

O W N E R ' S G U I D E

MICROLEAGUE FANTASY MANAGER COACH



A L L N E W

E D I T I O N

MICROLEAGUE/USA TODAY FANTASY MANAGER is designed to let you run your Rotisserie or Fantasy league with ease from start to finish — from your season-opening draft or auction, right through to your end-of-season final report.

You'll be able to conduct your draft, record team and league information, automatically update statistics directly from USA TODAY'S SPORTS CENTER (or enter them manually), implement trades and activations, and print comprehensive statistical reports with your standings and complete team details.

And FANTASY MANAGER lets you structure and run your league the way you want: your statistics, your roster specifications, your scoring system, your nuances. It is, after all, your league.

GETTING STARTED

Before your auction/draft you will of course already have made certain decisions about your league — how many teams you'll have, whether you'll use the American, National or both Major Leagues, how many players you'll have on each of your fantasy teams and at what positions, what statistics you'll use, and so forth.

FANTASY MANAGER steps in after you've made your preliminary decisions and allows you to incorporate your structures, rules and guidelines into the program.

This manual takes you step-by-step through the process of defining your league, conducting your draft/auction, and smoothly running your season.

Loading FANTASY MANAGER

If you are going to run FANTASY MANAGER from a floppy disk, place that disk in the proper drive. Access that drive and type bfm to load it.

Ex. If you were going to run the program from your A: drive you would do the following:

<u>Type</u>	<u>Result</u>
A: (and press return)	You will log onto the A: drive
bfm (and press return)	The Fantasy Manager program will begin

If you are going to run FANTASY MANAGER from your hard drive, create a directory and copy the files from the disk to the hard drive. Type bfm from the hard drive to load it.

Ex. If you were going to run the program from your hard drive you would do the following:

<u>Type</u>	<u>Result</u>
md bfm (and press return)	You will make a new directory named bfm
cd bfm	You will change into the bfm directory
copy <drive letter>: *.*	You will copy all the information on the floppy to the bfm directory.
bfm (and press return)	The Fantasy Manager program will begin

The next time you begin the program all you will need to do is change into the bfm directory (cd bfm) and then type bfm to start the program.

The main menu will now appear and it lets you access any part of the program. The options ("DEFINE LEAGUE," "UPDATE STATS," "PRINT REPORTS," etc.) are lettered from A to J down the right side of the screen and can be selected by positioning and clicking (with a mouse) or by simply typing the corresponding letter (A-to-J) on your keyboard. The clicking and typing options are used throughout the program to accomplish various tasks.

NOTE : To exit any screen (except the main screen), either click on the box in the upper-left corner of the screen, or hit the escape button on your keyboard.

A. "DEFINE LEAGUE"

"LEAGUE SETUP"

Use these "toggle" switches to record whether you'll be using the American League, the National League, or both. Type (or click on) the letter "A." The on-screen league designation switches from American to National. Type or click again and the designation Both appears. Do the same with "B" to record whether you'll be using the East, West, or Both divisions. Finally, click on the box after Number of Teams and type in the number of teams you have in your league. Press escape when you have correctly entered the number of teams.

"PLAYER BREAKDOWN"

Note: On this and in many subsequent areas, you can move around from field to field by typing either the tab button or the up and down arrows on your keyboard.

Active Roster — Record the maximum number of active players each team may have at each position.

Your teams may use any combination of starting pitchers and relievers. Simply type the total number of pitchers each team may have after both **STARTING PITCHERS** and **RELIEF PITCHERS**.

You should also enter "0" if your regulations do not correspond with a given designation. For example: If you need to have four "corner men," but they can be any combination of first and third basemen, type "0" after First Basemen, "0" after Third Basemen, and "4" after Corner Men.

Reserve Roster — Record the maximum number of reserved players each team may have at each position.

"SET ELIGIBILITY"

Record eligibility requirements (how many games a given player must have played at that position to be considered eligible at that position in your league) by typing in the appropriate number of games after each position. Note: The USA Today Sports Center provides up-to-the-minute information as to how many games each player has played at each position during the ongoing season.

"REGISTER TEAMS"

Register information about each team in the appropriate spaces. At the top of the screen is the list of registered teams. Other data, that is displayed below, encompasses the individual team information. The "official" team name, the manager's name, his or her address, etc. To see or change information about any of the listed teams, press the number that appears to the left of that team. Once a team has been displayed, you can change its information. Position and click, or tab to move around the screen and record pertinent information about the team and its owner.

IMPORTANT: To record team information, you must click on **REGISTER** to save all your changes. Otherwise, all information about that team will be deleted. {If you do not select this, a box that asks whether you want this information saved will appear.}

If you have more than five teams in your league, you will need to use the scroll bar on the upper right side of the screen to view all of the available teams. To scroll, either use the page up and pagedown keys on your keyboard, or click on the up and down arrows on the screen.

"CLEAR TEAMS"

By selecting this option, you delete all stored information about every team in your league. {A box that asks whether you're sure you want to delete all information will appear.}

B. "DEFINE SCORING"

"SCORING PARAMETERS"

First, use the toggle method to select **TRADITIONAL** or **FIXED**. **TRADITIONAL** uses the ranking scoring method, assigning points in descending order based on the number of teams in your league. For example, if you have a 10-team league, the team with the highest number of home runs (assuming home runs is one of your categories) will be given 10 points, the team with the second highest total will be given 9, and so on. (Standings are based on the sum of each team's points.) **FIXED** allows you to assign a value for each statistical contribution you decide is relevant. For example, you may decide that each home run is worth 5 points, each RBI worth 3, each win worth 10, each earned run allowed worth minus-1, and so forth.

"OFFENSIVE"

If you're using the traditional scoring method and you want all stats equally weighted, simply type the numeral "1" after each of the statistics you use. To "weight" a statistic, type any other numeral or decimal and the scoring will be based on that designation.

For example:

You have 10 teams and you want stolen bases to be only half as important. Type ".5" and the first place team in stolen bases will be given 5 points, the second-place team will be given 4.5, and so on. If you want a statistic to count twice as heavily, type "2." This will give the first-place team in that category 20 points, the second-place team 18, and so on.

If you're using a fixed system, simply type the number of points or units (plus or minus) you want each statistic to count.

"PITCHING"

Follow the same procedure you used for offensive designations. All statistical parameters for both offensive and pitching scoring menu's will be explained in the General Information section of the manual.

"PRIZE DISTRIBUTION"

This lets you designate what percentages of your prize fund will be associated with your league's final standings. Enter values as you've done on the other data screens. You do not have to assign values to all these fields, but to exit the screen, the values must add up to 100.

"COMPUTE PRIZES"

This function calculates how your league's prize distribution breaks down based on current standings and contributions.

C. "DEFINE COSTS"

Here you can designate all costs (if any) associated with your league. In the **CUSTOM FEES** section you may also define other cost-associated transactions and/or fines, along with their designated fees. **FANTASY MANAGER** automatically calculates each team's debts based on the transactions that occur throughout the season.

D. "CONDUCT AUCTION/DRAFT"

When you select this option, a screen appears asking you to select a player data file. The player data files available in the current directory/disk will be listed. To select a file press or click the number that appears to the left of the filename. If you need to change directories choose the number that has two periods to the right of it (..) and the word <DIR> a little further left. This will take you out to the root directory and you will be able to choose any subdirectory you wish. To change the current drive, press the function key that corresponds to the drive you'd like to access.

Player Auction Screen

The PLAYER AUCTION screen shows you ("A") which players are available at each position, ("B") which team is currently selecting, and ("C") whether that team is selecting a player for its active roster or its reserve roster. It also provides for the salary of the chosen player to be designated.

The selections (A), (B), and (C) act as toggles. By clicking on them, or typing the appropriate letter on the keyboard, you advance to the next entry. (A) advances through positions and lists of still-available players; (B) through the names of your league's teams; and (C) back and forth from ACTIVE to RESERVE.

To "sign" a player:

1. make sure the displays listed in (B) and (C), and the salary displayed on the screen are correct;
2. type the corresponding number next to that player on the

screen, or click on his name or slot number with your mouse.

He is then removed from the list and placed on either the active or reserve list of the team that has selected him. If you make a mistake, you can reverse a selection by "dropping" him in the PLAYER TRANSACTIONS screen.

AVAILABLE signifies the number of units the displayed team still has to work with and is calculated automatically based on the salaries that team has "spent" so far.

To view a team's current roster during the draft or auction, simply click on the ROSTERS button or type the button labelled "F1."

Any player's current stats can be displayed by clicking on PLAYERS or typing "F2." This lists all available players at the displayed position along with their most recent statistics.

E. "UPDATE STATS"

There are three ways to update the statistics of the players in your league.

A. Download Stats from USA Today - When this option is selected, the USA Today Sports Center will automatically be dialed on your modem. Follow the instructions that appear on your screen to download up-to-date statistics. The first time you attempt to download stats you will go through a series of "set-up" screens that will ask you what communications port your modem is using, what

baud rate your modem operates at, and which local node you will call through (Telenet or Tymnet). You will then be asked for your I.D. number and your Handle. (The I.D. Number and Handle will be found on the inside of the back cover of the manual.) Once all of this is complete the program will then dial the Sports Center. Once you have input these selections you will not be prompted again. The next time you attempt to download stats the program will automatically dial the Sports Center, connect you to the Sports Center, and ask you the date of the stats you would like to download. Once you have selected a file to download the program will download the file, and then disconnect you from the Sports Center, thus keeping your on-line charges to a minimum.

The first time you connect to the Sports Center you will also need to input some user information (name, address, etc.). You will finally be asked if you would like to purchase a download package.

The stats for Fantasy Manager are guaranteed to be updated daily by 6pm est. So if the stats you are looking for are not there you can terminate the connection and not lose a download.

B. Load Stats From USA Today Disk - Use this option when you want to load up-to-date stats from a disk. You will be able to "subscribe" to these disks so that if you do not have a modem you can still update your stats regularly. Once you press this option you will be prompted to choose the disk drive where the file resides. Select the appropriate drive and you will then be prompted to select the file you wish to use. Select the correct file and it will automatically update the stats in your league.

C. Manually Enter Stats - This option allows you to enter stats for each player manually. If you have ever used a MicroLeague General Managers/ Owners disk you will be quite familiar with this option. You will need to select a team file which you will begin editing. Once you have selected a team file, the roster will appear.

Select the number that appears to the left of the players name. If a player cannot be seen use the up and down arrow keys to scroll through the list of players. (Remember, you can use your mouse to point and click any of these options). Once you have selected a player his name with the list of needed stats will appear. All you need to do is fill in the appropriate amounts for each of the categories presented. Hit the escape key to exit and save what you have done.

F. "PLAYER TRANSACTIONS"

F1 "TRADE PLAYERS" — To implement trades, first toggle through "F1" and "F2" to get the teams you want (the teams involved in the trade) on the screen. Next, select the players being traded by typing their corresponding numbers or clicking on their names or numbers. The names of the players being traded will appear in the appropriate sections at the bottom of the screen under F3 TRADE. When all the players who are being traded appear in the lower section, type or click on "F3." This will shift the players to their new teams (and make the appropriate statistical adjustments).

Note: Players automatically retain the status (active or reserved) they had with their previous teams. To change a player's status, you must complete the trade, then enter the screen labelled FARM SYSTEM (see below).

F2 "WAIVERS" — To drop a player or place him on waivers, simply toggle through (A) until the appropriate team is displayed. Select the player to be put on waivers (his name will be shifted to WAIVER LIST), and select the button labelled F1 DEACTIVATE. If you want to change a selection, select the slot where the player now appears before you select F1 DEACTIVATE; he will return to

his previous slot. All deactivated players will be placed in the free agent pool.

F3 "FREE AGENTS" — Free-agent signings are accomplished essentially the same way the draft is conducted. Make sure the team you want is displayed along with his status (active or reserved), and his salary if applicable, then select the player to be signed.

F4 "FARM SYSTEM" — This allows leagues that use both active and reserved players to simultaneously activate and deactivate players. Select the players whose statuses will be changing (active players are listed on the left; reserved players are listed on the right). Once selected, those players immediately appear at the bottom of the screen. If you make a mistake, you can return a player to his previous slot by clicking on his name or selecting the letter associated with his new slot. To finalize the transaction, select F3 MOVE.

G. "EXPERT MODE (UNDO TRANSACTIONS)"

This section is set up exactly the same way the PLAYER TRANSACTIONS section is set up, with one exception: When you use it to make transactions, it does not leave behind records of players being removed from teams. It is therefore useful when you need to cancel transactions.

H. "WEEKLY BUSINESS"

"UPDATE PLAYER STATS" — This allows you to update statistics for all players.

"REWIND TO A PREVIOUS WEEK" — This restores the state of the league to a previous week. The Fantasy Manager automatically

archives up to four weeks of statistics. There is a toggle at the top of the screen that will allow you to "rewind" teams and their stats or stats only. The function of this will be explained in a scenario below.

You just realized that 3 weeks ago you forgot to make a trade in your league. What are you going to do? You need to rewind all the teams and their stats to what they were 3 weeks ago, before the trade was supposed to occur. From the menu you select to rewind both teams and stats to 4 weeks ago. Now you are back to where you started when you made the mistake. Now go and make your trades as they should have been made. Now you have to get your league up-to-date. This time you go to rewind, but toggle the letter A and it will only update the stats. This way the traded player(s) will update the stats correctly on the correct team. If you had kept updating teams and stats, you would have lost the trade that you made, and the teams would have gone back to the way they were before you selected "rewind".

"ENTER TEAM PAYMENTS" — This shows you what each team's outstanding debt is, and lets you record payments. Simply type the amount being paid, then type F1. The "due" amount is automatically adjusted.

"CHARGE CUSTOM FEES" — This allows you to "charge" teams based on the customized fees your league sets up.

"PRINT REPORTS"

Several league reports can be accessed from this screen:

F1: Weekly Standings - Which gives you the standings of your league to date.

F2: Transactions - This option will list out the transactions

that have occurred within the last week.

F3: Billing - Each team's outstanding balance will be displayed with the ability to print it out using this option.

F4: Team Rosters - You will be able to print out detailed team listings using this option.

F5: Free Agents - This option allows you to view and print the available free agents in your league.

F6: Mailing List - For the manager's who are managing from a distance, you will be able to keep track of their mailing address by having a hard copy print out.

F7: League Leaders - This option will list out all the leaders of each statistical category that you are using in your league. So dependent on your scoring parameters, you will be able to immediately see who is leading in home runs, era, etc.

It is important to know that all of the above information is extracted for you. Once you have your league set up and running these reports will automatically be updated. All you will need to do is point and click to get your hard copy print outs.

I. "SYSTEM SETTINGS"

This option will allow you to customize this software to your system, allowing for different modems, monitors, sound equipment, printers, etc.

J. "EXIT"

This saves any changes you've made to your league and returns you to DOS.

General Information

Offensive Scoring:

Batting Ave.	The players actual batting average
RBI's	The number of Runs Batted In for a particular player.
Runs	The number of times that particular player has crossed the plate.
Slugging	Total bases divided by the number of at bats a player has. A home run would be 4 bases, a double would be 2 bases, and so on.
Total Bases	The total number of bases a player has advanced with the exception of being advanced by a base-on-balls.
Errors	This is a mistake that is made in the field that causes a batter to reach a base when he should have been out.
Runs Produced	Runs plus RBI's would give you a total of runs produced.
Absolute bases	Stolen bases plus Total bases.
Home Runs	The total number of home runs that a player hits.
Stolen Bases	The total number of stolen bases that a player steals.
On-Base Avg	The percentage of time the batter will get on base when he goes to the plate to bat.
Hits	The total number of hits a player receives.
Walks	The total number of walks a player receives.
Trouble	The combination of triples and doubles.

Pitching Scoring

Wins	Total number of wins a pitcher has
Saves	Total number of times a reliever has come into a game and maintains the lead



Fantasy Manager General Information

Strikeouts	The total number of times your pitching staff has struck the batter out
Strikeouts minus walks -	The total number of strikeouts your pitching staff has minus his total number of walks.
Strikeout/Walk ratio -	The number of strikeouts divided by the number of walks.
Shutouts	The total number of times a pitcher has kept the opposing team from scoring a run.
Innings	The total number innings pitched.
Completed Games -	The total number of games that a pitcher has started and finished pitching the game.
CG plus Saves	Complete games plus the number of saves that your pitching staff has accumulated.
Losses	The total number of losses your pitching staff has given up.
ERA	Earned Run Average. How many runs per 9 innings a pitcher actually gives up due to hits.
(H+BB) / IP	(Hits plus Base-on-balls) divided by Innings Pitched
Win Loss %	Wins divided by (wins plus losses).
Wins-Losses	Wins minus losses
Appearances	The total number of times a pitcher has pitched in a game. Each game he pitches in is another appearance.
Earned Runs	The total number of runs given up due to hits.
Walks	Total number of Base-on-Balls that a pitcher gives up.

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