

SITE ADMINISTRATION

This instruction guide is to aid the online league commissioner in the ability to run his league. Below is the a description of what functionality comes with your online setup. Please take some time to go through this guide and familiarize yourself with the many features and options:

Edit Main Page

This function controls the output for the site main page as well as the rules page. Here is brief explanation of the options:

LEAGUE NAME - The name of the league appears as the page title.

MAIN PAGE HEADLINE - This is the headline at the top of the main page.

MAIN PAGE TEXT - This appears just below the MAIN PAGE HEADLINE.

LEAGUE RULES - This appears on the RULES link in menubar at the top of the page. It is recommended that you do not cut and paste the rules in from a word document. The line breaks will not appear. Instead, change the document to a "text" document first and then copy and paste into this field.

LEAGUE LOGO - One of the many logo customization features. Change our generic logo to your league logo. Either type the "http" address of the current location or upload the logo using the BROWSE button. Uploading will only permit gifs or jpgs with a limit of 50k bytes in size.

IMAGE OF THE DAY - This appears next to the main page text. Same rules apply as with the LEAGUE LOGO.

LINKS - Links can be added to your site. They appear in the left (or right) side menu. Creating a link requires two lines of entry. The first (Link Title) is the name of the link (i.e. "ESPN SPORTS PAGE"). The second (Link http address) is the address of the link (i.e. "http://www.espn.com").

TEAM OF THE WEEK - When the site calculates the week's results, this is filled in, but as commissioner, you can edit the information. Editable fields are TEAM OF THE WEEK (team name), TEAM OF THE WEE POINTS (points amount) and TEAM OF THE WEEK LOGO (the link to the team's logo).

COACH OF THE WEEK - Same as above, but can only edit coach picture and percentage statement.

PLAYER OF THE WEEK - Same as TEAM OF THE WEEK, but we are not permitted to add a player picture (violates each pro sports Players Association copyrights and trademarks).

SOUND FILE - The site will allow you to add a sound file. When someone comes to your site it will play. This is a bit trickier than the other inputs, in the fact that you must put the full code. Use the example below as template for your sound file input:

```
<embed src=yoursoundfile.wav autostart=true width=100 height=20>
```

Be sure NOT to use quotation marks in your tag, as our site filters them out and could disrupt the sound file link.

ADDITIONAL HTML - This is a footer to all webpages. Basically, this is used to put copyright or other info you want displayed on all league pages. Entry can be text or HTML.

Site Deadlines

WEBSITE MODE - The site can be set in 3 different modes. DRAFT mode is used when your league is conducting an online draft. This activates the draft warrooms for each team (link is on each team page). This allows your league members to participate in a timed (or non-timed) online draft.

REGULAR SEASON mode is used after the draft is complete (or if you have an off-line draft). This puts the team pages in regular mode allowing team owners to make player moves (adds, waives, trades).

PLAYOFF mode tells the site to not to continue to add wins/losses (if applicable) and also cuts off player movement. Only lineups can be set by team owners in this mode.

TRANSACTION EMAILS - Whenever a transaction is done online (add, waive, trade, lineup), the site will generate an email to whoever you tell it to with this option.

LINEUP SUBMISSION DEADLINE - This applies only to the sports of FOOTBALL, NASCAR and GOLF. It limits the team owners to submit a lineup before the set day and time of the week. A lineup submitted after will be refused. The limit lasts until Monday midnight.

HOLD TRANSACTIONS - This option allows you to sanction each player move before they become active. When a team owner makes an add or waive, the site will place the player move in limbo until the commissioner approves the move (APPROVE PLAYER MOVES)

TRANSACTION DEADLINE - Same feature as the lineup deadline, but applies to add and waive player moves instead.

TRADE PERMISSIONS - Same as HOLD TRANSACTIONS, but applies on trades between team owners.

AUCTION LEAGUE - HIDE BIDS - This option either shows or hides the bids made during the auction process.

Layout Design

WEB TEMPLATES - Simply click on a template and your site will automatically be transformed into the version you chose.

CUSTOM DESIGN HTML - The implementation of this is under the strict guidelines stated on this control panel. Please contact tech support for guidance if you have difficulties in this area.

Background Colors

The colors for the fonts and layout can be changed to your specifications. Be aware that all colors are labeled as the HTML specification six digit code.

Edit League Info

Before beginning setup, some league parameters have to be established:

- Size of league - number of teams?
- Type of play - Head-to-Head, Total Points or Combo?
- Type of Draft - Add players by Auction or Draft?
- Do all players start each week?
- Allow duplicate players - meaning two or more teams have the same player?
- Conferences/Divisions?
- Player Positions - the number of each position?
- Will you have player salaries?
- League fees for transactions?
- Standings tiebreakers (head-to-head) - what determines playoff spots?

REQUIRED - LEAGUE NAME - Enter the name of your fantasy league. Be sure not to go too long on this as it may effect some display aspects in the reports.

REQUIRED - LEAGUE TYPE - This describes the type of play for the league. Brief descriptions of the three options:

Head-to-Head - This type of play uses a game schedule for each week of play. The commissioner will set up matches each week pitting one team against another.

The outcome of each matchup determines the league results or standings. When one team outscores another team he is pitted against for that week, he is awarded a 'win'. The other team is awarded a 'loss'. Usually, the team with the most wins and the least losses (winning percentage) is the season leader. Most times, a playoff is set at the end of the season pitting the top teams in the league to determine a league champion.

Total Points - This is a simpler method of play, using only a teams weekly point totals, adding them each week to get a year-to-date total. No individual games are played against other fantasy teams. The winner of the league is the team with the most accrued points at the end of the season.

Combo - Tracks both head-to-head and Total Points.

REQUIRED - NUMBER OF TEAMS - Enter the number of teams in the fantasy league. This number can be adjusted before the season begins if more teams are added later.

REQUIRED - START ALL PLAYERS - It is common in many fantasy leagues that all players on a roster start, or score points to the fantasy team's score for the week. If this is the case, choose "Yes". Each week, the software will automatically "start" all team members with no input from the software user.

Choosing "No" would make it mandatory for league members to submit a weekly starting lineup to the commissioner. This lineup must be entered each week before the stat process is done.

REQUIRED - ALLOW PLAYER TO PLAY ON MORE THAN ONE TEAM - Choosing "Yes" here would permit league members to choose any player, regardless of he was already assigned to another team.

Choosing "No" would permit the player to reside on one team in each fantasy conference/league.

REQUIRED - STANDINGS TIEBREAKER - This is basically the way the software sorts your league standings. If you are in a head-to-head league, Criteria 1 would be "Winning Percentage", In all other leagues, Criteria 1 would be "Total Points". From there on it is each league's choice.

OPTIONAL - NUMBER OF PLAYERS ON IR - Enter the number of players your league allows each team to have on IR (Injured Reserve).

OPTIONAL - NUMBER OF PLAYERS ON FARM - Enter the number of players your league allows each team to have on a farm team (taxi squad/minor league).

OPTIONAL - PLAYER SALARIES - If your league uses a salary cap and player salaries, enter the starting team salary cap for all teams.

OPTIONAL - DEFAULT PLAYER SALARY - If your league uses a salary cap and player salaries, enter the default player salary (of non-assigned salaried players).

REQUIRED - POSITIONS - To add players to each team, you must first define what player positions are to be used and restrict how few and how many can be on each team roster.

REQUIRED - PLAYERS ARE SELECTED? - This defines how you are going to enter players onto the site:

Draft - This allows players to make player moves without a bid process. This will also permit you to implement the draft warrooms and allow an online draft to take place. You are not limited to an online draft, but just an added feature.

Auction - If your league, instead of a draft, has an auction for players. Team owners are expected to bid on players using "play" (salaries) money. Once a player is chosen, his "salary" is his purchase amount and is subject to each team's salary cap.

Position - Enter the positions your league uses for play in the fantasy league. You may enter your own position designations (except football), but if so, will have to redefine each player's position in the EDIT POSITIONS control panel to accommodate the new position.

Maximum Team Roster/Starter - In this row, set the maximum number of players on a team's roster and on a team's "starting" roster.

Roster Max - Some leagues require that a maximum number of players at a position be set to maintain a free agent pool with available players. Enter the number for each position. The total of all positions do not have to equal the "Team Total Roster Max" at the very top, it can exceed it.

Starter Min - This is the minimum number of players at a specific position that must start, or score points for the team. This does not have to equal the number for "Total Starting Players" above.

This is where it gets somewhat tricky, especially if you play in a league that allows different player sets. To explain this further, some leagues may have the TE position as an optional position. In this case, the minimum set would be '0'. If you're in league that lets you vary the number of RB/WR, choose the absolute minimum for each position using all player sets.

Starter Max - This is the maximum number of players for each position. Again, this does not have to equal the above "Total Starting Players", especially if you are in a league that uses a variable player set.

Using the TE example above, the maximum here would be the maximum number of receivers allowed to start (i.e. '4') Using the RB/WR variable above, enter the absolute maximum that the highest player set requires.

Eligibility - Mostly used in fantasy baseball, this allows a player to be listed on a team's lineup page at different positions, provided he actually play in the number (you enter) of real games.

Limit - Mostly used in fantasy baseball, this regulates the number of times a position can be used as a starter (in real MLB games) for a specific position.

OPTIONAL - LEAGUE FEES - If your league charges per transaction, enter the values here. The software will then automatically charge the amounts to each team's account when the transaction is completed.

When all the REQUIRED information is filled in, click the SUBMIT button to record the changes.

changed to one of many choices. Listed below this option are the many site designs available. Choose one by entering the site code in the box provided.

Once you have made your choices above, click the SUBMIT button to apply them to the site.

Edit League Info

This function (which you already filled in once) allows you to edit your league rules. Defined here are the number of teams, players, positions, schedule weeks, injured and farm team allotments. League type and league name as well.

Edit Team Info

From this screen you can edit the team names, assigned divisions, team logos and other custom team information.

You can customize the generic team logos with some of your own choosing. There are basically two ways of doing this:

Using the EDIT TEAM INFO for each team (or in commish control panel) You can enter them for each team by typing in the location of the logo (if it is already on the web):

<http://www.thesitelocation/yourimage.gif>

OR you can upload them via FTP to your site and link them directly (Online version - you can send them to us and we can upload them for you. Just mention your site location and we would be happy to upload them for you.)

Edit Scoring

Enter your league scoring rules here. Each position has its own scoring palette, so be sure to enter the rules that apply to that position. If there are some rules that your league uses you are not able to enter, send us an email. Most likely we can customize this for you.

Once the scoring is entered click SUBMIT. The next screen will allow you to apply those same rules to the stat database. Click each position, one at a time (wait until each finishes processing) to apply the scoring. Once completed click the VIEW STAT/POINT TOTALS to verify the correctness of your scoring rules with the players listed in the database.

Edit Draft Order

If you are not having an online draft, this function can be skipped. When you setup your site, FanStar created a default draft order. You can amend this draft order by clicking the CHANGE button next to each pick. With this, you can amend the team picking or the player that was chosen.

For the draft to work correctly, the CURRENT DRAFT PICK number MUST coincide with the first open pick set below in the draft. The software looks for the first open entry to designate as a pick. IF you have to skip a pick, enter PASS for the name of the player chosen for this pick. Then reset the CURRENT DRAFT PICK to the next number picking.

Edit Schedule

This function allows you to add, delete or edit the current schedule. Similar in function to the EDIT DRAFT ORDER, each entry can be amended to suit to your league setup.

Edit Rosters

Use this function to add or remove players from a team roster. Moving players here will not create a transaction record. This is most popularly used when a draft is done offline. A league commissioner can quickly add players to a team roster through this method.

- 1) Choose a team from the list.
- 2) Click a position from the free agent list.
- 3) Click on the player name to move from free agent list to team or vice versa.

Update Player List

You can update your current player list from the FanStar website updated players database. Once clicked, this will automatically update your player database. When done, it will take you to the EDIT ROSTERS screen.

Edit Transactions

Similar in setup to EDIT SCHEDULE, you can add or delete transactions here. Also, this provides you with a function to adjust the accounting dollars of each team by adding a PAYMENT, AWARD or FINE to the team.

Edit Results

This function allows you to edit the completed stats and wins/losses awarded to a team. Tiebreakers can be edited here to award the correct win or loss. Also, team points and ytd points can be amended as well.

Edit Messageboard

Use this function to delete unwanted messages on the provided messageboard that comes with each league setup.

TEAM GUIDE

The FanStar site allows team owners to conduct their own transactions and to customize their own team page. Each team has his own link from the main page (clicking the team logo) to his own team page. From there he can view the team results as well as perform transactions.

Add/Waive

This function allows a team owner to maintain his team by adding or waiving players. To perform a transaction, choose a player either from your team or from the free agent list. The free agent list is activated by clicking on a POSITION. The list of eligible free agents will appear.

Click on a player to add or waive. Enter your ID (if none has been assigned, leave blank). Then either click ADD or WAIVE. You will receive a confirmation pop-up window as the the disposition of your tranaction. Then your page will update reflecting the player move.

Set Lineups

This function allows you to submit your lineup for the current week. Clicking on a player will add him to your lineup card. Choose all your players, enter your ID and click SUBMIT. You will receive a confirmation pop-up window as the the disposition of your tranaction. Then your page will update reflecting the player move.

Make Trade

Similar to the ADD/WAIVE function, but this feature allows you to select another team's roster. Click on the players you want and the ones you are giving up. Enter your ID and click SUBMIT. This will send a notification to the other team asking him to confirm or decline the trade offer.

Trade Offer

You will see this notification flashing on your team page if you have a pending trade offer. Click this button and it will send you to a screen in which you can ACCEPT or DECLINE the trade offer. Whichever you choose, enter your ID and click the appropriate button.

Statistics

This will link you to a page with your team stats for the given week. You can sort through the page and see individual player totals by clicking on a player name.

NFL Statistics

Same as above, but the complete NFL league. These can be sorted by Free Agents,

League Players, and All Players. By position, week or YTD.

Depth Charts, Injury Reports, NFL Schedule

These functions are linked to the FanStar website and are updated weekly.