

# **EZBalance Baseball Lineup Spreadsheet**

## **Instructions**

(Click here to go to EZBalance Baseball Lineup Spreadsheet main page)

# EZBalance Baseball Lineup Spreadsheet Instructions

## Step 1 – Roster and League Information

Fill in the yellow shaded information in the **PLAYER INFORMATION** box. (See Error! Reference source not found.)

PLAYER INFORMATION			
Player Name	Player Number	Hitting rating	fielding rating
Agnes Key	77	4	4
Allen McDowell	25	3	4
Andrew Mullins	2	1	2
Anthony Thomas	5	2	2
August Solis	7	2	3
Chester Alford	56	2	4
Howard Bell	22	5	5
Jack Noel	4	4	5
Kathryn Allison	14	4	5
Leroy Fields	3	2	4
Lucy Sexton	9	5	3
Marion Lawrence	24	3	2
Mary Mays	8	4	5
Warren Montoya	10	5	3
Willie Reilly	82	2	3

POSITION
Position
First base
Second base
Third base
Shortstop
Catcher
Pitcher
Right
Right Center
Left
Center
Left Center
Total Eligible

Sort roster alphabetically      Proceed to Batting Order Worksheet

1. Fill in your players' names in the column titled "Player Name". This is done once per season, unless you add players. (In general, throughout EZLineup, information that the coach needs to fill in is shaded yellow.)

2. Update hitting and fielding ratings. 5 = highest skill level, 1 = lowest. This will change as the season progresses and players improve, so you will need to update every couple of weeks. Once completed, levels 4 - 5 will appear in blue, 1 - 2 in red. This will help later as you fill in your game batting order and fielding positions.

Figure 1 - Player information on Roster and League Information Sheet

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Indicate which positions need to be fielded in the POSITIONS TO BE FIELDDED box.

POSITIONS TO BE FIELDDED		
Position	Eligible (X if eligible)	Fielding Code
First base	X	1
Second base	X	2
Third base	X	3
Shortstop	X	SS
Catcher	X	C
Pitcher	X	P
Right	X	R
Right Center		RC
Left	X	L
Center	X	CF
Left Center		LC
Total Eligible Positions	9	

How many innings are your games?	6
What is your team name?	Miller Landscaping Rams

Figure 2 - Positions to be fielded, league and team information

3. Type an X in the yellow shaded column next to the position name in the POSITIONS TO BE FIELDDED box to indicate which positions need to be fielded. At this point, you are just telling the software what positions are allowed based on the rules of your league. In most leagues, this will be nine positions, but some leagues allow a right center and left center outfield positions instead of a center fielder.

4. In the box labeled "How many innings are your games?", indicate the number of innings your league plays per game. This will be used later in determining lineups.

5. Finally, input your team name in the box labeled "What is your team name?".

**When you are finished, click the "Proceed to Batting Order Worksheet" button.**

## Step 2 – Batting Order

In the batting order worksheet:

**Copy the roster from the Roster page, and make any changes necessary.**

1. Click on the button that says "Copy Roster to Batting Order". (Figure 3 - Batting Order before sorting) This copies the entire roster to the Player Name column of the Batting Order worksheet. (This step will be required for the first

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game, but in subsequent games, you can either work with the names already in the Batting Order sheet from the previous game or copy the names from the roster using the "Copy Roster to Batting Order" button.)

	A	B	C	D	E
1	BATTING ORDER				
2	Player Name	Hitting rating	Batting Order		Copy Roster to Batting Order
3	Agnes Key	4	15		
4	Allen McDowell	3	14		
5	Andrew Mullins	1	7		
6	Anthony Thomas	2	13		Sort By Batting Order
7	August Solis	2	12		
8	Chester Alford	2	11		
9	Howard Bell	5	3		
10	Jack Noel	4	8		Copy Batting Order To Fielding Positions Worksheet
11	Kathryn Allison	4	2		
12	Leroy Fields	2	10		
13	Lucy Sexton	5	6		
14	Marion Lawrence	3	1		
15	Mary Mays	4	5		
16	Wamen Montoya	5	4		
17	Willie Reilly	2	9		Proceed to Fielding Positions
18					
19					
20					
21					

Figure 3 - Batting Order before sorting

2. If there are players on the roster who will not be participating in this game, highlight their name in the "Player Name" column and delete him or her by pressing the "delete" button on the computer keyboard.

## Fill in the Batting Order column.

3. Create the batting order by typing the batting order number (first player to bat = 1, second player = 2, etc.). Note that the "Hitting Rating" information you input on the Roster page appears here to help you plan the batting order.

4. To sort by the batting order, click "Sort by Batting Order". This can be done at any time during the process of entering the batting order. (see Figure 4 - Batting Order after sort)

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BATTING ORDER		
Player Name	Hitting rating	Batting Order
Manon Lawrence	3	1
Kathryn Allison	4	2
Howard Dell	5	3
Warren Montoya	5	4
Mary Mays	4	5
Lucy Sexton	5	6
Andrew Mullins	1	7
Jack Noel	4	8
Willie Reilly	2	9
Leroy Fields	2	10
Chester Alford	2	11
August Solis	2	12
Anthony Thomas	2	13
Allen McDowell	3	14
Agnes Key	4	15

Copy Roster to Batting Order

Sort By Batting Order

Copy Batting Order To Fielding Positions Worksheet

Proceed to Fielding Positions

Figure 4 - Batting Order after sort

5. When you are done creating your batting order, click "Copy Batting Order To Fielding Positions Worksheet". Note that you can make changes to the batting order later if necessary, but you must make those changes from the Batting Order page.

6. Finally, click "Proceed to Fielding Positions" to assign payers to fielding positions.

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## Step 3 – Assign Fielding Positions

See ( ) In the fielding positions worksheet:

1. Insert the date of the game and the opponent's team name in the spaces provided at the top of the form.
2. Click "copy batting order" button to copy batting order from "Batting Order" page. This will create a line-up and fielding card.
3. Fill in position for each player under each inning with the fielding codes shown below in Figure 5 - Fielding Codes. These fielding codes are also shown in the Fielding Code Cheat Sheet to the right of the fielding positions input area.

Position	Fielding Code
First base	1
Second base	2
Third base	3
Shortstop	SS
Catcher	C
Pitcher	P
Right	R
Right Center	RC
Left	L
Center	CF
Left Center	LC

Figure 5 - Fielding Codes

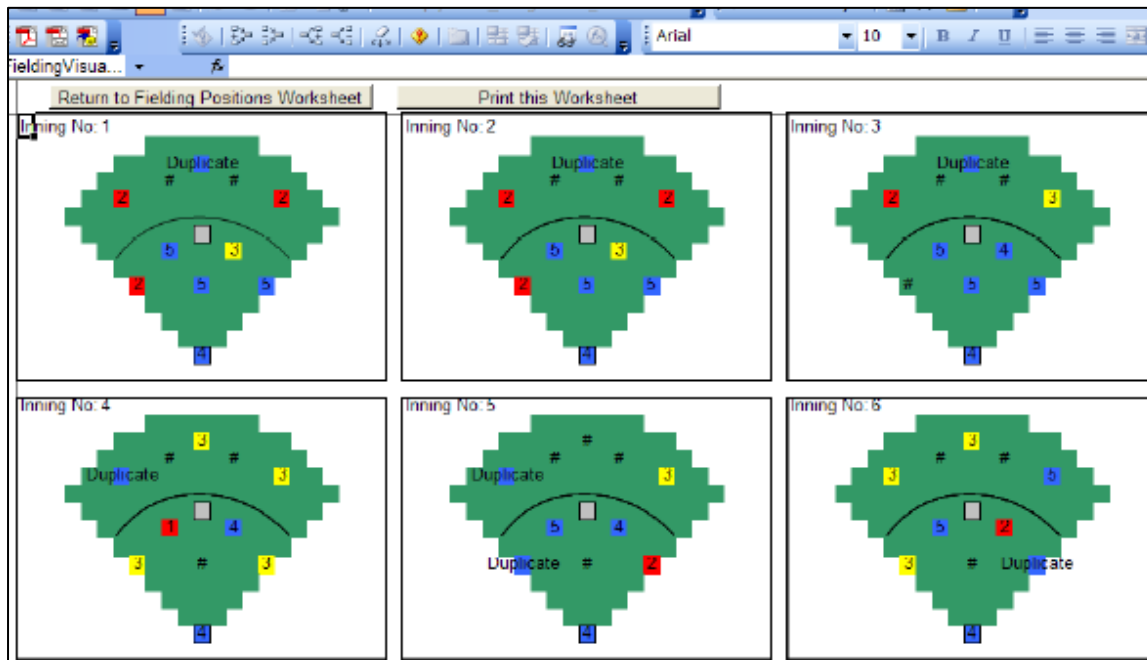
4. The cell in the "Total positions fielded" row will turn red if you are missing a position, or have a position filled twice. (See Figure 6 - Fielding Positions Worksheet)
5. The column labeled, "No. of Innings, Infield, P, or Catch" indicates the number of innings the player played in infield, including pitcher and catcher. The rows beneath this column labeled "Arith. Min." and "Arith. Max." show the minimum and maximum number of innings each player would play in the infield to most evenly allocate the infield positions based on the number of positions and number of innings in the game. These cells under each column in the individual player's row will turn Red if the player is scheduled for fewer infield innings than the Arith. Min, and will turn yellow if scheduled to for more infield innings than the Arith. Max. (See Figure 6 - Fielding Positions Worksheet)
6. The column labeled "No. of Innings on Bench" indicates the number of innings the player sat out. These cells will turn Red if the player is scheduled for



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## View of Fielding Positions Worksheet in-process

**Figure 7 - Fielding Visual in-process** shows an example of the Fielding Visual during the process of assigning Fielding positions. During this phase of the process, it highlights issues that need to be corrected, some of which are summarized by inning under diagram.



**Figure 7 - Fielding Visual in-process**

### Examples of Fielding problems that need to be corrected:

Innings 1 & 2 – “duplicate” in centerfield position indicates the multiple players are scheduled in that position.

Inning 3 -- duplicate in centerfield, and missing third base. Very strong infield, as indicated by all of the blue shading, which may lead to an imbalance in playing time.

Inning 4 - duplicate left fielder, missing pitcher. Infield is looking pretty weak.

Inning 5 -- duplicate left fielder and third baseman, missing pitcher and centerfielder. Additionally, we have a "2" rated fielder at first base. This could be a problem, both from a defensive standpoint, and from a safety standpoint.

Inning 6 -- duplicate first baseman, missing pitcher



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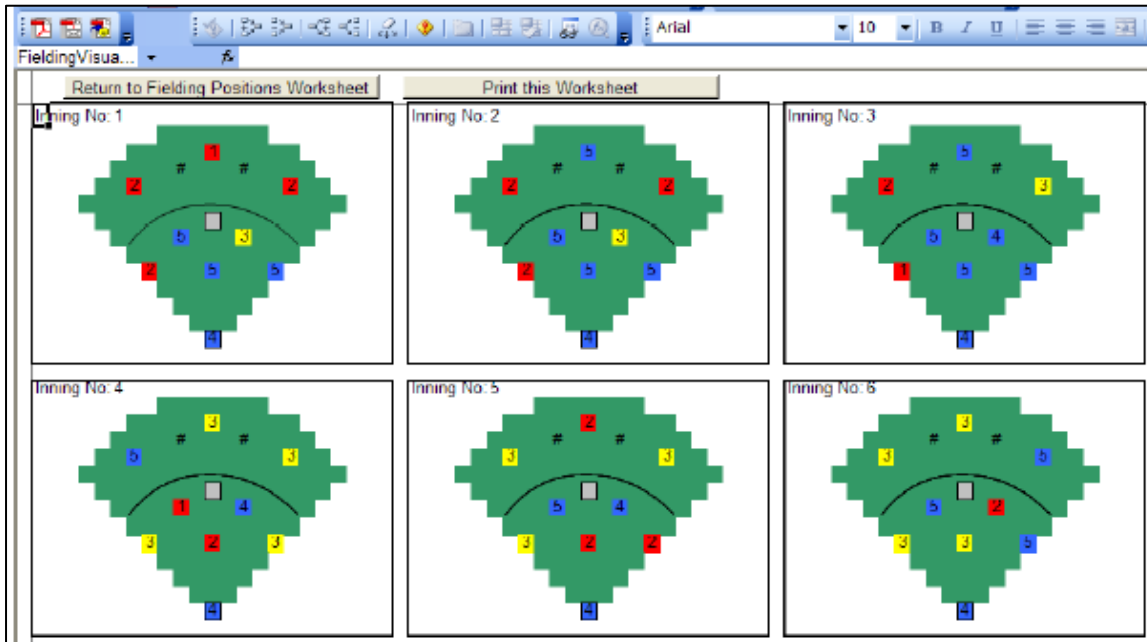


Figure 9 - Fielding Visual before final tweaking

After going back to the Fielding Positions Worksheet, the resulting lineup and fielding visuals are shown below in Figure 10. As you can see, all of the red and yellow shading that appeared in the columns to the right is gone, indicating that playing time is in balance.

Date: 4/10/2009		Miller Landscaping Rams		Opponent: Miller Foundry							
Batting Order		Copy Batting Order to this Fielding Positions Worksheet (In case you have not already done that.)			Return to Batting Order Worksheet		Sort by Batting Order		fielding rating	No. of Innings, P, or Catch	No. of Innings on Bench
Player Name	1	2	3	4	5	6	7	8	9		
1 Marion Lawrence	.3	.3		P	CF					2	3
2 Kathryn Allison	P	P	P	L						5	3
3 Howard Bell	L	SS	CF			1				5	2
4 Warren Montoya				3	3	3				3	3
5 Mary Mays		CF			SS	SS				5	2
6 Lucy Sexton			SS	C	L	L				3	2
7 Andrew Mullins	R	R			P	2				2	2
8 Jack Noel	1	1		1		R				5	3
9 Willie Reilly			R	2	R	P				3	2
10 Leroy Fields	C	C	C							4	3
11 Chester Alford			1	R	1					4	2
12 August Solis	2	2	L			CF				3	2
13 Anthony Thomas	CF	L	2		2					2	2
14 Allen McDowell	SS		3	CF						1	2
15 Agnes Key				SS	C	C				4	3
										0	0
										0	0
										0	0
										0	0
Total positions fielded	9	9	9	9	9	9	0	0	0	Arith. Max	3

Figure 10 - Final Fielding Positions Worksheet

Before we print the lineup cards, we will take one final review of the Fielding Visual sheet, which is shown in Figure 11. As you can see, the weaknesses

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noted above have been corrected, and our defense is looking much more balanced inning by inning.

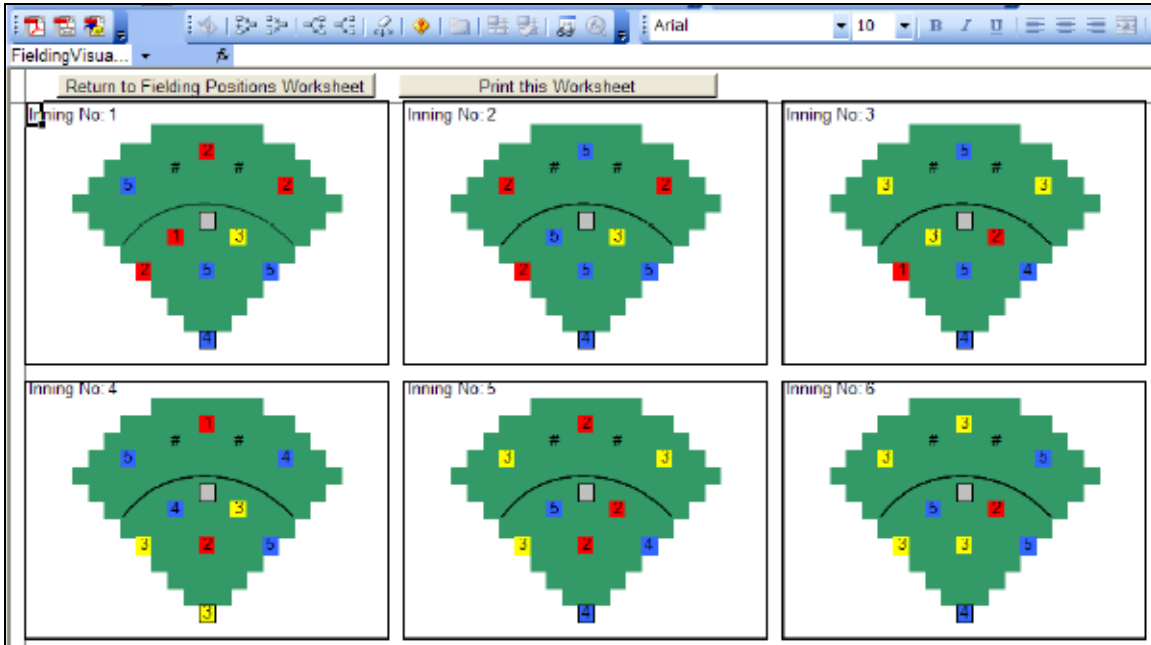


Figure 11 - Final Fielding Visual Sheet

## Printing Line-up Cards

8. To print, click the button that says, "Click Here to Print Team Linup Cards" then select the appropriate options from in the box that pops up in Figure 12. An example of the Batting Order only line-up card is shown in Figure 13 and an example of the Batting Order with Fielding Positions card in Figure 14.

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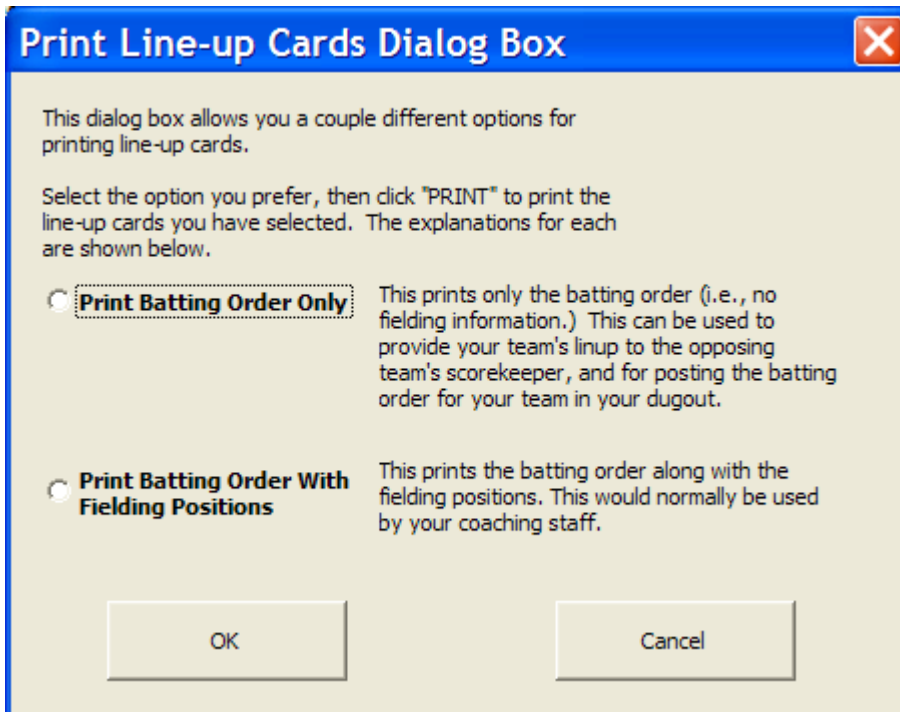


Figure 12 - Print Line-up Cards Dialog Box

## Examples of Printed Line-up Cards

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Lineup Card for: **Miller Landscaping Rams**

Date of Game: **Friday, April 10, 2009**

Opponent: **Miller Foundry**

Batting Order	Player Name	Uniform Number
1	Marion Lawrence	24
2	Kathryn Allison	14
3	Howard Bell	22
4	Warren Montoya	10
5	Mary Mays	8
6	Lucy Sexton	9
7	Andrew Mullins	2
8	Jack Noel	4
9	Willie Reilly	82
10	Leroy Fields	3
11	Chester Alford	56
12	August Solis	7
13	Anthony Thomas	5
14	Allen Mcdowell	25
15	Agnes Key	77

Figure 13 - Sample "Batting Order Only" line-up card

Date: **4/10/2009** Miller Landscaping Rams Opponent: **Miller Foundry**

Batting Order	Player Name	1	2	3	4	5	6	7	8	9
1	Marion Lawrence	3	3		P	CF				
2	Kathryn Allison	P	P	P	L					
3	Howard Bell	L	SS	CF			1			
4	Warren Montoya				3	3				
5	Mary Mays		CF			SS	SS			
6	Lucy Sexton			SS	C	L	L			
7	Andrew Mullins	R	R			P	2			
8	Jack Noel	1	1		1		R			
9	Willie Reilly			R	2	R	P			
10	Leroy Fields	C	C	C						
11	Chester Alford			1	R	1				
12	August Solis	2	2	L			CF			
13	Anthony Thomas	CF	L	2		2				
14	Allen Mcdowell	SS		3	CF					
15	Agnes Key				SS	C	C			
Total positions fielded		9	9	9	9	9	9	0	0	0

Figure 14 - Sample "Batting Order with Fielding Positions" line-up card