checkbox"/>	201300654	8	Emily	Stradling	<input type="checkbox"/>
<input type="checkbox"/>	201200706	9	Megan	Taylor	<input type="checkbox"/>
<input type="checkbox"/>	201200702	10	Carys	Allen	<input type="checkbox"/>
<input type="checkbox"/>	201300657	11	Mali	Griffiths	<input type="checkbox"/>
<input type="checkbox"/>	201400609	12	Lauren	Davies	<input type="checkbox"/>
<input type="checkbox"/>	201401880	13	Megan Sophie	McLoughlin	<input type="checkbox"/>
<input type="checkbox"/>	201400605	14	Megan	Baker-Rees	<input type="checkbox"/>
<input type="checkbox"/>	201200704	15	Elizabeth	Birch-Hurst	<input type="checkbox"/>

Coach: **Eva Vilarubla Seira** Assistant coach: **Alba Pla Marsinach** Team Color

Coach: **Lee Thor Coulson** Assistant coach: **Darren Oakey** Team Color

Next>>

Note: the player information / roster is also accessible from the main window of the software with the "SUB" (substitution) icon.

## The Main Window

The screenshot shows the 'Digital Scoresheet' application window. It is divided into several sections:

- Team Information:**
  - UNIQA SOPRON:** Coach: Laszlo Sterbenz, Ass. Coach: Eva Kelleme Seres.
  - GOOD ANGELS KOSICE:** Coach: Maros Kovacik, Ass. Coach: Peter Jankovic.
- Game Controls:** Includes 'Start Game', 'Edit Game', and 'Game Time' fields.
- Scoreboard:** Lists players and their scores (all 0).
 

Player	Score
4 Fegyvermeky Zsafia	0
5 Halvarsson Louice	0
6 Simon Zsafia	0
8 Zsovar Orsolya	0
9 Weninger Virag	0
11 Cryendakic Aleksandra	0
13 Krnjic Sara	0
14 Hatar Bernadett	0
15 Böröndy Dominika	0
41 Dubei Debora	0
44 Ciglar Iva	0
- Actions:** A large grey area at the bottom for recording game events.

Action buttons:

- Green buttons (1, 2, 3): 1, 2, 3 points scored
- White buttons: TO = Timeout; SUB = substitution (the SUB button is also used before the game to enter the starting 5 and to mark the team captains)
- Yellow buttons (P0, P1, P2, P3): Personal Foul with 0/1/2/3 Freethrows
- Orange button "U": Unsportsmanlike Foul
- Pink buttons: Technical Fouls. T = player; C = coach; B = bench
- Red buttons: Disqualifying Fouls. D = player or coach; F = player disqualified for leaving bench area during a fight

The new foul type (2014/15 season) "GD" (game disqualification) will be added automatically in case a player or coach has reached the maximum number of technical / unsportsmanlike fouls.

In case for example the names of the coaches are not fully visible the space for the team rosters can be increased by dragging the bar between teams and actions (see below).

Digital Scoresheet

**FENERBAHCE**

Team fouls: Q1 1 2 3 4 Q2 1 2 3 4 Q3 1 2 3 4 Q4 1 2 3 4

Time-outs: Q1/Q2 Q3/Q4 OTs

4	Yacoubou Isabelle	0	
5	Bibrzycka Agnieszka	0	⊗
7	Vardarli Birsal	0	⊗
9	Tuncluer Esmeral	0	
10	Siyahdemir Kübra	0	
11	Verameyenka Ana...	0	⊗
13	Hollingsworth Qua...	0	C ⊗
15	Matovic Ivana	0	
21	Cakir Olcay	0	
23	Pondexter Cappie	0	⊗
35	McCoughtry Angel	0	
43	Nevlin Nevin	0	

Coach: Roberto Iniguez

End quarter 1 Game Time: 1

1 2 3 T0 SUB

P0 P1 P2 P3 U

T C B D F

**CCC POLKOWICE**

Time-outs: Q1/Q2 Q3/Q4 OTs

Team fouls: Q1 1 2 3 4 Q2 1 2 3 4 Q3 1 2 3 4 Q4 1 2 3 4

5	Oblak Teja	0	
6	Owczarzak Dominika	0	
7	Snell Belinda	0	⊗
8	Mc Carville Janel	0	
10	Skerovic Jelena	0	C
12	Majewska Agnieszka	0	⊗
14	Szczepanik Agata	0	⊗
15	Leciejevska Magd...	0	⊗
21	Misiek Paulina	0	⊗
33	Skorek Magdalena	0	⊗

Coach: Jacek Winnicki

actions

edit		Start of the Q1	Q1 00:00	15/10/2014 18...	del...
edit		Start of the game	Q1 00:00	15/10/2014 18...	del...

Drag up or down to increase space for  
 team rosters / coaches or the action pane

## Entering Actions

In principle all actions are simply entered by selecting a player / coach followed by the action (or the other way round). You will also need to check the game time (minute, as it would appear on the scoresheet) and, in case of fouls the number of Free Throws and if the foul should count as a team foul. The time can also be controlled from the main window - if it is adjusted for a new action it will also update the current time in the main window.

**Note: the time entered is the time as it will appear on the printed scoresheet, i.e. counting upwards. For example something that happens with 8:13 on the scoreboard will be entered with game time 2.**

The screenshot shows the 'Digital Scoresheet' application window. It is divided into several sections:

- UNIQA SOPRON (Left):** Team roster with player names and scores (all 0). Team fouls and time-outs are tracked with circular indicators.
- GOOD ANGELS KOSICE (Right):** Team roster with player names and scores (all 0). Team fouls and time-outs are tracked.
- Central Control Panel:** Contains a clock showing 11:33:32, 'Game Time' set to 1, and various control buttons like 'End quarter', 'From Previous', and 'Edit Game'. Red circles highlight the 'Game Time' field in the top center and the 'Game Time' input field in the bottom center.
- Bottom Actions Table:** A table with columns for action type, player, time, and date. It lists 'Start of the Q1' and 'Start of the game' actions.

**Note:** in case the scoresheet data is used in combination with video (for example for Instant Replay) it is important to mark exactly the moment when something happened - for example a foul should be entered immediately when it is called and not some seconds later when the referee is making his signals towards the scorers' table. This can be achieved by always using the spacebar of the keyboard at the exact moment when something has happened - this marks the right point in the video and it is no problem to wait afterwards with entering the details of the action. In a similar way the button "from previous" can be used to mark exactly the same moment in the video for two different actions (for example the points scored and the foul in an "And-1" situation).

As you might work sometimes with and sometimes without video it is good practice and recommended to use always the spacebar for marking actions.

## Editing / Deleting Actions

All actions can be edited (for example changing the player of a foul or a 2PTS shot to a 3PTS shot) or deleted from the actions pane at the bottom of the main window. Clicking the "Actions" button opens a new window with further search and filter options.

Open all actions in a new window

Delete this action

Edit this action

edit	14. B. Hatar		3 points made	Q1 00:01	26/11/2015 11:36:02	delete	
edit	14. B. Hatar			Q1 00:01	26/11/2015 11:36:02	delete	
edit	13. S. Knjic	(SOP)	2 points made	Q1 00:01	26/11/2015 11:33:32	delete	
edit			Start of the Q1	Q1 00:00	26/11/2015 11:33:30	delete	
edit			Start of the game	Q1 00:00	26/11/2015 11:33:30	delete	

## Printing / process for signing scoresheet

Even though workflows for using digital signatures are currently being investigated, in the current version of the software and for all official FIBA Europe competitions it is required to have signed copies of the scoresheet on paper.

In detail:

- Before the game: empty scoresheet with only game info and player / coaches names is printed (one copy only) and has to be signed by both coaches as always 10 minutes before tip-off; this copy is kept by the commissioner
- After the game: 4 copies of the scoresheet are printed and all of them are signed by the referees, table officials and, in case of a protest, by the captain of the respective team; these copies are distributed in the same way as the "traditional" scoresheet (1 copy each for FIBA Europe, the organizer of the game and both teams)

In order to print the scoresheet click the pdf icon in the upper part of the main window,

Digital Scoresheet

FENERBAHCE

CCC P

Team fouls: Q1 [1][2][3][4] Q2 [1][2][3][4] Q3 [1][2][3][4] Q4 [1][2][3][4]

Time-outs: Q1/Q2 [ ][ ] Q3/Q4 [ ][ ] OTs [ ][ ]

End quarter: 1 Game Time: 1

Print scoresheet

5 Oblak Teja  
6 Owczarzak Dominika  
7 Snell Belinda  
8 Mc Carville Janel  
10 Skerovic Jelena

## Example of printed scoresheet



# OFFICIAL SCORESHEET

**Team A: Turkey**      **Team B: Serbia**

Competition: U18 Men - Division A      Date: 03/08/2014      Time: 20:45      Referee: Leandro Nicolas Lezcano (ARG)

Game no: 10085-72-A      Place: Konya (TUR)      Umpire(1): Semir Ovtsov (RUS)      Umpire(2): Ami Balak (ISR)

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**Team A: Turkey**      **Team B: Serbia**

Time-outs: 1st half: [ ] [ ] [ ] [ ]      2nd half: [ ] [ ] [ ] [ ]      Extra periods: [ ] [ ] [ ] [ ]

Team fouls: Period 1: [ ] [ ] [ ] [ ]      Period 2: [ ] [ ] [ ] [ ]      Period 3: [ ] [ ] [ ] [ ]      Period 4: [ ] [ ] [ ] [ ]

**RUNNING SCORE**

	A	B	A	B	A	B	A	B
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30
31	31	31	31	31	31	31	31	31
32	32	32	32	32	32	32	32	32
33	33	33	33	33	33	33	33	33
34	34	34	34	34	34	34	34	34
35	35	35	35	35	35	35	35	35
36	36	36	36	36	36	36	36	36
37	37	37	37	37	37	37	37	37
38	38	38	38	38	38	38	38	38
39	39	39	39	39	39	39	39	39
40	40	40	40	40	40	40	40	40
41	41	41	41	41	41	41	41	41
42	42	42	42	42	42	42	42	42
43	43	43	43	43	43	43	43	43
44	44	44	44	44	44	44	44	44
45	45	45	45	45	45	45	45	45
46	46	46	46	46	46	46	46	46
47	47	47	47	47	47	47	47	47
48	48	48	48	48	48	48	48	48
49	49	49	49	49	49	49	49	49
50	50	50	50	50	50	50	50	50

Players: BAYRAM, K. (4), UĞURLU, B. (5), ÖZDEMİROĞLU, D. (6), ARSLAN, Y. (7), GEÇİM, T. (8), BAYKAN, O. (9), KORKMAZ, F. (10), ARAR, E. (11), OLMAZ, A. (12), ULUBAY, O. (13), AKYEL, M. (14), GÜVEN, E. (15)

Coach: Ömer Uğurlata      Assistant Coach: Aydın Gökmen Güner

Score: Period 1: A 11 B 17      Period 2: A 22 B 27      Period 3: A 33 B 38      Period 4: A 44 B 49      extra Periods: A B

Final Score: Team A: 85      Team B: 68

Referee:      Umpire(1):      Umpire(2):

For FIBA Europe



# OFFICIAL SCORESHEET

**Team A: Turkey**      **Team B: Serbia**

Competition: U18 Men - Division A      Date: 03/08/2014      Time: 20:45      Referee: Leandro Nicolas Lezcano (ARG)

Game no: 10085-72-A      Place: Konya (TUR)      Umpire(1): Semir Ovtsov (RUS)      Umpire(2): Ami Balak (ISR)

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**Team A: Turkey**      **Team B: Serbia**

Time-outs: 1st half: 7 10      2nd half: [ ] [ ] [ ] [ ]      Extra periods: [ ] [ ] [ ] [ ]

Team fouls: Period 1: [ ] [ ] [ ] [ ]      Period 2: [ ] [ ] [ ] [ ]      Period 3: [ ] [ ] [ ] [ ]      Period 4: [ ] [ ] [ ] [ ]

**RUNNING SCORE**

	A	B	A	B	A	B	A	B
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30
31	31	31	31	31	31	31	31	31
32	32	32	32	32	32	32	32	32
33	33	33	33	33	33	33	33	33
34	34	34	34	34	34	34	34	34
35	35	35	35	35	35	35	35	35
36	36	36	36	36	36	36	36	36
37	37	37	37	37	37	37	37	37
38	38	38	38	38	38	38	38	38
39	39	39	39	39	39	39	39	39
40	40	40	40	40	40	40	40	40
41	41	41	41	41	41	41	41	41
42	42	42	42	42	42	42	42	42
43	43	43	43	43	43	43	43	43
44	44	44	44	44	44	44	44	44
45	45	45	45	45	45	45	45	45
46	46	46	46	46	46	46	46	46
47	47	47	47	47	47	47	47	47
48	48	48	48	48	48	48	48	48
49	49	49	49	49	49	49	49	49
50	50	50	50	50	50	50	50	50

Players: BAYRAM, K. (4), UĞURLU, B. (5), ÖZDEMİROĞLU, D. (6), ARSLAN, Y. (7), GEÇİM, T. (8), BAYKAN, O. (9), KORKMAZ, F. (10), ARAR, E. (11), OLMAZ, A. (12), ULUBAY, O. (13), AKYEL, M. (14), GÜVEN, E. (15)

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Final Score: Team A: 85      Team B: 68

Referee:      Umpire(1):      Umpire(2):

For FIBA Europe

## Example of main window of a finished game

The screenshot shows a digital scoresheet for a game between FENERBAHÇE and CCC POLKOWICE. The interface includes:

- Timeouts:** Indicated by a red arrow pointing to the 'Time-outs' section at the top.
- Current score:** Indicated by a red arrow pointing to the score display (75-57).
- Team fouls:** Indicated by a red arrow pointing to the 'Team fouls' section on the left.
- Uniform number:** Indicated by a red arrow pointing to the player list on the left.
- Points scored:** Indicated by a red arrow pointing to the 'Points scored' column in the player list.
- Fouls:** Indicated by a red arrow pointing to the 'Fouls' column in the player list.
- Captain:** Indicated by a red arrow pointing to the 'Captain' column in the player list.
- Player in / starting 5:** Indicated by a red arrow pointing to the 'Player in / starting 5' column in the player list.
- Current quarter and time:** Indicated by a red arrow pointing to the 'End quarter' and 'Game Time' display.
- Names of coaches:** Indicated by a red arrow pointing to the 'Coach' and 'Ass. Coach' fields at the bottom.
- List of last entered actions:** Indicated by a red arrow pointing to the 'actions' table at the bottom.

## FAQ

**Q: I have used a laptop only for testing and can't use the license key now for another installation - what can I do?**

A: Please simply select "Configuration - Deactivate license". Afterwards the license key can be used on another laptop.

**Q: I tried to download a game but after logging on I get a message "There are currently no games available". Why?**

A: Games will only become available for you a few days before the game day.

**Q: I have downloaded a game and used it for some tests. How can I remove this test data to start with a "clean" game?**

A: Just select the game on the main screen and click "Delete Game". Alternatively, when downloading the same game again you will be asked "File already exists! Overwrite existing file?" If you select "Yes" all locally stored data for this game will be erased.

**Q: I have a friendly game with more than 12 players in a team - is this a problem?**

A: In principle you can have as many players as you like and all of them will be shown on the user interface. However, on the printed scoresheet no more than 12 players per team will be shown.