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GAME ELEMENT FAQS

What is the difference between a Well Element and a Bucket Element?

Well Elements: These elements are found under the "Game Elements" tab. These (Well) elements are "master elements" and act as templates. When a production schedule is created, GameTimePRO "copies" the Well Element. The "copy" or "instance" of that Well Element becomes a Bucket Element.

Bucket Elements: These elements are found in your Production Schedules. Bucket Elements are "copies" or "instances" of your well elements. Changes can be made to the Bucket Elements for a specific production schedule and those changes DO NOT affect the Well Elements UNLESS you select the "Apply to Well" button.

Further explanation:

1. Well of Elements- the main list of elements that displays when you click the Game Elements tab
 - a. The WELL ELEMENTS are the MASTER ELEMENTS or TEMPLATES of your GAME ELEMENTS
 - b. In each WELL ELEMENT there is a timing tab that determines which productions schedule dates that element will load in
 - c. Copies of these elements are loaded into the bucket of a productions schedule at the time the production schedule are created
 - Only those WELL ELEMENTS which dates are included in the timing tab of the WELL ELEMENT will load into the bucket at that time
 - d. If you add a WELL ELEMENT to the WELL OF ELEMENTS AFTER you build a production schedule, that WELL ELEMENT will NOT show up in the bucket for that production schedule
 - e. If you add a WELL ELEMENT and you want to add it to an ALREADY created Production schedule, you have to click on "Show Well" and drag it into the production schedule
 - * If you are not sure where you want to schedule it in the production schedule, you can just drag the element in ANYWHERE, click "Show Bucket" and drag it back into the bucket
 - *NOTE you can add a NEW WELL ELEMENT from the production schedule screen and add it to the production schedule (see below)

*Remember: if you create a production schedule and THEN go back to the WELL OF ELEMENTS and create a NEW element, it is not going to automatically load into the ALREADY created production schedule or that production schedule's bucket

*If you are going to be adding NEW ELEMENTS to an already created production schedule or are going to adjust information in an element for a SPECIFIC production schedule, MAKE ALL YOUR EDITS IN THE PRODUCTION SCHEDULE SCREEN AND NOT THE WELL OF ELEMENTS.

*The only time you want to edit and element in the Well of Elements is if you want to make a change to the TEMPLATE

When entering an element into the well with a specific time, what order do they load?

When loading Game Elements into your well of elements, you have the option to select a "specific time" for those elements. If the "specific time" and the "specific time segment" is the same for more than one element, those elements will load into your production schedule(s) in the order in which you entered them into your Well of Elements.

What is "Get Game Clock Time" in the element editor?

The "Get Game Clock Time" check box in the element editor is a feature that ties in directly to our GO LIVE feature. If it is requested or if you are required to record the Game Clock Time in addition to the date and time of day when you timestamp an element, this check box gives you that option. When this check box is selected for a Game Element and when that particular element is time stamped, a small text box pops up. This gives to the ability to enter the game clock time manually. The text box disappears when you click ENTER.

Does every game element need a sponsor?

No. Only elements that are sponsored should include that sponsor in the timing tab of the game element. Sponsors can be added from the sponsor tab or from the sponsor area in the settings if users have permission to view the settings. Best practice is to always include the sponsor in the timing tab even if the sponsor is part of the element name- it makes running sponsorship reports faster and easier.

Can I change the sponsor tab or the timing tab?

No. Both the sponsor tab and the timing tab are globally standard tabs and cannot be changed. All other tabs can be renamed and additional tabs and fields can be added specific to each account.

What is "Ready for Use" in the element editor?

Under the timing tab in the element editor, you have the option to check "Ready for use." When this is checked, the element is ready to go ahead and be used in a production schedule. The important thing to note is when it is not checked. The element will automatically turn yellow, telling your team that the element STILL NEEDS WORK.

What is "Changes Each Game" in the element editor?

Under the timing tab in the element editor, you have the option to check "Changes Each Game." Checking this box colors that element orange and signifies it as an element that needs to be edited for each production schedule. When a production schedule is created, all the elements marked "Changes Each Game" are easily noticeable in the production schedule because of the orange highlight. This helps the user easily identify which elements he or she needs to edit. After all edits have been made, the user selects "ready" in that element and the orange high light goes away.

What is "View on GO LIVE" in the element editor?

In the element editor, under the timing tab, you have the option to check "View on GO LIVE." When this option is checked, that element is now viewable when you GO LIVE with a production schedule that includes that element. However, when it is not checked, and is in a production schedule, you will not be able to see the element on GO LIVE. This feature allows you to include elements on a production schedule that need to be scheduled and shown on all printed documents, but do not necessarily need to be time stamped.

How do changes made in the timing tab affect my past and future production schedules?

If the info in the timing tab of an element such as "get clock time", "changes each game", "ready for use" is edited (this means the check box is either checked or unchecked), the change is global throughout the well and the bucket. Example: when you check "get clock time" in the well, and create a production schedule then go back and deselect "get clock time" in the well- it will also be deselected in the bucket. No need to click "apply to well" or "apply to all games."

DOCUMENT FAQS

How do I add page breaks in my documents?

After you run a report (or script) the results show up on the right side of the screen. If you want to add page breaks before you print, simply click on the desired area. A blue line appears with the tool tip "Page break has been inserted here." If you want to delete the page break, simply click on the blue line and it will disappear.

What does "Apply to All Games" and "Apply to Well" mean?

When making a change to an element from a production schedule, the element editor displays and two check boxes appear at the top of the element editor that read "Apply to All Games" and "Apply to Well." If you make a change to an element and simply click the SAVE TO BUCKET button, that change will only be applied to that production schedule ONLY. If you click on "Apply to All Games," that change will apply to that production schedule and all other FUTURE production schedules that you have ALREADY generated- but will not apply to production schedules that you will generate in the future. If you click "Apply to Well," that change will apply to that production schedule AND the WELL ELEMENT- this means the change will apply to all future games that you have not ALREADY generated. If you click BOTH check boxes- "Apply to Well" and "Apply to All Games" changes will apply to the current production schedule, and all future production schedules that have both already been created and will be created in the future.

What does the “Assign to” button do?

If you see an orange button labeled “Assign to” near the fields in your element editor in your WELL ELEMENTS, you have the Production Task List feature. This is an Add-On feature in TSE GameTimePRO that allows you to assign production tasks to your crew members based on the elements you are creating.

Do I need to make a new document for every production schedule?

The documents you create in the documents tab are templates. You do NOT need to make a NEW document for EVERY production schedule. For example, simply generate the Sponsorship Report template for each Sponsorship Report that you run. All you will need to do is change the logos and details on the document in the “Details” button for each document that you generate.

How do I “Undo” when I make a change to my Game Element?

If changes are made to an element from the WELL of elements and the user decides that he or she does not want to save those changes, simply click the “x” on the top right of the editor. A pop-up will then ask "You made some changes, would you like to close the editor without saving them?," click YES and the changes are not saved.

How do I generate a Sponsorship Proof of Performance Report?

1. Click Documents
2. Click on the Sponsorship Report Document
3. Click on the "Details" button
4. Fill in the appropriate information
5. In the "Search Criteria" tab, next to Production Schedule- select either a specific game or all schedules
6. Next to Well/Bucket- select Bucket (you select bucket because you want to see the elements that you have used in the game(s) you selected)
7. Next to Is Done- select Done
8. Select any other criteria you wish to limit your report to
9. In the "Columns to Show" tab, select which items you want the sponsor to see
** We recommend selecting: Element Name, Event Name, PA Script, Time Stamp, & Duration**
10. Run the Document
11. The Document generates in a window on the right side of the screen
12. Order the columns by dragging and dropping
13. Click the green "Save Settings" button
14. Select a printing style from the drop down box of 4 styles for printing
15. Press the "Print" button
16. A PDF will appear in a pop up window
17. Review and print or save the document to your computer and email it

How do I upload images to my documents?

GameTime is designed to insert two images/logos in each document header. After selecting your desired document from the documents list, a details button will display on the document generation page. Logo 1 is left aligned and logo 2 is right aligned. GameTime resizes images to 100px by 100px if they do not already fit those specs when uploaded. The system will only accept images saved as .png, .gif, & .jpg (these are the standard internet formats for images). To remove images, simply click the "remove image" button.

How do I run a report for Pre-Game, In-Game, Post-Game?

1. Click on Documents
2. Select the desired "report" you wish to run
3. Choose which production schedule to wish to run it for
4. Next to the "time frame" drop down box, select what you want to run your report for (i.e. Pre-Game, In-Game, or Post-Game)
5. Click Run
6. Print your document

Note: This is a search filter for the specific time frame, (Pre-Game, In-Game, Post-Game, As Happens, Drop-Ins) in each element in the production schedule and will only return those with the time frame selected in the timing tab of the element itself.

How do I run a Proof of Performance using archived production schedules?

If you already archived production schedules from earlier in the season, you can still run proof of performance reports on those schedules.

*Make sure you have all the "Columns to Show" you desire selected and arranged accordingly as the saved settings in your sponsor document template.

In the Search Criteria tab:

1. Archived Schedules: Yes
2. Well/Bucket: Bucket
 - a. This allows you to enter a date range
3. Select your other desired search criteria including the sponsor name and click RUN
4. Print, Save, Send

What is the print out timestamp in the Documents area?

In your documents area you will find a "show print out timestamp" option on the far right side of the screen. When the check box is checked and print is selected, a timestamp including the date and time is printed in the document header. This print out timestamp is helpful if you print your scripts/schedules/reports a number of times.

How do I add Event Notes/Other information to my Documents?

Want to add additional notes to your printed script? "Event Notes" can be added to the first page of your script fast and easy.

1. In your production schedule, click "Show Details."
2. Click on the Comments/Notes Tab
3. Enter any additional notes for that game/event
4. THEN- when printing in the Documents Tab: After a production schedule is selected, a check box is displayed that says "show event notes". If that check box is selected, the additional notes from the Comments/Notes Tab will load on your printed document.

NOTE: You will not see the event notes until you do a print preview

Why do I get duplicate elements when I print my Documents?

When printing documents, GameTime automatically defaults to certain search criteria that returns the most common results. When selecting a specific Production Schedule, the "Is Done" option in the search criteria defaults to "Both." This means that both elements that are time stamped AND elements that are not time stamped will return. If you timestamp an element before you print it, both the time stamped element and the not time stamped element will return, resulting in duplicate elements.

PRODUCTION SCHEDULE FAQS

How do I get my item numbers to load in my production schedule?

The Item No. is the line number position of the element after the "Ready" check box is checked. If changes are made after "Ready" is selected in the "Show Details" of the Production Schedule and you wish to re-itemize the elements, simply deselect and then reselect "Ready." If changes are made and "Ready" is not deselected and reselected, the same item number will remain with that element. (EX: if you "Ready" a production schedule, all elements will be numbered in order by line number 1,2,3,4, etc.. If you then drag element 4 above element 2, the new item number sequence will read 1,4,2,3...To re-itemize the elements, deselect and then reselect "Ready" and the elements will be renumbered to 1,2,3,4.. where item 4 becomes item 2.)

How do I make a production schedule "complete"? What does this mean?

After you have successfully completed an event scheduled in GameTime you can mark the schedule as "complete." By marking it complete your schedule will no longer be available in your "Go Live" list of schedules and it will show a status of "complete." To mark a schedule complete, simply follow these steps:

1. Click on Production Schedule
2. Select the production schedule that you wish to mark complete
3. Click on Details
4. Check the box next to the word "complete"
5. Click Save
6. Your production schedule will now be marked as complete and will no longer show up in your "Go Live" list.

How do I schedule the same element multiple times in my Production Schedule?

Do you use the same element multiple times in a production schedule? If so, for a quick way to put that element in multiple spots in your production schedule follow these steps:

1. Drag and drop the element from your bucket once into the production schedule
2. Hover your mouse over the element in the production schedule you wish to duplicate
3. Left click and press CTRL, then drag and drop to the next spot where it should appear

*Note: you can also drag the element from the bucket multiple times- that makes a copy of that element

What does the ignore check box do?

By checking the ignore check box, you generate a red strike through an element in your production schedule. This strike will be carried through into GO LIVE, however it will not show up when you print your production schedule. The Ignore button is a GO LIVE feature only. Ignore only puts a strike through an element in the GO LIVE. If you are going to "ignore" something in a production schedule that you plan to print the document, simply do not place the element in your production schedule.

What does the notify check box do?

By checking the notify check box, you generate a notification symbol on an element in your production schedule. This symbol will be carried through into GO LIVE, however it will not show up when you print your production schedule. The notify button is a GO LIVE feature only. Notify only puts a notification symbol on an element in the GO LIVE/production schedule.

Production Task List

To access the production task list from any screen in GameTime, click on the GameTime logo in the top left hand corner. That will show the "Task List" icon. Click on the icon to see each user's task list. In the top left hand corner you have the ability to filter by user with a drop down box. Choose the user you would like to see. That will show their tasks that have NOT been completed. To complete a task:

1. Click on the task. That will open the element editor.
2. The field that needs to be filled in will be highlighted with a bright orange "Assign" icon.
3. Fill in the field as directed.
4. Then, click on the "Assign" icon.
5. Check the "Complete" box and then click "OK"
6. Click "Save to Well"
7. The task will now disappear from that user's task list and appear in the well of elements with the changes made.

Note: The Production Task List is an added feature to GameTime. To sign up for the feature please contact Total Sports Entertainment at 800-962-2471 or email us at info@totalsportsentertainment.com.

Can I move a segment?

NO. A segment can be added, edited and deleted, but cannot be moved within a production schedule. Game Elements can move between segments using drag and drop. You cannot drag and drop a segment.

What happens to the elements under a segment if I delete that segment?

If a segment is deleted from the production schedule; all elements under that segment will also be deleted from that production schedule. The elements are deleted from the Production Schedule AND the Production Bucket. The elements will still be safe in the Well of Elements. Click on "Show Well" in the production schedule screen and find the elements in the Well of Elements. Drag and drop the desired elements from the Well of Elements into the Production Schedule and they will show back up in the Production Bucket.

Running Specific Element Reports

Has your boss come to you lately and asked to see the script of specific elements? Here is a quick and easy way to do that.

When you are done creating your script – when you click “ready” – GameTime numbers your elements. Those numbers show in the item number column. Follow these easy steps to print the report:

1. Click the documents icon at the top of the screen.
2. Select the report they are requesting for the elements by clicking on the document.
3. Under the Sponsors drop down box there is the text “show more” in blue. Click on the text to show more filter options.
4. In the Item No. text box enter the specific elements item numbers separated by commas (ex: 2,5,7,11,20)
5. Under the columns to show tab make sure all boxes are checked correctly.
6. Click Run to view the requested report

Does the name of the Production Schedule automatically generate on my documents?

When creating a document, the name you titled your production schedule automatically appends to Header 1 under the Details tab. For example, if you titled your production schedule "Opening Day" when you create a document for that script, "Opening Day" will automatically pull through and append to Header 1 under the Details tab on your report.

How do I see different columns in my Production Schedule?

When in the production schedule screen, click the columns button and select the check box next to the columns you wish to display. Those columns will then display and you can rearrange accordingly. The columns selected and shown are saved based on the user settings. If you use the same username and password to login again, those settings will be saved. Different users may show different columns and may have different settings.

What does “Marker Only” mean when I add a segment from the Production Schedule?

If you want to write a note specific to a segment, that does not affect the timing, you now have that ability. In order to access this you click on the "+ Segment" tab under your production schedule.

To add a note that DOES NOT affect the timing of that segment, check "Marker Only." A note section will appear where you can write whatever you want. Once you save and decide where you want the note, that note will appear before or after the specific segment. It will also show up if you print the schedule.

Remember: Marker notes are used for anything that will not affect the timing of the segments and elements.

What is the difference between Time of Day, Clock Time and Countdown in the Production Schedule?

"Time of Day" Timing

The "Time of Day" is the actual time and is calculated for Pre-Game only. The "Time of Day" is calculated based on the duration of each pre-game element. The duration of the previous pre-game element is considered when the following pre-game element time is calculated.

EX: Doors/Gates Open at 6:00
 Welcome element begins at 6:00 and has a 1:00 duration
 No Smoking element starts at 6:01 based on the Welcome element duration of 1:00

"Clock Time" Timing

The clock time is a countdown from the FIRST pre-game segment to the FIRST in-game segment. When creating a new production schedule, the user enters times for each segment. The very first segment on the list starts the clock time and the very last segment on the list ends the clock time.

EX: User enters times when creating a production schedule:

1. The time entered in "STH Gates Open At" starts the clock time countdown.
2. The time entered in "Game Time At" ends the clock time countdown.
3. If the "STH Gates Open At" is set to 4:00pm, and the "GameTime At" is set to 6:00pm, the clock time will begin at 2:00:00 and countdown based on the duration of the pre-game elements listed under each of the segments.

"Countdown Time" Timing

The "Countdown Time" is a countdown between segments in a production schedule. It can calculate pre-game, in-game or post-game. The "Countdown Time" is also based on the duration of the elements listed in each segment. To calculate the countdown time between segments, double click on the blue segment bar in your production schedule and the "Modify Segment" window will show. Enter the duration and click the "Count Down Time" check box. Then click "save."

EX: the countdown will begin at 2:20 and the duration of each element listed under the 1st QTR Break segment will be used to calculate the remaining time.

GO LIVE FAQS

What does the DONE button do in GO LIVE?

In GO LIVE, when the "done" button is clicked, TSE GameTime records a timestamp of the time on your computer at that given moment. In order to make sure you are stamping the correct time on your reports, make sure that your computer clock is set correctly.

What does Auto scroll do in GO LIVE?

The only perspectives in "Go Live" that allow a user's view to auto scroll is in the Producer's View and Perspective 1. Auto Scrolling in Go Live automatically moves the current status (the element that is highlighted green) to the next element after done is selected. If logged into perspectives 1,2,3 or 4, the green highlight (the current status) will change every time the Done button is clicked, but the viewer window display on the right side will not automatically change unless auto scroll is selected (in perspective 1 only). To see the next element in perspectives 2,3,4 and if auto scroll is not selected in perspective 1, a user must click on the element itself. GameTime is set up this way to prevent a user's screen from changing when they are not ready for it to do so (i.e. the PA announcer's screen changing to a new element when he/she is in the middle of a PA read).

Is there a way to clear timestamps in GO LIVE?

Have you ever noticed the "clear time stamps" button that displays in the details box of your production schedule? This button is used ONLY if you want to clear all time stamps you may have made in GO LIVE from the specific production schedule. This is a great feature to use if you are testing a production schedule in GO LIVE before a game or for instance if you are training a crew member how to use GO LIVE. Be CAREFUL though, because if you select this button, all timestamps associated with that schedule will be erased. This means, if you have already completed a game and you select this, you will LOSE all the timestamps you generated for that game in GO LIVE. TSE can NOT retrieve this information, so use this button carefully.

To clear timestamps:

1. Select Production Schedule
2. Double click on the desired production schedule
3. Click the Details button
4. Select "Clear Timestamps" (in the upper right hand corner of the box)
5. All timestamps associated with this production schedule will be deleted

What is the Stopwatch for in the Producer's view?

To access the stopwatch feature in GO LIVE you must be in the producers view. The button is on the top right hand corner, which will give you a choice to "Show Stopwatch" or "Hide Stopwatch." Here are a couple notes when working with the stopwatch:

You have two choices when working with the stopwatch, count down or count up. The numbers 0-29 are minutes and 30+ are seconds.

When working with the Stopwatch feature in GO LIVE it is important to know that clicking done does NOT affect the Stopwatch.

The stopwatch is simply there as an added feature in case you need to time something. Ex: time between innings, timeouts, etc.

OTHER FAQS AND TIPS FOR GAMETIMEPRO

1. Entering the correct timing when creating a new Production Schedule
 - a. Be aware of AM's and PM's
2. Why is TSE GameTimePRO not loading correctly?
 - a. Clear you cache after updates
3. Do I need to hit SAVE every time I make a change in GameTimePRO?
 - a. Saving in Game Elements from the Well of Elements- read the "are you sure" warning.
 - b. Saving in the Production Schedule- GameTime has an auto save function
4. How do I get back to my Task List?
 - a. Click on the GameTimePRO logo on the top left of your screen
 - i. The Task list is an add-on feature; it is not included in all accounts.
5. What is GT BottomLine? See page 42 of 2011 User Guide
 - a. Is it compatible with a MAC? No
6. Is there a Mobile application for GameTimePRO? Yes, See page 44 of 2011 User Guide