



## Step-by-Step Guide: Running the Basketball Clock at the Scores Table

### 1. Turning on the Clock

- ☐ The clock should already be on, but if it isn't, turn it on and wait for it to display "Basketball" mode.
- ☐ Select "Basketball" when prompted by pressing "Enter."

### 2. Setting the Warm-Up Timer

- ☐ After the clock is on, the referee will request three minutes on the clock for warm-up.
- ☐ Press **Set Clock** and toggle to find the three-minute option. Press **Enter** to confirm, then press **Start** to begin the warm-up countdown.

### 3. Setting the Game Time

- ☐ When warm-up ends, set the clock for game time:
  - ☐ Press **Set Clock** and toggle until it says "Enter Game Time."
  - ☐ Enter the required time based on the game type:
    - **Widget Games:** Enter 08:00 for eight-minute quarters.
    - **JV/Varsity Games:** Follow the time set for halves as needed.
  - ☐ Confirm by pressing **Enter**.

### 4. Managing Periods/Quarters

- ☐ The clock tracks quarters or halves under "Period."
- ☐ After each quarter, press the button under "Basketball" to advance to the next period. Repeat until you reach the end of the game.

### 5. Recording Scores

- ☐ Use the **Home Score** and **Guest Score** buttons to add points:
  - ☐ Press **+2** for two-pointers and **+3** for three-pointers.
  - ☐ Widgets generally don't count three-pointers, so use **+2** exclusively.
- ☐ If you make a mistake, use the **Minus** button to reduce the score. At the end of the game, use this button to clear the score if needed.

### 6. Tracking Fouls

- ☐ To log team fouls, press the **Foul** button for either Home or Guest.
- ☐ The foul button will blink. To confirm the foul, press **Enter**.
- ☐ You can verify or correct fouls at breaks. Note: The official scorebook, not the clock, is the game's official record.

### 7. Starting and Stopping the Clock

- ☐ Once you start the game clock, it should run continuously unless:
  - ☐ There's a timeout.
  - ☐ There's an injury.
  - ☐ The quarter ends.
- ☐ In the **last two minutes of the final quarter**, stop the clock at every whistle. Resume once the referee drops their arm or when a player touches the ball if no arm signal is given.

### 8. Handling Timeouts

- ☐ When the referee or coach calls a timeout:



- Wait for the referee's whistle before stopping the clock.
- Press the **Timeout** button, confirm the preset one-minute timer by pressing **Enter**, and let it run down.
- If the timeout ends early, resume the game clock when the referee signals.

#### **9. Using the Horn (Optional)**

- If the timeout exceeds one minute, the referee may ask you to "buzz" the teams back. Use the horn button to signal the end of the timeout.

#### **10. Final Tips**

- Only worry about score, timeout, clock start/stop, and fouls. Other buttons aren't typically needed.
- If you have questions, don't hesitate to ask for help.