

Stat-O-Magic Transaction Guidelines

Note: Save these guidelines. They should be used to answer any questions you have concerning transactions. By following these guidelines, you will insure proper and correct handling of transactions for your league.

Table of Contents

General Guidelines.....	Page 2
FAX Guidelines.....	Page 2
Phone Guidelines.....	Page 2
E-Mail Guidelines.....	Page 3
Commissioner Corner Guidelines.....	Page 3
Retroactive Transaction Guidelines.....	Page 3
Most current transactions on print out Guidelines.....	Page 3
Transaction Terminology.....	Page 4
Transaction Sample Form.....	Page 5
Transaction Form.....	Page 6

These guidelines are important to the timeliness and accuracy of your stats. Any deviation from these guidelines could result in errors. If you have questions, please call for help at (800)366-7644 before submitting your transactions. Thank you for your business, and have a winning season!

Stat-O-Magic Stat Service
8006 SE 17th Ave. Ste. #B
Portland, OR 97202
(503) 235-8383
(800) 366-7644
(800) 995-1437 (Fax)
magic@Statomagic.com (e-mail general)
trans@Statomagic.com (e-mail transactions only)

General Guidelines

- 1) **Fax** your moves whenever possible. It helps save time, since we don't have to write down your recorded message.
- 2) Report your transactions to Stat-O-Magic no later than 48 hours after they become effective.
- 3) Make enough copies of the Stat-O-Magic transaction form to last you the entire season.
- 4) Use only Stat-O-Magic transaction terminology. The terminology is explained in detail on Page 3.
- 5) Any retroactive transactions should be reported within a couple of weeks. Fix any mistakes as soon as possible.
- 6) Any address changes, phone number changes, or any other corrections **must be faxed or e-mailed** along with your regular reporting of transactions.
- 7) It is only necessary to use a player's first name, if they have a common last name.
- 8) Report transactions once a week only. If you forget a transaction, just report it with your next weeks transactions with an appropriate effective date. Do not be in too big of a rush to get your transactions in. Make sure you have all of your transactions for the week.
- 9) Report the net result of trades for both teams. We need to know about any player who is leaving a teams active or reserve line-up as well as any player they are acquiring to their active or reserve line-up. If a team trades for a player and then trades that player away during the same transaction period, do not report it. The net result for that player is no active games.
- 10) State the effective date of your transactions at the beginning of your call, e-mail or fax. If you have more than one effective date, report your transactions in order by date. For example, if you have transactions effective January 5th and January 12th, report all transactions effective January 5th before reporting any from January 12th.
- 11) Report all transactions for one team effective the same date together. For example, all transactions effective January 5th for Team A should be reported before any other teams transactions are listed.
- 12) Report transactions by team name in your league, not owners name.

Guidelines for faxed transactions

- 1) No cover page is needed. All the necessary information is on the transaction form.
- 2) Use only Stat-O-Magic's transaction form, or a reasonable facsimile of it.
- 3) Be sure to include your league name and the effective date of your transactions on your fax.
- 4) Watch for a transmission receipt. This will confirm your fax went through.
- 5) Our fax number is (800) 995-1437.

Guidelines for phoning in transactions

- 1) Have your transactions written down in advance of your call and keep a copy for your records.
- 2) Use only Stat-O-Magic transaction terminology.
- 3) Speak loudly and concisely when recording your message.
- 4) Speak at a normal rate of speed. Don't worry about talking too fast. We can control the speed on our end.
- 5) Phone in transactions to the transaction number only (800)995-0177 or (503)771-0576. Do not report them to the regular office number.

Guidelines For E-Mailing Transactions

- 1) At this time there is no standard forms to report e-mail transactions, just follow the other guidelines as closely as possible and try to keep the transactions organized. **Do not** send attached files, prepare them in a word processor, text editor and paste them into the body of the e-mail or type them right into the e-mail program itself.
- 2) Use only Stat-O-Magic transaction terminology.
- 3) Be sure to include your league name and the effective date of your transactions on your e-mail.
- 4) Request a receipt for your e-mail so you know it has been received.
- 5) The transaction e-mail address is trans@statomagic.com.

Guidelines For Commish Corner

- 1) Keep these messages as brief as possible.
- 2) Commish Corner messages must be faxed or e-mailed along with your regular transactions for the week. They are not accepted via phone.
- 3) These messages will remain on the standings page until you either send us a new message, or tell us to delete the current message.

Guidelines For Retroactive Transactions

IMPORTANT! Retroactive transactions are transactions which are reported late (after the fact), due to some sort of reporting error during the course of the season.

- 1) Report retroactive transactions on the same form you use for your regular transactions for the week. Be sure to give the appropriate date(s).
- 2) Report retroactive transactions as soon as possible.
- 3) Use Stat-O-Magic terminology when reporting retroactive transactions.
- 4) Use the most current team roster when reporting retroactive transactions. You need to take into account any transactions which were reported after the roster you have was updated.
- 5) It may be necessary to back out some already reported transactions. We cannot activate a player who is already active. For example, you may have to undo a transaction reported on January 19th to make a transaction on January 12th work, if they both involve the same player.

Guidelines For Most Current Transactions On Standings Page (Verbage Trans)

- 1) Transactions must be received by Stat-O-Magic via FAX or e-mail by 10am PST on the day they are effective, or phoned in to the transaction hotline number the previous night. Remember that e-mail is not always instantaneous, delivery times actually vary from seconds to days (it is usually closer to seconds than days, but there are no guarantees)
- 2) We want all teams transactions reported at this time, not just part of the transactions in your league for that week. This saves us work because we only have to run your transactions once a week and not multiple times.

Transaction Terminology

IMPORTANT! Active rosters must remain the same size. Look at each move involving an active player as an action-reaction process. If a player is removed from the active roster, another player needs to be assigned to the active roster. Reserve rosters can vary in size. For example, an action-reaction transaction might be stated like "...**reserve** Randy Johnson, **activate** Wohlers...". Below are valid transactions, codes used when faxing, descriptions, and examples of various transaction types.

Activate (ACT) - Move a player from reserve roster to active roster.

"...**activate** Daulton..."

Reserve (RES) - Move a player from active roster to reserve roster.

"...**reserve** Pedro A. Martinez..."

Claim Active (CLA) - Claim a player to the active roster.

"...**claim to active** Blowers..."

Claim Reserve (CLR) - Claim a player to the reserve roster.

"...**claim to reserve** Timmons..."

Waive Active (WVA) - Waive a player from your active roster.

"...**waive from active** Smiley..."

Waive Reserve (WVR) - Waive a player from the reserve roster.

"...**waive from reserve** Bobby Jones..."

Trade Receive Active (TRA) - Receive a player in trade and assign them to your active roster.

"...**trade receive active** Sandberg..."

Trade Receive Reserve (TRR) - Receive a player in trade and assign to your reserve roster.

"...**trade receive reserve** Neagle..."

Trade Away Active (TAA) - Trade a player away who is currently on your active roster.

"...**trade away active** Jose Canseco..."

Trade Away Reserve (TAR) - Trade a player away who is currently on your reserve roster.

"...**trade away reserve** Velarde..."

Change Position (CP) - Move a player from current position to a different position. This is only necessary for leagues which use position eligibility.

"...**reserve** Salmon, **change position** Tony Phillips, **activate** Boggs..."

Expansion (EXP)- This is used to increase the size of your active roster. This is generally only used the last month of the season. Needs to be used in conjunction with **trade receive active, claim active, or activate**.

"...**expansion claim to active** Livan Hernandez..."

Stat-O-Magic Transaction Form

Phone 1-800-995-0177 FAX 1-800-995-1437

League Name Heckler National

email trans@statomagic.com

Team	Tran:	Player	Sal*	Date Eff.
Taters	RES	Doug Jones		12-Apr
	ACT	Br.Williams		
Angels	WVA	Boone		19-Apr
	ACT	Robert Mejia		
Run DC	RES	Mondesi		
	CP	Chip Jones		
	ACT	Andrews		
B. Belters	TAA	Eric Davis		
	ACT	Eisenreich		
	RES	Fassero		
	ACT	Kile		
	WVA	T.Hubbard		
	CLA	Newfield		
	TRR	Kingery		
Taters	TAA	Kingery		
	TRA	Eric Davis		

Team Tran: Player Sal* Date Eff.

Team	Tran:	Player	Sal*	Date Eff.
Please Note:				
1) League name is listed at top of form.				
2) Transactions are listed by earliest date first.				
3) Transactions are grouped together by team for the same date.				
4) It is only necessary to list the team name and date once. Don't use owner names.				
5) All moves involving active players are listed as an action-reaction process. A player is taken out, another player is put in.				
Do Not list them like this:				
B. Belters	RES	Fassero		
	TAA	Eric Davis		
	WVA	T.Hubbard		
	ACT	Eisenreich		
	CLA	Newfield		
	ACT	Kile		
	TRR	Kingery		
6) Change positons go in between player going out and player going in line-up.				
7) Transactions don't need to be typed, but we have to be able to read them.				

Commissioner's Corner (Note: Commissioner Corner notes must be Faxed.)

Meeting at East Bank Saloon on May 1st at 6:30pm.
Please be prepared to pay all your League fees at this meeting.
Thanx, The Commish

Transaction Terminology

ACT- Activate-Move from reserve roster to active roster.
 RES-Reserve-Move for active roster to reserve roster.
 CLA-Claim Active-Claim to active roster.
 CLR-Claim Reserve-Claim to reserve roster.
 WVA-Waive Active-Waive from active roster.
 WVR-Waive Reserve-Waive from reserve roster.

TRA-Traded Recieve Active-Recieve in trade,assign to Active roster.
 TRR- Trade Recieve Reserve-Recieve in trade,assign to reserve roster.
 TAA-Trade Away Active-Given in trade,coming off active roster.
 TAR-Trade Away Reserve-Given in trade,coming off reserve roster.
 CP(pos)-Changed Position-Changing position to (position going to).
 * Only nessecary if salary has changed.

