

# Using the Post-Game Stats Distribution System

StatBroadcast's Post-Game Distribution system makes it simple and fast to push out post-game information, allowing you to finish your post-game tasks quicker and rapidly distribute stats to media working on a deadline.

## Setup/Manage Distribution Lists

To being using the Post-Game Distribution function, you must first setup at least one distribution list in the StatBroadcast System. To access the Manage Distribution Lists tool, log into the Admin Control Panel at <http://admin.statb.us>

### Create New Distribution List

To create your first distribution list, enter a name for your list in the Name field and press 'Create and Edit List'. Once your list is created, you will automatically be brought to the List Edit screen. Please note that if you already have existing distribution lists, any new or cloned lists must be given a unique name.

To create a new distribution list from a copy of an existing list, find the 'Clone Distribution List' heading, select the original list from the drop down and assign your copied list a unique name. You will automatically be brought to the Editor Screen for your newly copied list.

### Edit Distribution List

Once you have created a new list, you will be taken to the editor screen. You can also edit an existing distribution list by selecting it from the menu in the right sidebar.

The Editor Screen displays all current recipients in your distribution list in a grid. A valid email address is required for each recipient on the list, but the Name field is optional.

To add a new recipient, click the 'Add Recipient' button at the top of the grid and fill in the fields. Once you have added all recipients, you must press the 'Save Changes' button to commit your changes to the server.

To edit an existing recipient, click on the corresponding row in the grid. A dialog box will appear with the fields currently stored in the list for that recipient. After making your changes, click the Update button to dismiss the Dialog box. Once you have edited all recipients, you must press the 'Save Changes' button to commit your changes to the server.

To delete a recipient, click on the corresponding row in the grid. In the dialog box that appears, click the 'Delete' button at the bottom to remove the recipient from the grid. Once the dialog box has been dismissed, you must press the 'Save Changes' button to commit your changes to the server.

To remove a distribution list entirely, click the 'Remove List' at the bottom of the grid and confirm the deletion.

### Importing Multiple Addresses

If you are importing a distribution list from another application, such as Outlook, or would like to quickly add multiple recipients, you can use the 'Import Multiple Addresses' button at the bottom of the grid. In the dialog box that appears, paste a comma-separated list of email addresses into the text area to parse and add each address to your list. Please note, this list must be email addresses only and separated by commas. Once you have imported all recipients, you must press the 'Save Changes' button to commit your changes to the server.

## Sending Post-Game Stats Distribution

Once an event has been completed, you will be able to distribute final stats from it by archiving the event and using the Distribution tool.

**In order to distribute an event, an archive must successfully be created;** event archives can only be created from events in which a final stats XML, in which the game has been completed and wrapped in the StatCrew software, has been transmitted to the StatCrew servers.

### Quick Method – Archive and Distribute through Broadcastr

To use the quick method for post-game distribution, please ensure that you have first setup at least one distribution list using the previously outlined stats steps.

Once your event has completed and Broadcastr has transmitted a completed XML file:

Press the 'Stop Transmitting' button in Broadcastr to unlock the interface.

Click the '#5 Wrap Event' button to bring up the Post-Event Wrap Up Dialog.

Change the Event Status to 'Completed', make sure that 'Create Archive' is checked, check the box labeled 'Send files to Distribution List' and select your target list from the Drop Down.

Press the Save button. Please be patient as it can take up to a minute to generate your archive and send your files, depending on the length of your event and distribution list.

Emails sent using this method will use our standard Post-Game Distribution template, include attachments and URLs to a StatBroadcast-generated PDF and HTML of the final book, and include a copy of the final XML file. The 'Reply-to' and contact email address given will correspond to the default email address currently set for your StatBroadcast Account.

To customize the files sent, the message body, the email address, or to add additional attachments, such as a FPK/BPK file, use the Web Method to distribute your final stats.

### Web Method –Distribute through web-based Admin Control Panel

To use the web method for post-game distribution, please ensure that you have first setup at least one distribution list using the previously outlined steps.

Log into the Admin Control Panel at <http://admin.statb.us>

Select your event from editing from the List or Calendar tools, or from the right sidebar.

First, select the 'Archive/Wrap Up Event' tool to create an archive of the event. You can also Archive the event from the Broadcastr application without sending a distribution from the 'Wrap-Up' menu by not selecting a recipient list.

*If a final XML file does not exist on the server, you can upload one using the 'Upload stats XML file' tool.*

Select the tool labeled 'Send Final Stats'

Follow the onscreen instructions to select a distribution list, customize the From Name and Email address of your message, attach or detach default files, add additional attachments and edit the message body.

Once you have made all required changes, enter the security confirmation and press the 'Send Stats' button at the bottom of the page.