

ONLINE MATCH REPORT INSTRUCTIONS



Match reports should be entered as soon as possible after league night, ideally no later than the next day. After league directors approve your submission, standings and other statistics will be updated. **Please note:** You must first be a registered bracket rep of the website to enter matches. If you have any questions or encounter any problems with the website, send an email to [Mark Clifford](mailto:Mark.Clifford@doublecork.com) at markc@doublecork.com or call 508-641-2897.



Figure A



> **STEP 1** – Open your web browser to “<http://pdsi.doublecork.com>” Login at the homepage (Fig. A), go to the left hand column menu, under the heading “Links,” click the link for “League Standings” (Fig. B)

> **STEP 2** - Select your bracket – On the next screen (Fig. C), click on your bracket name.



Figure B



Figure C

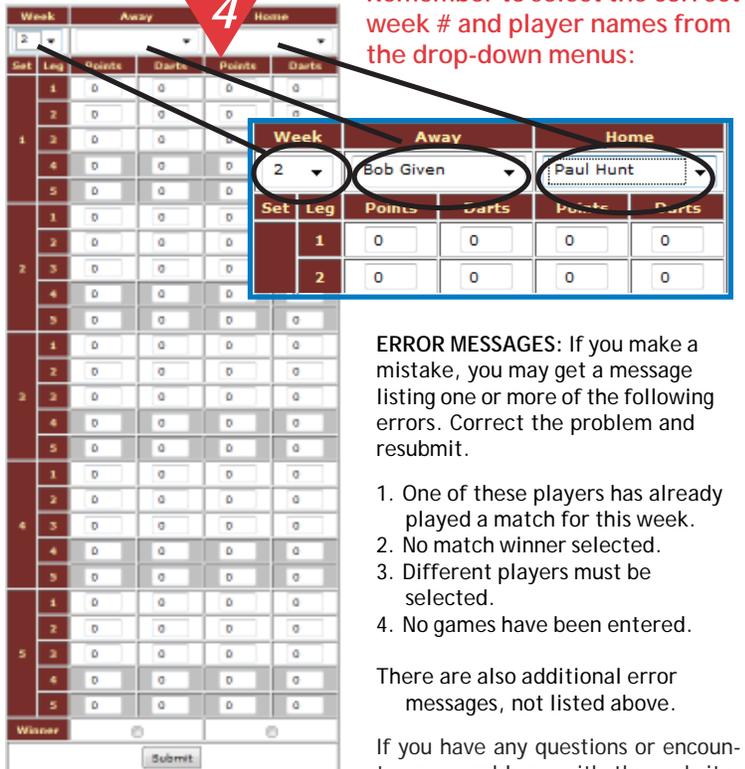
Figure D



> **STEP 3** - Add a Match – The next screen is your bracket standings screen (Fig. D), showing player standings and any player notables. Above your bracket name, click the link that says “Add Match”.

> **STEP 4** - Match Report – The next page is where you fill out the match report (Fig.E). You’ll notice the online version looks virtually identical to the paper report you use on league night. Transfer all data from the paper report into the online form, double-check your entries for accuracy and then click the “submit” button at the bottom of the form. *Return to step 3 to add additional reports*

Figure E



Remember to select the correct week # and player names from the drop-down menus:

MAKEUP MATCHES
Please enter makeup match reports ASAP after the match is completed

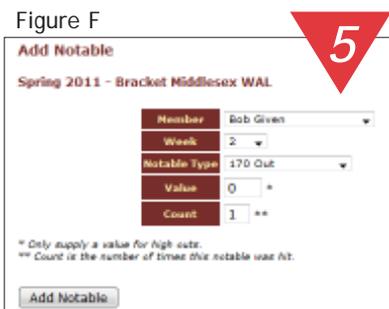
ERROR MESSAGES: If you make a mistake, you may get a message listing one or more of the following errors. Correct the problem and resubmit.

1. One of these players has already played a match for this week.
2. No match winner selected.
3. Different players must be selected.
4. No games have been entered.

There are also additional error messages, not listed above.

If you have any questions or encounter any problems with the website, send an email to [Mark Clifford](mailto:Mark.Clifford@doublecork.com) at markc@doublecork.com or call 508-641-2897.

> **STEP 5** - Notables – Return to the Bracket Standings screen shown in step 3. In the notables section, click the link that says “Add Notable”. On the next screen, (Fig. F), select the correct items from the drop down menus and click submit.



To add more, change your selections from the menus and click submit again, repeat for all notables being entered. For high outs, type in the out in the box labeled “Value”, and for 180s, type in how many were hit by that player during that week’s match.



Match Guidelines - Scoring, Dart Count & Makeups

PLEASE TAKE THE TIME TO MAKE SURE ALL PLAYERS IN YOUR BRACKET ARE MADE AWARE OF THE FOLLOWING - DISTRIBUTE COPIES IF POSSIBLE



CHECK ALL MATCH REPORTS FOR 3 BASIC ERRORS:

1. Make sure all legs won read 501 points scored and legs lost less than 501
2. Player's dart counts for each leg must be within 3 darts of each other
3. Darts thrown for all losing legs must be a multiple of 3

SCORING AND COUNTING DARTS:

For all NEW players: At first, keeping track of darts thrown and points scored can seem intimidating and cumbersome, but rest assured, it does become easy and natural after some experience. Over the first few seasons, different brackets have created different methods for keeping score which may help you. To discuss scoring methods and receive tips and tricks from other players, you should register with the league discussion forums to connect with other league members. Please contact the league if you have any questions about how to best keep score.

COUNTING DARTS

Since there's no doubling in, you can do this by counting turns. Just look at your scoresheet and count how many lines you've written or rounds you've thrown and multiply by three. The winner should also subtract how many darts are in their hand after they hit the double and subtract it from your total dart count.

The most common error is the leg loser's count. It MUST be a multiple of 3. Also, it will be a higher number than the opponent if the loser went second, a lower number if the loser went first.

This means it must be one of the following numbers:

3, 6, 9, 12, 15, 18, 21, 24, 27, 30, 33, 36, 39, 42, 45, 48, 51, 54, 57.....etc

TIP: At the end of the night, review your report and make sure all loser legs are one of these numbers or a higher multiple of 3.

BUSTS COUNT AS 3 DARTS

Again, very important for PPR accuracy. Each time you bust, all 3 darts count towards the PPR. YES, we know it hurts, and it kills your average. If you don't like it, the solution is easy: Don't Bust.

When keeping score and you're down to an out, put a mark on the sheet for each bust so you remember to count them, like a capital "B" for each one or hash marks or whatever works for you.

PLAYER STATS AND WEBSITE ACCESS:

For all NEW players: New players should visit the league member's website and create a new account (you'll find the link for creating accounts under "login" in the left column). Once you have created your account, email the username you have selected to markc@doublecork.com to gain access to your personal statistics data and charts.

MATCH FORMAT:

Before the season begins, you will need to decide with your players how many legs to play in each set. The league STRONGLY RECOMMENDS that you play Best of 5 legs, UNLESS you have problems with match length and ending late. If your players have matches lasting longer than 3 hours, you are advised to consider the shorter format of best of 3 legs for each set. If for any reason this creates a dispute among players in your bracket, contact the league for assistance.

MAKEUP MATCHES:

- **Makeup Match Policies:** It is inadvisable for players to take a relaxed attitude towards makeup matches, including not phoning the opponent or bracket rep to reschedule matches in a timely manner or finishing the season incomplete. This is a matter of basic etiquette and respect and can cause annoying problems at season's end with standings and playoff eligibility.

The following policies were created to address this issue:

No Shows: If you can not attend a regularly scheduled match, you are required to inform your opponent as soon as possible to reschedule the match. Players who do not inform their opponent in advance will receive a warning. Repeated abuse will put player at risk for league suspension.

Makeup Deadlines/Extensions: Officially, makeups must be completed within 2 weeks of the original match. The league understands that player's busy lives can sometimes make this timeframe impractical, therefore, players may take additional time to complete makeups by requesting an extension. The two weeks following the end of the regular season is considered a "makeup period" during which time all unplayed matches must be completed, however, all players are strongly encouraged to make every effort to complete matches prior to this. Players who have more than 1 or 2 matches to complete at the end of the season should reconsider their ability to participate in future seasons.

Unplayed Matches: Players with incomplete seasons risk having their playoff eligibility revoked.

If you have any questions about these policies, please send an email to Mark Clifford at markc@doublecork.com or call 508-641-2897