

# *Fantasy Manager Checklist*

With Fantasy Manager the emphasis is on flexibility. It doesn't dictate any standard fantasy league rule system. That task falls onto the league members, whose job is made much easier by the advanced functions of the Fantasy Manager. The league members set the policies and rules of the league, and edit the parameters in the Fantasy Manager accordingly.

## **FANTASY LEAGUE CHECKLIST:**

### **PRE-SEASON SETUP:**

#### **I. DEFINE FANTASY LEAGUE PARAMETERS:**

(The following are to be done at the beginning of league play only. Changing mid-season will result in current team data being re-initialized, or "re-formatted".)

- ☐ A. Specify player eligibility using LEAGUE SETUP.
- ☐ B. Set number of teams in your league.
- ☐ C. Set maximum number of Active players at each position using the PLAYER BREAK DOWN selection.
- ☐ D. Set maximum number of Reserve players at each position using the PLAYER BREAKDOWN selection.
- ☐ E. Set Minimum number of games a player must have played to be eligible for draft at each position using PLAYER ELIGIBILITY.

#### **II. REGISTER TEAMS:**

- ☐ A. Fill in all owner information using the REGISTER TEAMS option under DEFINE LEAGUE.
- ☐ B. After each team definition, select the REGISTER button to make the entry.
- ☐ C. Repeat until ALL TEAMS HAVE BEEN DEFINED. You should not add additional teams mid-season.

#### **III. SPECIFY COST PARAMETERS, INCLUDING CUSTOM COSTS.**

- ☐ A. Enter all standard cost parameters using DEFINE COSTS.
- ☐ B. Add descriptions and amounts of any custom costs using DEFINE COSTS.

(Note: Standard costs are charged automatically. Custom costs must be charged using the CHARGE CUSTOM FEES option under the WEEKLY BUSINESS option.)

#### **IV. SPECIFY SCORING PARAMETERS:**

(Note: These functions are obtained under the DEFINE SCORING option.)

- ☐ A. Decide type of scoring to be used, either TRADITIONAL or FIXED.
- ☐ B. Specify which batter scoring statistics are to be used by entering a non-zero weighting factor into the appropriate category.
- ☐ C. Specify which pitcher scoring statistics are to be used by entering a non-zero weighting factor into the appropriate category.

#### **V. CONDUCT INITIAL DRAFT:**

(Note: These functions are under the CONDUCT AUCTION selection. The Fantasy Manager Disk comes with a start-of-season roster. It is possible that this roster does NOT include players signed late in the pre-season. To obtain the most up-to-date starting lists, modem users may select the free download option from USA TODAY, or you may order a stats disk from MLSA.)

- ☐ A. Starting pitchers are displayed first. Enter salary and click on desired name. Draft all pitchers required onto first team. Toggle to next team name, and repeat the process.
- ☐ B. Click on position button to toggle to next position. Repeat procedure in step V.A. for all positions.

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## **WEEKLY OPERATIONS:**

(Note: Conduct these operations for each week of the season.)

### **I. UPDATE PLAYER STATISTICS:**

- ☐ A. Select UPDATE STATS from the main menu. You may update by either downloading from USA TODAY, loading update from diskette, or by manual entry. Choose one of these options to load the current data.
- ☐ B. Choose WEEKLY BUSINESS from the main menu. Select UPDATE PLAYER STATS. This updates player entries in each team with the information obtained in the download.
- ☐ C. At the WEEKLY BUSINESS menu, select PRINT REPORTS. Select WEEKLY STANDINGS to show the ranking and scores of all fantasy teams. To view how players on each team performed, select TEAM ROSTERS. You may also view how each team ranked in each of the scoring categories by choosing LEAGUE LEADERS. For each report, you are given the option to print either to a printer or to a disk.

### **II. CONDUCT PLAYER TRANSACTIONS:**

(Note: These options are obtained by selecting PLAYER TRANSACTIONS from the main menu.)

- ☐ A. Make any trades by selecting TRADE PLAYERS from the PLAYER TRANSACTIONS menu.
- ☐ B. Drop any players by selecting WAIVERS from the PLAYER TRANSACTION menu.
- ☐ C. Change players status from active to reserve using the FARM SYSTEM option.
- ☐ D. Acquire new players in mid-season by using the FREE AGENTS selection. This functions similarly to the AUCTION players option.

### **III. PERFORM OTHER WEEKLY BUSINESS:**

- ☐ A. If your league charges any custom fees, you may charge these by selecting the CHARGE CUSTOMFEES option from the WEEKLY BUSINESS menu.
- ☐ B. Enter and record team payments using the ENTER TEAM PAYMENTS option.
- ☐ C. Print out billing information by selecting BILLING from the PRINT REPORTS option.
- ☐ D. If required, you may produce a listing of all free agents by choosing FREE AGENTS from the PRINT REPORTS menu.
- ☐ E. From the reports menu, select TRANSACTIONS. You must either print this to printer or disk. These logs are essential should you need to correct transaction errors in previous weeks.

## **END SEASON OPERATIONS:**

### **I. COMPUTE PRIZES:**

- ☐ A. Make sure no teams have an outstanding balance. Select BILLING from the PRINT REPORTS menu to verify. Should any accounts be payable, make sure that they are up to date with \$.00 due before computing prizes.
- ☐ B. Choose DEFINE SCORING from the main menu. Select PRIZE DISTRIBUTION. Specify percentages to be awarded for each of the ten rankings. These percentages must add up to 100.
- ☐ C. Choose COMPUTE PRIZES from the DEFINE SCORING MENU. Prizes are computed based on the finishing rankings and the settings specified in the PRIZE DISTRIBUTION option. Print prize awards either to printer or disk.

### **II. END SEASON REPORTS:**

- ☐ A. From the PRINT REPORTS menu, select WEEKLY STANDINGS to print out the final week of league play.
- ☐ B. Choose TEAM ROSTERS to display final rosters of each team.
- ☐ C. Mail final reports to team owners. Information can be obtained by selecting the MAILING ADDRESS information from the PRINT REPORTS menu.