

INTRODUCTION

Imagine the following situation:

It's Saturday afternoon again and, as usual, you are watching the football on TV. Naturally, your favourite team is playing ... and yet again it's exasperating. Your club is losing, the wrong players have been selected, the substitutes are even worse and goals are being missed that your granny could score with her eyes closed. In short – the whole team looks as though it's about ready to go into hibernation for the winter.

If only you were the trainer for your club. You would make the players shape up and get the club back on track!

With **Director of Football** you can take over the sole direction of the club of your choice. You will be trainer, manager and chairman, all rolled into one.

As manager, or chairman, you will control financial matters and must keep the club "in the black". You will be responsible for player transfers, the wage bill, sponsorship deals, youth team development, and so on.

As the trainer, you must try to put together a strong team from your squad, set optimal training targets, set the team tactics for each match, and help with individual and collective team motivation.

There is one thing you cannot do with ordinary football management sims – get personally involved at the game level! **Director of Football** changes this: for the first time you are able to call for a player to 'shoot', or 'go right' – and see your demands translated into real action on the field!

Accept the challenge and turn your favourite club into one of the leading clubs in Europe.

INSTALLATION

Before you can run **Director of Football**, it has to be installed on your hard disk. Insert the CD into the CD-ROM drive. The CD will proceed to autorun and a menu will appear.

If autorun is not enabled on your system, then you will need to run the setup yourself. Click on the Start button on the Windows taskbar and select Run followed by typing in your CD-ROM drive letter (typically D:) followed by "install_uk.exe" (territory dependent).

Note - When playing **Director of Football** the CD must be present in the CD-ROM drive! Only remove the CD after you have finished playing.

Note - during installation you must enter your name and the individual registration number.

Your Registration Number can be found printed on the inner front of the product case.

After clicking the Install-button a window appears, in which you can specify the target directory for **Director of Football**.

Click on "Start" to run the install program. The program needs approx. 400 Megabytes space on your hard disk.

COMPETITIONS

When starting a new game, the data is based largely on the 2001-2002 season. You can modify the data using the Editor, which is covered later in the manual.

Using the default English data you can access the following league and cup competitions.

- The English Premier Division, First Division, Second Division and Third Division.
- The English Challenge Cup and League Cup.
- The top divisions of the Dutch, French, German, Italian, Portuguese, Scottish and Spanish leagues.

It is also possible to switch between 3 other sets of data, French, Italian and Spanish:

- The French First Division, Second Division and Third Division.
- The top division in England, Germany, Holland, Italy, Portugal, Scotland and Spain.
- The Italian Serie A, Serie B, Serie C1A and Serie C1B.
- The top division in England, France, Germany, Holland, Portugal, Scotland and Spain.
- The Spanish Primera Liga and Segunda Liga.
- The top division in England, France, Germany, Holland, Italy, Portugal and Scotland.

EUROPEAN COMPETITIONS

In the basic English, Italian, French and Spanish configurations the following European competitions are available.

CHAMPION'S CUP

The Champion's Cup begins with a qualifying round for teams that have not qualified by right. 32 teams play each other, home and away and the 16 winners go into the first round proper (the losers go into the EURO Cup). The first round is made up of 32 teams split into 8 groups (each of 4 teams). The four teams in each group play each other home and away. The top two teams in each group qualify for the second round. These 16 teams are split into 4 groups of 4. The top two in each group qualify for the quarter finals. From the quarter finals on the Champions Cup is a straight knock out competition, each match consisting of a home and away leg apart from the final that is a single match. The winner qualifies automatically for the Champion's Cup in the following season.

EURO CUP

The EURO Cup begins with three qualifying rounds. These rounds start with 24 teams. In the 2nd round there are twelve teams, and the three winners from the 3rd round qualify for the first round proper.

There are 64 teams (total) in the first round and the EURO Cup is a straight knock out competition. Each round consists of a home and away leg apart from the final. The winner automatically qualifies for the EURO Cup in the following season.

Each team is allowed to take part in just one European competition per season.

If a team qualifies for several competitions, it takes part only in the most prestigious. Another team will take the place vacated in the lesser competition.

START UP

Starting **Director of Football** will bring up the following options:

- New Game
- Load Game
- Continue Last Game
- Editor

Select one of these by clicking on the appropriate button with the left mouse button.

New Game

When starting a new game you will be asked if you want to start with the basic settings. The basic set-up has league, competition and player configurations/data based on the 2001/2002 season. Left click on the green TICK to select the basic set-up.

To start with a DIFFERENT start configuration click on the red CROSS symbol. You can choose between self customised (see Editor) and pre-set configuration files, select various missions or change various game options.

If you selected the CROSS you may amend the basic start data with the following options. These can be applied to all clubs, for player clubs only, or for all clubs except player clubs:

Shuffle Player/Team Allocations

Choosing this option randomly allocates players to clubs.

Adopt Player Strengths

Select this option to accept the pre set player attribute values (e.g. Power, Dribbling etc.) based on actual past performances. If you do not select this all players receive random strength values.

Adopt Attributes (Skills)

Select this option to accept the pre set player skill values (e.g. crossing, heading etc.) based on actual past performances. If you do not select this all players receive random skill values.

Adopt Player-Positions

Select this option to accept the pre set preferred playing positions for the players. If you do not select this the preferred positions for players are set randomly.

Adopt Stadium Dimensions

Select this option to start with the pre set actual stadium capacities. Note that this can be drawback later if you pick a club with a very small stadium. Deselect this option if you want all teams to start with stadiums of the same size.

Adopt Player Ages

Select this to start with the actual age of the players. If you do not select this the age of all players will be determined randomly.

Season Tickets

If this option is selected, then season tickets are sold in advance for each season. This ensures a fixed source of income at the start of each season. However, it reduces the ticket sales for each home game because the number of season-ticket holders must be deducted from the number of spectators.

Retain team strengths long-term

Select this if you want the program to retain the clubs starting strengths for as long as possible. E.g. If this mode is chosen Manchester United will not sink to the bottom league, even after 20 years.

NOTE – in the basic start configuration **Director of Football** tends to take a romantic view of football which allows every team at least some chance of winning a major honour. If you want a game that more closely mirrors the often harsh reality of modern football we suggest you amend the data (by adopting all the 'real world data') using the options above.

MISSIONS

If you did not select the basic set up you have the opportunity to undertake specific management goals. These cover special game situations in which have to achieve a set target. You are allowed varying amounts of time for these tasks.

After completing a mission you can continue the game normally.

QUICK PLAY MODE

Director of Football is designed to use the same detailed mechanics for computing the results of every game. If you select Quick Play mode only the goals are calculated in the less important competitions and only the games in the competitions in which you take part will be computed in detail. On slower computers this helps the game run faster. At any time during the game you can opt for the exact computation of an individual competition.

After setting all the options click on the traffic light at the right of the screen. If the light is red the settings are conflicting and the game will not run. Check the Editor section for further details.

STARTING THE GAME

In the top frame enter the number of players (up to 12) and their names.

Enter the name of the first player. With the left mouse button click on the name field and enter the name with the keyboard. Confirm your entry with the RETURN key.

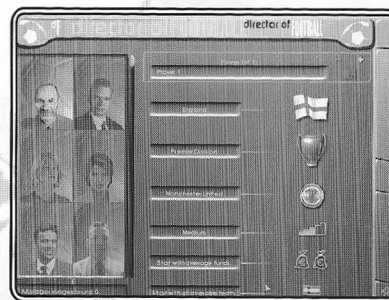
Select what your manager looks like from the 12 pictures on the left of the screen.

With the + and – buttons you can add further players or jump about between their settings.

Select the desired symbol by clicking with the left mouse button.

The currently displayed manager can be removed using the "trash basket" symbol (left-click).

Right clicking on the symbols below brings up context menus, in which you can set all the options valid for the current player.



Countries Flags:

Specify the country where you will become **Director of Football**.

Championship Cup:

Choose the league in which you would like to start playing.

Emblem:

Select the club you would like to manage.

Ladder:

Select the level of difficulty for your game. Only select the easiest level if you are an absolute beginner (as this makes the game very simple indeed).

Money Bags:

Decide how rich your club is at the start of the game.

Table:

Specify how strong your team is compared with the other teams in your league.

When you have finished these settings you can set up another player.

Changing leagues

If you want to see how your favourite foreign team (e.g. Juventus in Serie A) would do in a foreign league you may do the following –

From the first screen right click on the team badge. This brings up a list of leagues – select Serie A and then select Juventus. Right click on the Italian flag at the top and select the English flag (Premiership). Click on the continue button. Juve will now play in the English Premiership (vs. Man Utd, Arsenal etc.).

BEGIN THE GAME

When you are happy with all the your game settings LEFT CLICK on the player symbol to START THE GAME.

OPERATION

The game is operated almost entirely with the mouse.

THE MOUSE POINTER

The following types are available:



- 1) **Normal mouse pointer**



- 2) **"Blocked"**

Nothing can be selected here for the time being.



- 3) **"Movable"**

The object can be moved using "drag and drop". Hold the left mouse button depressed and drag it to the desired position. When you release the mouse button, the object is relocated to its new position (as long as it is a legal move).



- 4) **"Hourglass"**

Please be patient, the computer is busy.



5-7) "Mouse Buttons"

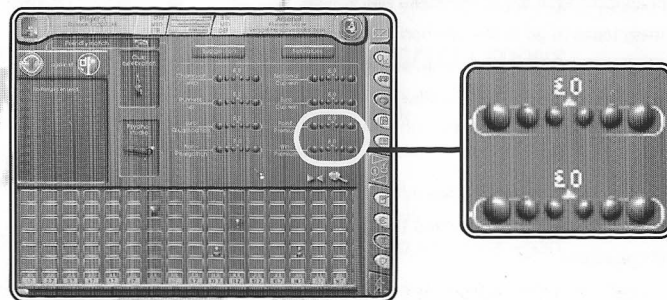
Red highlighting indicates which mouse button you can use at the current mouse position. As a general rule you can change settings with the left button whilst the right button opens a context menu in which you can click on specific items (using the left button).

IMPORTANT – ACCESSING THE OPTIONS MENU FROM ALL SCREENS

The "Options" menu appears when the mouse pointer is on a screen area where nothing can be selected and you click the right mouse button.

THE SEE-SAW

The 'see-saw' is the main device used for setting specific numerical values. A left-click on the three balls on the right increases the set value. A click on one of the three balls on the left causes the value to decrease again.

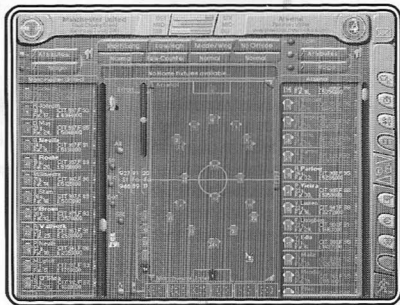


THE MENU BAR

A menu bar is constantly displayed on the right hand side of the screen. The icons of the main menu are permanently displayed along with the icons for the sub menus of the screen you currently have active.

SELECTION MENUS

The main menus correspond to the four icons at the bottom of the bar (Team, Leagues, Finances, Director).



Use the left mouse button to select a main menu. Once a main menu has been selected the sub-menus will appear at the top of the menu bar.

Left-click on these icons to go to the appropriate sub menu.

The bar at the top of the screen shows data about your club and your opponent (if you have a game). The bars in the middle show how your team compares to your opponent.

INBOX

If you left-click the "Inbox" icon at the top right, your News Window opens. New messages are displayed automatically if you have selected this function by right clicking on the "Inbox" icon in the top right of the screen.

Use the buttons with the "Arrow" symbols to switch back and forward between stored messages. You can erase the currently displayed message by left clicking on the "Waste Bin" symbol.

Some messages expect an answer from you (E.g. a proposal for a friendly game). Left-click on either the 'tick' or the 'cross' to accept or reject the offer. The end button on the right closes the news box window.

For ease of use you should delete unimportant messages from time to time.

FAVOURITE MENUS

In the centre of the menu bar there are four other buttons.

The buttons with the "Arrow" symbols take you automatically to the menus you used last. Use the left and right arrows to move between the screens you have visited.

During the course of the game you will notice that you are constantly returning to certain menus. Use the button with the "Mouse" symbol to speed this process by being able to call up the favourite menus that you have previously specified.

Right-click on the symbol of the desired menu item. A context menu appears, in which you can allocate a place for that menu in the favourite menus sequence. Once set, simply by clicking the "Mouse" symbol you will pass automatically from favourite menu to favourite menu, in the order you have set.

ADVANCING TIME

When you have to advance to a new day, select the button at the bottom right to advance the game.

PLAYERS

ATTRIBUTES, VALUES AND COMMON CALCULATIONS

Each player has an average total strength between 1 and 999. This is an average value; it is calculated from three component values: (C)ondition, (I)ntelligence and (T)echnique.

Example: A player has the following strength values:

Condition = 900 Technique = 930 Intelligence = 960

Hence the player has a total strength of $(900 + 930 + 960) / 3 = 930$.

In addition, a player's total strength is also influenced by his form and level of fatigue.

Form is expressed as a percentage between 0 and 99 %. Variations in form have a limited effect on a player's total strength, altering it by up to 20%.

Example: A Player has the following stats:

Condition = 930 Intelligence = 890 Technique = 870

Form = 75%, Current Strength = 850.

A team's Strength is based on the average strength of all its players.

Fatigue

The Fatigue Level is also expressed as a percentage between 0 and 99% value (the lower the value, the fitter the player). Fatigue has no general effect on the total strength of a player.

However, it does affect the fitness level during a match.

FIELD PLAYERS

Field players differ from Goalkeepers in that their strength values are split into individual categories (with a value of 1 - 999).

The strength-categories are:

(Strength + Stamina + Tackle) / 3 = Condition

(Team Spirit + Tactical Sense + Overview) / 3 = Intelligence

(Acceleration + Dribbling + Shooting) / 3 = Technique

In addition to his strength value each player has ratings for various other skills.

For field players these are as follows:

- Crossing
- Free Kicks
- Penalties
- Corners
- Goal Instinct
- Robustness
- Heading
- Nerve
- Aggression
- Club Loyalty
- All-Rounder
- Experience

These ratings have values between 0 and 99%. They do not affect the total strength of a player but their influence can be clearly seen on the pitch.

GOAL KEEPERS

Goalkeepers have a single overall strength category. Form and Fatigue Levels can affect this.

A goalkeeper also has additional skill areas

- Reflexes
- One on One
- Positioning
- Robustness
- Nerve
- Club Loyalty
- Experience

PLAYER INFORMATION MENU

Right clicking on a player brings up his information menu.

With this you can adjust the players position, set him special tasks, order special training for him, conduct contract negotiations or call up further information about him.

Via the 'Tasks' selection field you can specify who will be captain, who will take free-kicks and penalties and who shall be responsible for taking corners. Icons in the player list indicate which of your players has special responsibilities in your team.

Left clicking on the "Player Information" selection field brings up the complete Data screen for the selected player. Use the buttons on the right to set the field you wish to view.

PLAYER CONTRACTS

Via the 'Club' selection field you can left-click to perform contract negotiations, put a player on the transfer list or take out insurance cover in case of injury.

If the 'Contract Negotiations' field is selected, all data relevant to the negotiation is displayed inside the window. Using the 'see-saw' in the lower panel you can offer a new contract to the player. Enter a proposed wage and contract length. Confirm your offer with the small TICK in the bottom left. The player will decide in the near future whether he wants to accept your proposal.

Important data for contract negotiation:

In contract negotiations (selectable via the Player information menu) there are five possible scenarios:

- Negotiate with one of your own players (e.g. about extending his contract). If another club has made an offer for your player you decide if the transfer fee being offered is satisfactory.
- You negotiate in the transfer market with a player who is currently unemployed. This has the advantage that no transfer fee is involved.
- You negotiate with a player who is still under contract elsewhere. In this case you must pay his existing club an adequate transfer fee. You may also have to entice the player with a generous salary.
- You negotiate a Bosman transfer with a player who is still under contract elsewhere. In this case only a wage is offered, and if accepted, the player will join you after his current contract expires.
- You negotiate a loan deal with a club. In this case you offer a cash fee for the temporary services of their player.

A player will always ask for time to consider an offer.

During this period other clubs can negotiate with the player and this might result in an auction (or 'bidding war').

If another club has made an offer to buy one of your players you can reject it immediately. Sometimes another club may make an offer to sign one of your players whose contract is running out. If you want to keep him you will have to make a counter offer to convince him to stay.

INSURANCE

Select the "Insurance" button to arrange an injury insurance policy for the player.

If you wish to get insurance, set the time period you want using the see-saw below the appropriate company logo. Click on the logo and confirm your entry. The player is now insured. Every time the player is injured during the insurance period, compensation will be given to you. This is a worthwhile option for players who are often getting injured, or those that you just can't afford to lose...

You can toggle between your players using the two blue arrows at the bottom right of the screen.

TIP

Via the Emblem context menu you can switch directly to the Team-Info screen, call up some data and then return to the Player-Info screen.

This also works in reverse: from the Team-Info you can select a player name and then switch to the Player-Info.

CLUBS

Getting information on your own and other clubs

Right clicking on almost any team name brings up a context menu from which you can display "Team Information". The "Information" overview menu is displayed for the selected team.

Depending on which of the buttons on the right you select, the following information is listed:

Results, next games, historical items, comparisons, players, table positions, goals, chances, goals against, opponents' chances, tackles, lists of fouls, lists of scorers and disciplinary problems.

You can separately evaluate Home and Away games by activating one of the two buttons.

Alternatively you can select data for a specific competition by left clicking the competition icon.

Select the competition you want the information for by right clicking to access the context menu.

By using the two blue arrows you can switch at any time between all the clubs in the league.

You leave the overview by left clicking on the tick symbol.

You can also use the right mouse button to select players in the player lists to access their information. From here you could set their match instructions or offer a contract.

AUCTION

Auctions occur during the game when several clubs have made an offer for the same player.

The highest bid is not always accepted as the club selling the player has some say in whom they sell him to and the player will want to go to the club that he feels is best for his long term career prospects.

In the latter case this means that a less prestigious club will generally have to make a much more attractive offer than its rivals.

Up to seven clubs may take part in an auction.

Only clubs that have already made an offer participate in the auction. If more than seven clubs have made an offer, only the seven highest bidders will be admitted to the auction.

During an auction you can increase your offer for a player. Bids can continue until the auction period ends at which point the club selling the player decides which bid is successful.

When one of your own players is being auctioned you can decide whose bid you want to accept by simply left clicking on the relevant column. Your choice only takes effect once the auction period has expired, until then you can change your selection. This might persuade another club to increase its offer. However, the club whose offer you have provisionally accepted cannot increase its offer – so don't decide too quickly.

If you think that none of the offers are high enough and would rather retain the player, do not click on any of the bid columns. The player will not be sold.

For more details on transfers see the Transfer Market section Page 22.

TEAM

Here you can select your team line-up, give tactical instructions, arrange training, deal in the transfer market, and examine player information at any time.

TEAM LINE-UP

The Team Line-Up screen is probably the one you will visit most often. Use this screen to select your squad and set your tactics for the next game.

You can select the eleven players for the starting line-up for your next game. You also select substitutes, give tactical instructions and set your training regime.

The screen is divided into three areas.

Player information is on the left and right (your players on the left, the opposing team on the right). The pitch is in the centre with players in their playing positions.

Your substitute players are on the left of the pitch.

Buttons for issuing general tactical instructions for the whole team are on the top of the screen.

If a game is the next event on your calendar (see "Calendar") you will need to decide on your line up.

First you must choose which system to use against your opponents, i.e. how many defenders, midfielders and strikers you want to line up.

For example: 4 - 4 - 2, 4 - 3 - 3, 5 - 3 - 2 etc.

Assuming you want to start on the offensive select 4-3-3 (four defenders, three midfielders and three attackers). Now you have to determine which players are best for these positions. Examine the player information on the left side of the screen.

To avoid confusion we suggest you consider and complete the line-up for each section of the team in turn. If you would like to start with the goalkeeper, simply select the "GK" button on the right next to your list of players. Select or deselect the relevant team sections by left-clicking the "GK", "Def", "Mid", "Str" and "All" buttons.

The player texts are also in different colours (as an optical aid). As a general rule 'the lighter the text - the better'. E.g. For strength classification the colour gradation ranges from dark-blue (weakest player on either side) to white (strongest player on either side).

If you classify by other criteria (e.g., Wage or Goals) then other minimum and maximum values apply. To change the classification settings use the text buttons above the player lists imprinted with a brush symbol.

By right clicking on the top button you can specify the player attribute for which the colour classification is to apply. In the context menu that appears, simply left-click to set or remove tick marks until the required attributes are marked. Your selection forms the basis for the subsequent classification.

For example if only the Form attribute is ticked, then only Form values will be used for colour classification.

All the player list display options are available for the opposing team (on the right side of the screen). You can also use this area to look at any team in the current leagues. Right click the pitch display to access a context menu. Select the team you want to look at by left clicking. This will replace your current opponents in the display area.

When you place the mouse pointer over a player he is highlighted in the list of players and on the field of play. To add the player to the current line-up, hold down the left mouse button and drag him to his position on the pitch. If you drag a player exactly onto another player they will be exchanged.

Note - in your team line up, injured players are marked with a cross, banned players with yellow or red cards.

Example:

You want to bring the substitute goalkeeper into the game. Using the left mouse button, drag him to the exact spot where the current goalkeeper is located. This will 'swap' the players (with the original first choice goalie moving to the substitutes bench.)

Players can be removed from the field with the mouse at any time. Make certain however that 11 players are always selected and that you have nominated enough substitute players (max. five).

The average strength of your selected eleven (Strength, Form, Fatigue Level) is displayed on the left, next to the edge of the pitch. You can also see how strong the opposing team is.

If these figures are displayed in red you have less than 11 players in your line-up.

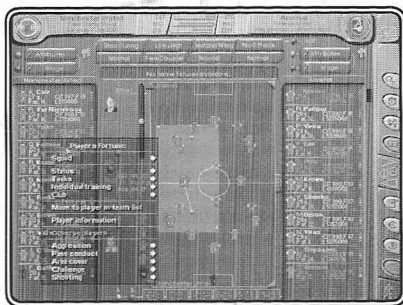
Tactics:

Your line-up is complete but your players still need tactical instructions from you for the game.

If you draw the mouse over a player on the field, his preferred position is highlighted on the pitch. The further you move him from his preferred position the more likely it is that his performance (during the match) will be lower than his strengths indicate.

Left-click on a player to see the areas in which he will generally play (although players do of course wander from their position from time to time!). You can reduce or enlarge this area by dragging on the arrows at the four corners of the area while keeping the left mouse button depressed.

The advantage of players covering larger areas is that in total you cover more of the pitch. The disadvantage is that during the game players become fatigued more quickly. Within a player's normal playing area, you can fine tune his offensive and defensive responsibilities by adjusting the two lines above and below the player. Change the positions of these by holding the left mouse button down on one of the buttons and drag it to another position.



To issue individual tactical instructions to a player right click on his shirt. E.g. you can instruct a player to "Shoot at every opportunity". Instructions applicable to specific positions or players can be stored in the Team Line-Up.

If you want a player to undertake man-to-man marking on an opposing player, drag him on to the relevant opposing shirt. If your player's shirt is cropped, he is able to perform this role. If you drag your player away from the opposing player, the man-to-man cover is lifted.

At the left-edge of the pitch corners there are two arrows. These influence the way the players are displayed on the pitch. If "Upward Arrow" is selected you will see your players in their attacking position. If "Downward Arrow" is selected, your players will be in their defensive position. If both arrows are deselected, the display returns to normal.

The top "R" at the right edge of the pitch shows the area cover of your opponent. When it is active, the areas covered by the opposing players appear on the pitch as black regions. The bottom "R" displays the area cover of your team in light colour gradations. The lighter the area, the more dominant your team is in that position.

Select both buttons at the same time to display a comparison of the area cover of both teams. Dark areas indicate positions dominated by your opponents, lighter indicate where you are superior.

The button on the right side of the pitch toggles your opponents team on and off.

The team formations you create on the field can be stored and used again at any time. Formations can be stored in the Line-Up boxes displayed at the bottom of the screen.

Director of Football has already filled these boxes with some standard formations – to use these either drag a box to the field of play using the left mouse button – or simply press the left button.

You can save your current formation by holding the left mouse button depressed on the field of play at a vacant spot. A Mini-Pitch appears which you can drag to one of the 6 Line-Up boxes. When you let it drop, your formation is saved in that box.

WARNING If you have already used the Line-Up box, the formation already saved there will be over written.

In total you can save 12 different formations. The first six are available by clicking "A" (on the left of the boxes) the second six appear when you select button "B".

To restore the default formations right click and select "reset to standard values". The selected box will reset to the original start formation and your own saved formations will be lost.

Allocate player positions:

If you tick this option, the stored formation saves the exact players assigned to it. When the option is not ticked, the program automatically looks for the best player for the system you have selected.

Note player instructions:

Use this option if you want the specific instructions to the players (Aggression, Pass conduct, Close etc.) to be saved as well.

In addition to individual tactics it is possible to give general tactical instructions to your whole team. The buttons used for this are to be found above the field of play. By left clicking, each button can change to three different settings.

The following tactical instructions can be given:

Low to high balls:

Normally the most effective game is played with quick passes to feet. However, this generally requires a high level of skill to make this effective. If you think your team is not sufficiently skilled – or your team is strong in the air – the use of high balls might be a more effective tactic.

Short to long balls:

The fast, short-passing game is very effective if you have players with the necessary technique in your team. Long balls can be used to bypass the midfield if your opponents are superior in this area – or if you need to get the ball forward quickly.

Area Play:

Decide where to concentrate the play. If you have crossing experts or pacey dribblers attacking down the flanks can be very effective.

Offside Traps:

You should only use the offside trap when you have a tight team with good tactical understanding.

Fair Play:

You don't have to go for Fair Play, but it can often betray a "diving expert".

Counter:

Tactical play based on counter attacks with quick, agile players breaking out of a secure defence can be a very effective ploy – so long as you have the players required in your team.

Hardness:

How uncompromising you want your players to be. The increased aggression can unsettle opponents, but 'playing hard' increases the risk of injury and you run the risk of collecting red and yellow cards under a strict referee.

Team Coordination:

Attack full out, or pack the defence? The answer might well change from game to game, depending on the strength of the opposition.

If you let the mouse linger over one of the buttons, you will be shown to what degree your team has command of the relevant tactic. The more balls you see, the better your team is at executing the tactical instructions. Your team will try to follow these same tactics in the next game.

If you wish your team had better command over a given tactic, you can adapt your training program to cover it.

To do this, select the "Training" button on the right next to the tactics buttons.

The tactical instructions you have given to the team will quickly become evident on the field. For example, if you are playing "Without Rules", you will observe that your players more frequently resort to unfair means than when you have ordered "Fair Play" tactics. This can have the advantage that your players win more tackles ... but it can also mean that you might not finish the game with 11 players on the field!

You should design your tactics around your team's strengths and the supposed weaknesses of the opposing team. E.g. you might notice that the tactic "play down the flanks" often bears fruit if you have players who can hit good crosses and, perhaps, a striker who is strong in the air. A team bursting with ball players with good technique will quickly learn to use the fast short-passing game better than a squad full of "clumsy hackers".

Effort

Use the Slide Bar on the left of the pitch to raise (slide up) or lower (slide down) the degree of effort with which your team plays. Too much effort can result in fatigued and injured players, too little and your team can appear to be playing with the brakes on.

Assistants

Between your squad list and the pitch you will see pictures of your team assistants and doctors - if any. Via a context menu (right-click), you can instruct your assistants or doctors to take over specific tasks for you. Any tasks you hand over to your assistants disappear from your task area. If you have more than one doctor available, you can divide the tasks between them. New assistants and doctors can be engaged via the "Personnel" menu.

TRANSFER MARKET

This is where you can look for new players - or put your own players up for sale.

You can search for players using a wide set of criteria.

The left hand side of the screen shows your current squad. The right hand side shows the search results.

The buttons at the top left, and top right are the same as in the Team Line-Up menu. An extra button is located next to the three coloured arrows. Select this (left-click) to display only players that you have put on the transfer list, those who are sought by other clubs and those to whom you have offered a contract extension.

All the activating buttons in the top and middle area affect the list of players displayed on the right of the screen. To start with, the "Free Transfer" setting is active.

You can also add other players to those on the transfer market. With the button below the "Free Transfer" icon you can select a specific club to search.

If you left-click on the next button down you can expand the list to include all players, or all players of a given league. You can select a league by right clicking in the context menu.

If you select the lowest button, you can set to search players whose contracts are expiring.

Select the button next to the green arrow to view transfer listed players and the yellow arrow to view players with bids. The red-outlined yellow arrow shows players for which you have made a bid. The magnifying glass will limit the search to players that are under observation.

Refining the Search

Define players by age, playing strength and playing position.

To set the criteria for the player search use one (or more) of the four small pitches in the middle of the screen and select the tick button.

Set the search criteria that apply for a player search with the sliding rulers outside the pitch and by changing the light green areas on the pitch.

Operate the slide bar by dragging the slider with the mouse while keeping the left button depressed. On the pitch(es) "grab" the triangular corner points and pull the field larger or smaller. If the search field is selected, then only the players will be displayed whose ages and strengths lie within the set minimum and maximum values, and whose preferred playing positions lie within the set light green areas on the pitch.

Important Limitation

The maximum number of players that can be displayed for a single search is 200. If more than 200 players fulfil your criteria only the first 200 will be displayed.

To Make a Bid

Right click on a player to make a bid for him. Left click on the "Player Information" option to bring up the information screen for that player. Select the "Contract Negotiations" button to see how long the player's contract has still to run, what his yearly wage is, the probable amount of his transfer fee, whether he is transfer listed, and whether other offers have already been made for him.

You can make an offer for the player using the see-saw at the bottom.

Set the wage you wish to pay him and decide if and when you would like to buy the player.

If you would like to take the player on loan, set the desired sum with the second see-saw from the right. Leaving the loan amount at zero automatically means that you wish to buy the player.

Leaving the "Purchase-Amount" see-saw set to zero means you want to hire the player only after his contract has expired. If you set an amount here you are making an immediate bid for the player (which will involve paying a transfer fee).

Click the small OK tick mark to confirm your settings. Whether you actually obtain the player depends on the auction where the player and club decide whether or not to accept your offer. All club managers who have made offers for a player will be invited to an auction at a later date (see Auctions).

Note that you can also undertake contract negotiations or make offers to other clubs or players outside this menu - any menu where you can select players.

IMPORTANT NOTE - you can NEVER have more than 49 players in your squad at any one time.

TRAINING

Training is an important part of your job (unless you have delegated this to an assistant).

The player list functions in the same way as it does in the Team Line Up screen.

At the top are the eight buttons for tactical settings. These show the settings for matches and training exercises.

General Training

General training applies to all players.

In the centre of the screen are the player training details. These are matched to player strengths. You decide how intensively you wish training to be in each area by distributing the footballs. Drag the balls to other training areas using the mouse (left-click and keep the button depressed). The more balls there are in a category the more intensive the training.

Intensive training can increase a player's strength in that category, conversely a player will become weaker in those areas that are neglected in training.

You can alter the number of training sessions using the sliding bar in the bottom right of the screen. The more training sessions you have, the greater the risk of Training Fatigue.

This is shown in a bar display at the bottom of the screen to the left of the player list. High values indicate that the training is starting to have an adverse effect on player strengths. Low values mean that the players are fitter and the training is more effective.

You can find out if your players are becoming stronger in your selected training areas. In the player list, let the mouse pointer linger over a player's name to display his strength values.

Training for goalkeepers can be specified separately by distributing gloves. The number of gloves you can issue is fixed at 7.

Individual Training

You can also order individual training in addition to general training. To individually train a player in a specific category, drag him to the training area. This increases the chance that the player will become stronger in the selected area. However, this does have an adverse effect on the "Training Fatigue level".

To remove a player from individual training drag him with the mouse out of training area.

PLAYER COMPARISON

Use this to examine and sort player statistics.

Left-click on the competition or league for which you would like player information.

The sorting criteria are displayed on the large button on the right, below the selection bar.

Right-click on this button to change the sort criteria.

To view players from a specific club left-click on the button next to the club emblem. Right-clicking on the club emblem brings up a context menu, in which you can select the club.

Left-click on the lower button to list only players belonging to "Player Clubs". If you are the only player then only your own players will be listed.

You can limit the player information to specific match days and times. Drag the relevant slider button to the desired position. This will allow you (for example) to see which player has scored the most goals in the final 10 minutes of a game, or which player has received the most yellow cards in away games.

LEAGUES

The main menu option Leagues embraces five sub-menu options.

TABLES / FIXTURES

Select this to examine results, tables and fixtures. Basically, this is a summary sheet to let you see where you and your team stand, and who your next opponent is.

Choose the competition you want information for on the top selection bar.

In the upper, smaller panel are the games for the current match day. The current league table is in the lower, larger panel. For some cup competitions (such as the UEFA Cup) there is no table. You can see the fixtures for another match day by dragging the scroll button below the panel with the mouse.

Right-click on the club name to bring up a context menu from which you can select any club by left clicking. The button above this switches automatically to the current match day.

Three further buttons are located on the right side of the selection panel. The top button shows the predicted score for the match, the middle button splits the fixtures into two columns and the lower button displays further details of the teams.

Below the selection bar at the right edge all the competitions in which your team is competing are displayed (as symbols). Select by left clicking.

The table in the lower panel can be scrolled using the scroll button at the right edge.

In the bottom selection bar there is a row of buttons for statistics.

Selecting Games for Broadcast

You can mark (camera symbol) up to four teams whose games you would like to see. To select a camera symbol for a club, place the mouse on top of the team name and press the right mouse button. Under the option "Game Display", select the "Live Transmission" field to see the next game of that club "live". This continues until you switch off Live Game Scenes for this team. You can set up to four camera symbols against different clubs. As soon as you set a fifth, an existing camera will be "switched off".

Match Event Transmission

The headphone symbols mean "Match Event Transmission". For games marked with this symbol you will receive information about goals.

CALENDAR

The "Calendar" option screen is divided into three parts. The selection bar is at the top and is operated exactly as in the Table/Fixtures screen. Fixtures are displayed in the top panel. The complete calendar is shown in the bottom panel. This lists all the dates for a whole year. You can leaf through the calendar using the scroll button below the panel.

To compress the calendar display select the magnifying glass above the panel.

Left-click the magnifying glass to display the whole calendar:

- The current day is highlighted in violet.
- Days on which you have a fixture are also edged in violet.
- Each competition has its own symbol on the calendar. Click on a symbol to view the match day in the top panel. If several symbols are shown next to each other in one column, a further click will display the next competition.

Right-click to see all fixtures displayed in a context menu. In the upper part of the screen are the fixtures. Click the double-arrow symbol to centre the current day.

MOTIVATION

What's the point in having the best players if they couldn't care less whether they win or lose? This is the menu to use to motivate your players to give their best.

Bonuses

There are various bonuses that you can promise to your players. Increase the amount with the three buttons on the right, lower it with those on the left.

When you have set all the bonuses left-click on the "Set values" button. Beware - bonuses cannot be reduced during the season (if you would like advice use the 'suggestion' button). Bonuses are only paid at the end of the season. The bonus payments apply to the whole team and not for each individual player.

Parties

A club party can increase team spirit and morale. Click on the bottle symbol and drag it to the desired date (on the calendar). Once you have confirmed, the party symbol will appear in the fixtures calendar.

The Psychiatrists Couch

A session with the psychiatrist may help to bring a demoralised team back together and restore morale.

Friendlies

You can also arrange friendly games. These can be useful for 'bleeding' new players or trying out new formations and tactics. Don't forget - too many games will increase the Fatigue Level of your players.

Right-click on the "Handshake" symbol with the mouse and select your desired opponent in the context menu.

Then drag the symbol, as described above, on to the desired date. In a couple of days the team will get back to you and either accept or decline the fixture.

TRAINING CAMPS

You can improve the strength of your players with a visit to a training camp. There are seven different training camps that you can reserve. All vary in cost and performance. For further information place the mouse on the desired symbol. This will bring up details on what the camp offers and how much it costs. The stars against the symbols indicate how good the training in a given area is.

The green lamps above the date in the bookings calendar show camps that can be booked on that day.

Each training camp has certain specialties which can affect the following attributes: Strength, Stamina, Tackle, Overview, Tactical Ability, Team Spirit, Dribbling, Shooting, Crossing, Free-Kicks, Penalties, Corners, Heading, Reflexes, and Positioning. These are displayed with icons next to the "Player" symbol.

To make a booking drag the symbol onto the desired date in the calendar. This sets your arrival date. Use the small buttons to set the duration of your stay (the pre-set number indicates the maximum time available). Confirm your entries by ticking the OK box.

Setting the Training Program

A list will appear of all the attributes that you can order intensive training for (with the specialties displayed in orange). Click with the left mouse button on the empty fields next to the desired attribute. This will move the balls in the "Rest" area to the attributes you have selected.

TEAM COMPARISON

This menu gives you a graphic representation of team strengths.

The selection list is operated exactly the same as in the "Table/Fixtures" and "Calendar" menus. All the game fixtures are displayed in the upper, small panel of the screen. The large, lower panel shows the club emblems of the teams taking part in the selected competition.

The arrangement in the panel represents the strength of the clubs. The higher the emblem the stronger the team is in terms of the selected criteria. You can select the latter in the selection bar at the bottom of the screen.

The buttons are selected and deselected by left clicking. For example, you can sort by single team sections, take only first team players into account, or consider specific strength groups. Right-click the two large buttons on the right and select the sort criteria by left clicking in the context menu. A final click on the button next to one of the large fields sorts the emblems by the specified criteria.

FINANCES

You can control your clubs finances personally or delegate this to an assistant.

Note that ticket prices (an important source of income) are set in the Stadium Screen, not the finances screen.

ADVERTISING

An important part of your financial planning should involve advertising.

In this menu you can make advertising contracts and determine who is to take care of publicity work, merchandising and fan relations.

The upper part of the screen displays all the advertising surfaces for which you can negotiate advertising contracts.

At the start of the game, these surfaces are all blank (and so you have no income from advertising).

Exception - on Very Easy difficulty your super assistant will have already made some advertising contracts.

The logos of potential advertisers are displayed towards the bottom of the screen. If a logo is highlighted and selectable the company wants to do business with you.

Your "Standing" or "Prestige" and record of success are the decisive factors in determining which companies would be interested in making advertising deals with you.

The bar gauge displays your standing with advertising clients (as does the percentage value in the upper right of the screen).

Negotiating and Advertising Contracts

The first thing to do is to inform potential sponsors of the table position you expect to attain.

Set this with the slider on the lower right of the screen. The higher the predicted position the more companies that are interested in advertising with you.

Advertisers are also very interested in European exposure. If you think you can deliver this by playing in European competitions select (left click) the button next to the European flag.

Warning: You should be careful with your forecasts. A high target might initially result in better advertising contracts, but if you don't reach your target, then the firms who have closed contracts with you will have lost faith by the time the next negotiations come around.

You can close advertising contracts for the following media:

- 14 x Advertising boards
- 1 x TV-Rights
- 1 x Equipment supplier
- 1 x Shirt advertising

To see the offers from the companies, move the mouse on to a company logo to bring up a summary of their proposal. This details the areas in which you can close a contract, the contract term, and the monthly income it will bring in. For the length of contract, you should think about how long you want to be bound to this contract. If you expect your team to improve over the coming months and years, then you may only want a short term contract (as advertising contracts cannot be cancelled mid-term).

To close a contract, left-click the client's logo. When you have decided on the media, left-click on the corresponding symbol, hold the button depressed, and drag it onto a blank surface in the same area in the upper screen. The client's logo will then appear there.

After closing a contract left-click the tick symbol in the open menu.

You will receive a message when an advertising contract expires.

External Consultants

There are three marketing areas that you cannot personally control – an external company must manage them. These areas are Publicity, Merchandising and Supporter Relations.

The large rectangular buttons on the right side of the screen indicate who is responsible for these.

To change an external consultant left-click on a button and select your new partner ... and be prepared to pay for their expertise!

BANK

In the Bank screen you can deposit money, buy and sell shares, and take out a loan.

The two large panels at the top of the screen give a general view of the financial market.

The left panel displays information about interest rates, the stock exchange index, your own assets, and all your current bank transactions.

Interest rates fluctuate and the displayed rates change continually during the game.

The general share index gives an indication of the general state of the market. There are three values – European, International and Team.

The Team Index applies to the top 12 clubs in the top league. Please note that you can only deal in shares for top 12 clubs (and the share value fluctuates according to table position).

Careful: if you have shares in a club that finishes the season out of the top 12, then your shares will be worthless.

The strength of the dollar is important if you want to invest in the international share market. On this stock exchange gains and losses are dependent not only on share performance but also the value of the dollar.

The interest rates for overdrawn accounts are also displayed.

Since these rates are far higher than the rate for a loan, it is often better to take out a loan than to leave your account continually in the red.

The top panel on the right displays the share prices for today and yesterday. Use the three buttons above the panel to select the European, International or Team Index. The graph below the prices shows the change in the selected shares over the last 30 days. Select a share by left clicking on its name.

The left lower panel displays loans and deposits.

The right lower panel lists your share portfolio, the prices bought at and current values.

Note that immediately after you purchase shares their value drops. This is because the transaction fee (payable on all share purchases) has been deducted from the purchase price.

Please note that you do not have to enter the financial market when you play the game – it might make you some money but it is unlikely to be a 'game winning' option.

Bank Transactions - Deposits and Loans

At the bottom of the screen are the see-saws you use to make your bank transactions.

To deposit money or take out a loan enter the amount using the see-saws. The rates of interest are displayed in the top panels.

If you want to deposit money left-click on the "Deposit" button and confirm. Once money is deposited you cannot withdraw it until the end of the deposit term.

To take out a loan click the 'Credit' button after setting the amount and term.

The "Bank" button is only important if you are playing a multi player game. This allows you to borrow from other players in addition to the bank.

Right-click on the button to bring up a context menu in which you can select who to approach for a loan.

In a single player game you can only borrow from the bank.

Share Dealing

On the right side you can buy and sell shares. Enter the desired number with the see-saw and then left-click the relevant button. Your entries always apply to the active (yellow-marked) share. If you want another share you must select it beforehand by left clicking it. After confirming your entries, the share transaction is complete.

INCOME/EXPENDITURE

This displays your balance sheet that details your total income and expenditure. The balance sheet is divided into four areas:

- Finances
- Advertising
- Team
- Stadium

In each of these areas income is listed opposite expenditure.

If you draw the mouse across one of these areas the balance is displayed in the centre of the screen.

To leave the display for an area active after you have moved the mouse away, click it with the left mouse button.

Tax

Tax is due at the end of the year. The amount is displayed below the total listings.

Financial Analysis

You can follow the development of your finances in the bar graph below the listings. If the bar is blue you have made a profit, if it is red then you are making a loss.

You can also display your balance for given periods of time that you have pre-set. To do this, use the buttons in the lower section of the screen.

Select "current balance" to see a survey of the current income and expenditure.

Note that this value only gives a true picture after your first home game.

To see the annual financial position select the "whole year" button.

Left-click on the fields above the see-saw to see the balance for any week.

DIRECTOR

The main-menu "Director" option has four sub-menus. These deal with stadium management, non playing personnel (assistants and doctors), the youth team and statistics.

STADIUM

Over the years you will want to develop your stadium into a 'state of the art show-piece'.

You can extend your stadium, put up buildings and alter ticket prices.

Stadium data is displayed at the top of the screen.

Capacity, required average gate (to cover expenses) and season ticket sales are displayed.



To set ticket prices use the selection buttons on the right. You can set these for individual stands as well as for the whole stadium.

For top matches you can charge a premium price for tickets ('top surcharge'). If you select (left-click) the "Automatic Top Surcharge" field, the program fixes a specific Top Surcharge for you automatically, provided your opponent occupies at the required table place.

You can set the surcharge price yourself using the two long buttons below the Top Surcharge setting. Right click on the upper field to enter the percentage that should be added on to normal prices. Right click on the lower button to determine the position at which the surcharge should automatically be charged.

Note that ticket sales depend on several factors – price, your league position and the condition of the stadium.

The large picture shows a bird's-eye view of the stadium area. Bring up information about an individual area by dragging the mouse across it. To undertake new construction (or renovation) right click on the relevant section.

The left, lower panel gives construction details. Use the scroll button at the right to examine the entire list.

Each part of the stadium is illustrated in this area. If the graphics are greyed-out, that part is not yet built.

The following items are available for your stadium and grounds - Stands, score board, floodlights, pitch & under soil heating, VIP stand, parking lot, training academy, training ground, medical centre, fan shops, snack bars and an airport.

The current condition of your stadium areas is displayed as a percentage. Right-click an area in the large picture, or in the small panel to bring up a context menu appears. Use this to bring up detailed information, order a new building or undertake renovation work.

Note - During renovation work, stands are still available for use.

If you decide on new construction you must select a company to undertake the work.

The construction companies show their prices and the time it will take. Left click on the company you have chosen.

When building new stands you must set the capacity using the selection buttons

Note - during construction the stand where this is taking place will be closed.

The "Statistics" and "News" buttons give you additional information on your stadium.

PERSONNEL

There are two types of personnel - Team Assistants (or coaches) and Medical Staff (or doctors).

Assistants are displayed on the left side of the screen, doctors on the right. Next to their pictures you see their areas of responsibility. Beneath the pictures are their wages.

The Role of Assistants

Assistants can relieve you of tasks that you would rather not have to do personally. For example - if you only want to be responsible for the team line-up, right-click on your assistants and then select all other areas by left clicking them in the context menu. These tasks will now be taken over by your assistants.

In addition a good assistant may be able to do certain tasks better than you can.

You can have various assistants under contract simultaneously, and give each of them a special area to look after. All assistants have their strengths and weaknesses.

Doctors

Doctors do not relieve you of any tasks since you are not a doctor yourself. Each doctor has his own particular special area. A good doctor will help players recover from injuries faster.

Doctors are hired in the same way as Assistants. You can hire several doctors and allot special treatment areas to them.

MANAGER-SUCCESSSES

Use this to see if you're making it as a successful manager (or not) and which other clubs are interested in your services.

Success is rewarded with points and medals. The top two panels show how you have been judged up to now.

Your points total on the right is calculated from the percentage scores that you have achieved in the various areas listed in the left hand panel, plus the points for other successes (cup victories, championships etc.).

Initially your points total will increase as the years go by, since it is a cumulative total. After several years however, old successes will no longer be included in the calculation. So if after a period of success you have a lean spell your points total will start to drop.

Medals are given out at the end of each season in three areas - "Team", "Finances" and "Sporting Success".

If percentage values in the top left hand panel move above 89% you will receive a medal for the relevant area at the end of the season. You can only win one medal per area per season.

Medals are an important factor in determining which other clubs (if any) are interested in your services. The lower right hand panel displays the points and number of medals you need to figure in the plans of the listed clubs.

The lower left hand panel contains a summary of your personal successes. It lists the successes of the various clubs you have managed.

YOUTH DEVELOPMENT

You can hire a youth scout to spot young players playing at other clubs.

Set the contract term using the selection buttons underneath the relevant picture.

Scouts are responsible for discovering young footballers with potential.

Note that you can have only one scout under contract at any one time.

Players spotted by your scout are displayed in the large lower panel, next to your own youth players.

To hire a youth player you will need to close a contract with him. To do this, left click the "Provisional Contract" button next to the player data.

The agreed wage has to be paid from the moment the provisional contract is closed. However the player is not available for your squad until his 18th birthday.

Set the funding for youth development in the top area of the screen.

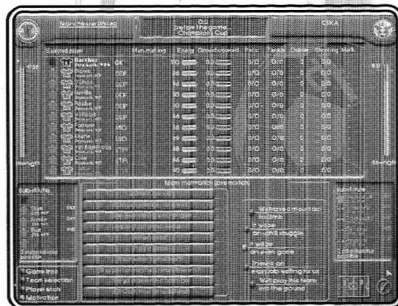
Higher expenditure on youth development generally means stronger youth players.

Note - Expenditure is reset to zero at the end of each season.

THE MATCH

Once you have finished with your club settings click on the football player symbol on the lower right to advance the game.

BEFORE THE GAME



This screen gives you a last opportunity to change the formation, instructions and positioning of the players in your team.

Your team line up is in the large panel at the top of the screen. Left click on your opponent's emblem to assess his line-up.

This area gives information on player strengths, energy reserves, work rate, passes made (and misdirected), tackles won (and lost), ball control, shots on goal, goals and marks for performance (out of 5).

The substitutes for both teams are located at the outer edge of the large panel.

Team Talks and Motivation

To help motivate your team you have a choice of five pre match talks

"We have a mountain to climb."

"It will be an uphill struggle."

"It will be an even game."

"There is an easy job waiting for us."

"We'll play this team into the ground."

Whether your player's go onto the pitch 'psyched to the max' or with a 'laissez faire' attitude depends on your team talk. You should match the expression you use to the strength of your opponent. If your opponents are streets ahead in league, there is little to be gained by telling your team to go out and "play them into the ground".

The ten motivation fields on the left are reserved for your half-time lecture and cannot be used before the game.

To examine players individually and give them their own tactical instructions select the "Player Statistics" button with the left mouse button.

Give individual tactical instructions with the five see-saws. You can affect the following five areas:

- Aggression
- Pass Conduct
- Area Cover
- Challenge
- Shooting

There are five settings for each of the above areas.

The settings you make here apply exclusively for the current game. Each player already has the basic instructions that you set in the "Team Line-Up" menu. Changes you make there remain set for all later games.

If you select the "Set-Up" button the pitch is displayed in a similar fashion to that in the "Team Line-Up" menu. Here you can change the tactical game positions. The operation is the same as in the "Team Line-Up" menu.

Note: The face button above the pitch switches between shirts and new images that can be added in the editor. See the editor section for more details.

The "Game Information" button displays data and statistics on the match. More data is added as the game is played.

Use the "Pause" button if you have entered this menu during the game and want to stop the match whilst you make some changes.

Starting the Match

To start the match, click on the "Tick" symbol at the lower right.

THE GAME KICKS OFF!

During the match the players will perform on the pitch according to their respective attributes and tactical instructions. All player movements are computed "live", both for your game and every other game currently being played (Exception: the "quick play" mode).

This allows you to watch a different game, or watch several games at the same time.

Tip

You can choose the games you want to see "live" before the start of match day.

To do this, place the mouse on a club (e.g., in the table) and right click. From the "Game scenes display" options select:

- "Live Transmission" if you want to watch the games. Note that a maximum of only four games can be displayed in this mode.
- "Match Event Transmission" if you want to be informed about goals scored in games with the selected team. A message will appear every time a goal is scored in these games.
- "Transmission Off" option, if you are no longer interested in this club's games.

The Match Screen

For your first match we suggest that you select the "Pause" symbol (2 vertical bars) on the menu bar on the right. This will allow you to examine the match screen options at your leisure.

You can scroll the pitch by moving the mouse pointer towards the edge of the game window.

The top of the screen displays the time (since kick off), the score, attendance and the fixture. The screen controls are on the lower right. You can split the screen to watch up to four games simultaneously.

To split the screen (or restore it later) use the two buttons below the magnifying glass.

Left click on the "Minus" symbol to halve the match display. Restore by clicking on the "Plus" symbol.

When you reduce the match display you will have a blank area on the screen. Right click on this to display a different game in this area. From the context menu select the game you want to watch. Use the two "Arrow" symbols to switch between all the games taking place today.

The "Small Star" symbol restores your selected matches.

Only one of the game windows is active at any time. The active window has an orange frame.

If you use the selection buttons on the menu bar, the settings you make there apply exclusively to the game with the orange frame.

Note – with the game paused you may want to have look at the stands and gauge how full the stadium is.

The Action Control Pad

When viewing your own team a control pad is displayed at the bottom left of the screen.

You can use the control pad to 'call out instructions' to your players during the game. However, sometimes players will ignore your instructions!

You can use this to try to influence the player with the ball.

Select the arrow keys with the left mouse button to instruct the player (with the ball) to run in that direction.

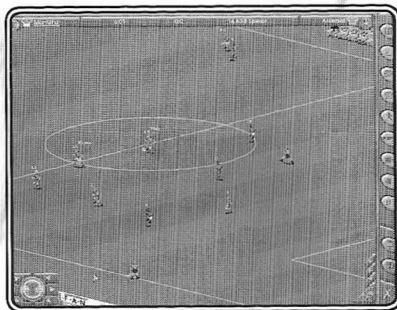
To pass select one of the arrows with the right mouse button, the player should pass in that direction.

To shoot left click on the emblem in the pad.

The control pad represents the manager or coach running up and down the touch line calling out instructions.

In a multi player game you can change the active club (on the control panel) by clicking on the relevant club emblem on the information bar. However, to avoid arguments it might be better to deactivate the control pad!

MENU BAR



The selection buttons on the right menu bar are explained from the top downwards. All are selected by left clicking.



The top one shows the current situation for the current match day. Left click on a game to transfer it to your live reports.



The second button down shows the events in the screened match so far (goals, bookings, etc).



Third button down changes the perspective view of the pitch.



The "Shirt" button alters the player display. Each left click on this button produces a change in the display. The options are - all names, names of your team only, only the name of the player with the ball, the name of the players in the vicinity of the ball, or no names at all. In large screen view you can also display shirt numbers.



The "Player" symbol takes you to the pre-match settings screen.



The "Trumpet" symbol opens the general tactical instruction box. You can change the amount of effort your team is putting into the match here (with the sliding ruler).



This button 'fast forwards' the game.



This button (left-pointing arrow) allows you to watch the previous few seconds of the game in slow motion. If you are watching several games at the same time, this function only works for the active game window (orange edged).



This is the "Pause" button. Unless you pause the match the game will continue running whilst you alter tactical settings etc.



Select the "Disk" symbols to save the current game or load a previous save.



To end the live display of a game left click on this button. This brings up the Videotext screen. Each match continues to be calculated in the same way as a live game but the speed is increased, as the display does not have to be continually updated. You can switch the live display back on at any time by clicking on the desired game.

During a live game you can switch to the information screen at any time by clicking on any player on the pitch (this is easier to do in pause mode).

PLAYER INFORMATION

Sometimes a red & green circle blinks below a player while the game is running. This means that he is getting out of breath. When the circle becomes solid red the player can only raise a trot. This can happen very quickly at times, especially if you set team effort to maximum. Note that a fresh player who has just run the length of the field is probably out of breath, but can recover quickly.

Move the mouse pointer over a player to display information about him.

Information is occasionally displayed in the lower section of the match window (e.g. your opponent's tactical instructions).

SUBSTITUTIONS DURING THE GAME, YELLOW CARDS, RED CARDS

To make a substitution during a game, click on the "Player" symbol.

In the information screen click on a substitute player and drag the shirt symbol on to the player that you want to bring off. When you release the mouse button, both players are marked with arrows (the substitution symbol). The substitution will take place during the next break in the game.

To make the substitution as quickly as possible instruct your players to put the ball out of play. Click on the "Trumpet" to bring up the Tactic Settings window, select the small panel and the text "Make substitution immediately" appears.

Up to the time of the substitution, you can stop the exchange at any time. To do this, right click in the information screen on the player that you want to substitute in or out and under "Status" select the "Stop substitution" option.

While the game is running, you will see a flashing substitution symbol above the player who is to be substituted. His replacement will be warming up at the edge of the field.

If one of your players gets a red card, this will be displayed on the shirt symbol next to your club name in the upper information bar.

Yellow cards are shown by flashing yellow exclamation marks on the cautioned players.

HALF TIME

During the half time interval, you can pick out individual players for special praise or criticism. Select the player by left clicking on his shirt in the player list. Use the 10 buttons to motivate. Observe the effect of your talk by watching the movement of the graph on the right. You can select a button more than once, but remember: if you always say the same thing, the effect of your speech on your players will fall off in time.

THE VIDEOTEXT GAME SCENES

For games that you have not selected to be 'shown live' there is the Videotext screen.

Use the two Direction symbols on the lower left edge of the Videotext window to run through all the current competitions. You can select between the continually up-dated league table and the current game intermediate scores using the Table/Fixtures icon.

OPTIONS

The "Options" menu appears when the mouse pointer is on a screen area where nothing can be selected and you click the right mouse button

Load/Save

Save current game. Note you can name the save file allowing multiple positions to be saved. To continue playing a previously saved game situation you must load it.

Co-player

At any time a new player can join the game as a club manager. Alternatively you can remove existing managers.

Time Limit

Put a time limit on the time allowed between matches etc. After the time period has expired it will move onto the next day...

Live Transmission

Several settings are combined under this option that affect the running of the live games on match days. You can decide whether to see the motivation screen before a game, and whether you want a half-time break.

Results and Tables

All competitions that you place a tick against are displayed with results and tables at the end of each match day.

Today's Eleven

Allows you to limit the display of "Today's Eleven" to specific competitions by placing or removing ticks.

Live Draw

Mark the competitions for which you would like to watch the draw live.

Slower Videotext Display

Mark the competitions whose games should run more slowly in the Videotext display. On very fast computers this can help you follow the games better.

Tip: You can also hold down the right mouse button on the videotext screen to slow it down

Exact Live Game Computing

Decide if all the matches in every league should be computed exactly like the games in your own league. If so, player attributes are taken more into consideration and every player movement on the field is worked out. This increases the realism of the game but might reduce the speed. Note that competitions that involve your club are always computed live, regardless of your settings.

Live Game Duration

Set the duration of live games. Long games tend to result in more goals being scored (and are not as realistic).

Save Game Status (Autosave)

Specify whether and how often the game should be saved automatically.

Help System

Decide whether you want the Help text On, Off or Quick.

Background Music

You can choose between several different forms of music or switch it off completely.

Tip: Include your own favourite music by copying a WAV-file into the "Menu Sounds" directory. The file name will then appear automatically for selection in the Options context menu.

Message Windows

You can switch off both frequent and infrequent message windows.

End game

An almost superfluous option, unless you simply have to let your computer rest – or you are off to watch your club in the 'real world'. You can end your game (don't forget to save it first!) using the last menu option.

STATISTICS

In **Director of Football** you have access to lots of statistics. The manual covers many, but not all, of these.

Detailed statistics are stored about each team. These can be accessed in the Team Information's history section.

TIPS

If, during the game, you cannot switch over to another match (because this is greyed-out in the selection menu) the reason might be that the match is being computed in fast mode. To fix this, select the competition option "Exact Live Game Computing".

You can buy new players from almost any screen. You don't have to change to a dedicated menu.

For example, if you want to buy a player from the league leader, right click on the team in the table and choose "Team Information". Select the "Scorers List". Moving over the players with the mouse brings up further information. A click on the right button brings up "Player Information" for the selected player. Now you can make him an offer if you wish. See the Transfer Market.

Don't let your squad of players become too large. True, it's nice to have a choice of players, but an over-sized squad costs a lot in wages.

To keep players try to extend their contracts as soon as possible.

Don't let your club fall too deeply into debt. The interest cost on loans can bleed you dry in the long run.

Keep an eye on your required average gate. It tells you whether your income and expenditure are in balance. You can find this number in the Stadium menu, directly above the picture of your ground.

If your stadium is always full, it is generally better to expand it rather than to continually raise the ticket prices. Continual price hikes cause can lead to your fans becoming discontented.

Don't be afraid to change tactics or substitute players during games. You can have a strong influence on the outcome of any game.

Don't play your players too far out of their favourite positions. Note that the strength loss for this is not displayed. However, players with the All Rounder attribute can play in almost any position equally well. You can improve this ability by having players play out of position in friendly games.

At the start of your management career you might feel overwhelmed by the multitude of options that have to be set. It might help if you hand over some tasks to your assistant. Watch him and, in some cases, learn from him. You can take back tasks from your assistants during the course of the game.

Build on your youth development. In this way you can train lots of good, young players who won't cost you a penny in transfer fees (and ask for smaller starting wages).

Keep an eye on the age of your players. Older players that you don't wish to keep in your team should be sold as soon as possible.

Don't keep changing your entire team. A played-in team always plays better than one newly thrown together.

If there is room in your fixture list, don't hesitate to arrange a friendly match. It will provide the opportunity to try different tactical plays.

THE EDITOR

Manager Art

You can add your own artwork to **Director of Football**.

For Example:

Get a scanned passport photo of yourself and save the picture in any resolution (85x120 pixels and 256 colours minimum is ideal) under the name "0013.pcx" in the Manager_images directory.

When the game next starts you will find your picture amongst the managers that you can select (and so play as yourself).

You can save further pictures as "0014.pcx", "0015.pcx" etc., up to a maximum of 35.

Data

The Editor is split into three parts.

Top left are the leagues in a four-level national league system.

The lower part of the screen is divided into a scrolling window for clubs (on the left) and another for players (on the right).

THE PLAYERS

2 buttons are available for player values. The right button contains (context menu) the attributes, the middle one the strength values. If the middle button is selected the strength value of the whole team can be varied by sliding the club emblem. Alternatively you can select individual players and change their attributes.

Now select the attribute whose value you wish to modify (e.g., "Stamina").

Change the values for this particular attribute by dragging the player's shirt up or down.

Note that some attributes only apply to field players, others only to goalkeepers.

If you change player strengths the clubs position in the Team scroll-window will change (depending on how radically you alter them). The club strength reflects the sum of player strengths. Similarly, the player strengths also change if you slide a club emblem into the team window.

You can allocate a player to another club simply by moving him to the new club using Drag-and-Drop.

You can insert a new player by dropping the blue-white player symbol on to the player list or on to a club emblem.

From the context menu, a player details screen can be accessed.

Here you can change the players name, position and nationality and even add a personal image for that player (such as a photo).

WARNING!

Director of Football demands that you observe certain rules, including the one that a club must have a minimum contingent of players.

THE CLUBS

Just like the player shirts, club emblems can be moved about with the mouse. If you are setting, for example, 'Defender' and 'Intelligence', you can set just how intelligent the club defensive players should be by adjusting the height of the club emblem.

WARNING!

Changes are not possible if the right-hand button (Attribute) is active, or a country without players is selected.

Use the variance (left button) to specify to what extent the values at each club should differ from the pre set values. For only slight changes set the variance to 0, for large changes set the variance to 50.

Note - for stadium capacity the program might have to slightly alter the set values.

From the context menu, a team details screen can be accessed. Here you can edit the name of the club, and import new graphics for the logo and shirt images.

Changing Leagues

You can move a club to a different league by dragging and dropping it onto a league symbol. You can insert a new club by dropping the blue-white club emblem onto the list of clubs or onto a league.

THE LEAGUES

Remove a league by dropping it into the Waste Bin. The now "homeless" clubs can be found via the symbols on the right next to the league system (see below).

Insert a new league with the blue-white cup.

You are limited to a maximum of eight horizontal and four vertical levels (plus European leagues – one league per country).

You cannot insert a further division alongside the top division. E.g. whilst you could have two or more parallel second divisions, there can be only one first division.

Many settings can be changed via the competition symbol context menus.

However care must be taken when building a new league system. For example, if you change the number of clubs relegated from the first division you must ensure that the same number of clubs are promoted from the second division.

Incorrect leagues are marked in red and the program offers information on the type of error in the pop up.

WARNING!

When adjusting leagues (especially when moving clubs between divisions) player strengths may change.



Use the magnifying glass below the Waste Bin symbol to display the number of clubs in the division and the number of players.

On the right next to the league system there are 6 further symbols, which represent "special" categories (from top to bottom and from left to right)

- Clubs that do not belong to a league at the moment
- Clubs from countries with a league system (e.g. in the starting configuration, Holland, Portugal etc.) that do not belong to a league at the moment.
- Clubs from countries without a league system that only appear in European competitions. E.g. clubs from Hungary, Iceland etc.
- Countries with national teams.
- Transfer market (these players appear on the transfer market at the start of the game – the number of players is fixed)
- Youth team (these players are spread over the clubs – the number of players is fixed)

The first three categories can serve as "safety nets" for erased clubs.

For example, if you remove a team from your 2nd division it will appear under the first symbol.

A team removed from the Dutch league will be found under the second symbol.

WARNING!

Sometimes your setting might result in an invalid combination (e.g. when a club is missing from a league or there are too many clubs). In this case the traffic light at the right edge of the screen shows 'red' until the error is corrected.

THE SAVING/LOADING OF CONFIGURATIONS

Director of Football files are arranged in three parts - Player data, team data and competition data. These configurations are interdependent.

The lowest level represents player data. All players and their attributes are entered here.

The team configuration is built on this data. Data for the teams is put together here. Since the numbers of players that the team has at the start of the game is entered here, each team configuration can only be loaded when all the players needed are in the player configuration file. The program will immediately report any problems.

The competitions represent the highest level. Teams are needed here at the start of the game for the competitions to begin. Problems only arise if, for example, you load a team configuration with Arsenal as one of the clubs, but load a player configuration in which players from Arsenal are non-existent. It becomes equally problematic if you load a competition configuration in which Arsenal takes part in the Champions Cup but is missing from the currently loaded team configuration.



To load a configuration file, select a file from the context menu.

When you are happy with your data changes – save the file! Use the Disk symbol at the top right of the screen. Note that when saving you can add a comment such as "Small private league with 8 teams".

You can decide whether to save your changed data as a new configuration file, or over-write the current one.

IMPORTANT!

Important: Configuration files are loaded in 2 steps:

1. Choose a file in a context menu. A yellow text appears reading "To load:" with the name of the new file
 2. Confirm the loading process by clicking the button with the left mouse button.
- The configuration files match when the traffic light shows green.

WARNING!

The **Director of Football** editor and config files are very flexible and almost innumerable combinations of competition; team and player data are possible.

For this reason, Empire Interactive Europe Ltd can only promise error free operation with the configuration files delivered with the game.