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FIFA MANAGER 12



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INTRODUCTION

Welcome to *FIFA Manager 12* – the entire world of football management at your fingertips. Take on one of the most challenging jobs in the world as you immerse yourself in the most authentic management simulation on the market.

Visit www.fifa-manager.com for all the latest *FIFA Manager 12* news, tips, and forum discussions.

COMPLETE CONTROLS

FIFA Manager 12 is mouse-driven. When the mouse arrow changes to an icon of a pointing hand with a plus sign, right-click to access further details (you can also view helpful tooltips by hovering your mouse over certain on-screen information). Most popup screens can be closed when you simply right-click anywhere outside it.

WHAT'S NEW?

If you are already familiar with the *FIFA Manager* series, this section gives you an overview about the most important changes of the latest version.

TRANSFER MARKET

Each club analyses the current and long-term situation of the squad, including the estimated development of the players. A priority list for specific positions is created, and the clubs are trying to fill the vacant positions. On the other hand, players who are not needed any longer are put onto the transfer list to save salary. Another list contains players who might develop into squad players and should be loaned out or get increased match time.

CLUB FACILITIES

Twenty-five buildings with a total of 289 configuration levels are reproduced in detail in Club Facilities. In addition, there are up to three stadiums with up to 120,000 seats directly on the club grounds. Also, buildings now age and must be maintained with renovations.

Each building has a configuration level, which has specific impacts in other areas of the game. As a manager, you are faced with decisions on what to expand and thus level up. You'll find you need to develop a genuine strategy in terms of how you want to set up your club in the future.

3D MATCH MODE

Changes to the 3D Match mode create a more realistic experience, and include new logic and player artificial intelligence, and marked improvements to tactics, substitutions, and the conduct of opposing managers. In addition, a new easy-to-use interface makes it simple to retrieve all the data relevant to the game within seconds and to issue precise tactical instructions to your team.

TRAINING

This year sees a return to the daily training schedule. Up to four sessions a day can be scheduled. The calculation has been reworked to enhance the realism of the training results, as well.

FINANCE

New elements, like Fan Assets and Membership Fees, make it possible to interact with your fans, while earning some money for your club. New calculations for the distribution of TV money, and realistic numbers for main sponsor payments lead to more realism in the financial area of the game.

BUDGET

Budget distribution has been recalculated so that you can now see the fixed costs and can distribute parts of your cash to your budgets. The money that is not distributed to a specified budget goes to the Reserve budget, which can be used later in the season. It is also now easier to move money between the budgets.

SPONSORING

The sponsor system has been revamped from head to toe. There are now more types of sponsors and each has different priorities. Use the new main sponsor negotiations, and take advantage of the Sponsor Pyramid, which contains a list of Platinum Sponsors, Gold Sponsors, and Silver Sponsors. It is also now more important to keep the sponsors happy. Award free tickets to sponsors or organise a meet-and-greet with one of the players to keep in their favour.

STOCK MARKET

The Personal Life section has been updated with a new Stock Market segment. Here, trade shares of football clubs that are also listed in real life. Every year there are new clubs going public. The performance of the shares depends on the financial and sporting success of the clubs.

CALENDAR EVENTS

This year there are some new calendar events, such as Trial Day, Charity Event, Autograph Session, and Lactate Test. It is also now possible to schedule friendlies (friendly matches) against all possible teams and to get offers for friendlies from other teams. Another new event is determining how to present a new player after signing them.

MANAGER TASKS

Accomplish various manager tasks to earn points. The current tasks are displayed on the newly implemented Mobile Phone, found on the right side of your desk.

IMPROVED PLAYER DEVELOPMENT

With the help of player potential, the distribution of player levels and talents is now much more realistic as years pass in the game. This also holds true for the individual player skills. The Ups and Downs are more focused on single player skills such as finishing for strikers or leadership for team captains.

FINAL 24 HOURS

The final 24 hours of the transfer period are more exciting than ever. You are now able to negotiate the transfer fee with the other club as the last 24 hours of the transfer period proceed. Moreover, you can now try to finalize deals with players you are already in transfer negotiations with. It is also possible to be offered players at the last moment, or even for other clubs to want to sign your players during these final 24 hours.

INJURY PRONENESS

As the manager, you have to pay close attention to the physical status of your players. If they return too early from an injury, or if their Energy is low, they can get an Ailing status. This status increases the probability of the player gaining long-term injuries. A new character trait, Injury Prone, is added for the players. This increases the probability of the player picking up an injury.

INSTANT RESULTS

It is now possible to adjust the speed of the calculation. Chance bars show what team is dominating the game at the moment.

STADIUM

In *FIFA Manager 12* a completely new stadium can be built, while the team still plays in the old one. You can apply to host big cup finals and tournament matches in your stadium.

MATCH SPEECH

Take a risk and make a speech before a match to attempt to improve the morale of your players and increase the chances of winning. The bolder the speech the higher the positive effects for the match. But after the match, you pay the price if the speech was not successful; your team's morale can plummet.

PERMANENT LOSS OF MORALE FOR UNDERPAID PLAYERS

If a player is underpaid, an email is sent to your inbox. The morale of the player constantly decreases should the problem not be addressed, you don't offer a new contract, or increase the salary of the player. Don't wait too long to take care of the problem, or the player may not want to extend his contract with your club.

FURTHER IMPROVEMENTS

In *FIFA Manager 12* there are many more little improvements such as shorter construction time for international youth camps, new player talks, training camps, selectable transfer budget for the first season, or retired players becoming managers and staff.

HELP SYSTEM

FIFA Manager 12 comes with a new help system that gives you a lot of advice on how to use every feature in the game, together with a number of hints. Look for this icon in the game:



On most screens it can be found on the upper right corner of the screen. Click on the icon to open the help for the current screen. Some help texts even contain links to other screens. Click on the links to open the connected screens.

Since you can access help on how to use each screen in the game, this manual will serve you as a guide through the screens and options and provide in-depth information.

PREMIUM FEATURE

FIFA Manager 12 introduces the option of acquiring an exclusive Premium Feature Live Season. Acquire this Premium Feature to keep up-to-date with all major leagues. Download regular updates to start your game with real world data, and continue receiving the data throughout the whole season! Live Database lets you access the latest editor version, so you won't miss any real life transfers.

GETTING STARTED

MAIN MENU

The main menu offers the following options:

START GAME

This lets you start a new game or continue a previous one.

START NEW GAME

Start a completely new game and manage your favourite teams with up to four players on one PC. You can select from over 180 different leagues, with more than 40,000 original players in the database. You can be the coach and the manager, and you might even own your team or be a part of your squad as a player manager.

CONTINUE LAST GAME

Continue your latest saved game.

LOAD GAME

Load a game of your choice from all the ones you have previously saved.

QUICKSTART

Each time you start a completely new game, *FIFA Manager 12* creates a saved game with the current settings. Using this option will thus load the game you have created previously, so you can start from scratch again, without having to do the set up once more.

START ONLINE GAME

Right-click the icon the game explorer and follow the on-screen instructions to start the *FIFA Manager* Online mode.

LIVE SEASON (PREMIUM FEATURE)

You can start a new game with current real-world data! Register for this feature in your EA account and you can download updates with the latest data at regular intervals.

MANAGER EXTRAS

MATCH PREDICTION

Simulate any game, any time with the Match Prediction tool. Choose whether to use an existing saved game or a newly generated database as the basis for your match(es). Follow the in-game help for further details about this exciting feature.

3D HIGHLIGHTS

When you play matches in 3D Match mode, you can save your highlights of the game and watch them again.

CREDITS

See who participated in the development of *FIFA Manager 12*.

OPTIONS

Adjust the standard game settings to your personal preferences. You can change audio and video options here.

EXIT

Leave *FIFA Manager 12* and return to your desktop.

SETTING UP YOUR FIRST GAME

If you are new to *FIFA Manager 12*, take some time to have a look at all the options you are offered in the game, to be sure it looks and plays the way YOU want. Remember to use the Help System if you are unsure about the meaning of any of the options.

When you come to the country selection, take a second to consider the performance of your PC. If you select too many countries, this will noticeably reduce the speed of the game, since it takes a lot of time to calculate the effects for all teams in the world, including youth teams.

PLAYER LEVEL AND TALENT STARS (FOR UK ONLY)

This feature shows the overall level and the talent of all players. This enables you to quickly estimate his strength in each position, without having to check all the player's skills.

MANAGER APPEARANCE

This screen lets you define your appearance in 3D Match mode, as a player as well as a manager. If you enable the cutscenes in 3D Match mode, the camera might display your manager reactions to the match from time to time.

PLAYING THE GAME

If you have little or no experience playing the *FIFA Manager* franchise, check out the information in this chapter. However, even experienced players might find some useful information in this guide. During the first season you will get a regular Help screen that contains useful hints to improve your gameplay. You can have another look at these hints if you click the Help icon under **OPTIONS > PREFERENCES > OPTIONAL SCREENS**.

Your starting point is the News Centre in the main menu. This is where you will get mails from your staff or other sources concerning the whole game world. Many news items have a blue Hyperlink behind the text. Click on this Hyperlink to directly go to the relevant screen. Click on the blue information button at the top right corner of the News Centre to find out more about the main menu.

ASSIGNING MENUS TO HOTKEYS

To assign a menu to a hotkey (**F1-F8**), press and hold **SHIFT** and press the appropriate key when the menu is on-screen. Then, to access that menu at any time, press the relevant F-key again.

RIGHT-CLICK ON MENU ENTRY

If you right-click on a specific entry in the main menu (e.g. **TEAM > TRAINING**), you can right-click the menu caption (**TEAM**) from then on to open this screen directly.

WIDGETS

You can place a number of widgets, containing many useful pieces of information, around your main menu screen. To do so, move the mouse next to the main screen until a transparent rectangle appears. Then click the right mouse button and choose from the available widgets to place it there. Use the 'Navigation' widget to select five screens you want to assign to a quick selection.

NAVIGATION

Depending on the resolution of your monitor, you might not be able to see the complete menu at once. To scroll the menu, move your mouse to the borders of the screen.

WELCOME TO YOUR CLUB

You should first get to know your team better. To do this, select **TEAM > FIRST TEAM**. This shows your current team and formation, as it would be used if there were a match today. Right-click the name of a player and then select **PLAYER DETAILS**. Don't be overwhelmed by all the information you see there, we'll focus on the left part of the screen first. This contains the skills of the player.

PLAYER DETAILS

A player's level is a good indication of how well he is likely to play in a match. The overall level is a combination of the Position Level and the player skills, with emphasis on the Position Level. Click the dropdown above the player skills and select **POSITION LEVEL** to show the player level on all available positions.

If you have activated the **DISPLAY PLAYER LEVEL** option on the Game Mode screen, the overall player levels for up to six positions are indicated on the top left. You can use this value to quickly evaluate a player. A player's Talent represents his expected development. Gold stars, worth two Talent points, and silver stars, worth one Talent point, indicate a player's Talent. For example, 3 gold stars and 1 silver star add up to 7 Talent points. Players with a high talent will most likely show a faster training progress. The maximum Talent value is 10. On very rare occasions a player with a Talent of 11 will appear, who is determined to be a player of the century.

You can cycle through all players in the list by using the arrows on the upper right. Take some time to have a look at all your players, to get an idea about their strengths and weaknesses. Find out more about the player skills and other details in the in-game help. Now let's take a look at your line-up and the tactics! Close the Player Details by pressing **ESC** or by clicking the red button on the top right.

LINE-UP

Use the upper dropdown above the pitch to select a formation for your team, and drag the players on or between the pitch and the table to assign them to new positions. Note that the overall level will probably change on different positions, since it depends on the player's Position Level and skills. If you are not sure about the line-up, you can leave it to one of your assistants by clicking on ASSISTANT. In this case, he will create a team that best uses the strengths of the players, although it might be biased by his personal preferences. Use the dropdown above the table to display various data about the players. Now click the TACTICS button below the table.

TACTICS

The best players of the world will have a hard time winning a game if they do not play as a team. It's your responsibility to make them do just that!

If you open the screen for the first time, a Wizard will help you to choose some of the basic settings. You can open the Wizard again by clicking the icon on the lower left. Click the COMPLEX checkbox to see all available tactical settings for your team. You can change the settings by either using the arrows on the pitch, or by using the dropdown controls for each tactic.

Use the buttons on the upper menu bar to change the display to the INDIVIDUAL ORDERS. These are split into Orders (default) and Running Routes. In the individual orders, right-click a player to change his settings. In the running routes display, each player has a defensive and offensive arrow that determines his position if either the opponent or your own team is in control of the ball. Drag the arrows to a new position to change the settings.

Click the buttons OFF, BAL, or DEF, to automatically select an offensive, balanced, or defensive formation for your team. Right-click on one of the numbers next to these buttons to open the QUICK FORMATIONS screen.

IN DEPTH

If you start a season at a new club, most managers have a formation and system in mind that they would like to play, for example, to put high pressure on the opponent team and play with risky, direct passes. Or they might prefer a safe system, with most of the players being in their own half, and long passes to the attackers once the ball is gained. You should decide what system suits you best and see what the current squad can do to fulfil your scheme. This should be a long-term decision for the next few years, so you should also look for matching players that might be available in the upcoming seasons. On the other hand, lots of managers are hired during the season, so there is hardly a chance to change the current squad. This will mostly mean that you have to make the best out of the current squad, but you must also plan in advance for the future.

Click the OK button to close the tactics screen.

CONTRACTS AND TRANSFERS

Most probably you will not be completely satisfied with your current squad. There might be some serious gaps in certain positions, or players just do not live up to your standards. Select TRANSFERS > CONTRACTS.

EXISTING CONTRACTS

You will now see an overview of your First Team. Players who are highlighted in an orange colour possess expiring contracts. If these are important players, you should think about offering an extension. To do so, right-click on a player and select CONTRACT > EXTEND CONTRACT.

You will first see a general evaluation of the player, including his expectations and possible interested clubs. If the player is interested in an extension, click the OK button to open a new screen in which you can make your offer. A basic proposal with the most important factors is already selected. Click the ADD/REMOVE button to change additional bonuses and clauses. On the bottom you can see the Assessment of the offer (not displayed when playing the Hard difficulty), which is an indicator of how likely it is that the player will accept the new contract.

If you are satisfied, click on the green button to make the offer. In most cases the player will think about it and get back to you in a few days time.

TIP: Altering the contract duration can influence players. Young players with potential may speculate about getting better offers from other clubs and thus only want to sign for a short duration. A long contract, on the other hand, can be good for older players who are happy to play for your club for an extended period of time.

Moreover, you can release a player from his contract (saves money, but costs you some compensation fee), and change his transfer status.

TRANSFER STATUS

Only Adjust Transfer

Requirements:

Listed for Loan:

Player for Sale:

Not for Sale:

You set the basic transfer demand for the player. This serves as a guideline for teams that are interested in a transfer.

The player is put onto the transfer list for loan. This option is mostly used for young players who should gain match experience in lower leagues. Players cannot be loaned out if their contract is running out at the end of the season.

The player is put onto the transfer list for sale. A player who signed a contract (extension) in the previous 90 days is not available for sale.

Defines that you do not want to sell a player, and that incoming offers must be extremely high. This option is not available for players who have a fixed release fee in their contracts. You can only set up to three players to have this status.

It's unlikely you will be able to acquire each player you need from your own youth team, so it's time to take a look at the transfer market. Thus, select TRANSFERS > TRANSFER MARKET.

TRANSFERS

The transfer market has been revamped to focus more on the needs of the club. You are given a full squad analysis on a regular basis with a list of the club's most needed positions, along with matching players. These players are marked as primary targets for transfers and loans.

Click on the "Level" column to sort the table. If you have found a suitable player, right-click on his name and select OFFER TO BUY (in some cases, only a loan spell is available). If the player is willing to join your club, you begin transfer negotiations with his current club. You always have to reach an agreement with the club first, since the player still has a valid contract and is therefore bound to the club. The most important factor is the transfer fee, but you can spice up your offer with some bonus payments. The indicator at the bottom (not displayed when playing the Hard difficulty) lets you roughly know what the other club is thinking about the offer. Click on the green button if you want to submit your offer. When you have finally reached an agreement with the club, you will be allowed to make a contract offer for the player. This works the same way as for your own contract extensions.

IN DEPTH

Very often teams have a priority transfer for a season, which they spend big parts of their budgets on. Try to identify the positions you need to upgrade most, and put your resources into realising it. The transfer window, that is, the time when transfers between clubs are allowed, is opened twice per season. The first window is open from July to the end of August, and the second window is open in January. Note that you can set the desired time of the transfer in the negotiation window with the club. If the current date is beyond January, you can only choose the end of the season as the time for the transfer. When a player contract is expiring at the end of the season, you can directly approach him and offer a contract for the next season, since his old club is not eligible to get a transfer fee anymore. Free agents can be transferred at any time.

SEARCH FOR PLAYERS

You didn't find the player you were looking for? Try a player search! Click the PLAYER SEARCH tab and then click the SEARCH CRITERIA icon on the lower left.

When you use this screen, you should have a rather clear picture of what you are looking for, since there might be hundreds or thousands of players if your search criteria are not narrow enough. Take some time to have a look at all the options provided, and use the in-game help to get more information about the features. If you are happy with the selection of your search criteria, click on the green button to see what we can find. The table will now display all players that match your criteria. Some players might be left out, because you do not know enough about them. We'll find out more about this soon. The table can only contain 250 players. If there are more, this will be indicated by a text prompt. In contrast to the players on the transfer market, the players listed here might not be easy to get, and the clubs will probably refuse a transfer. Nevertheless, you can still try to make offers if you have found a good one.

TRANSFER PREPARATIONS

If you are interested in a player, you can make an impression by talking about him prior to any negotiations. To do so, click on TRANSFERS > TRANSFER PREPARATIONS. Click the FIND button to open a new screen and select an area, country, and league, and then a player from the list. Back in the Preparations screen, select one of the options on the right to interact with the player. If you talk about him before you start negotiations, the player will be more willing to sign a contract. The downside of this is that other clubs may also become interested in a transfer. Do not take this lightly and talk about every player you might sign one day, because your credibility will drop if you do not stick to your word.

TRANSFER STATUS

Click on TRANSFERS > NEGOTIATION STATUS to get an overview of ongoing and past negotiations, together with a tendency of the outcome.

POPULARITY

Did you notice the "Popularity" column in the player search table? This is a value between 0 and 10 and tells you how much you know about the player, with 10 representing perfect knowledge of his football skills. Try to find a player with a Popularity of 0 and open his Player Details. You will see some basic information and a lot of "?". This is because you hardly know anything about this player. Now find some more players with a slightly higher Popularity and check out their details. Note that the information about the skills gets more precise with each step, and some details are uncovered at certain steps. To find out more about scouting, click on TRANSFER > SCOUTING.

SCOUTING

Scouting is your way to uncover the details of players and find new stars before other clubs do. If you have started the game with a big enough club, you should already have some scouts on your payroll who are now sitting around and waiting for an assignment. If not, see *Staff* on p. 13 to find out how to acquire new scouts. Click on the ASSIGN NEW TASK icon in the Status column of a scout. A new screen with the available missions opens. Select GENERAL SCOUTING to tell the scout to do a broad search for players who fall into a specific category, and use the filter options to narrow down the kind of players you are looking for. Do not narrow down the search too much; otherwise the scout will come back empty handed. On the other hand, if you do a too broad search, you might get a list full of useless players. An overall level that roughly matches the average level of your first team within a range of 5-10 points might be a good starting point for a search. On the other hand, if you have come to the conclusion that you are looking for a specific type of player (e.g., a defensive minded midfielder between 20 and 25 years with a Shot Power of at least 80 points), try to adjust the scout settings that way. When you have set your criteria, click the green button to send the scout on his mission.

The scout list table will now contain an entry of how long the mission will take. Journeys to other countries or continents will take a longer time than trips to your own country. When the time has passed, you will get a notification in your News Centre. Return to the Scouting screen to check the results.

YOUR FIRST DATE

It's time to get some proper dates! Therefore, select **TEAM > CALENDAR**. This is where you see the scheduled events for the complete season—matchdays, training camps, or a season opener. One of the first events of a season is the beloved training camp, to increase the players' fitness. Right-click on one of the first days of July in the calendar, then select **TEAM > TRAINING CAMP**. A screen will show you all possible targets for training camps. Open the in-game help to see what your options are and select a target for your camp. The selected day will be the first day of your trip. As soon as the camp starts, you will have the option to focus on specific training targets.

You might also want to schedule some friendly matches to prepare for the season. Return to the calendar in a few days, and then select **TEAM > FRIENDLY**. You will see a list of available opponents from which you can pick one. This is possible even when you are in a training camp. Find out more about the various events in the Calendar section of the manual below.

RESERVE TEAM

Your First Team is not all there is. Click on **TEAM > RESERVE TEAM** to have a look at your second squad. Depending on the number of leagues you have selected, you might have a full squad or only a few players here. Reserve Teams play in lower leagues or in separate leagues on their own. If you want to create a separate league, you can check this option in the game start sequence, when you select the leagues to be simulated. Most of the options work like the ones in the line-up for the First Team. If your Reserves do not play in a league, you can still check the Status tab to see how they are doing.

Normally, players do not like to be in the Reserve Team, since they want to play as high as possible. If you come across players with a low Morale, check whether they might be suited for the First Team, as well, because they might think that they deserve it. You can move a player to a different team by either using the context menu (right mouse button), or by moving them on the **TRANSFERS > CONTRACT > SQUAD SELECTION** tab. Note that most players will lose morale if you move them to the Reserves, if you did not talk to them about it before.

YOUTH TEAMS

Your pro team would have a bleak future without some future stars. Click on **TEAM > YOUTH TEAM** to check the future of your club. Youth teams are separated into four age groups. In the first season all players who were born between January 1st, 1993 and December 31st, 1994, are eligible to play in the 17/18 years team. The respective range for the other teams is moved by two years each, so that players in the 11/12 years team must have been born before the end of 2000 to be part of the team.

Check the in-game help for further information about the options.

TRAINING

Select **TEAM > TRAINING** to enter the Training screen. Each week you can select up to 28 exercises and drag and drop them into your training schedule. This number is decreased for lower league clubs. In all there are 40 different exercises, including six specific workouts for goalkeepers. Some exercises require certain club facilities, which are displayed on the tooltip. Right-click an exercise to delete it. If you do not want to choose the exercises by yourself, have your assistant select them for you.

If your team lacks energy, you should increase the time of Recovery. Some free days help to boost the morale of your players. Make sure to put some variety into the schedule, since a repetition of the same plans negatively affects the players' morale.

You can set training plans for up to three training groups, for the goalkeepers, and for the Reserve Team. Moreover, you are able to set individual training targets for the players, which will result in a steeper increase in their training progress.

Move players to different training groups to increase the effectiveness of the training, and create long-term-plans for the complete season.

You can also set individual long-term trainings plans for each player. Open the Player Details page and click on **TRAINING OBJECTIVES** on the left to define the next training targets.

STAFF

You don't feel capable of handling all this stuff at once? Or you want to focus on specific aspects in detail? No problem – leave the rest of the tasks to your assistants! Click on **CLUB > STAFF** to check your existing staff members or hire new ones. The level of the staff members should be about as high as your average player level; for top clubs, you can even hire extremely good staff (level 90 or higher).

Use the **SEARCH** tab to look for new staff. An assistant manager is one of the most important members, since he can improve the player skills, and he enables you to create separate training groups. A General Manager can take care of your daily business, whereas Scouts are invaluable to discover new talents for your squad.

To make an offer to a potential staff member, right-click his name and select **MAKE OFFER**. You will get a response a few days later.

Use the **ASSIGN TASKS** tab to select the missions for your assistants. Note that many staff members have an influence, even if you take over the tasks yourself. For example, a good General Manager will increase the probability that players will sign fair contracts.

OTHER SCREENS

With all the information so far you are well on the way to managing your team, although there are a multitude of other options in the game. The following chapters provide an overview of the remaining screens in the main menu, followed by a description of the matchday. Have a look at the in-game help for further information.

CLUB DETAILS

To view further information on any club in the game, right-click its name or badge to view its Club Details screen.

TOOLS

Use the following tools, displayed as icons on the upper right, to simplify your life as a manager.

SEASON MAGAZINE

This screen shows detailed information about all the teams and their transfers in your league.

WEBSITE

View up-to-date information on your league and everything else in the world of football.

STATS

Access in-depth information about players and teams.

NOTE: You will sometimes come across entries labelled “N/A”. This means “not available” and often appears in statistics when a club that would be shown there is not simulated in your current game.

TOURNAMENT STATUS

This screen gives an overview and detailed statistics of the current national team tournaments.

MATCH ANALYSIS TOOL (MAT)

The Match Analysis Tool provides an extensive breakdown of all the games played in 3D Match mode.

EUROPEAN MAP STATS

View continent-wide statistics at a glance.

PLAYER SEARCH

This contains an overview of all players in the game world.

SEARCH HISTORY

Review all the players and clubs you’ve previously accessed details on.

PLAYING A MATCH

The easiest way to learn about playing matches is to schedule a Friendly.

To set up a Friendly:

1. Click **TEAM > CALENDAR**. Right-click on a free date and select **TEAM > FRIENDLY**. Select an opponent from the list (Weaker Clubs or Top Clubs) or invite a team of your choice, choose whether you would like the match to be at Home or Away and click the green tick icon. You might also have a mail asking whether your assistant should take over the job. If so, you can safely give the permission now.
2. Click the continue button until the day of the match arrives.
 - A red hand icon means you must read important emails before continuing.
 - A yellow team sheet icon means that you must amend your line-up before the match.
3. On the day of the match, click the whistle at the bottom-right of the screen.
4. In the Select Match Mode screen, choose **3D MATCH** for your first match and click the tick icon. After a short introduction, the match begins.

NOTE: For more details on playing matches, see *Matchday* on p. 29.

TOP MENU BAR

The menu bar at the top of the screen contains the four main tabs – **TEAM**, **TRANSFERS**, **CLUB**, and **CAREER**. These provide quick access to the most important areas of club information.



TEAM > NEWS CENTRE

Stay informed about what’s new at your club. Here you will receive e-mails about completed (or failed) transfers, the condition of your players, the club’s financial status, and much more.

TEAM > CALENDAR

This menu allows you to schedule all sorts of proceedings at your club and offers an overview of upcoming events.

TEAM EVENTS

TRAINING CAMP

Hover the mouse over the different locations to view information on what effect each camp is likely to have on your team.

SHORT-TERM CAMP

A Short-Term Camp only lasts two days and doesn't have much effect on players' skills but can have a big impact on their confidence and morale.

FRIENDLY

If you choose to book a friendly, a list of all interested clubs is displayed. You can now also invite an opponent of your choice.

TOURNAMENT

Join three other teams in a Mini-Tournament.

INDOOR TOURNAMENT

An Indoor Tournament can only be scheduled in the winter during a period where there are no matches for at least three weeks. You have to provide the prize money but may recoup some of your outgoings through ticket sales.

TESTIMONIAL MATCH

If a player who has rendered outstanding services to the club ends his career, you should consider organising a testimonial for him.

START OF HOLIDAY

You can now decide when your players' holidays begin. The main advantage of a long holiday is the extended rest period for your players. However, the trade-off is that you won't have the opportunity to improve their skills through training or schedule new events.

LACTATE TEST

A Lactate Test evaluates the fitness of your players. Players who have positive results see an increase in fitness, while players with a negative response see a decrease in fitness.

TRIAL DAY

Hold a Trial Day to attract new talent.

TEAM SPIRIT

EMERGENCY MEETING

If team spirit has fallen apart and results aren't going your way, it may be time for an Emergency Meeting. These can't be scheduled in advance.

GO TO RESTAURANT

Inviting the players out for a team dinner always boosts morale.

PLAYERS PARTY

A Players Party is a good way of improving team spirit.

CHRISTMAS PARTY

It wouldn't be Christmas without a party! This usually improves team spirit.

THEME PARK

Boost morale by visiting a Theme Park.

BIG BIRTHDAY

Arrange celebrations for your milestone birthdays.

OPEN DISCUSSIONS

Schedule an open discussion once every season with your players to get valuable feedback about the state of the team.

PR/PRESS

YOUTH PLAYER DAY

Support your Youth Department by scheduling a Youth Player Day once a year (after which, you get the chance to sign up the most promising player).

SPONSOR DAY

The sponsors are one of the most important sources of finance for the club, so it makes sense to show your appreciation by scheduling at least one Sponsor Day per season.

FAN CLUB DAY

Host a supporters club meeting to try to increase your Fan Popularity.

OPEN DAY

Open Days take place before the first match of the season, allowing interested parties to take a look behind the scenes at your club.

END OF SEASON PARTY

A party at the end of the season is usually a good way to increase your club's popularity and, if all the hard work has paid off, to celebrate your triumphs.

CLUB ANNIVERSARY

Organise a Club Anniversary every 25 years to commemorate the founding of your club.

PLAYER AWARDS

Give players a morale boost by hosting an awards ceremony that pays tribute their performances for your club.

AUTOGRAPH SESSION

Hold an Autograph Session to gain fan exposure and show sponsors your popularity. Depending on how the Autograph Session goes, your team's morale could increase or decrease.

CHARITY EVENT

Raise money for a good cause and improve your image with the media and your sponsors.

PRESENTING A NEW PLAYER

When you sign a new player, you can choose to present them to the club's fans. There are three choices, each with a different price tag. The cheapest method is to announce through the club's website; it's free but holds little spectacle. Announcing the player through a press conference or stadium presentation costs money, but can make your new player happier.

TEAM > FIRST TEAM

Set up every aspect of your first team, including line-up, tactics and player roles.

Icons in the Status column indicate a player's current circumstances (e.g. injuries). See the table below for definitions:

	Player waiting for work permit
	Player injured
	Player ailing
	Player not eligible to play in international competition
	Player not from European Union
	Player not from Europe

	Player will be banned if he receives another yellow card
	Player banned due to yellow cards
	Player banned due to 2nd yellow card
	Player banned due to red card
	Player suspended
	Player not eligible to play in league
	Player has signed a contract
	Player is absent

ROLES

Click the chess piece icon to assign Roles (e.g., captain, corner kick taker) to your players.

RULES

For assistance with picking the team, click the book icon to define general selection rules.

AUTOMATIC SUBSTITUTIONS

Define substitution rules that will automatically be carried out when specific conditions are fulfilled during a match.

TACTICS

Open a new screen to set detailed tactics for your team.

STATUS

See an overview of your team's performances in their league and cup competitions.

SHIRT NUMBERS

Select the shirt numbers of your players.

TEAM > RESERVE TEAM

NOTE: Reserve Team screens are identical to First Team ones.

Rules governing reserve teams vary by country. If your reserves don't currently play in a league but are allowed to gain promotion to one, click the STATUS tab to find out how they are performing (e.g., how many points they've earned and how close they are to promotion, if it's permitted).

TEAM > YOUTH TEAM

This part contains an overview of all your youth teams, ranging from 10 to 19 years of age.

TEAM > TRAINING

Set the training distribution for the teams or training groups, and give individual training targets to the players.

TIPS: While improving the Fitness of your team you must keep an eye on their Energy. If players are low on Energy they cannot improve their Fitness and will most likely suffer due to exhaustion. Low Energy also reduces skill development and increases the chance of injuries.

Players in smaller Training Groups generally progress at a quicker rate.

TEAM > DRESSING ROOM CHEMISTRY

All players have certain expectations for the seasons, partly on their own, partly because you have made some promises to them. Use these screens to keep an overview can change the promises to the players.

NOTE: You can only activate and deactivate a Team Promise twice each season.

TIP: Making promises early in the season has a greater effect than doing so later on.

TRANSFERS MENU

TRANSFERS > CONTRACTS

There's more to running a football team than playing the game itself. Many other areas of the club need to be managed, including player transfers and extension of contracts.

TRANSFERS > TRANSFER MARKET

This is the place to go if you're looking for new players to boost your team. The following options are available:

BUY PLAYER

Permanently acquire a player for a fixed transfer fee, contract duration, and salary that has to be negotiated.

LOAN PLAYER

The player is loaned out for time to be specified (usually until the end of the season). In most cases the clubs will split the salary. Some additional options can be negotiated.

PLAYER EXCHANGE

Sometimes it makes sense to swap two players, so it's a win-win-situation for clubs and players. If the other club is interested in an exchange, you can select one player to offer. Depending on the market values, you might have to offer some financial compensation in order for the deal to take place.

OFFER PLAYER

If you want to get rid of a player (or to loan him out), right-click on a player name and select OFFER PLAYER TO CLUB. If a player is already transfer listed, you can't offer him to specific clubs.

TAKE ON TRIAL

Right-click a player and select TAKE ON TRIAL to take a player on trial for one week (if the option is available).

AGENT INQUIRY

Use this option to investigate the possibility of a transfer. The agent reports back after a few days, providing you with an estimation of the player's contract demands and the amount of investment you would have to make.

WORK PERMITS

Players from outside the European Union require a work permit before they are eligible to play in England or Holland. They must be playing for a national team in the top 70 of the FIFA rankings and must have played at least one match for their national team in the previous season. When these conditions are met, it takes two-to-four weeks to obtain the work permit.

TRANSFERS > TRANSFER PREPARATIONS

Use the options to interact with a player before you start contract negotiations. Players might be flattered by a distinct interest in a transfer and therefore demand less salary.

TRANSFERS > NEGOTIATION STATUS

This screen provides an overview of current and previous negotiations.

TRANSFERS > CO-OPERATION

Both small and large clubs can profit from Co-operation Agreements. Big clubs get the chance to discover talented youth players with an eye to signing them, while smaller ones can loan big-time players who aren't getting matches.

TRANSFERS > SCOUTING

Hire scouts and send them on specific missions to find out more about potential additions for your team. The following table contains an overview which information about a player is revealed at what popularity level.

POPULARITY	INFORMATION UNCOVERED
0	Only basic player data, like Age, Nationality, Height, Weight etc.
1	Foot, Main Position.
2	Languages; current and previous injuries. All skills are rounded to steps of 20 (i.e. the nearest value of 0, 20, 40, 60, 80, or 100).
3	Player Type, Second Position (if available).
4	Condition, Energy, Third Position. Skills are rounded to steps of 15.
5	Fitness, Confidence, Morale.
6	Discipline, Fourth Position.
7	Market Value, Talent, Tactical Education, Character, Fifth Position. Skills are rounded to steps of 10.
8	Sixth Position.
9	Skills are rounded to steps of 5.
10	All information available.

CLUB MENU

CLUB > STAFF

Staff members provide invaluable assistance in the day-to-day running of a club. See the following table for an overview of all staff positions and what they can do for you:

POSITION	ROLE
Assistant Manager	Handles line-up selection and training for the First Team; suggests potential signings and alternative positions for current players.
Amateur Coach	Handles line-up selection and training for the Reserve Team.
Youth Coach	Handles line-up selection and training for the Youth Teams; looks into potential youth player signings.
Goalkeeper Coach	Handles training for goalkeepers.
Fitness Coach	Increases player fitness.
Team Doctor	Cares for injured players; reduces injury periods.
Masseur	Enhances energy recovery of players.
Psychologist	Increases mental skills of players; reduces disputes within the team.
General Manager	Handles club finances, negotiates with sponsors, signs other staff members.
Marketing Manager	Increases merchandise sales.
Construction Manager	Handles construction of stadium, club facilities and Youth Camps.
Director of Football	Negotiates transfers and contracts, arranges training camps and friendly matches.
Fan Representative	Handles contact with fans.

POSITION	ROLE
Spokesperson	Helps to increase Media Status.
Lawyer	Negotiates staff compensation.
Specialist	Handles specific area-related injuries such as bone, muscle and knee injuries. Increases injury prevention.
Scout	Increases knowledge about players from other teams.

NOTE: The number of staff members you can hire is dependent upon the size of your office building. To enlarge it, go to CLUB > CLUB FACILITIES and click EXTEND CLUB FACILITIES.

CLUB > FINANCIAL STATUS

Only a financially healthy club can flourish in the long term. Use the Financial Status menu to monitor these aspects of running your club.

CLUB > STADIUM

Create the arena of your dreams! Use the stadium editor to build grounds for your First Team, Reserve Team and Youth Team. You can also apply to be home of the European Cup finals.

TIP: Visit www.fifa-manager.com to find stadiums created by players all around the world and to check out how to implement them in your game.

CLUB > CLUB FACILITIES

This screen deals with your local club facilities, the stadium infrastructure, and your Youth Camps.

EXTEND CLUB FACILITIES

Click EXTEND CLUB FACILITIES to improve your grounds with new amenities and pull in additional income through hotels.

BUILDING, EXTENDING, RENOVATING, AND DECONSTRUCTING

Click the Toggle Interface icon to view all available Buildings and their current status information. Each building has a Level, Duration, and Status, as well as a list of Costs, and the ability to Extend, Renovate, and Destruct. Depending on the building, some of these categories will be blank or unavailable. For example, a building that hasn't been erected yet cannot have a Deconstruct option.

Click on the Extend arrow icon to view expansion information for that building, or click the Renovate or Deconstruct arrow icon to view renovation and demolition information.

Renovating Buildings



Click the icon in the Renovate column (if available) to improve the highlighted facility.

CLUB > MERCHANDISING

Use this screen to interact with your fans, buy and sell local or overseas merchandise articles, and change the colour and style of your kits.

SPECIAL MERCHANDISE OFFERS

Check your News Centre regularly for special offers on products. If you find one, click SPECIAL OFFER to negotiate with the salesperson making the offer. The discount currently being offered is on the right-hand side of the screen with your current (higher) discount demand on the left. To increase the likelihood of a deal, either reduce your demand or increase the amount of stock you're willing to purchase. The closer the hands on the screen are, the nearer you are to a deal – but beware, you only have one minute to come to an agreement.

When playing in multiplayer mode, two players may occasionally be sent the same offer and must both negotiate simultaneously. To do this, both players can either use the mouse or the first player can use **A/D** while the second player presses **J/L** (to increase order/decrease demand).

TIP: You won't receive special offers if there's no capacity in your club shop.

TIP: A good Marketing Manager and a high Media Status will increase your chances of receiving special offers.

SPECIAL PRODUCTS

Creating merchandise-commemorating events in your club's history is a good way of raising income. When such an opportunity arises, an email arrives in your News Centre. To order commemorative merchandise, click SPECIAL PRODUCTION and select the type and amount. Remember, the sooner you order, the higher the discount!

Tip: Before making a decision on opening a Fan Shop abroad, consider your International and National Prestige, the population of the country in question and the FIFA ranking of both your country and the country you are considering selling your merchandise in.

CLUB > TICKETING

Set admission fees for each stand in your main stadium.

CLUB > SPONSORING

You have several sponsorship options when trying to boost your income. These include a Main Sponsor, and Platinum, Gold, and Silver Sponsors. You can also sell Ad Boards and the Naming Rights of your stadium and stands.

CLUB > ACHIEVEMENTS

View your club's best players and take a look at your trophy collection.

CAREER MENU

CAREER > MY CAREER

This screen provides you with an overview of your managerial career.

CAREER > PERSONAL LIFE

Even a top-flight manager has time for pursuits outside his day-to-day work. You now have more access to your life away from your desk. Choose to join in recreational activities for personal enjoyment and to positively influence your relationship with the higher-ups. You can also choose to spend time with your significant other or family, purchase and review cars and real estate, manage your personal wealth, invest in the stock market, or dabble in additional investments.

NOTE: You can switch off the simulation of your private life in the game start sequence.

CAREER > WATCH OTHER MATCHES

You can observe complete competitions in Videotext Mode or watch specific competition matches and the matches of specified clubs in 3D Match mode.

CAREER > CAREER OPTIONS

This screen provides an overview of the manager status of other clubs, and possible future opportunities, if you want to work somewhere else.

TIP: If you contact clubs about vacancies, you run the risk of the press finding out about your enquiries.

MANAGER TASKS

Here you can check which Manager Tasks you have already completed and see what still has to be done.

OPTIONS

The following options are available from the Options menu.

OPTIONS > SAVE

Create a quicksave game of your current progress (you can also do this by pressing **F9**).

OPTIONS > SAVE AS

Specify the name of your saved game file using the textbox and click **SAVE GAME** (if the name already exists, the previously-saved game is overwritten). To delete a saved game, click its name and select **DELETE GAME**.

OPTIONS > ADD NEW PLAYER

You can add new players to your game (up to a maximum of four) at any time. The new player must enter their personal data and select a club to manage.

OPTIONS > RETIRE

Players can retire from the game at any time (as long as more than one player is playing). If a new player doesn't replace them, their club is taken over by a simulated manager.

OPTIONS > GAME OPTIONS

This lets you change several game and interface options.

OPTIONS > PREFERENCES

Adjust the game preferences to your personal likes.

OPTIONS > AUDIO OPTIONS

Configure Audio Options and select songs for your playlist.

OPTIONS > 3D OPTIONS

Set the default visual settings for 3D Matches using the drop-downs on the left of the screen. If you are using Action mode, you can configure your gamepad or keyboard using the dropdown on the right.

OPTIONS > SIMULATION

This feature lets you simulate a game until a specified point in time, allowing you to see how it develops before intervening. Your assistants take over your tasks for the duration of the simulation.

OPTIONS > HOW DO YOU PLAY?

This screen contains information about your playing style and your current game.

OPTIONS > BACK TO MAIN MENU

Use this option to return to the main menu.

OPTIONS > QUIT TO WINDOWS

Use this option to quit *FIFA Manager 12* and return to Windows.

NATIONAL TEAM

If you want to take a job as a National Team manager, either select a country at the start or wait for offers during the course of the game. Use the team flag button on the left-hand side of the top menu bar to switch between your club and national teams. Options available when managing the National Team are very similar to when managing your club, so only the differences are listed below:

TEAM > CALENDAR

You can only arrange Friendlies in the National Team Calendar screen (possible dates are marked with your national team's flag).

TEAM > TRAINING

National Team training is only available a few days prior to matches and during tournaments.

NOMINATIONS > SQUAD

Your main job as a National Team manager is to put together a powerful team for upcoming matches. The left side of the screen lists all available players while the present squad is detailed on the right. Click a name in the Player List to move him into the Squad and click a Squad player to remove him. For help, click ASK ASSISTANT.

NOMINATIONS > RETIRED PLAYERS

This is a list of all players who have retired from the National Team. If you're lucky, you may be able to convince a player to return by clicking on his name.

MATCHDAY

SELECT MATCH MODE SCREEN

If you're playing at home and you have more than one stadium, select where you want to play the game using the drop-down at the top-left of the screen. Then, choose how you want to view the upcoming game (see Match Modes below).

If you're playing in 3D Match mode, you can select up to five other matches to watch by selecting 3D MATCH in the drop-downs next to the fixtures on the left (click the sheet icon behind the teams to view match previews). If you're playing in Text Mode, you can select up to three Additional Teams (depending on the number of active users) to be displayed in detail during the match.

NOTE: If more than one user is playing, click the tabs at the top-right of the screen to switch between players.

NOTE: If you choose to watch a match in Videotext or Text Mode, the selection applies to all players in a multiplayer game. Selecting Instant Results and 3D Match mode can be done individually.

NOTE: If any of the teams has an incomplete line-up, you will not be able to choose 3D Match mode.

MATCH MODES

3D MATCH

Follow all the action as it happens in 3D Match mode.

MANAGER SPEECH

You are given the opportunity to make a speech before the start of the game. Your team's morale is affected by what you say. The bolder your statement, the more your team is encouraged. However, if the match doesn't go well, your statement can come back to haunt you, and greatly diminish your team's morale.

MANAGER SHOUTS

This feature lets you indirectly take part in the game. There are 12 shouts available; hover the mouse over the icons to see a description. Click on the icon or press the respective hotkey to use the shout. Most of the shouts will affect the player who controls the ball, but there are also some tactical shouts for the defensive behaviour or for the team in general. In most cases, but not always, the players will follow your commands. Have a look at the referee status—if you overdo it with the shouts, he will ban you from the match!

OPTIONS

Highlight Detail:

Lowering this setting activates the Highlight Mode, which describes most of the play in text form. When a good chance or a goal happens, the game switches back to 3D Match mode.

Match Speed:

There are four match speeds at your disposal. You can also calculate the rest of the match at high speed by clicking the Hare button. Click the Turtle button to return to normal speed.

Camera:

Several cameras are available to watch the match from all angles. You can also use the number keys 1 to 0 to change the camera. To activate the Custom camera, press **7**, then press NumPad **2/8** to adjust its angle, NumPad **4/6** to rotate it and **+** or **-** to zoom in or out. NumPad **5** resets the view to a standard bird's eye perspective above the pitch.

Player Names:

Displays the names of the players.

Player Info:

Cycle between different sets of information about the players.

Replays:

Activates replays after match highlights.

Cinematic Views:

Activates cut scenes when the match is stopped.

x1 Speed Final 1/3:

If you have increased the match speed, the game will slow down to normal speed when the ball is in either attacking third of the pitch.

Go Live 80th Minute:

The game automatically uses normal speed and live mode from the 80th minute onwards.

Show Live Table Permanently:

Display the league table in the top right corner of the screen with live updates as goals are scored for or against you and the teams around you. This applies to league games only.

SHORTCUTS

SHORTCUTS		
Cameras		
1		Standard
2		TV
3		Zoom
4		Behind Goal
5		Elevated
6		Manager
7		Custom Camera (use NumPad to control)
	+ / -	Zoom
	4 / 6	Angle
	2 / 8	Elevation
	5	Reset
8		Overview
9		Bird's Eye
0		Tower
Manager Shouts (Use CTRL + Hotkey for second user)		
A		Pass Left
W		Pass Forward
D		Pass Right
E		Hoof It
T		Tackling

SHORTCUTS

H		Dribbling
C		Clear
R		Change Sides
Z		Out of Bounds
Y		Cross
S		Shoot
V		Forward Run
Other Hotkeys		
F1 / F2		Open Substitution Screen for Home / Away Team
F5		Toggle Replays on/off
F6		Toggle Cut Scenes on/off
F7		Display Player Names
F8		Cycle Player Info
F9		Change Match Speed
F11		Toggle Replay

SUBSTITUTIONS AND TACTICS

The Tactics and Line-Up screens are similar to those mentioned earlier in this manual, but with fewer options. If you schedule a substitution, it will only be carried out when the game has stopped.

REPLAYS

Press **F11** during the match (when running in Highlight mode, set to FULL MATCH first) to switch to Replay mode. To save a highlight, set its start and end points by using the slide-bar to play through the match and clicking the Set Start and Set End icons. Then click the Save Highlight icon to save the chosen clip. You can review saved highlights in the main menu. Press **ESC** to return to the match.

NEW GUI

A new easy-to-use interface makes it simple to retrieve all the data relevant to the game within seconds and to issue precise tactical instructions to your team. Simply move the mouse over the icon on the bottom-left side of the screen and all the menus open automatically.

TEXT MODE

Follow every match via a live ticker, which describes all the action and builds up the atmosphere throughout the season, reflecting on current standings, specific events, and much more!

If you have chosen to view multiple matches, click the SINGLE MATCH tab to view one match at a time and click the arrows to switch between them. Select the CONFERENCE tab to see an overview of all matches today.

Watch match events as they happen in the window on the left of the screen and toggle between All Events, Highlights, Goals, Subs and Cards by clicking the tabs.

To make substitutions without leaving the screen, select the TEAM tab and drag and drop your sub into the team. To alter your match strategy, click the TACTICS tab. For more detailed data, click the STATS CENTRE icon. Click the OPTIONS icon to adjust the game display to your needs.

Use the arrows to click through the widgets at the top right of the screen. These include a variety of information from the attendance to advice from your Assistant Manager.

MANAGER SHOUTS

Use the icons between the two windows to carry out manager shouts. Unlike 3D Match mode, they do not have a direct effect on a scene, but alter the way your team plays. Check out the referee status in the referee widget to make sure you are not banned from the game. The TAKE CONTROL option is only available when you are leading with at least two goals, your overall team level is at least 5% higher than the opponent, and your team has a normal or positive state. A shout affects a match as long as it is enabled, or until another shout is used.

VIDEOTEXT MODE

Use the sliders at the bottom right of the screen to set the Match Speed and decide on the pause length after a goal. To give yourself the option of making changes during the game, tick the Stop At Half-Time option.

If you play a multiplayer game and participate in different competition, click the tab of the respective competition on the top left. Click your team to open the substitution screen.

INSTANT RESULTS

This is the quickest way to simulate a match. If you want to stop at half time to make tactical changes, to stop the match following a forced substitution, or to enable automatic substitutions, check the relevant option on the screen.

HALF-TIME

Click TALKS during half time to take stock and try to change your team's attitude with a pep talk—or a dressing down. Choose a different approach with individual players using the Player Talk drop-down or deliver a Team Talk to rally the whole squad.

PLAYER DEVELOPMENT

GENERAL DEVELOPMENT

Player Development is more realistic than in previous versions of *FIFA Manager*. Players with good potential receive a bonus in training and learn more during a match. Players who have reached their peak, meanwhile, find it harder to improve. Therefore, when trying to improve your team without spending too much money on the bigger stars, try to find players with good potential.

Consider the following when looking for players:

- The talent of a player is of utmost importance. Highly talented players have a high probability of showing good development and even mildly talented players have a chance of developing.
- Look for players at small clubs that show good development despite unfortunate circumstances. Moving to a big club might give them the push they need!
- Long injuries can have an impact on the development of players, especially young ones. When a player younger than 20 has already suffered multiple long-term injuries, he is very unlikely to develop, despite his talent.
- Be careful with transfers of players younger than 18. There is an increased probability that they will suffer from a change in environment (especially players from a Youth Camp). You can reduce these effects by building a Boarding School on your club grounds.

PLAYER SKILLS

The following table provides an overview of the most important skills for out-field positions:

POSITION	MOST IMPORTANT SKILLS
Central Defender	Tackling, Man Marking, Headers, Jumping
Left/Right Defender	Tackling, Man Marking, Acceleration, Speed, Robustness
Left/Right Wing Back	Forward Runs, Acceleration, Speed, Work Rate, Crossing
Sweeper	Tackling, Man Marking, Headers, Speed, Jumping
Anchorman	Passing, Long Passing, Tackling, Man Marking
Defensive Midfielder	Passing, Long Passing, Tackling, Man Marking, Work Rate
Central Midfielder	Technique, Creativity, Passing, Long Passing
Attacking Midfielder	Dribbling, Technique, Creativity, Touch, Forward Runs, Acceleration, Speed
Left/Right Midfielder	Crossing, Acceleration, Speed, Technique, Passing
Left/Right Wing	Crossing, Touch, Forward Runs, Acceleration, Speed
Central Forward	Finishing, Headers, Touch, Acceleration
Striker	Finishing, Forward Runs, Acceleration, Speed

FIFA MANAGER 12 ONLINE

Right-click the icon in the game explorer to play online with your friends!

Before you can start playing online, you need to register a user name for the game. Click the CREATE ACCOUNT button on the login screen and follow the onscreen instructions to create your account. The in-game help system is also available in online mode.

LOBBY

After logging in you will be taken to the lobby, where you can start or join new games, continue previously saved games, change your personal settings, view the Highscore list and your won trophies, buy and use action items, or add users to your friendlist or to your ignore list.

CREATING A NEW GAME

In the Games tab, click the HOST GAME button. Your game will get a standard title with your user name, but you can change the title, if you like. If you want your game to be password protected, activate the PASSWORD PROTECTED option, enter and confirm the password. Only users who know the password can enter your game. Choose the league to play from the dropdown menu. If all users are ready, the host can launch the game by clicking on the START GAME button. There is a maximum of 8 players per game.

Check the in-game help for more details about the game options.

JOIN GAME

All games of other users that are currently available are listed in the CURRENT GAMES table in the Games tab. To join a game, click the respective row and then the JOIN button. If the game is password protected, you will have to enter the password before you can join the game. The current participants of the game are shown below the table.

Click the REFRESH button to get a new games list from the server.

FILTER OPTIONS

There are a number of options to filter the games list:

- Only Show Public Games: Games that are password protected do not appear on the list.
- Show Full Games: Games that already have the maximum of players appear on the list.
- Show Started Games: Games that have already been started appear on the list.
- Only Games With Friends: Games without any users on your friendlist do not appear on the list.
- Only Show Games in Language: Only games that use the selected language appear on the list.
- Game Includes Team to Select for a User: Only games that have the selected club available appear on the list.

ACCEPT INVITATION

If a host has sent you an invitation to join his game, you will get a notification icon in your lobby. Click the icon to see all current invitations. If you want to accept the invitation, select the game from the list and click on ACCEPT.

CONTINUE A SAVED GAME

Each game is saved automatically at the start of each week. If you are the host of the game, you will see a list in the Saved Games table on the Games tab. Click the RESUME button to continue the game, and you will be taken to the pre-game screen. As soon as the host has resumed, the game will appear in the Saved Games list of all players who have participated in the game. **If at least half of the players have confirmed that they are ready to proceed, the host can continue the game.** All managers replace all players who are not available at this time. However, they can join the game again later.

HIGHSCORE LIST

Playing *FIFA Manager 12* Online will reward you with lots of Manager Points for the worldwide Highscore List. To see a detailed list of the Manager Points, right-click on your manager avatar during a game (to be found on the lower right), then left click on the MANAGER POINTS OVERVIEW button.

TROPHIES

FIFA Manager 12 Online comes with a number of trophies that you can win throughout the game. Click the arrows on the top right to cycle through the pages. Note that you only receive most of the trophies when you play multiplayer games!

FRIENDLIST

Use this screen to add users to your friendlist or ignore list.

If you want to send a message to one of your friends, select the name from the list, enter the message in the Chat window and click on SEND. The receiver will get a notification of your message. You can follow the message history in the Chat window.

SETTINGS

Use this tab to change your personal settings. After changing your settings, click the APPLY CHANGES button to confirm.

ACTION ITEMS

Get an overview of your current action items, which you can use during a game. Click the BUY button to swap Manager Points for new items.

CHAT

Enter one of the default rooms to chat with your friends and other users. You can only participate in one room at the same time.

NEW ONLINE FEATURES

All of last year's Premium Online Account features are now available for free. These include:

ACTION ITEMS

Use the new action items to boost your gameplay and enhance your squad! You gain more and better action items in exchange for your Manager Points.

AVATAR EDITOR

Create your avatar from various individual pieces, such as skin colour, hairstyle, eyes, mouth, glasses etc.

HOST FANTASY LEAGUE

You can now host your own fantasy draft league. All players can then join your league and play under your rules.

ADDITIONAL STATS

This year's Online mode is perfect for statisticians. Get all the information on:

- Transfers
- Team Levels
- Best Rated Players
- Most Expensive Squads
- Foreign Players
- Injuries
- Player Fairness
- Salaries / Market Values
- Stadium Capacities

EXTENDED PLAYER SEARCH

Browse the countries and clubs for players. This extended feature includes many additional filters for Player Level, Positions, Nationality, Age, and Special Skills, to narrow down your search and quickly find the exact players you are looking for.

MAIN MENU

FIFA Manager 12 Online progresses in turns of one week. At the start of each week you are taken to the main menu where you can change your line-up and tactics, look after the player contracts, set your training for the upcoming week, change your ticket prices, or extend the infrastructure of your club.

MANAGER OFFICE

This is the place to change your line-up and the tactics. Choose a formation from the dropdown menu above the pitch and swap players by dragging them to their new positions.

Click the Tactics tab to change the orders for your players.

LEADERSHIP

Players with the Leadership special skill will have positive effect on the level of the team part they are playing in, and on the team as a whole. However, too many leaders will have a contrary effect, since the hierarchy of the team is disturbed.

TRAINING

Each week provides five slots for your training sessions. Fitness, Recovery, and Team Tactics are trained for the complete team, whereas training for Overall Skills and Special Skills works for individual players.

Check the players' training progress on the Individual Training tab. Overall Skills and Special Skills are trained in steps of five stars each. When the progress bar is complete, it takes only one more step until the player reaches the next higher level or acquires the Special Skill.

If you schedule an overall or special skill training session, only players who have the matching individual training target have a chance of a training progress increase. Young players and those with a low level have a higher probability for increases. Each day's training results are displayed in the weekly progress.

HINT: The lower the energy of your players, the higher the effect of Recovery days.

FINANCIAL CENTRE

This is where you keep an overview of your budget and extend your stadium and facilities.

The Financial Status keeps you up-to-date with the current budget.

Each booking throughout the season is listed in the Accounting Journal. Make sure to reach your season objectives, or your board might cut your budget!

Use the Infrastructure tab to extend your Manager Office and Training Grounds. Each extension comes with a new bonus for your club.

The Stadium tab is the place to extend your stadium and set your ticket fee. The table of home matches provides an overview of all matches and gives an estimation of the next home crowd.

TRANSFERS

You can use the Transfers screen to look for additions to your squad, and to sell players you do not need any longer.

Use the controls below the table to filter the players you are looking for. Click the PLAYER SEARCH button after adjusting the controls to update the list. To make an offer for a player, open his player details screen and click the TRANSFER OFFER button. A high offer will increase the probability that the club will put the player onto the transfer list. However, you will not be the only club who is eligible to make offers! On the other hand, you can make direct offers for players to other human managers.

Set a required position with a minimum level to indicate that you are looking for a specific type of player. This increases the chance that other clubs will put matching players onto the transfer market.

Click the SHOW OTHER TEAMS button to get a list what other teams are looking for.

The Squad tab gives you the option to put players onto the transfer market, or to cancel their contracts. Note that you can put a player onto the market only once per half season.

SPONSOR MISSIONS

Sponsors will now give special missions to all teams, and the winners are awarded additional budget. Some of these missions are risk versions, where you can choose after each match whether you want to collect the bonus, or try to raise it in the next match. Click the SPONSOR MISSION icon in the main menu after you have been notified of a new mission to check the current status.

ACTION ITEMS

Use this screen to manage and play your action items in the game. Misc and main menu items can be played directly if you select them and click on USE ITEMS. You can select up to three items each to be used in the next transfer market and match. To do so, drag the items to the respective slot on the right side. Click the BUY button to acquire new sets of items.

STATISTICS

A number of statistics are available for you to view. If you are looking up the results, set the new matchday or group and click the REFRESH icon to get the information from the server.

OPTIONS

The options are separated into options for all users and options that can only be changed by the host. Check the in-game help for a detailed description of the options.

CLUB INFO

Right-click on the badge of any club in the statistics bar to open an info screen with many details about the club.

MANAGER INFO

Right-click on your manager avatar on the lower left to open detailed information about your manager career. Use the dropdown menu in the header to see the details of other managers. Click the icon for the Manager Points overview to see a list of how your Manager Points that you have won in the current game are distributed into the various areas.

FRIENDLIST

You can change your friendlist and send messages to other users by using your friendlist in the game.

CHAT

You can chat with all players that are currently in the game. If you want to send a private message, enter a "/w" or "/t", followed by a space, the name of the user, and the text you want to send.

BONUS RACE

Players who quickly finish their turn are rewarded for their speed. After each turn the players collect points for the bonus race, depending on the order they have finished the turn. A player who wins the bonus race gets an additional budget from the board. The number of points that are distributed, and the number needed to win the race depend on the number of players.

TRANSFER MARKET

Transfers take place in an auction style. Each player can join an auction, but you have to make sure that you cannot only pay the required transfer fee, but also the salary for the remaining season! There are two different bidding systems that the host can change during the game. On the one hand there is an open auction with increasing bids; on the other hand there are hidden bids, where each club can make one secret offer for the player.

Use your action items on the main transfer screen to take effect for the next auction.

MATCHDAY

The Next Match tab provides an overview of all upcoming matches. Normally you will watch your own match. However, if you have a free day (e.g. when there are cup competitions you do not participate in), you must select one of the other matches to watch, in case at least one human manager takes part in the competition.

Click the LINE-UP or TACTICS tab to make some last minute changes to your team. However, changing the line-up will have a negative effect on the condition of players who were supposed to be in the starting 11, and now find themselves on the bench or even on the grandstand. You should therefore make sure to think about your line-up in the main menu, even if this costs you some points for the bonus race!

To change the line-up during a match, drag a substitute player onto a player in the starting 11, upon which a substitution indicator will appear behind both players. To change your formation, select a new system from the dropdown box above the line-up. To change your tactics, open the tactics tab and alter the current settings.

There are a limited number of actions you can carry out during a match, which can be altered by the host of the game (by default each player has 10 actions). Each substitution, formation change, or tactical change is counted as an action. A substitution of an injured player is not counted as an action.

Select an action item from the Items tab to make use of it during a match.

NOTE: The game server is synchronized every minute of the match. Depending on your connection speed, you might experience a little delay between your actions and the actual result in the match.

HINT: Have a look at the Energy of your players! Low Energy values reduce the overall player level (although the altered player level is not indicated on the screen).

POST-MATCH EFFECTS

Some players might get additional training progress from playing a match. Young players with a relatively low overall level who have played many match minutes have an increased chance of getting another training star. Thus, it will pay to give these players some match practice! The effects screen will only occur when there are any new training stars to distribute. If players have played a number of matches in a new position, there is a chance for them to acquire it as a new secondary position, and so they do not get a penalty for playing an unknown position.