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Minimum Specifications

No 3D Match Engine : IBM PC Pentium ® 166 Mhz
32 MB RAM
1 MB 2D Card
300 MB Hard Disk Space (including Save games)
Sound Card 100% Windows ® 95 or Windows ® 98 compatible
CD Rom Drive 4x
Windows ® 95

3D Match Engine : IBM PC Pentium ® 200 Mhz
32 MB RAM
4 MB 2D/3D Card
300 MB Hard Disk Space (including Save games)
Sound Card 100% Windows ® 95 or Windows ® 98 compatible
CD Rom Drive 4x
Windows ® 95

Recommended Specifications

3D Match Engine : IBM PC Pentium II ® 233
64 MB RAM
8 MB 2D/3D Card.
300 MB Hard Disk Space (including Save games)
Sound Card 100% Windows ® 95 or Windows ® 98 compatible
CD Rom Drive 8x
Windows ® 98

Installation

Insert the CD into the CDROM drive

The installation program will automatically load. If the installation program does not load straight away, double click on the My Computer icon, locate the CD-Rom and double click on the CD icon, the installation program will now start. Follow all the on screen instructions until the installation has completed the operation.

Once the game has been installed, select the UEFA Manager 2000 program from the Start menu.

About UEFA Manager 2000

Without going into too many trade secrets, UEFA Manager 2000 has been designed from the ground-up to give the gamer the most realistic feeling of managing actual players, staff and situations. Sure the game has all the richness of actual player statistics but, through advanced AI routines we also use hidden personal attributes to bring the players to life, no longer is it good enough to just put the players with the best shooting stats into attack. With UEFA Manager 2000 you now have to ensure they will play well together and that they will build a relationship with all the staff you've put in place to support your club.

This manual is not intended to tell you how to play the game. The permutations and combinations to achieve success are endless and there is no magic formula that will guarantee your achievements. The manual is intended to ensure you understand the interface and how to get around. Be assured that everything you do in the game has an effect on the outcome of the training session, match and accordingly your season.

Good luck and we hope you enjoy the gaming experience.

Bubbleball Systems Ltd

ABOUT UEFA



The Union des Associations Européennes de Football (UEFA) was founded in Basle (Switzerland) on 15th June 1954. Since then, UEFA, the parent body of European football - and one of the six continental confederations of world football's governing body FIFA, has grown into the cornerstone of the game on this continent, working and acting on behalf of Europe's national football association to promote football and strengthen its position as arguably the most popular sport in the world.

There are several objectives behind UEFA. There is the intention to foster a spirit of unity and solidarity among the members of Europe's footballing community, from the elite and its stars to the thousands who play the game as a hobby.

One of UEFA's responsibilities as a 'confederation of world football's governing body FIFA', is to organise and stage European competitions for clubs and national teams. In total, 12 competitions are currently organised by UEFA, with seven for national representative teams and five for clubs. Not only do UEFA organise a range of competitions from Under-16 championship to a continental championship for Futsal (five-a-side football), but it is also responsible for administering the competitions and drawing up appropriate regulations.

Away from the competition scene, the organisation also strives to encourage the ideal of sportsmanship and Fair Play, not only on the field, but also among the millions of spectators who attend matches.

UEFA has been at the forefront of moves to improve safety and security at football matches. It has used its resources to give assistance not only to the less fortunate in football terms, but also to those in need, as a contribution to humanitarian actions such as disaster relief and anti-personnel mine campaign.

Getting Around UEFA Manager 2000

UEFA Manager 2000 has three main areas that control navigation around the game as follows :

The Information Bar

The information bar is that area at the top of the screen. When not in the middle of an actual match the bar displays the next fixture and the date in the centre of the bar. The icon between the club names denotes the type of fixture. The current date and the weather are shown to the right of the screen while at the left is a display of your current bank balance.

The Navigation Area

The navigation area is the static part of the screen to the left of the client area. It is designed to allow you to move around the game with as much ease as possible. The three main sections are as follows

Tree control

The tree control area is the part headed "Football Today". As you click on the screen names with your mouse sections of the tree expand and, where appropriate, the relevant screen will appear in the client area.

Sometimes a specific screen is not available and in this instance it will appear in a greyed out colour and will be inoperable.

Blue buttons

The blue buttons perform the following functions :



Start new game. Abandons your current game and takes you to the start game screen.



Game settings



Save game



Print



Player compare.



Help

Sometimes a specific button is not available and in this instance it will appear in a greyed out colour and will be inoperable.

Red buttons

The red buttons are used for navigation and perform the following functions :



Exit.



Home.



Back. Takes you to the previous screen.



Continue button. Takes you forward in time to the next game event. The button image changes to depict what the next event is.



Forward. When you've used the back button to go back the forward button brings you forward through the screens.

Sometimes a specific button is not available and in this instance it will appear in a greyed out colour and will be inoperable.

The Client Area

The client area is that part of the screen that changes when you use the tree control in the navigation area. Its purpose is to show you information on your chosen area of the game. Within the client area there are many different ways of accessing information depending on the type of information displayed. Here are the main elements this section of the game uses :

List boxes / Tables

Many of the screens display information in tables. Where the table is larger than the area available to display its entire contents it will have some scroll-buttons and a scroll-bar to the right of the box. To use the scroll buttons click on the appropriate control with your mouse and the information will move in your chosen direction. Where there is a large amount of information it may be faster to operate the scroll-bar by clicking and holding the left mouse button on the bar and then dragging the mouse in your chosen direction.

To select an item in a list box simply click on it. You will notice that the row of cells you have clicked on is now highlighted. You can scroll up and down the list by using the up and down keyboard arrows while the HOME key takes you directly to the top of the list and the END key directly to the bottom. In addition to this if you have a mouse with a wheel scroll device the list boxes support this function.

In addition to the basic list box functions you are also able to sort most of the columns in ascending or descending order by simply clicking the mouse in the column header.

List boxes concerned with teams' or managers' status usually have an icon in the Position column indicating the following : green upward arrow – moving up the table, red downward arrow – moving down the table, two amber arrows back to back – no movement. In addition to this it is a standard throughout the game that teams in promotion places receive a green bar, those in relegation slots a red one and those in the play-off positions a blue bar to the left of the list box.

Double-clicking

Many places of the game, usually identified with this cursor  allow you to get more information by using the double-clicking function of the mouse. Alternatively you can select the list box by using the single mouse click and then use the RETURN key to open the further information. Further information is usually displayed in a pop up window.

Edit controls

The yellow boxes requiring your input are known as edit controls. If they require a numerical value you will note that there are small up and down arrows to the right of the box known as spin-controls.

When you click on an edit control the entire contents of the box are highlighted. Keying in another number at this point will over-type the current value. The left arrow will take you to the start of the number while the right arrow will take you to the end. To operate the spin-controls you click on the appropriate one with the mouse or use the corresponding arrow key on the keyboard.

Note: when you operate the spin-controls the value of the number displayed accelerates so, to get fine control you may need to operate the control more than once.

The TAB button moves between edit controls in a logical manner.

Combo Boxes or Selectors

Combo boxes are used extensively throughout the game to select options. They are denoted by this image . To view the options available you should use the mouse to either click on the image or on the preceding text. Once you open the combo / selector it will remain open until you move your mouse away from the window. To select an item from the combo / selector simply click the mouse on your selection.

Pop up windows

Pop-up windows are used throughout the game and automatically appear on top of the client area however, by clicking and holding the mouse in the title bar of the pop up it is possible to drag the window to a more useful part of the screen. Once you have viewed / entered information on the pop up you must close it before you can use the screen below. To close the pop up use your mouse on the cross to cancel any changes made or the tick to confirm them. In addition to this the ESC key performs the same function as the cross and the RETURN key the tick.

Some pop-ups, like player's details, have the added functionality of being able to page through the players. To operate this function use one of the left or right arrows in the title bar of the pop up.

Tab Pages

Some Pop up windows, such as Player Details, have multiple sections to them, these are denoted along the top of the window by a tab which is designed to emulate a paper filing system in looks. To open one of these tabs and view the information simply click on the text it contains. You will note that the window will then open and the tabs are shuffled around. In some instances within the game not all tab pages are available to you and in this instance the text will be greyed out and will not respond to the mouse click.

Help

The in-game help is displayed on a pop-up window by either clicking on the help button or by using the F1 key. To the left of the window is a tree control which automatically opens-up at the appropriate branch for the screen you are currently on. In addition to the screen based help there is also a 'How do I?' section which covers some of the more complex operations within the game and a row of buttons at the bottom of the help which link to associated subjects.

When you start the game for the first time or, when you set the appropriate option the help screen is displayed the first time you use a screen. Simply checking the box on the help pop up will halt this function which can be annoying to the seasoned user.



Filter buttons

Filter buttons are a tool associated with list boxes. When available they appear above the scroll-up tool to the upper-right corner of the list box. Operating the button with the mouse will overlay a window in which you make your selections.

Tree Controls

Some list boxes within the game have a more advanced function and are known as tree controls, a good example of this being the Current Account screen. Tree controls are designed to give simple summary information, which can be expanded to give more detail. The main identifier of tree controls are the Green Plus symbols used to expand information and Red Minus symbols used to contract it. To operate the icons simply click on them with the mouse or use the left keyboard arrow to contract a minus or right keyboard arrow to expand a plus.

Ticks and Crosses

Ticks and crosses are used throughout the game to graphically denote options. To change ticks to crosses and vice versa simply click on the graphic. Sometimes you will note that for clarity the tick simply disappears when clicked on.

Drag and Drop



The cursor looks like this when the drag and drop function is required to move information around the screen. To operate drag and drop simply click and hold the left mouse button over the object you wish to drag, move the mouse to the new location and release it.

Slider Bars

Slider bars are used to set some of the information in individual training and also to set the speed of the match view. They operate along the same principles as the drag and drop function, in that to operate them you click the left mouse button while over the slider and then drag it to your desired setting before releasing the button.

Editing Cup Names

The names of cups used in the game are held in a text file called GENERAL.CFG in the \Data\Config directory where you have installed the game.

If you wish to change them to reflect either the real names of the cups or whatever you would like to call the cups open GENERAL.CFG using NOTEPAD or other text editor and, after the = sign type the name of the cup as you want it to appear in the game. Once you have done this save out the file and start a new game.

In the event that you cannot save the file back out once you have changed it you need to change the file properties by right-clicking on the file and un-ticking the Read Only flag. You should now be able to open and edit the file.

It is highly recommended that you take a copy of the file before you alter it. In the event that you corrupt the record the game has pre-set names which it will use, however, if after this operation you have consistent problems the best course of action is to uninstall the game and re-install from fresh.

The Icons

Menu Icons

	Super Derby		Derby		Cup Fixture
	Friendly / Preferred Role		Injury		On Transfer Market
	Loaned in Player		Loaned out Player		Free Transfer
	Training Camp		Friendly Fixture		Cup Fixture
	Normal Fixture		Un-Read Mail		Read Mail

Information Icons

	Transfer in		Transfer out		Scout has returned
--	-------------	--	--------------	--	--------------------



Cup Match



Injury



You have new mail



Bank loan / overdraft



Invalid team line-up



Newspaper has been issued



Ground development completed

Training Icons



Corners



Five a side training



Defensive training



Public relations



Free kick training



Circuit training



Offensive training



Free Time



Penalty training



Ball skills training



Off side training



Individual training

Weather Condition Icons



Cold



Sunny



Ice



Fair



Medium wind



Fair



Light rain



Snow



Fog



High wind



Hot



Heavy rain



Overcast



Low wind

In-Game Icons



Yellow Card



Golden Goal



Scored Penalty



Substitute Off



Red Card



Own Goal



Missed Penalty



Goal



Disallowed Goal



Substitute On

Player statistics

League, club and player statistics have been painstakingly researched by Carling Opta for inclusion in the game. While there is always a certain amount of subjectivity in evaluating any player's skills we hope that in general most people will feel happy with the ratings assigned.

Factual skills

The players skills have been rated out of 100 in the following areas, handling, tackling, passing, dribbling, heading, shooting, pace and strength. Many other games rate players in more areas, but in general they are composite ratings made up of a combination of one or more of the above. UEFA Manager 2000 uses some composite figures in processing some of the artificial intelligence routines but as they do not represent skills in which you could train players we decided to keep them hidden. It is therefore up to you to ascertain the best training regime for each player. In rating a players actual skills we also pay attention to his age in order to ascertain his future skill levels.

Hidden Attributes

There are many hidden attributes, which in conjunction with the factual skills combine to make a whole player. These define the way a player responds to training and how well he works as part of the team. Many of these attributes are assigned on a random basis at the start of each new game, giving the game player the extra challenge of working out the character of his players. This holds true to the main ethic behind UEFA Manager 2000 in that management is about people and not just statistics.

Game Types

There are three distinct types of game to be played in UEFA Manager 2000 as follows :

Start Game

This is the standard type of game in which you can choose to manage any of the teams within the game. You inherit the club in their current situation and it's your job to maintain the club's level of prestige and performance and hopefully take them onto even greater glory.

Start Career

When you take this option you enter the game as a budding manager with no team but plenty of ambition. It's your responsibility to go out and apply for a job at a team that's willing to take a gamble on your skills so don't be surprised if you get a few knock-backs before you succeed in finding someone to take a gamble. Once on board it's your duty to progress your team and hence build your own reputation at which point more prestigious clubs may be interested in accepting your application. A game, for those who really want to develop their management skills.

Scenarios

Taking over a team in one of the nine pre-determined situations it is your responsibility to turn the situation around in the time given and with the money available. Choose from :

Caretaker

After a reasonable year we were all looking forward to the new season with great optimism. The players were happy, there was money in the bank and the supporters, for once, were eager for the season to begin. With the season only one month away, our manager has been lured into international management leaving us in total disarray. With all the current top-class managers under contract and only a few inexperienced managers on offer, we are willing to give you one season to prove your worth. We are looking for a top six finishing position. Be warned; if you do not make the grade you will be replaced at the end of the season — it is then that our first choice manager's contract expires and he is free to join our club!

Sinking Ship

With the majority of the season gone, relegation is looking almost certain. In a last ditch attempt at staying up we have parted company with our manager and are looking to you to keep us up. With a limited cash injection, your task is to take control of the sinking ship and see if you can turn it around in the limited time available to you.

Club Crisis

The club is in crisis. After several disastrous seasons a combination of non-commitment and very bad management skills have resulted in us plummeting down the divisions. The squad is in a poor condition due to the quality players using their contractual 'leave if relegated' clause and sadly, we have very little money available for squad strengthening. If the club were to be relegated out of this league we would surely have to fold! You have one season in which to save us from the dreaded drop using whatever means possible.

Old-Timers

After years of neglect and the total absence of any youth policy most of the team are now in the twilight of their careers. Our manager has sensed this and bolted! Your injury rate is extremely high and most of the team are lucky if they can last the full 90-minutes. We're prepared to invest money in the club, the question is can you take over the team, bring on board some new talent and win the league?

Money Maker

The clubs coffers are empty. The previous manager has spent all our money on average players and as a result of the pressure has left the club by mutual consent. We need cash desperately but, we also need to consolidate our position in the top division! If we can raise fifteen million pounds, we have a sponsor willing to put the difference to a state-of-the-art super-stadium in the heart of the country. As previously stated though, if we lose our top-flight status, the deal is off!

Domestic Double

As you may or may not be aware, the club has come under new ownership in the last few months of a highly successful business corporation. We the Board do not wish to wait for youth development to be primed or existing players to come up to scratch — we want success now! You are given one season to win the domestic double. Of course we will help in the only way we know how. We are giving you a cash injection of thirty million pounds — use the money wisely! Bring in who ever you wish from wherever you want — just make sure we are successful!

Wake the Sleeping Giant

For too long now, this club has been regarded as a sleeping giant. After a hefty cash injection by a highly devoted fan that wishes to remain anonymous, it is time to wake the giant and realise the club's potential. Within the next few years, we want to be flying the flag in one of Europe's top competitions.

UEFA Glory

After the recent floatation of the club on the stock market our manager decided to resign in protest. However, we now have a bulging bank balance, several very important shareholders to keep happy, as well as demanding supporters who already have concerns over the future of the club. We will give you three seasons in which to win both major European competitions. We have already qualified for the UEFA Cup but you will have to qualify for the Champions League yourself in order to win it!

Screen by Screen

This section lists all the client screens within the game and gives a detailed run-down of the information they contain. If you wish to know how to proceed with more complicated functions of the game that span two or more screens please consult the How do I section of the manual?

Start New Game

This section covers the opening screens of UEFA Manager 2000 and guides you through selecting your game type and starting your new game.

Select Game Type

The first choice you are faced with when entering UEFA Manager 2000 is selecting your game type :

Start Career – This game option puts you at the very start of your managerial career. You must find a club willing to give you your first big-break and then produce solid results before more established, higher-rated clubs will be interested in you. Do you have the management skills to go all the way?

Start Game - Choose any of the clubs available to you. Take over the role of manager and see if you can lead the team to greater glory.

Scenario - Take control of a club in a given position and see if you can turn the situation around. Choose from any of the nine scenarios ranging from the fairly easy to ones that will really test your managerial mettle.

Select Club

If you chose the Start Game option on the previous screen you are now asked to select the club you wish to manage. Use the Country and Division selectors to find the team of your choice. Highlight the club in the list box and then press the continue button.

Football Today.

Football today is the heart of the game and is intended to give fast links to what is happening in the game. At the heart of the screen is the calendar that lets you know what events are forthcoming. Clicking on the calendar will display events for that day in the box at the bottom of the screen.

To the right of the calendar is a tasklist that displays areas that you may wish to consider. Highlighting a task in the list and pressing the Action button will take you to the appropriate part of the game

The mail button shows how much read and un-read mail you have and if pressed takes you to the mail section of the game. The Manager Factfile button opens your manager record.

Match

This screen is only displayed if your match is not set to result only. You have a basic choice of views, 2D or 3D. The standard layout of the screen is a 2D view of the match to the left of the screen with a 3D view of the match adjacent to it.

To view the match from a different angle select the direction you want to view from, this is done by selecting a camera button placed around the pitch in the left hand column of the screen. Other functions contained in this part of the screen are a pause, skip to next highlight and replay button. You know when you are viewing a replay as a videocassette with a red arrow is shown in the top right hand corner of the match view. Magnification of your view and speed of match play is altered using the zoom and speed slider bars.

The view will automatically switch to 2D if your machine is not powerful enough to run the 3D. In this event try closing other applications and try again.

Different information and views can be selected from the General and View mode selectors.

Club Statistics

The information available here includes the team's statistics and the events that occur during the match.

Player Statistics

This gives you general statistics on the player's in the match or statistics on their shots, passes and tackles. Place a tick in the end column of the list box to select which players you would like to view statistics for.

Commentary

This is the match commentary.

Latest Scores

This allows you to keep up to date with the scores of other matches being played.

Home/Away Team Tactics

This takes you to your pitch tactics screen where you can alter your match tactics. The players will only act on changes that you could feasibly make while the match is in progress i.e. you cannot teach them a new free kick move while they are playing.

Full Screen

This is a full screen 3D view of the match. To return to the normal view press the Esc key. Pressing C toggles through the differing camera views.

Pressing on the continue button while the match is in progress will process to a result.

Team Management

This section of the game deals with picking the team, assigning key roles to players, setting your pitch tactics and arranging your training schedule, as such it is a key part of getting results on the pitch.

Team Selection

The team selection screen is where you manage your team line-up, assign players to key activities and set your formation.

Select your desired combination of View and Formation from the combo boxes.

View normal

This is the view in which you select your team and assign key roles to the players. The formation you choose from the combo box is echoed in the coloured bars alongside your team and also on the pitch at bottom right.

View expanded

This expands the screen so that you can view all the player statistics.

Selecting starting line-up and substitutes

Using drag and drop place your players in the appropriate position within your starting line-up. Do the same for substitutes.

Assigning key roles

Using drag and drop place your players in the appropriate key positions.

Delegate button

When pressed in this delegates all responsibility for team selection to the head trainer. His ability to select the team will depend on his rating. The ability to delegate team selection is also an option on the Manager factfile.

Last Meeting button

This button becomes available if you have played the opposition before. It displays the match statistics for your last meeting to enable you to better choose your tactics for the forthcoming game.

Rules button

This button displays the Match Rules Pop Up giving you information about the forthcoming feature.

If you double-click in the roles column the Player Role Pop Up is displayed.

Pitch Tactics

Pitch tactics gives you comprehensive control over the set-up of your team. Essentially the screen consists of a pitch with counters representing the players. When you select a player, click on him, his statistics appear at the bottom of the screen. If you select more than one player, either by drawing a box around them by clicking and holding the left mouse button while you drag it, or using CNTRL and left mouse button, you get a set of average statistics for this group of players.

To move a player or group of players, highlight them as above then, while holding the left mouse button drag then into the new position.

Your Team / Opponent	- Toggles the highlight between your team and the opposition.
Attack / Defence	- Changes from attacking to defensive mode.
Player Orders	- Allows you to set player orders for the selected players.
Team Orders	- Set orders for the entire team.
Copy	- Copy the position of the selected players.
Paste	- Paste the copied positions back. It is useful to do this when you are setting up player positions for all ball positions on the pitch. Sometimes it is easier to Copy a line-up and then move the ball and paste the line-up back, perhaps adjusting it slightly for the new ball position.
Undo	- Undoes the last change you made.
Undo All	- Undoes all the changes since you came into the screen.
Save	- Saves your tactics.
Last Meeting	- Displays information about the last time you met the club.
Rules	- Displays the rules for the forthcoming fixture.

The main screen modes are as follows :

Formation

Select and if desired adjust the formation of your team. Select a formation from the selector at the top of the screen and adjust as appropriate. You will note that as soon as you change a standard formation the selector will change to Custom and you will have the ability to save your tactics by using the Save button.

Marking

Marking is controlled by the position of the ball. To move the ball, position the cursor over it and, while holding the left mouse button drag it to your desired position. When you move the ball both your players and the opposition will also move.

To set man-to-man marking right click on the player you wish to perform the marking and while holding the button drag the marking circle over the player you want him to mark. To set multi-man-to-man marking simply select more than one of your players before assigning them to an opponent.

To remove a man-to-man link select your marking player and simply drag his marking loop into an empty space.

Coverage

Coverage allows you to define how much of your pitch you would like each player to attempt to cover. His ability to do so will depend on to a great extent on his fitness. You will over-exert your players if you assign too large an area. To set the coverage of a player select him by clicking on his counter, a shaded circle will now appear around the player designating the area to be covered. Using the darker handle, at either the 3 or 9 o'clock position, click the left mouse button and drag the handle in or out to decrease or increase the coverage.

Kick-off

Position your players to take or defend a kick off.

Goal Kick

Position your players to receive or defend a goal kick.

Penalty

Position your players to take or defend against a penalty.

Corner Kick

Position your players to take or defend a corner kick. Obviously when you are defending a kick there is little you can do other than to pack the penalty area with players however, in attacking mode you can set-up up to three variations on both left and right corners.

Using the selector at the top of the screen set your option number then place the ball in the appropriate corner area.

The first thing to do is to set your corner taker, by default this is set to the player set in Team Selection, by dragging your preferred player onto the enlarged area to the left of the pitch.

Now you can decide the path of the ball by using the right-hand mouse button, click on the ball and drag the yellow chain to a player. You can now click on this player with the right-hand mouse button and extend the chain to another player or indeed into space. Right-clicking a previous player in the chain will contract the chain back to that player. In this manner, and using the selector, you can set-up corner variations, which will be used in your match.

Free Kick

Free kick operates in the same manner as corners. If you are defending a kick from a specific area there is little you can do other than to put players goal-side of the ball.

When in attack, using the same method as described for corner above, move the ball to a designated area on the pitch and plan passes and plays into space.

NB. It is very important if you spend a lot of time setting your corners and free kicks etc. that you Save your tactics.

Team Training

Team training is designed to allow you to set the training regime for your whole team. Practising skills as a team will boost your performance on the pitch when the appropriate event arises. It will also help to develop team spirit and morale. You can allocate time to the following activities in the team training screen : corners, defensive training, free kicks, off-side, penalty-taking, offensive training, five-a-side, public relations, circuit training, free-time, ball-skills and individual training.

Select the training mode from the Plan combo box. The box contains four pre-defined modes, Normal, Defensive, Offensive and Week-off as well as any user-defined custom modes.

If you set one of the pre-defined modes you need do no more with this screen however, should you choose to alter one of these schemes then you will note that the combo changes to 'custom'. If you wish to save your training regime then pressing the Save button will give you the Save Tactics Pop up. The name that you enter for your training plan will then be displayed in the Plan combo box.

The pre-defined schedules work as follows :

Balanced

A training schedule concentrating equally on defensive and offensive play.

Defensive

A training schedule concentrating more on the defensive aspects of the game.

Offensive

A training schedule concentrating more on the offensive aspects of the game.

Week off

A week-off training.

Training Camp button

This displays the Arrange Training Camp Pop up. A training camp can be an extra incentive to players and is particularly useful for turning round low morale.

Undo All button

Undoes all changes made to the training schedule.

Undo button

Undoes the last change made to the training schedule.

Delegate button

When pressed in this delegates all responsibility for training schedules to the head trainer. His ability to set an effective schedule will depend on his rating. The ability to delegate training is also an option on the Manager factfile.

Individual Training

This section of the game allows you to individually tailor the time that you allocated to personal training in the team training screen. If you did not allocate any time to individual training then there will be no time in this screen to allocate.

Select the youth or first team from the mode combo.

The filter button allows you to view groups of players depending on their position i.e. goalkeeper, defender, midfielder and attacker.

Individual Training orders

Select a player and his handling, tackling, passing, dribbling, heading, shooting, pace, strength and fitness are shown on the graph under the list box. Using the slider bars to the right of the graph adjust the amount of individual training time between the skills you require. If you wish to apportion no time to a skill use the check box at the far right.

Undo All button

Undoes all changes made to the individual player's training orders.

Undo button

Undoes the last change made to the individual training orders.

Delegate button

When pressed in this delegates all responsibility for training schedules to the head trainer. His ability to set an effective schedule will depend on his rating. The ability to delegate training is also an option on the Manager factfile.

Tables and Statistics

Tables and statistics is where the true 'stato' will find his home. In this key section of the game, review information on League, Home & Away, Form, Fixtures, Managers, Players, Referees and Cups.

League

The league tables section of the game gives information on league status past and present.

Select the required combination of country, division and date from the combo boxes.

Home and Away

The home and away section of the game gives information on home and away performances to date and at any point throughout the season.

Select the required combination of country, division and date from the combo boxes.

Form

The Form section of the game is concerned with the last six home and away matches.

Select the required combination of country, division and date from the combo boxes.

Fixtures

Fixtures displays the fixtures for a current date either in the past or future.

Select the required combination of country, division and date from the combo boxes.

Managers

The Managers rating section of the game shows the latest management ratings and allows you to assess your own performance.

Select the required combination of country and division from the combo boxes.

Players

The Players section shows details of all players involved in the game.

Select the required combination of country, division and mode from the combo boxes.

The filter button allows you to view statistics for league, domestic cup, European cup and friendly matches, appearances, no appearances, foreign and regional players and the player positions i.e. goalkeeper, defender, midfielder and attacker.

Referees

Use this section to check-up on all the latest stats and warn your players about the strictest referees in the league.

Select the Country and Division you require from the Combo boxes.

The Table shows: referee name, appearances, yellow cards given, red cards given, disciplinary points and penalties awarded.

The filter button allows you to view statistics in the table according to league, domestic, European cup and friendly matches.

Cup

Select the Country, Cup and Round you would like to view information for. If you have chosen a round that has been played then you will see the results, if the draw has taken place you will see information about the fixture.

Transfers

The transfers section of the game deals with the buying and selling of players, the loan market and scouting for players. When using this section of the game you have to remember that Ronaldo may not want to transfer to Norway no matter how much money you have to offer! Be sensible with the players you approach and you should be able to make money on the transfer market.

Market

The market screen lists all players that are currently on the transfer or loan market including free transfers and those players added to your shortlist. To get further information on a player use the double-click function to display the player pop up. Unless you have selected one of your own players (in a green font), or a player you have scouted on you will not be able to see all the player information. To make an offer to buy or loan a player use the appropriate button on the player pop up screen.

Select players on the list or loan market from the selector.

Offers

Offers screen gives details of offers you made for other players as well as offers that have been made for your players. To retract an offer double click on the player pop up and use the appropriate button,

Select incoming or outgoing offers from the selector.

History

Select the appropriate Country, Mode and Season from the selectors. The list box will now display all the transfers that conform to your selection criteria.

Scout

The scout performs two functions, search and research.

Search works on the selection criteria that you've entered into the edit boxes and produces a matching list of players in the list box at the bottom. To get further information on the player highlight him in the list box and press the research button.

The scout will inform you when he has performed an inspection of the player and you will get a snap-shot of the players skills at the time the scout saw him. Remember the scout only provide information based on his opinion and rating of the player.

Personnel

The personnel section of the game is where the assistance you need to run your club can be hired and assigned work at the club. You are free to hire as many or as few staff as you require and you have total flexibility to assign staff members to any tasks within the club.

Staff Market

Staff market details staff that are currently looking for employment. In general higher rated staff cost more money to hire but they should bring benefits to your club. Staff do have personalities so, while they may be high rated at a specific task, they may not get on with each other or the team. It is your job to find the right blend of employees at the right price to benefit the club.

Staff Selection

Once you have hired staff you need to assign them work at your club. The tree structure at the top of the screen represents your club hierarchy and the list box beneath your current staff members. Using drag and drop from the list box place staff members in the role you would like them to perform at your club. A staff member can be assigned to any number of roles but prepare yourself for complaints if you overwork them. Any staff member left in the list box is being paid by the club but is performing no useful role.

To remove a staff member from a role use drag and drop to the remove area at the top right of the screen.

Manager

The manager section of the game is devoted to clubs that either have no manager or to clubs that are in trouble and may consider hiring a new manager. If you find yourself out of work this is a good place to go and find yourself a new job.

Club Details

The Club Details screen gives you access to General, Records, Players and Schedule Information.

General

The purpose of the General Details section of the game is to give you an overview of the your club's standing and your performance in the game compared to other clubs.

Select a different combination of club or season by using the Country, League, Club or Season date combo box.

Permission to Approach

If you wish to join another club you must first approach your own club for permission to do so. Depending on your current contract, any club you approach may have to first pay compensation to get you and this may work against you getting the job.

Resign

The resign button allows you to immediately leave the club you were with. No compensation is required, however resigning dents your reputation as a manager so you may find it difficult to find another job of the same standing.

Apply

This button appears for clubs that you are not managing. Pressing this button will process your job application.

Ratings

Most of the information on the screen is self-explanatory, the most important elements being the bar graphs. The further the bars are to the right the better you are performing as a manager. The little pointer to the top of each bar designates the highest rating you've achieved, while the pointer at the bottom shows the worst rating reached.

The graphs show information for the last year on a rolling basis.

Clicking on the percentage buttons adds/removes the appropriate line from the graph to aid with clarity.

Records

The Records section displays club and player records for all clubs in the game.

Select a different combination of club or season by using the Country, League, Club or Season date combo boxes.

The information on this screen is split into two boxes, the top is the player's records and the bottom the club records. The information is updated automatically as the season(s) progress.

Player

The Players section is designed to give you important information about the players in the game.

Select a different combination of information by using the Country, League, Club or View combo boxes.

Use the filter button to view combinations of, Goalkeepers, Defenders, Midfielders or Attackers.

Depending on the setting of the View combo box you can see details of
First Team: General, Match and Skills, or Youth Team : General and Skills.

When the View combo is in the First Team General mode you will, where appropriate, see a list of numbers along the bottom of the screen. These are the team squad numbers with red numbers already assigned to team members and white being free. At the beginning of the season, or when you transfer a player in, use drag and drop to assign a number to a player. This task can also be delegated from the Manager factfile screen.

Schedule

The schedule section gives details of all a clubs fixtures, league, cup, friendly and training camps.

Select a different combination of information by using the Country, League, Club or Season combo boxes.

Pressing the Arrange Friendly or Training Camp button fetches up the appropriate pop-up screen.

Financial Details

Financial details gives you information on your Deposit and Current account and is designed to allow you to control the financial income of your club by adjusting merchandising and sponsorship deals.

General

This section of the game gives an overview of your club's financial record and is where you apply for bank overdrafts and loans.

Select an appropriate season from the combo box.

Bank Overdraft

If you become overdrawn or have arranged an overdraft the relevant information is displayed on the left side of the screen. This includes rates of interest charged for arranged or unarranged overdrafts, the limit allowed for an overdraft as well as the amount and duration for your arranged overdraft. To arrange an overdraft or make alterations to an existing arrangement you must click on the Apply button, which displays the Overdraft Application Pop up.

Bank Loan

If you have a loan the relevant information is displayed on the right side of the screen. This includes the limit on the amount you can loan, interest rate charged, the amount and duration of the loan, as well as the outstanding money owed and the repayment amounts. To apply for a loan or make alterations to an existing loan you must click on the Apply button, which displays the Loan Application Pop up.

Graph

The graph offers a depiction of the state of your incomings, outgoings, balance and projected figures. Clicking on the buttons beneath the graph adds/removes lines to aid with clarity.

Current Account

The current account is your main account within the game and is where all the transactions are debited/credited.

Select the month you require from the combo box. Remember that current only deals with actual transactions and therefore can only be viewed in the past.

The table at the top of the screen displays all the transactions made in this account with the date, amount deposited or repaid and the balance after the transaction. In addition you also get a 'to date' column which shows the amount this season or year depending on which game option you've chosen.

The major financial categories are listed in the tree control, which can be expanded so that you can view the incomings and outgoings in more detail.

As you expand and contract the financial categories you are shown a graphical display of the figures below the table.

Transfer to deposit button

Displays the Transfer Money Pop up allowing you to transfer money to your deposit account.

Deposit Account

The deposit account has a higher interest rate than your standard current account and so it's a good idea to transfer excess funds into this account. Interest is credited to your account on a monthly basis.

The table at the top of the screen displays all the transactions made in this account with the date, amount deposited or repaid and the balance after the transaction.

The graph below represents the balance of the account through the season.

Transfer to current

Displays the Transfer Money Pop up allowing you to transfer money back to your current account.

Projected Account

The projected account deals with your finances into the future. The figures used are based on payments that have been scheduled, (loan repayments, transfer fees, building costs etc) and those that can be estimated from previous months, (player's wages, maintenance costs etc). From viewing your projected account you should be able to see how your club will be performing in the future and hence take remedial action in good time if required.

Select the month you require from the combo box. Remember that projected only deals with the future state of your finances.

The major financial categories are listed in the tree control which can be expanded so that you can view the incomings and outgoings in more detail.

As you expand and contract the financial categories you are shown a graphical display of the figures below the table.

Merchandise & Catering

The merchandise and catering screen allows you to set the sale price for goods sold through your shops. The cost price is the amount you purchase goods for while retail is the amount you sell them for. Margin is the difference between the two and is the profit per item. The capacity figure tells you how many items it is possible for your shops to sell. If you are continually selling all items at full capacity you may consider building another outlet or raising your prices slightly.

LM Units is the number of units sold at the last match while, LM Profit is the profit made at the last match. The TD figures are either the season or year To Date figures.

The graph at the bottom of the screen displays the retail price, profit and units. Pressing the key buttons adds / removes a line from the graph to aid with clarity.

Merchandise and catering represents a good way of generating extra cash at a club however, you must balance the prices you are asking with fan confidence and general club performance.

Sponsorship & Advertising.

Sponsorship and advertising deals with the kit and shirt sponsor as well as companies coming forward to take advertising space in the match day programme.

To assign a company to any of the elements click on the appropriate question mark. The bottom box now gives you a list of the companies coming forward for that particular element. The more respected your club is the more money these companies will offer and the more of them there will be. It is possible for clubs in the lower divisions to run-out of sponsors completely especially if they are having a bad run of form. To assign a company drag its icon to the next button. When you continue the game this will become the current advertiser or sponsor and you can then set the next company.

Ground Details

The Ground details section of the game is where you can view your current stadium and facilities, make improvements to the ground. In addition this section of the game allows you to set ticket pricing policies and assign advertising hoardings to the ground. It is an important area of revenue generation which will inevitably help with the purchase of players.

General

The general screen is designed to list all the components that go together to make up a ground.

Choose your required combination of Country, League, Club and finally Stadium or Features and Facilities.

If you select stadium you are shown a table containing all the stadium components as well as capacities and attendance in each area at the last match. Information on features and facilities includes the value of the component as well as the maintenance cost.

Development

The development section of the game presents you with an overhead plan view of your ground and facilities.

Choose your required combination of Country, League and Club.

Pressing the View button presents the ground in full-screen 3D provided that your computer has sufficient power or a 3D card. Pressing the Esc key returns you from the 3D view to the overhead view.

Leaving the mouse pointer over any building/stadium piece will bring up a tool-tip that details exactly what the building/stadium piece is (E.G. large parking, small café/restaurant) etc...

The outline of the building is important in understanding its current state of construction. The following colours denote :

Orange	N —	Building Not started
Green	B —	Being built
Blue	I —	Being Improved
Red	D —	Being demolished
White	C -	Completely built

Ticket Prices

Ticket prices deals with setting the price of tickets around the ground for all the sections, season tickets, league, cup and friendly matches as well as assigning sections of the ground to away fans.

The list box at the top of the screen shows each section of the ground. To select an area either highlight it in the list box or click on your chosen section in the ground view. To change a price click on the appropriate edit box in the table and key in the new price.

The list box shows you the capacity you attained at the last game while the graph plots ticket price against attendance in each section of the ground.

The amount your fans are prepared to pay to get into the ground depend on your current form as well as your fan morale. If morale is low and prices are high your attendance will suffer!

The end column if ticked assigns the area to away fans.

Hoardings

The hoardings section of the game allows you to place advertisers on the boards around the ground. The number of boards requested and the amount offered depends on the success of the club.

The right-hand list box displays the offers coming forward while, the left-hand box shows advertisers already assigned. To assign an advertiser to a hoarding highlight it in the list box. The hoarding slots around the ground will show black where the advertiser can be placed and red to denote the advertiser does not want that space. Using drag and drop place the logo into a slot around the ground. The box will stay red until the advertiser is happy with the number of units provided. Orange denotes the advertiser is satisfied with your offer while green denotes that his request has been totally filled.

To remove an advertiser from a board simply drag it off before you continue with your game. Once you continue all advertisers who were satisfied with their assignment are locked until the expiration date.

Archives

The archives section of the game is very important as it gives you, as manager, a great deal of information about your club and its dealings via the mail system as well as information about the outside world through the newspaper.

If there is no information in any section then its name will be greyed out in the navigation control.

Mail

Mail is one of the most important sections of the game and is where you will receive a lot of input on your managerial skills, the club's results and form.

Mail items appear in the list box at the top and when highlighted the mail icon will change to an opened envelope depicting that the mail has been viewed and the mail message will appear below.

In some instances mail requires you to take some action as a result of reading the message and in these instances you should use the Action button, which will take you to the appropriate section of the game.

Newspaper

The newspaper section represents news cuttings that are passed to you as being of possible interest. As you highlight the specific cutting in the list box the relevant article will appear beneath. If you would like to retain the story then click the 'Add to Scrapbook' button.

The newspaper is a vital source of information that may help you in the purchase of valuable players or help you obtain a good loan interest rate.

Scrapbook

The scrapbook section of the game only becomes active once you have added a newspaper article to it. It is intended as a storage place for all the newspaper articles that you would like to keep.

Articles that you've added to the scrapbook are listed in the list box and when highlighted the article appears beneath.

End of Season

The End of Season screen is not available until you reach the end of a season. At that point it gives you information on promotions and relegations and the other key points of that season.

Pop Up Screens

This section lists all the Pop up screens within the game and gives a detailed run-down of the information they contain. If you wish to know how to proceed with more complicated functions of the game that span two or more screens please consult the 'How do I?' section of the manual.

Advanced Match Details

The Match Details section of the game gives you access to line-ups, statistics and the events that took place in matches already played. It is a good source of information when you are planning tactics for forthcoming games and consists of the following tab pages:

Line ups

The line ups section of the game gives you access to the team sheets for matches that have taken place.

Statistics

The statistics section of the game gives you access to the match statistics for games that have been played.

The coloured bars are a graphical representation of the statistics in the columns to either side.

Events

The events section of the game gives you access to the detailed events that took place in previous matches.

Each club has its own events table, key events being red card, yellow card, goal, own goal, disallowed goal, golden goal, penalty (scored), penalty (not scored), substitutes and injuries.

Approach Club Buy

This is where you approach a club with an offer to buy one of their players.

Starting at the top of the screen :

Player Exchange

The player exchange option allows you to offer one of your players as part or all of the deal you are putting forward. Select the player you would like to offer by double-clicking on the name or by selecting the down arrow. The player's current value is added to the value of any offer you make.

Fee Offered

Enter the amount of money you would like to offer for the player.

Instalments

Enter the number of instalments over which you will pay the fee. Other clubs prefer you to pay-up as soon as possible so if you enter a high number of instalments then your offer may not be looked upon favourably.

The value of one instalment is displayed adjacent to this. The total value of your offer is displayed below, including the value of any exchange player.

Sell on Clauses

Sell on clauses deal with the future sale of the player you are just buying.

Percentage of Sale

Setting the percentage at 10% and the sale price at £1,000,000 means that you will be liable to give the original club 10% of any future transfer fee above £1,000,000. So, if you sell the player for £2,000,000 you will have to pay £100,000 to the original club.

Appearance Clauses

Appearance clauses deal with how successful the player is for your club once you sign him. In effect if the player goes on to become a great signing then you agree to pay more for him.

Goals

You agree to pay the set amount to the club if the player scores the set number of goals.

Clean Sheets

You agree to pay the set amount to the club if the player keeps the set number of clean sheets.

Approach Club Loan

This is where you approach another club to loan one of their players.

Starting at the top of the screen :

Start Date

Select the date you would like to loan the player from. To alter the date use the left and right arrow buttons to the left of the date.

Duration of Loan

Select the duration you want to loan the player for.

Insurance Cost

The insurance cost you will have to pay for the player while on loan to you.

Player Salary

Player's current salary.

Salary Offered

The salary you offer to pay the player while on loan to you. You are more likely to succeed with your approach if you at least cover the player's current wage.

Total Cost

The total cost of the player is calculated and displayed.

Play in Cup Matches

This will be crossed if the player cannot appear in cup matches for your team. This may be because the player is already cup-tied or his current club do not want him to appear in cup competitions.

Arrange Friendly

Friendly matches are useful to try out a different squad or team tactics.

Set the combo boxes to your desired settings and choose a home or away venue. The club you've approached will evaluate your approach and let you know via the mail system if your approach is accepted. It is unlikely that high-rated clubs will accept the opportunity to play away at a low-rated club's stadium, so think through your approaches to avoid disappointment.

Arrange Training Camp

Training camps are useful to refresh the team and also to build moral and empathy.

Set the combo boxes to your desired settings. You will notice that if you choose a short duration you will have insufficient time to travel abroad but, if you choose a long duration the number of dates available to you will diminish. The cost is calculated on distance, size of squad and duration.

Bosman

The Bosman pop up is there for you to make an offer of compensation for a player where a transfer fee is not appropriate but, the player's club has made an investment in his training and development. If you cannot agree an appropriate level of compensation, eventually the FA step in and adjudicate.

Club Details

See the general and player information for your selected club.

General

This section displays general club details.

The details displayed are current manager's name, division, club seasonal objective, ground name and capacity. The pop up also details the value of the first and youth team as well as the stadium and facilities.

Players

This section displays a list of first and youth team players.

The left and right arrows at the top of the pop-up, to the left of the club name, scroll through the players.

The icon in the top right corner between the club name and the help icon prints the player list.

The filter button allows you to view groups of players by position i.e. goalkeeper, defender, midfielder and forward.

Extend Loan

Extend loan allows you to approach a club that you have taken a loan player from to ask if you can extend the loan further. The pop up displays the current loan start and end date. Entering the number of additional weeks you would like to loan the player for calculates a new end date for the loan period.

The player's club will decide if they are happy to extend the loan and inform you of their decision via the mail system.

Free Transfer

This section allows you to give one of your players a free transfer. You should only do this if you are willing to pay-off the remainder of his contract. Once you offer a player a free contract any club that comes in for the player can sign him without agreeing terms with you first.

The information shown relates to the player's contract.

Contract Remaining

Duration remaining on player's contract.

Contract Value

Value of the player's remaining contract.

General Match Details

General match details is accessed by double-clicking on the league tables. Depending on which cell in the table is double-clicked the pop-up displays different information i.e. if the points scored cell is clicked then the pop up shows all games in which points have been scored. Double-clicking on an entry in the table takes you to the Advanced Match Details pop up.

Ground Development

The ground development Pop up is where you plan and schedule the future expansion of your stadium, facilities and features. In addition the finance tab page graphically displays the effects of any such plans on your bank balance.

Stadium

This section is where you control the development of your stadium.

Note : If you opened this pop up window by double-clicking on an item in ground view, information on that particular component will be displayed and the functionality of the pop up will be limited.

The top half of the screen contains all the options and details you need to develop your stadium, while the bottom displays a build schedule.

Stand

Select the Stand you want from the combo box.

Terrace

Choose the size and type of seating you require from the combo box.

Quality

Select the Quality of the stand you would like to build. Lower quality stands are cheaper to build but cost more to maintain, while better quality costs more to build but is comparatively cheaper to maintain. Another benefit of building higher quality is that you can improve these stands without having to go to the time and cost of demolishing them first.

Roofing

Select the type of roof you want on the stand.

Capacity

The capacity of the stand is shown based on the number of hospitality suites, fast food outlets and toilets you have in your chosen stand.

Hospitality Suites

Select the number of hospitality suites to be built in the stand.

Fast Food

Select the number of fast food outlets to be built in the stand.

Toilets

Select the number of toilets to be built in the stand. Remember fans need facilities to keep them content!

Construction Cost

Displays the construction cost of the proposed development.

Maintenance Cost

Displays the maintenance cost of the proposed development.

Duration

Displays the time it will take to build the development.

The table gives the following information for all developments taking place at your stadium: description of the component, status (N = Not Started, B = Being Built, I = Being Improved, D = Being Demolished, starting date of development, percentage complete, initial, monthly and final payment as well as maintenance cost. The green tick signifies the development is scheduled.

Add

To Add the facility to your development schedule simply click the Add button.

Remove

The Remove button deletes the highlighted facility from the development schedule. Note, you cannot simply remove a facility if building work has already started, in this situation you must demolish the facility and pay the associated cost.

Facilities

This section is where you control the development of your club facilities.

Note : If you opened this pop up window by double-clicking on an item in ground view, information on that particular component will be displayed and the functionality of the pop up will be limited.

The top half of the screen contains all the options and details needed to develop facilities, while the bottom displays a build schedule.

Facility

Select the facility you want to develop from the combo box. Fans require certain facilities to maintain their confidence in your club.

Size

Select the size of the facility to be built from the combo box. Larger facilities cost more, but a large fan base may need these facilities.

Construction Cost

Construction cost of your proposed development.

Maintenance Cost

Annual maintenance cost of your proposed development.

Duration

The time it will take to build your proposed development.

The table gives the following information for all developments taking place at your stadium: description of the component, status (N = Not Started, B = Being Built, I = Being Improved, D = Being Demolished, starting date of development, percentage complete, initial, monthly and final payment as well as maintenance cost. The green tick signifies the development is scheduled.

Add

To Add the facility to your development schedule simply click the Add button.

Remove

The Remove button deletes the highlighted facility from the development schedule. Note: you cannot simply remove a facility if building work has already started, in this situation you must demolish the facility and pay the associated cost.

Features

This section is where you add features to your stadium like undersoil heating.

Note : If you opened this pop up window by double-clicking on an item in ground view, information on that particular component will be displayed and the functionality of the pop up will be limited.

The top half of the screen contains all the options and details you need to add features to your stadium, while the bottom displays a build schedule.

Type

Select the type of feature to add from the combo box.

Quality

Select the feature quality from the combo box. The higher the quality the higher the cost

Construction Cost

Displays the construction cost of the chosen feature.

Maintenance Cost

Displays the maintenance cost of the chosen feature.

Duration

Displays the time it will take to build the proposed feature.

The table gives the following information for all developments taking place at your stadium: description of the component, status (N = Not Started, B = Being Built, I = Being Improved, D = Being Demolished, starting date of development, percentage complete, initial, monthly and final payment as well as maintenance cost. The green tick signifies the development is scheduled.

Add

To Add the feature to your development schedule simply click the Add button.

Remove

The Remove button deletes the highlighted feature from the development schedule. Note : you cannot simply remove a feature if building work has already started, in this situation you must demolish it first and pay the associated cost.

Finance

The finance tab is designed to show you the financial implications of your current build schedule. If you opened the pop up by double-clicking on a component that has already been built then the information is of limited value. There are no financial implications for an item already built!

If you opened the tab page by double clicking-on an un-built component you will see not only the schedule for that component but for all incomplete items.

For items where the status is N — Not started, you can change the building start date or you can change the tick to a cross in the table. Items marked with a cross are dropped from the projected finance graph and if you confirm your actions are permanently removed from the schedule.

By altering the start dates and using the tick and cross facility you can see the effect on your future finances of making ground improvements.

Insurance

This section deals with a player's insurance. More prestigious players expect you to have them fully insured and it could cover your club against expensive costs in the event of a career ending injury.

The table contains the insurance group, description, cost and if the player has this insurance. Left click in the end column to select the insurance type.

Total

Total insurance cost.

Load Game

The Load game Pop up allows you to load and continue playing a previously saved game. The left hand side of the screen displays a list box containing the names of your saved games. When you highlight a game the information to the right of the list box is updated for that game. To load the game double-click it in the list box or select the tick to load the highlighted game.

The delete button deletes the currently highlighted game.

Loan Application

In general, you should apply for a loan if you see that the club is going to go overdrawn as the interest rate is much better.

When you open the loan pop up you see a limit and the current interest rate. Provided there are no strange circumstances you should be able to borrow up to the limit shown. Any existing loan and instalments will show above the edit boxes into which you enter the new amount you want to borrow.

The total amount of borrowings shows under the edit boxes along with the interest payable on the loan and the monthly instalment. You can fiddle both the loan amount and duration until you reach a repayment you are happy with.

Once you confirm the loan details the loan is passed to the bank for consideration and you will learn of the outcome via the mail system.

Loan Negotiation

Loan negotiation allows you to view an incoming offer to loan one of your players and either accept / reject or re-negotiate the offer.

The pop up window displays the amount of time the loan is proposed for and the proposed salary they are offering. If you wish to accept if you then click on the tick or enter the amounts you would like in the edit boxes.

Loan Player

Put one of your players onto the loan market. This is useful to bring players back to match fitness after injury or if you have a large squad and the player is not getting regular first team appearances.

Duration on List

Select the duration you want the player to appear on the loan market for. This is not the length of the loan just how long he will appear on the loan market.

Manager Details

View your career history and set your management style.

General

The manager details screen allows you to see your management in the game. In addition, it shows you your current rating, salary, and the bonus payments you receive for winning the championship / promotion, a domestic cup or a European cup. You can also set the standard formation that your club's will play and an overall style.

Manager Details – Career

Manager career gives you an overview of the manager's successes and failures throughout his career.

The table at the top of the pop up gives information on the managers league history while the one at the bottom details his cup record.

Style

The manager style tab allows you to set your overall management style. If you choose a defensive style then if you delegate training this will be done defensively.

The other settings on this screen allow you to automatically delegate these functions to a member of staff. You must ensure that you have staff in place to delegate to and that if you sack a member of staff that you look after the area yourself.

Match Rules

Match Rules is not editable by the player, it is designed to give you the rules for your next fixture.

Not For Sale

Set high asking prices for players you wish to keep, and to avoid seeing low offers for your star players. In addition you can set a threshold above which point you will be made aware of the offer. For example :

A key player may have a value of £10,000,000 in the game but he is so important to your team that you wouldn't accept an offer less than £20,000,000 however, should you get an offer of £15,000,000 you would like to see it.

Asking Price

Set the asking price for the player. Using the example above this would be £20,000,000.

See Offers Above

Select the lowest offer you will consider. Using the example above this would be £15,000,000.

Options

Options is where you define how the game will run on your machine, some of the settings are to do with personal preferences while some define how you would like to see dates formatted etc. etc. Once you have made some changes if you would like them to become the default for all your games use the Save as Default button.

Game

Game settings consists of the following information :

History

How many seasons game history would you like to keep? This, to an extent, should be governed by the size of your hard drive and your processing power.

Financial Year	Setting this to Season starts your financial year at the start of your current season while, selecting Year allows you to start your financial year at any point regardless of the season.
Financial Start	If you selected Year above set the starting month.
Auto Help	If ticked every time you enter a new game screen you will automatically be given the help screen.
Tooltips	Tooltips are the automatic help messages that appear at the side of the cursor. This option controls the delay in this tip being displayed.
Currency	Select the currency you would like to play the game in.
Date	D/M/Y; M/D/Y; Y/M/D
Match	Controls display of the 3D match engine.
Ratings	Choose how you would like the player stats to be represented.
Contracts/ Salaries	Choose how you want salaries and contracts to be displayed. Selecting monthly means that the salaries shown will be the amount paid per month.
Process Game	Day-to-Day When you press the continue button you will be advanced to the next day only. Match-to-Match The continue button advances to your next match. Week-to-Week The continue button advances you to the next week but, in the event that there is a match in between you will be stopped at the match.

Using the save as default button makes these settings applicable to all your games of UEFA Manager 2000.

Sound

By using the sliders you can adjust the volumes of the music, sound effects, commentary and ambient sounds. By using the Test button you can check that you've set the volume to your requirements.

Match

The match options tab consists of three list boxes. The first box on the left is a list of events that occur in the match engine, any item ticked will be stopped at when you process the match in highlight mode or advance to the next highlight in the Match Screen.

The box at top right sets options for the match view : There are three different methods of obtaining a result for your match :

Instant Result - This option processes the match and displays only the final score.

Highlights - This option only shows the manager the highlights of the match.

Highlights are shown as they happen during the 90 minutes.

Full Match - This option shows the whole 90 minutes of your match

The box at bottom right sets the options for pitch tactics.

Overdraft Application

You should apply for an overdraft if you believe your club is going to go overdrawn temporarily. It is always much better to apply for an overdraft rather than go overdrawn without permission as the costs and charges are much smaller.

When you open the overdraft pop up you will see the interest rates for agreed and not agreed overdrafts, a limit beyond which your application will not be processed and details of any current overdraft arrangement.

Enter the amount of overdraft facility you would like and the duration that you would like to have this facility for.

Once you confirm the overdraft details the request is passed to the bank for consideration and you will learn of the outcome via the mail system.

Player Comparison

Player compare is designed to allow you to graphically compare your own players and those players that you have placed on your shortlist.

Your players appear in the table on the left of the pop-up and short-listed players appear in the table, top right. Using drag and drop move the players you would like to compare into the table beneath the short-listed players. The player's statistics appear in the graph at the bottom of the window in the colour displayed to the left of the shortlist box.

Player Match Orders

Player match orders gives you the ability to make adjustments to team orders for individual or groups of players. After using the team orders option select a player or group of players and click the 'Players Orders' button. The left hand column shows the team orders and cannot be changed. The right hand column is the player biasing and can be set higher (to the right), or lower (to the left), than the team standard.

The idea is that once you've set, for instance, an aggressive style of play for the team you may want to bias an already aggressive player to be less so than the rest of the team. In this way UEFA Manager 2000 gives you a great deal of control over individual player orders.

Player Negotiation

Player negotiation is where you alter a player's contract and go through negotiations with him. Once you have made an offer to a player you will hear from his agent via the mail system.

The top part of the screen shows the financial details of the player's contract.

Duration - Enter the duration of the contract you wish to offer the player.

Salary - Enter the wage you wish to offer the player.

Signing Fee - This is the amount of signing-on fee you wish to offer

Percentage Fee - This is the amount of the fee you wish to offer as a signing-on fee and is only applicable when signing a new player.

Club Fee - This is the fee you are offering to pay the club and is only applicable when signing a new player.

Total Fee - A total of the above amounts, which is only shown when you are signing a new player.

Clauses - At the bottom of the window is a long list of clauses that are applicable to the contract. Enter the appropriate numbers and values that you feel will entice the player to sign the contract.

Player Role

This pop up displays the players rating in each role as well as his preferred roles. While a player can play in many roles he is more likely to play better in his preferred position.

A tick in the far right column signifies that the player can play in that role, while a heart shows his preferred position.

To set the player's role just click on the specific role in the table.

Player Details

The Player Details section of the game gives you access to player status, skills, career and contract & transfer information. The following buttons are available from each of the tab pages :

Not For Sale Button (Your Player Only)

Displays the Not For Sale Pop up. Set a high price for your valued players.

Free Transfer Button (Your Player Only)

Displays the Free Transfer Pop up. Put your player on the free transfer market

Sack Button (Your Player Only)

Displays the Sack Player Pop up. Sack your player.

Sell Button (Your Player Only)

Displays the Sell Player Pop up. Put your player on the transfer market.

Loan Out Button (Your Player Only)

Displays the Loan Player Pop up. Put your player on the loan market.

Renew Contract Button (Your Player Only)

Displays the Player Negotiation Pop up. Allows you to offer a player a new contract.

Insurance Button (Your Player Only)

Displays the Insurance Pop up. Insure your player against certain eventualities.

Buy (Other Club's Player)

Displays the Player Negotiation Pop up. Make an offer to buy another club's player.

Loan (Other Club's Player)

Displays the Loan Negotiation Pop up. Make an offer to another club to try and loan one of their players.

Shortlist (Other Club's Player)

Add a player to your shortlist.

Status

This section displays the player's status including personal information, general and trainer reports on the player.

Note : the information displayed on this screen is different for your players, other clubs' players and players that you've sent a scout out to see.

The general report is generated by your head trainer and gives you clues to the personal aspects of the player. From this you should get some idea of the player's personality and be able to better build a team that will perform well together.

The trainer report is based on the player's physical attributes and as such is a guide to the areas that you may be able to bring out in training.

Skills

This section displays the player's skills including player's performance in training and his current skill levels.

Note : the information displayed on this screen is different for your players, other clubs' players and players that you've sent a scout out to see.

The graph shows the player's skill levels as they have progressed with training over the season. The same information is shown below the graph in a bar chart format. The triangular markers above the bars show the highest level the skill has been while the marker below shows the lowest level.

The toggle buttons down the right-hand side of the bars allow you to remove skills from the line graph to aid with clarity. For low or declining skills you may wish to train the player in those areas depending on his role.

Note : You can only view the skills of another team's player if you have sent a scout out to look at him.

Career

This section displays the player's career and injury history.

Note : the information displayed on this screen is different for your players, other clubs' players and players that you've sent a scout out to see.

The top table details the player's career, listing teams played for and his record at the club.

The bottom table is the player's injury history including dates, type and duration of injury.

Contract & Transfers

This section displays the financial aspect of the player's details including his value, insurance, transfer and loan status and details of his current contract.

Note : the information displayed on this screen is different for your players, other clubs' players and players that you've sent a scout out to see.

On the left of the screen there are two tables displaying the player's transfer status. The top table shows incoming offers to buy the player while the bottom one lists incoming offers to loan your player.

To the right are the player's contract release and bonus clauses.

Sack Player

If you wish to sack a player you must be prepared to pay-off at least some of his remaining contract. If you cannot agree compensation with the player's agent the FA will get involved and set the level to be paid.

Contract Remaining

The duration remaining on the player's contract.

Contract Value

The value associated with the remaining contract.

Compensation Offer

Enter the amount you wish to offer as compensation for sacking the player.

Save Game

The save game pop-up displays a list box containing details of the currently saved games. To get more details of a saved game click on it in the list box and details will appear to the right.

To save over an existing game you double-click on the game name in the list box or, single-click on the name followed by pressing the tick button.

To enter a new name for your saved game enter it in the edit box.

The Delete button will delete the currently highlighted saved game.

Save Tactics

Save tactics allows you to design and save your own custom formation. In pitch tactics, formation mode, if you move the players to a none-standard formation the save button becomes highlighted allowing you to save your formation. The name you apply to the saved formation becomes available in the formation selector.

To delete a formation that you no longer use, simply highlight its name in the list box and press the Delete button.

Scenario

Using the left and right arrows at the top of the pop-up window select the scenario you would like to play. Once selected enter your manager name in the edit box and then set your nationality. Confirm your choices by clicking on the tick.

Select Penalty Takers

In the event of a penalty shoot-out this pop-up window allows you to place your team in the order that you would like them to take a penalty. Simply drag and drop the players into the appropriate slot. It is important that you do this for the whole line-up as in the event that 5 penalties are insufficient to settle the result the rest of the team is used.

Sell Player

This is where you put your player on the transfer market and set your asking price.

Player Value

Set the price you would like to sell the player for. This should be reasonably close to the player's value or he will remain unsold indefinitely.

Setup Manager(s)

The Setup Manager(s) screen is designed to let you enter your name and nationality into the game. If you are playing a multi-player game simply add up to four manager names and nationalities.

Staff Details

The staff details pop up gives basic information about staff, either on the market or already working for your club. For staff that are working for you the report box gives you some basic information about the staff member, while for staff on the market, the report gives you some basic interview notes to help in your employment decision.

Staff Negotiation

This is where you negotiate staff salary levels.

Set the salary level you would like to offer the staff member in the edit box.

Team Match Orders

Team match orders allows you to instruct your team how you would like them to play. In the main you will find that your players will follow your instructions but, not always or not in every situation. They will use their own intelligence and match vision.

	Green	Red
Match Urgency	Play a laid-back match	Play a more aggressive faster paced game
Passing Distance	Play shorter passes	Play longer passes
Tackling Strength	Go in lightly	Go in hard
Clearance	Go for a short clearance	Go for a long clearance
Marking	Mark loose	Mark tight
Shooting	Cautious shots	Shoot on target
Advance	Happy to play at own end of pitch	Push forward into oppositions half.

Transfer Money

The transfer money screen is used to transfer money between your current and deposit accounts. Simply enter the amount you wish to transfer in the edit box.

Youth Details

Youth details is a cut-down version of the first squad's information.

Status

Displays the youth player's status including personal and injury information.

Skills

This section of Youth Details lists the player's skills.

How Do I?

This section of the help is designed to help you perform tasks that are based on more than one screen.

Getting started

Before you can really get the best out of the game you need to understand how the interface works and what extra information you can get at the various junctions. To familiarise yourself with the interface we strongly suggest that you first read the Getting Around section of the help.

Once you understand the interface fully you are now ready to immerse yourself in the game, Important prompts for the tasks that need to be performed are given to you via the task list in Football Today. Many of the tasks outlined here are not absolutely necessary but, as a beginner to the game, they will make you more familiar with every aspect and will ensure that you don't miss anything important.

How do I pick the best team and keep them fit?

Picking the best team is a matter of individual preferences but, whatever yours are you need to head to the Pitch Tactics screen.

The first decision to make is 'What formation do I want to play?' and you make this by using the appropriate selector at the top of the screen. Note that the coloured bars indicating goalkeeper, defender, midfielder and attacker at the side of the first team list box change as you select different formations.

Until you become familiar with your team the best method is to set the view to expanded so that you can see all the statistics for each player. Using the drag and drop facility pick your first eleven and match substitutes taking care not to select players who are injured or suspended. (These are marked with the appropriate icon.)

Once you have selected your team you need to train them, (and the rest of your squad) to ensure that they develop their skills and work together as a team. The easiest way to train your team is to select a training plan on the Team Training screen. The team training plans should be adequate to at least keep your team fit but it may not offer individual players the specific attention they may require, for this you need Individual Training.

Individual training allows you to address the specific requirements of individual players. It is up to you to decide what skills a player should be trained in, suffice to say there is little benefit in training an attacker in handling skills.

To see how a player's skills are progressing over a season you can double click on the player's name and you will be presented with the Player Pop Up. Going to the Skills tab will show a graphic representation of the player's skills and in most instances you can page through the players by using the left and right arrows at the top of the tab.

Remember that the quality of training and team selection (if delegated), is down to the rating of the individual staff members who perform these tasks for you. It is not enough to simply pay the highest wages.

How do I buy and sell players?

Buying and selling players is one of the most involved and potentially rewarding aspects of the game. Once you decide that you want to sell a player the most effective way to do this is to place him on the transfer market. You should be careful to set a price that reflects his rating and standing or you will be hard-pushed to get any offers for that player.

On receiving an offer for a player you have the option to allow the player to talk to the approaching club or not.

You may not want to sell the player to your closest rival. If you grant permission for the player to talk to the club you will be informed by the player's agent if they've managed to agree personal terms and it is then up to you to confirm that the deal can proceed.

When you come to buy a player you should consider what your requirements are carefully and what your finances can afford. A good method of seeing what is available is to send the scout out who will come back with a report on the player and his view of what his latest statistics are. As you play the game perhaps you've become interested in certain players and added these to your shortlist, you will then be informed should any transfer activity happen around a short-listed player. The other alternative is to go to the transfer market and make an offer for a player with which you are familiar.

Any offer you make is in the first instance to the player's club. Unless you can agree terms with the club or the player is a free agent you will not be able to proceed with the transfer. Once you have agreed terms with the club you will then negotiate with the player's agent on personal terms for the player. The final step if you can agree terms is to confirm the contract.

In all stages of the buying and selling process there are copious amounts of mail which keeps you informed of progress. If you choose to buy established players with big reputations there are few bargains to be had and computer clubs will not give-up good players lightly. The best bargains are to be had among the younger players but you'll have to learn to spot potential to do well in the transfer market.

It is also important that you hire the best scout you can as he is vital in recognising talent. Happy hunting!

How does the loan market work?

The loan market is there for four main reasons :

1. To allow you to get a player into your squad on very short notice in the event of injuries suspensions etc.
2. To allow you to loan out a good player who is not often getting into your first squad. Playing may keep his morale up and you may be able to better retain his services.
3. It is a good way to get players at the minimum cost when perhaps you haven't got enough for the transfer market.
4. It is a good way of getting another club to pay the wages of some of your team if money is tight.

To get a player from the loan market simply go to the loan market and double-click on the player you're interested in. On the Player Pop up use the Apply to Loan Button and use the associated pop-up. To apply to loan a player not on the market double-click on the player anywhere in the game and then use the Apply to Loan button. Loan applications are processed through the mail system so keep your eyes open.

If you want to put one of your players on the loan market simply double-click on the player and use the Loan Out button

How do the club finances work?

UEFA Manager 2000 gives you unprecedented control over your finances for any football management game. Depending on the starting team you select to begin with, you are allocated a bank balance and a ground. The ground has the same capacity as the real club and you are also allocated sufficient shops, restaurants etc etc to tend to the needs of the fans you attract. It is not until either the fortunes of the club rise or fall under your management that you will need to make serious adjustments to either the ground or facilities.

The main method of making money on a regular basis is the match ticket. Many clubs sell most of their tickets as season tickets so you will have less opportunity to fine-tune your pricing on a match by match basis but, setting the starting price is very important. If your club is doing well it is quite easy to squeeze a couple of extra pounds from your crowd but if your pricing is high and your results poor they will soon be excluded.

Other money makers for the club are sponsorship and advertising and merchandise and catering. Make sure that you tweak your pricing throughout the season or make large adjustments at the start of a season if you've been promoted or relegated.

If you have cash in your current account make it work more effectively for you by moving it on a regular basis to the deposit account which has a higher interest rate.

Dealing with the bank is another very important aspect of the game and is much helped by using your projected finance graph. Projected finance works on your current gate receipts and other scheduled payments to guess at what your future financial picture will look like. In many ways it is a crude tool but, by using it as a guide you should be able to see when you will have shortfalls in your cash situation and approach the bank for a loan in good time. As in real life if you leave it too long you will find your dealings with the bank to be quite costly.

With projected finance remember, it is not smart enough to know that if you raise your ticket price to a thousand pounds that hardly anyone will attend. Instead it will work out one thousand times your average attendance and projected will look great. However, once you process your next match and the attendance falls your finances will look even worse than in the first place. This is a matter of common sense and in fine-tuning your own judgement.

Just a quick note on difficulty. If you choose a high-flying team at the top of the top division then making money at your club should not really pose too much difficulty however, if you choose a struggling team from the lower leagues then it can be really difficult to make ends meet. We feel this reflects the real-life situation of football and adds to the realism of the management simulation.

How do I move from one club to another?

This feature is primarily for the Start Career game mode but can also be used in Start Game.

As your career progresses and your reputation spreads you may wish to move clubs to one with higher prestige. The correct method of doing this is to approach your own club for Permission to Approach another club which is on the Club screen.

Once you've approached your club the Board will assess your remaining contract and your current club form and may set a level of compensation, which must be paid by any other club. You are advised of this via the mail system.

When, in Club Screen, you find a club you would like to approach you use the Approach button. The club will assess your current rating and performance against their current situation as well as any compensation they have to pay to get you on board. Their decision will be notified to you via the mail system. If it is positive the mail Action button will ask you to confirm your move and the relevant monies will change hands between the clubs.

If you are unhappy with the way things are progressing at your current club you can always resign and then find another job however, resigning does dent your reputation and rating and you may then struggle to join a club of the same calibre.

How do I use staff to help manage the club?

An Important aspect of UEFA Manager 2000 is how you use the staff to help you manage the club. When you start the game you have an allocation of staff but they are not necessarily assigned to any specific roles. Using the Staff Selection screen assign staff members to the roles you would like them to perform. You have complete control over who does what, including making the groundsman your head trainer.

When you see in-game reports these are generated and sent by the head of each section.

Once you have staff in place the normal function of the club can take place, trainers will train and groundsman will look after the pitch etc etc. If you want to take less of an active role with some of the game functions you can completely delegate them by using the Manager Factfile button on Football Today and selecting the Style tab. The settings on this screen delegate game functions to your assistants. You can still access the appropriate screens and even over-ride the decisions being made, but if you choose you needn't worry about these functions at all.

Remember, you must have employed assistants before you are able to delegate to them and they only perform to their rating.

How do I arrange a friendly fixture? .

Friendly fixtures are important test-beds for new tactics and line-ups. They also represent a good method of getting players up to match fitness.

To arrange a friendly simply go to the Schedule and press the Arrange Friendly button. When deciding which club to approach you should bear in mind the cost and likely revenue the game will produce as well as the likelihood that the other team will accept your approach. It's unlikely that AC Milan will look too favourably on a mid-winter game against Kidderminster Harriers!

Once you have approached a club for a friendly fixture the results are given to you via the mail system

How do I use the save and load game facility?

As a game of UEFA Manager 2000 can last for 25 seasons and can take a great investment of time from the player it is important that regular saves are made.

Before quitting the game, click on the save icon and you will be requested to type in a name for you save game. Once you have typed this in, either press 'Return' or click on the tick icon and the game will be saved. For ease of use, when you run the game again, click on 'Load last save game' and the last save made will be loaded in.

How does the multiplayer game work?

UEFA Manager 2000 is playable by up to four players on the same machine at the same time. To operate this function, at the start of the game where you enter your manager name simply add up to four names and then each player in-turn is taken to the team selection screen.

Due to being multi-national the game has leagues starting at various points in the year. In a multi-player game the country that player one selects controls the game i.e. the season starts at the starting point for this country. In the event that subsequent players have selected to play teams from differing countries, if the season start date is before that of player one their leagues are played by the computer to that starting date.

When playing the game the continue button changes to a Player icon when pressing it will advance to the next player.

In the event that multi-players have chosen teams in the same league it is inevitable that two teams will meet to play each other. In this situation you are able to change tactics for both home and away teams.

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UEFA Manager 2000

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