

GAME CHECKLIST

1 BEFORE THE GAME

Game set-up has to be started at least 30 minutes before tip-off.

- ★ If an Internet connection is available, click "Connect" after starting FIBA Europe Stats Suite
- ★ Regardless of internet connection the data is always stored locally



Connect to the server

Server URL: <http://cms.fibaeurope.com/liveclient/>

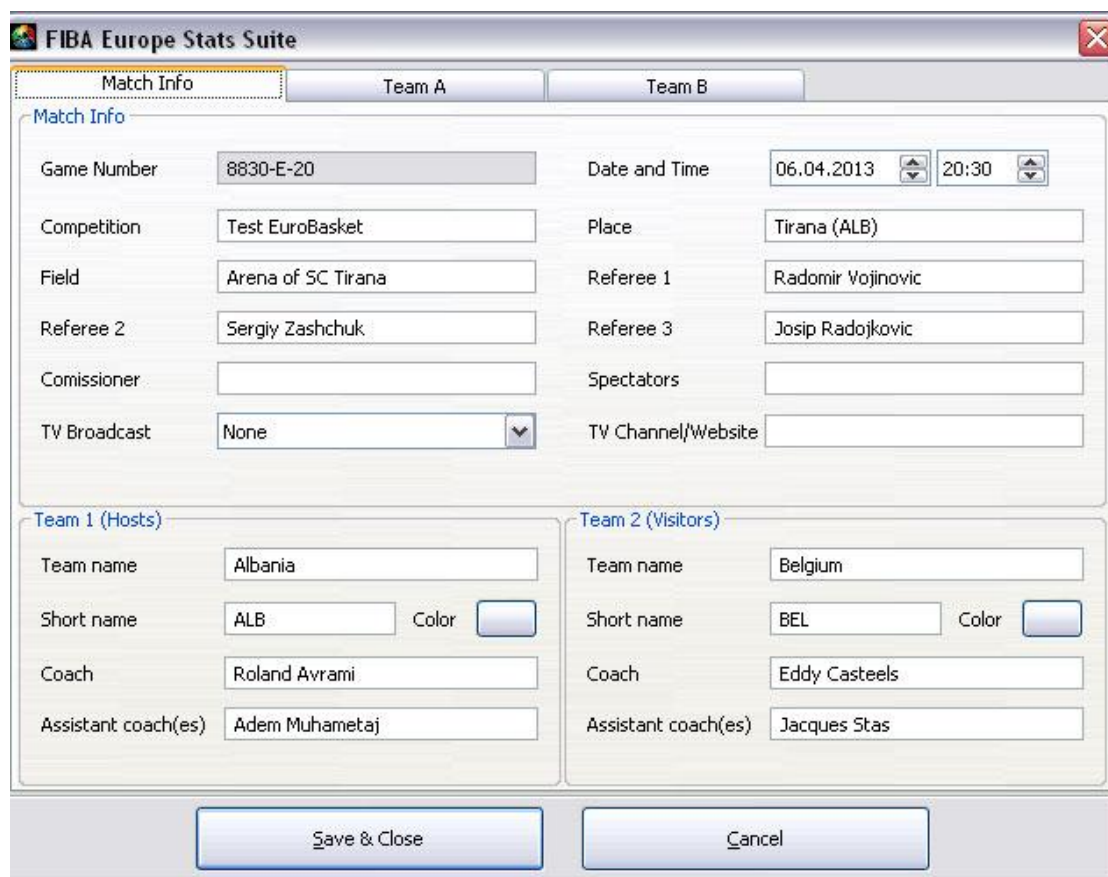
Username and password are the same as for the fibaeurope.com Content Management System (have already been communicated to you).



1.1 Game information / players

This information will be directly taken from our database.

Game Information



Please check if any information is missing or incorrect in this screen. Fields that typically need to be entered or corrected include:

- ★ Spectators
- ★ TV Details
- ★ (Sometimes) Referees, Coaches.
- ★ Please make sure that all fields which are filled already (especially team names, coaches and referees) are **NOT** changed

Players


When connected to server, you just have to assign shirt numbers to the players and remove the players which are not playing in this game. If it is necessary to add new player, use "Add player" button.

FIBA Europe Stats Suite

Match Info Team A **Team B**

Players

| No. | First name | Last name | Height | Position | Date of birth |
|-----|----------------|-----------------|--------|----------------|---------------|
| 4 | Dimitri | Lauwers | 1,88 | Shooting guard | 30.04.1979 |
| 5 | Roel | Moors | 1,86 | Guard | 16.12.1978 |
| 6 | Thomas | Van Den Spiegel | 2,14 | Center | 10.07.1978 |
| 22 | Christophe | Beghin | 2,06 | Power forward | 02.01.1980 |
| 23 | Axel | Hervelle | 2,04 | Power forward | 12.05.1983 |
| 7 | Guy | Muya | 1,90 | Point guard | 23.05.1983 |
| 8 | Yannick | Driesen | 2,15 | Center | 02.11.1988 |
| | Munda | Hockins | 1,88 | Point guard | 28.01.1988 |
| 9 | Maxime | De Zeeuw | 2,05 | Power forward | 26.04.1987 |
| 10 | Sam | Van Rossom | 1,88 | Point guard | 03.06.1986 |
| 11 | Jean | Mwema | 1,95 | Forward | 05.12.1989 |
| 12 | Jorn | Steinbach | 1,80 | Point guard | 20.01.1989 |
| 13 | Beye | Tabu-Eboma | 1,84 | Shooting guard | 07.10.1985 |
| | Niels | Marnegrave | 1,91 | Point guard | 09.12.1987 |
| | Sacha | Massot | 2,08 | Power forward | 24.10.1983 |
| | Maarten | Rademakers | 2,01 | Power forward | 13.06.1991 |
| | Quentin | Serron | 1,90 | Guard | 25.02.1990 |
| | Pierre-Antoine | Gillet | 2,01 | Forward | 16.04.1991 |
| | Wen | Mukubu | 1,98 | Forward | 02.08.1983 |
| | Ioann | Iarochvitch | 2,06 | Center | 31.05.1989 |

Add player Edit player Delete player 

Save & Close Cancel


Please note that it is not foreseen to change player names manually when connected to the server. Also, you can only add players from predefined list – please contact FIBA Europe if a player is missing from this list!

1.2 Starting the Game


FIBA Europe Stats Suite

Game Actions Reports Help

Quarter

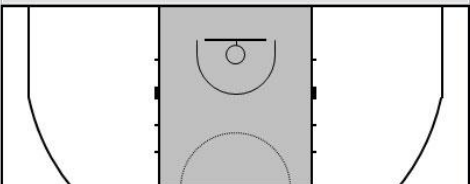
Albania  Team Fouls: 0 Time-Outs: 0/2

Start Game

Belgium  Team Fouls: 0 Time-Outs: 0/2

Assist Free throw Foul Rebound

Block Turnover (Bad pass) Turnover (Ball handling) Steal



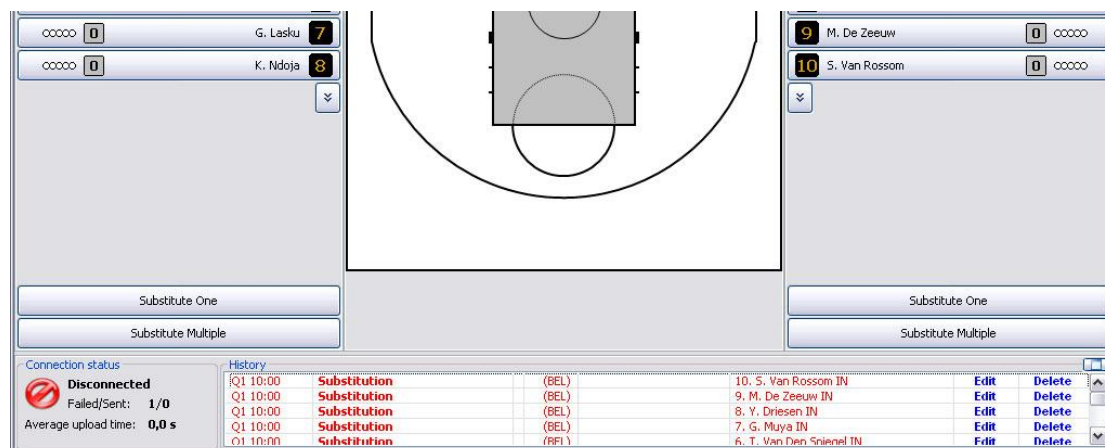
Clicking „Start Game” will start the live netcast on fibaeurope.com. This has to be done approximately 10-15 minutes before tip-off.

2 DURING THE GAME

2.1 Actions with pending upload

When Connected to server, make sure to check regularly that all actions are uploaded and your Internet connection is ok. The “connection status” indicator in the bottom left corner changes to red when connection problem is detected.

In FIBA Europe Stats Suite actions that are entered but not uploaded yet are marked in red in the history section.



If the Internet connection is broken and no more actions are uploaded you will still be able to operate the game locally, for example for printing statistics.

FIBA Europe Stats Suite periodically checks if the internet connection is OK, and reconnects to the server automatically as soon as the connection becomes available again.

2.2 Reset live stats

If you notice that there are mistakes on the live scores (for example a wrong score) you can resubmit all actions with “Game – Reset live stats on the internet”.

Important: there is always a certain delay between entering actions in FIBA Europe Stats Suite and the web live scores (this also applies to editing or deleting actions). There is no need to reset the live stats only because they are 45-60 seconds behind your local data.

3 AFTER THE GAME

The official result / statistics of the game must directly be sent to FIBA Europe from FIBA Europe Stats Suite.

Before doing so, please make sure that both the result and the stats are correct.

- ★ Before you are able to upload the stats you have to make sure that you mark the game as finished (“Actions – End of game”, or just click the “End of game” button)
- ★ Submit the final statistics by selecting “Game – Upload statistics”



The software will ask you to confirm the result and provide your name and contacts; in case somebody would want have questions about the game:



Send statistics

Confirm final score

Please enter the final score of the game again to double-check the result:

| Albania | Belgium |
|---------|---------|
| 99 | 100 |

Spectators

Spectators: 15500

Your name and contact details

Your name: John Doe

Contact details (e.g. phone number, email address, etc.): myname@xyz.com

Send Cancel

Enter the final score of the game, the officially confirmed number of spectators, your name and/or your phone or email address here.

4 HOTLINE

During all game evenings a hotline in the FIBA Europe Offices is at your disposal and can be reached

- ★ By Skype: fibaeuropestats
- ★ By phone at the following hotline number:
 - ★ **(+49-89) 780 608-555**
- ★ By email: web@fibaeurope.com