Rulebook

pbemmanager.com

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How the game works

PBEM manager is a brand-new football manager game brought to you by Lyne Sports media, register now and don't miss out on your favourite club.

In PBEM manager you will take on the responsibility of managing all aspects of your favourite real-life football club, you must take care of your club's team, tactics, scouting, transfers and finances.

You will have to pit your wits against other managers, outsmarting them in the transfer market and tactically in the dugout, set up deals by directly contacting other managers, either by e-mail or phone, on the website chat or forum or by sending a message with your turn.

PBEM Manager works by having a rating system based on real life performances. We have a huge database of 10,000 players who are constantly being assessed and player ratings will change based on real life performances, it will be up to you to scout out and judge players to get the best deals and find players who are improving.

Turn process

The game is played by e-mail, the turns are in PDF file and work on all platforms.

Your turn sheet will be sent to you when the turn has been processed, you then fill it in and send it back before the turn deadline with all your instructions, the games and transfers are then processed and the results sent back to you again, this process is repeated continuously until the end of the season (there are 40 turns in all setups), when the season finishes a new one will start immediately.

All turn days will be Monday to Friday, the turns will be processed on the same day as the turn deadline, the deadlines will be set at 10am 1 week after the turns are sent out, the turns will then be processed and sent out between 5pm and 6pm.

Pricing and payments

PBEM Manager's turn fees are just £2 per turn for your first club and £1 per turn for any extra clubs. These prices compare favourably with other PBM football games and we feel are very good value for the game we provide.

When you register and are assigned a club, you can then register and login to the website (see page X) and make a payment, to do this you must login to pbemmanager.com, go to your "My account" page, click the "Make payment" button and from there you can top up your balance, every time a turn is played and your turn sheets are sent out the turn fee will come off your

balance, if your account balance is negative when the turn is processed then you will not receive your turn and you will be removed as manager.

You can still reclaim your team because it will be reserved for 1 turn before it becomes available to other managers, so make sure you keep your account in balance.

PBEM Manager accepts all major credit and debit cards and uses a safe pay software which keeps all your information and details securely protected.

When the first turns are sent out you will need to make a payment before the turn deadline to continue playing the game.

Game structure

PBEM Manager has 2 different setup types, English setups and European setups, each setup is played over a 40 turn season.

I am sure you are familiar with the way these competitions work but here is a brief explanation of the structure of the setups plus each league and cup because there are a few differences.

English setups - The English setups will have all 92 English clubs available to manage and all major English Cups (FA Cup, League Cup, Community Shield, FL Trophy) plus the Champions League, Europa League and Super Cup for clubs who have qualified.

With Bury being expelled from the league Bradford City have been moved up to League 1 and Notts County up to League 2 to make up the numbers.

Premier League - 20 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 3 teams are relegated from and 3 promoted to the Premier League each season.

Championship - 24 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 3 teams are relegated from and 3 promoted to the Championship each season. The top 2 teams are automatically promoted and the next 4 teams (3rd to 6th) qualify for the play-offs. The play-offs semi-finals are played over 2 legs home and away (the higher placed team at Home in the 2nd leg) 3rd place plays 6th and 4th plays 5th, the winners then meet in the final in a one-off game to decide who is promoted, the bottom 3 are relegated.

League 1 - 24 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 4 teams are relegated from and 4 promoted to League 1 each season. The top 2 teams are automatically promoted and the next 4 teams (3rd to 6th) qualify for the play-offs. The play-offs semi-finals are played over 2 legs home and away (the higher placed team at Home in the 2nd leg)

3rd place plays 6th and 4th plays 5th, the winners then meet in the final in a one-off game to decide who is promoted, the bottom 4 are relegated.

League 2 - 24 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 2 teams are relegated from and 4 promoted to League 2 each season. The top 3 teams are automatically promoted and the next 4 teams (4th to 7th) qualify for the play-offs. The play-offs semi-finals are played over 2 legs home and away (the higher placed team at Home in the 2nd leg) 4th place plays 7th and 5th plays 6th, the winners then meet in the final in a one-off game to decide who is promoted, the bottom 2 are relegated.

FA Cup - The FA cup is competed for by all 92 league teams, the Premier League and Championship teams do not enter until the 3rd round. There are no non-league teams so 40 clubs will receive a bye to the 2nd round. There are no replays in PBEM Manager all games go to ET and pens.

League Cup - The League Cup is also contested by all 92 league clubs, clubs competing in European competitions plus the 8th placed club from the previous season will enter in round 3, the remaining 12 Premier League teams will enter in round 2. The semi-finals are played over 2 legs (no away goals), while all other games are one-off with no replays.

Community Shield - The winner of the Premier League and the FA Cup from the previous season contest the Community Shield in a one-off game at the start of each season.

FL Trophy - This cup is only contested by clubs in League 1 and League 2. It is a straight knockout cup there are no replays or 2nd legs. 16 teams will receive a bye to the 2nd rnd.

Europa League - The Europa League is competed for by clubs which have qualified the previous season. There are no qualifying rounds each qualifier goes straight into the group stage. There are 12 groups of 4 with the top 2 from each group qualifying for the last 32 along with the 3rd place clubs from the 8 Champions League groups. The rounds are then played over 2 legs excluding the Final, away goals are considered.

Champions League - The Champions League is competed for by clubs which have qualified the previous season. There are no qualifying rounds each qualifier goes straight into the group stage. There are 8 groups of 4 with the top 2 from each group qualifying for the last 16 and the 3rd place clubs going into the last 32 of the Europa League. The rounds are then played over 2 legs excluding the Final, away goals are considered.

Super Cup - The winner of the Champions League and the Europa League from the previous season will contest the Super Cup in a one-off game near the start of each season.

European setups - European setups will have 120 available clubs to manage these are the top divisions from England, Spain, France, Italy, Germany and Scotland (Germany and Scotland

have had 2nd tier clubs added to bring the number to 20) these setups will also have the Champions League, Europa League and Super Cup but it does not have any domestic cup competitions instead it has one cup involving all 120 manageable clubs (Euro Cup).

2 German Bundesliga.2 teams and 8 Scottish championship teams have been added to the leagues to take each league to 20 teams.

Premier League - 20 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 3 teams are relegated from and 3 promoted to the Premier League each season.

La Liga - 20 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 3 teams are relegated from and 3 promoted to La Liga each season.

Serie A - 20 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 3 teams are relegated from and 3 promoted to Serie A each season.

Bundesliga - 20 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 3 teams are relegated from and 3 promoted to Bundesliga each season.

Ligue 1 - 20 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 3 teams are relegated from and 3 promoted to Ligue 1 each season.

SPL - 20 teams will play each other twice home and away, 3 points for a win and 1 for a draw, if teams are equal on points Goal Difference then Goals scored will rank them. 3 teams are relegated from and 3 promoted to SPL each season.

Euro Cup - The Euro Cup is a competition which involves all 120 manageable clubs in the set-up, each round is played over 2 legs and considers away goals. 8 clubs will receive a bye to the 2nd round.

Europa League - The Europa League is competed for by clubs which have qualified the previous season. There are no qualifying rounds each qualifier goes straight into the group stage. There are 12 groups of 4 with the top 2 from each group qualifying for the last 32 along with the 3rd place clubs from the 8 Champions League groups. The rounds are then played over 2 legs excluding the Final, away goals are considered.

Champions League - The Champions League is competed for by clubs which have qualified the previous season. There are no qualifying rounds each qualifier goes straight into the group stage. There are 8 groups of 4 with the top 2 from each group qualifying for the last 16 and the 3rd place clubs going into the last 32 of the Europa League. The rounds are then played over 2 legs excluding the Final, away goals are considered.

Super Cup - The winner of the Champions League and the Europa League from the previous season will contest the Super Cup.

European competition and ranking - PBEM Manager has a European rankings system which is used to rank countries and clubs and determines the seedings for cup draws and the qualifying places each league receives.

Clubs and countries receive co-efficient points based on how far they progress in Europe. The previous 3 seasons are considered when ranking clubs and countries.

You will receive the country rankings and top 50 club rankings from your setup with your fixture list at the start of each season.

Round eliminated	Pnts
Champions League group stage 4th place	3
Champions League last 16	12
Champions League Quarter-finals	16
Champions League Semi-finals	20
Champions League Runners-up	30
Champions League Winner	60

Round eliminated	Pnts
Europa League group stage 4th place	1
Europa League group stage 3rd place	2
Europa League last 32	4
Europa League last 16	6
Europa League Quarter-finals	8
Europa League Semi-finals	10
Europa League Runners-up	15
Europa League Winner	30

Database & player ratings

The PBEM Manager database consists of over 400 clubs and over 10,000 players. The database will be constantly updated and we will be looking to add more clubs and players as the game progresses.

You can search the full database on our website, this include all real-life information on all players, but only if you're a member and are logged in, you can search by name, nationality, position, age and rating.

If you think we have made a mistake that you would like to alert us to or you would like a player added to our database feel free to get in touch and e-mail us at: support@pbemmanager.com

We keep these real-life variables on all players on our database:

- Name
- Date of birth

- Age

- Nationality

- Position (s)

- Real-life club (loan club in brackets

Now of course the players name, D.O.B and age will not change but player positions and even nationality will be updated whenever necessary.

When you play the game your squadlist will have more player variables but these will change from setup to setup. These are explained in the squad list section of the Turnsheet part of this rulebook (page 14).

PBEM manager has a database of over 10,000 players who are constantly being assessed on their real-life performances, this database will increase as the game continues with more and more clubs being added.

Player ratings will change based on how they perform on the pitch, appearances, goals, assists, clean sheets will all add to a players rating. Domestic and international football will both count towards it.

These changes will be uploaded on the website forum every Friday evening, managers are encouraged to post and debate player ratings on our website forum.

Wholesale changes will be made at the end of each season, and at the midway point (January)

Now football is a game of opinions and not everyone is going to agree so keep it respectful and say why you think a certain player should be up or down rated. The table below shows a guide to the player ratings, players will increase and decrease depending on their real-life success or failure.

Many aspects are included in a player's rating these include:

- Individual performance and statistics both domestic and international

- Level of current division/league/nation the player is playing in

- Club and international honours

- Individual awards such as Player of the year, FIFA world XI etc

- Overall career achievements

- Players transferring to a higher league or bigger club may receive an increase

- Players getting promoted and relegated will affect the players rating.

Here is a general guide to how players should be rated:

Standard	Rating
All-time great	90+
World Class	87-89.5
Top International	84-86.5
Top Premier League	80-83.5
Average Premier League	77-79.5
Top Championship	74-76.5
Average Championship	70-73.5
Top League 1	67-69.5
Average League 1	64-66.5
Top League 2	61-63.5
Average League 2	58-60.5

Website

Our website pbemmanager.com is where you can post on the forum, search the player data-base and chat and banter with other managers.

Once you have registered you will receive an automatic e-mail confirming we have received your request and a team will be assigned to you within 48 hours, you will then be able to sign up and login to the website (we must accept your membership request to stop random people signing up or people who have been banned).

When you sign up and have logged in to the website you will be able to personalise your profile, you can choose a profile pic and a background pic, you can change this by going to your profile page and clicking on the camera icon.

Forum - When you sign up you need to read the code of conduct and agree to it by checking the check box in the sign-up window.

Of course, we all enjoy some good-natured banter but no foul or abusive language is allowed and anyone engaging in racist, homophobic or religious hatred will receive a forum ban and maybe be thrown out the game all together.

Setups - Here you can view all the active setups including tables, the last turns results and a list of managers currently active in the setup (this will just show a list of managers before the game starts).

Database - Here you can search the PBEM manager database to find your favourite players so you can make a bid.

You can search by name, position, rating, club and nationality.

Register - This is where you can register for a club in PBEM manager you must fill in the form and select which setup you would prefer and which clubs you would like to manage, we will do our best to match with your selections.

If you already manage a club in PBEM Manager and would like an extra club please feel free to contact me at support@pbemmanager.com

Prizes

In PBEM Manager you can win real trophies, every league and cup come with a prize for whichever manager takes the glory.

The trophies are of a good quality, bigger trophies like top division titles and the Champions League have larger trophies than smaller competitions like the community shield and Super Cup.

Only league and cup winners receive a trophy, there are no trophies for runners-up or play-offs.

To be eligible for a prize you must have been in charge of your club for at least 60% of the matches for that season, so no jumping in at the end to grab all the glory.

Cheating and conduct

PBEM manager does not tolerate cheating, any manager caught cheating will be banned from the game without any refunds, if any manager suspects another manager of cheating they should explain why and email us at support@pbemmanager.com, the game will work a lot better if everybody plays fair but this can't always be guaranteed.

Any dodgy looking deals will be investigated by PBEM manager, reversed and the offending managers may receive a transfer ban or be thrown out of the game.

Anyone caught playing multiple clubs under different names will receive an automatic ban.

Your turn

Your turn is the most important part of the game, in PBEM manager you will receive full colour turns with graphics and all the information you need to effectively manage your team.

On the 1st turn of each season you will receive a fixtures sheet along with your 1st turn, for each turn after that you will receive a results sheet along with your turn, the details of each are laid out below.

Fixtures sheet

At the start of each season you will receive a fixtures sheet, this will include a full fixture list for each league in your setup, a timetable detailing each turn and when each cup round and league fixture is played and a season preview which shows the clubs for each division, the qualifiers and seeds for each European competition and a list of co-efficient rankings and the top 50 ranked clubs.

Results sheet

Every turn after that you will receive a results sheet, this will detail all tables, results, and stats for your setup that turn, including all cup draws and results.

Each division will have this turns results plus league table, golden boot, top assists, player of the year, average attendance and fair play league standings.

Turn sheet

Each week you will receive your turn sheet this has all the information from the previous turn including your manager report, match reports, squadlist, fixture list, transfers and more.

As the manager of your club you are responsible for filling out your turn sheet which includes all your instructions for the current turn, selecting the team line up, tactics, substitutions, transfers, player admin and more.

Manager report

The first page of your turn sheet is the manager report page, the first section of this page lists your club information as well as your manager info, account details and stadium info. It will also keep you up to date with any stadium expansions you currently have underway.

The next section of this page is your messages, hear you will see all your messages for this turn, most of these messages will be from your staff these could be anything from messages from your coach informing you of injuries, suspensions, transfer outcomes, cup draws and prize money you have received.

The 3rd section is the manager list, here will be a list of all the managers in your setup and their contact info (e-mail and phone no) if they choose to make it public.

The last section of this sheet is the finances part, this will list all your income and expenditure for the turn. You are responsible for overseeing the finances of your club so make sure you do not over-spend or your chairman will not be happy, if your club goes into the red the chair-man will give you 5 turns to turn things around and if you don't then you will be sacked.

Income - There are various ways that your club earns money, these include transfer sales, sponsorship, prize money, gate receipts, merchandise and TV rights.

Sponsorship - There are 3 types of sponsorship in PBEM manager, Kit sponsorship, Match sponsorship and stadium sponsorship.

Kit Sponsorship - This is the sponsor for your shirt. At the start of each season your kit spon-sor will offer you 2 deals, the 1st will be a lump sum payment and the 2nd will be an amount spread over all 40 turns of the season.

The instalment deal will be worth 20% more than the lump sum deal. The amount will be de-cided by the stature of your club, this is a variable which is decided by the league you play in, historic success, stadium size and whether you play in Europe or not.

If you're manager of a very successful club, you may be offered £40m as a lump sum payment therefore your 2nd offer will be £48m (40m+20%) spread over 40 turns (£1.2m per turn)

Match sponsorship - Each home game you will receive income from a matchday sponsorship. The more important the match the more you will earn.

Stadium sponsorship - Don't worry we are not going to rename the stadium and call it Coca Cola lane, this is the matchday income from hoardings etc around your stadium, again the bigger the stadium and the more important the game the more you will receive.

Gate receipts - This is match day ticket sales, all matchday income from league matches is split 75-25 in favour of the home team and all cup and friendly matches are split 50/50.

Merchandising - Every turn your club will sell merchandise through the club shop and other avenues, the bigger and more prestige your club has the more merchandise you will sell, you will also experience a hike in merchandise sales when you have a home match.

Prize money - When you progress in cup competitions or finish the season you will receive prize money, more prestigious competitions receive more prize money than less prestigious ones and the further you advance the more money you will receive.

Information on league and cup prize money is on page 29.

TV rights - Each league will receive TV rights money every season, this money is split equally between all clubs in that division.

The amount of TV money each league receives will depend on the standard of the league.

The Championship, Leagues 1 and 2 have a fixed amount but the top divisions will depend on the league co-efficient ranking.

TV rights	Total	Per club	Per turn
Championship	£120m	£5m	£125,000
League 1	£60m	£2.5m	£62,500
League 2	£30m	£1.25m	£31,250
Rank 1-3	£500m	£25m	£625,000
Rank 4-5	£400m	£20m	£500,000
Rank 6-7	£300m	£15m	£375,000
Rank 8-10	£200m	£10m	£250,000
Rank 11-17	£100m	£5m	£125,000
Rank 18-28	£80m	£4m	£100,000

Transfer income - This is pretty self-explanatory, transfer sales are money you receive from transfers you can view how much you received this turn here.

Cash injection - At the start of each season you will receive a cash injection from your chairman, this amount will depend on the league you play in, whether you are playing in Europe and the overall size of you club.

Expenditure - There are various ways your club spends money these include wages, stadium expansion, stadium upkeep, travel, buying players and miscellaneous.

Player wages - Players wages are now a huge part of any football club's budget and you will have to keep an eye on the wage bill of your club to make sure you're not overspending.

Staff wages - You do not hire or fire any staff in PBEM manager but your staff wages will depend on the size of your club and level you play at, bigger clubs will have bigger staff wage bills.

Transfer spend - This is pretty self-explanatory, transfer spend is money you spend buying players, you can view how much you spent this turn here.

Stadium upgrade - When you upgrade your stadium you will have to pay for it and it doesn't come cheap, the amount will appear here, stadium upgrade info can be found on page 25.

Travel - Travelling to games can be expensive with todays pampered stars, travelling to European away games can be an expensive thing also, the higher level you play at the more travel will cost.

Stadium maintenance - Football stadiums across the world are becoming bigger and more impressive, and with this increase comes increased maintenance and running costs.

The larger your stadium the more it costs to maintain.

Miscellaneous - There are many other day-to-day costs that come with running a football club, they are accounted for here, this will increase with more home matchdays and with the size of your club.

Match reports

The next sheet is your match report, the 1st is your weekend game and the 2nd is your midweek game if you have one.

The 1st section shows your match and team info, line-ups and tactics, your formation will be displayed on a pitch graphic opposite the opposing team.

The next section is the commentary this is a very important part of the game, read your match report to see where your tactics are working or not and which parts of your team are working well.

Squadlist

This sheet shows your full squad of players including any players you may have out on loan, it also shows you your total squad value and wage value as well as other useful information.

At the start of each setup your squad will be populated with a maximum of 38 players, the maximum squad size in PBEM Manager is 40 but you will start with a maximum of 38 to give you room to bring players in right away, you will not have less than 21 players as this is the minimum squad size allowed.

You also must have at least 2 goalkeepers in your squad at all times.

If a club has more than 38 players then some of its lowest rated players will start as free agents.

The variables on the squadlist are as follows:

Code - Each player has his own unique player code you must use this to enter your selections and transfers on your teamsheet, you must obtain a player's code before you will be able to bid for him.

Name - The players full name

Position - This shows your player's preferred position, some players can play in multiple positions, each position has its own 2 letter abbreviation these are:

GK – Goalkeeper	CB - Centre Back	FB – Full back
RB – Right back	LB – Left back	WB – Wing back
RWB – Right wing-back	LWB – Left wing-back	DM – Defensive midfielder
CM – Centre midfielder	RM – Right midfielder	LM – Left midfielder
WM – Wide midfielder	AM – Attacking midfielder	W – Winger
RW – Right winger	LW – Left midfielder	ST – Striker

Detailed explanations of each position can be found on pages 18-20.

Rating - The players ability in his preferred position, players will drop in rating in-game if they are played out of position.

Nationality - The players nationality on the squadlist is denoted by a flag.

Date of birth - The date the player was born.

Age - How old the player is.

Fitness - This is a very important part of your team selection, a player's fitness will decrease due to playing matches, the more minutes your players play the more their fitness will decrease, a players age also effects his fitness, older players will decrease faster.

Morale - This is also very important, dressing room morale is very important and it's never long after a manager loses the dressing room that he is given his marching orders by the chairman. If you are leaving a star player on the bench, or your player is not getting his deserved wage (usually due to a rating increase) then don't be surprised if he gets unsettled, man-management of your squad is very important.

Availability - This shows you whether the player has an injury, suspension or is available for selection.

Value - The players transfer value.

Wages - The players weekly wage.

Contract - How many years the player has left on his contract.

Real-life club - The players real-life club followed by his loan club in brackets if he has one.

Season stats

This section of your turn shows your squad list again, but this time details the players full stats for the current season. It shows you each player's stats broken down into league, cup, euro and overall.

These stats only count appearances for your club, if you transfer a player in after the season starts he will start on 0.

Appearances - The appearance column tells you how many matches your player has appeared in, the number of starts is followed in brackets by the number of appearances off the bench, it is denoted by a pitch icon.

Rating - Your players rating gives your players average performance rating, it is denoted by a star.

Goals - How many goals the player has scored for your club this season, it is denoted by a football boot.

Assists - How many assists your player has for your club this season, it is denoted by a football.

Yellow cards - How many bookings your player has received this season, it is denoted by a yellow card.

Red cards - How many red cards your player has received this season, it is denoted by a red card.

Transfers

Your transfer sheet is where all this turn's transfer dealings will be displayed the first section deals with your bids and transfers and tells you whether they were successful.

The next section shows your shortlisted players which you have scouted and any results from a free agent search you may have done.

The next section shows you all the completed transfers from this turn.

The next section lists all the players in the setup who have been transfer listed and loan listed.

Transfer list

This section lists all the players from the setup who have been placed on the transfer list.

Loan list

This section lists all the players in the setup who have been placed on the loan list

Team schedule

Here you will find a full season fixture list for your club plus all the results so far, it lists all your goal scorers plus shows you which referees you have for your upcoming fixtures.

Next opposition

Here you will find information on your next opponents, your scout will watch their game from the previous turn (if they have one) it will also show their highest rated players and their best performers this season plus their recent form.

Filling in your turn

The next sheet is the most important, it is the one you will fill in your instructions for the upcoming turn.

Team selection

Selecting your line up for each match is an important part of any managers job, you must select your starting 11 and 7 substitutes (all PBEM manager matches have 7 subs) you must select the player from the left side box and then choose which position you would like them to play. You must not choose the same position more than once, you must also enter your formation. You can play players wherever you want but players played out of their position will not perform to their usual standard, the more different the position the worse effect it has.

No	Player	Pos
1	Alisson Becker	GK
2	Trent Alexander-Arnold	RB2
3	Andrew Robertson	LB2
4	Virgil Van Dijk	CB1
5	Joe Gomez	CB3
6	Fabinho	DM2
7	Jordan Henderson	CM1
8	Gini Wijnaldum	CM3
9	Roberto Firmino	ST2
10	Sadio Mane	LW1
11	Mohammed Salah	RW1

No	Player	Pos
12	Lorius Karius	GK
13	Joel Matip	CB2
14	Nathaniel Clyne	RB2
15	James Milner	CM1
16	Xherdan Shaqiri	RW1
17	Alex Oxlade-Chamberlain	AM2
18	Divock origi	ST2

Positions

There are 32 positions in PBEM Manager, the pitch on the next page displays the positions as they appear on the pitch.

You can use these positions to create a variety of different formations.

You cannot play more than 1 player in each position.

There are more than 1 of each position except for Goalkeeper.

There are more advanced positions which will involve more forward runs etc.

Map out your formation based on the pitch below.

LW2	ST1	ST2	ST3	RW2
LW1				RW1
LM2	AM1	AM2	AM3	RM2
LM1	CM1	CM2	CM3	RM1
LWB2				RWB2
LWB1	DM1	DM2	DM3	RWB1
LB2				RB2
LB1	CB1	CB2	CB3	RB1
		GK		

Goalkeeper (GK) - One of the positions with the most responsibility in a game. The goalkeeper's main job is to prevent the ball going into the net, using whatever part of their body they wish. The goalkeeper is the only player who is allowed to handle the ball during open play. However, as the goalkeeper cannot handle a ball that has been passed back to them by a teammate, this puts greater emphasis on the kicking abilities of keepers.

Centre Back (CB1, CB2, CB3) - The defender's role is obviously to defend and try to prevent the opposition strikers from getting any goalscoring opportunities. They need to be big and strong and, in the main, particularly good at heading the ball. Central defenders need to be

able to anticipate the opposition's moves, read the danger, intercept any good passes, and block any goal bound shots literally putting themselves in the firing line at times! They are also known as a centre-half.

Full Back (RB1, RB2, LB1, LB2) - The full-back (usually referred to as either left-back or right-back depending on what side of the pitch they operate on) has the main job of preventing the opposition from scoring, usually by stopping them getting in crosses from the wide attacking areas on the pitch. The role of the modern full-back is also to support their attacking players when their side is going forward by advancing up the pitch and trying to get in a position to put in a good cross themselves. The right-back position is a wide defensive position the player will look to get forward more if you pick RB2.

Wing Back (RWB1,RWB2,LWB1,LWB2) - Performs essentially the same role as the full-back, but with more emphasis on attacking. The wing-back's role is to move up and down the side of the pitch, so that they can get in some telling crosses for the strikers to try and score from. Wing-backs need to be tremendously fit to cover the distances required, to be able to get up and support attacks, and to get back into their own half to defend.

Defensive Midfielder (DM1,DM2,DM3) - The defensive midfield position is designed to break up attacks and to link play between the defence and the midfield how much of each will depend on your team tactic. The defensive midfield position is designed to break up attacks and to link play between the defence and the midfield how much of each will depend on your team tactic. The defensive midfield position is designed to break up attacks and to link play between the defence and the midfield how much of each will depend on your team tactic.

Centre Midfielder (CM1,CM2,CM3) - The real powerhouse and 'engine' of the side. The central midfielder is expected to work up and down the pitch, and so needs to be tremendously fit. Their role involves both attacking and defending. Midfielders are normally good tacklers or good passers (some of the best ones excel at both) and are supposed to dictate the play from the centre of the field. Some midfielders may be employed by a manager in a more attacking role, while others may be given a more defensively minded role.

Wide Midfielder (RM1.RM2,LM1,LM2) - Players in wide midfield positions mainly stay out near the left-hand or right-hand touchlines – i.e. the lines at each side of the pitch that delineate the playing area – to provide some attacking width for their side. They are normally quick and good at dribbling with the ball and beating the defenders and should be able to provide good crosses for the strikers. When their team is not in possession of the ball, they are expected to come infield to give some support to the other midfielders.

Attacking Midfielder (AM1,AM2,AM3) - This is a position where the player is just behind the front striker, while at the same time they are just in front of the midfield. The position is sometimes referred to as playing 'in the hole'. A player's job in this position is to create space and carve out chances for the main striker or even score a few goals themselves. They need to be very comfortable on the ball and be aware of the movement of other players around them.

Winger (RW1,RW2, LW1,LW2) - The winger is a wide attacking player who will look to score goals and create chances, LW2 and RW2 will have fewer defensive duties than LW1 and RW1.

Striker (ST1,ST2,ST3) - The player who is expected to score the majority of the goals. Their job is to escape their marker and find good goalscoring opportunities or get in positions where they can set up chances for others. Some strikers play different roles to one another – for example, some are less selfish and try to set up an opportunity for their partner, while others tend to be rather more single-minded and shoot for goal themselves at the first opportunity.

Tactics

As the manager of your club you must select the tactics for each game there are 4 tactic boxes you must fill in. The first box is your overall team tactic this will set the way your team is going to play, there are 10 types of team tactic, just select the tactic you would like to use in the "Team tactic" box. The second tactic box is the "Attack route" you have 3 options for this

Tactics	
Team tactic	Attacking
Attack route	Wide
Defensive line	High
Aggression	6

Team tactics

Attacking - The first tactic is the attacking tactic this is pretty self explanatory, this tactic will encourage your players to get the ball forward faster and more often. This will give you more opportunities to score but will also leave you more exposed at the back. Attacking tactics work best against lesser opposition but are weak against counterattack.

Pros: More likely to create chances and score goals, works better with attacking formations.

Cons: More likely to concede chances and goals, can be exploited by counter--+attack, works poorly with defensive formations.

Defensive - The next tactic is the defensive tactic, this will encourage your players to be more cautious and take less risks, get more people behind the ball, this will keep you more solid at the back but will leave you a bit short up front.

Pros: Less likely to concede chances and goals, works well against counterattack, works well with defensive formations.

Cons: Less likely to create chances and goals, works badly with attacking formations.

Possession - The possession tactic will see your players play to keep the ball and wear the opposition down they will apply a patient build up and look to create openings with passing and open up their opponents. The possession tactic works best against lesser opposition.

Pros: Works well against lesser opposition.

Cons: Works badly against superior opposition.

Counterattack - Whilst Tiki-Taka has declined in recent years, its place has been taken by the most devastating tactic of them all – the counter-attack. Drawing the opposition into your defensive third, a counter-attack starts when you steal the ball and launch into an attack at break-neck speed. Essentially, the tactic involves dropping deep, allowing the opposition to have the ball and come forward with it, committing players forward and leaving gaps in behind as they go. The aim is to take the ball off the opposition, exploiting the space left to attack and score. Counter-attacking sides are often split into two units – defend and attack. The defensive unit sits deep and tight, pouncing on any loose ball to regain possession. At this point, they ping the ball forward to their attacking unit. These players are often fast and skilful, allowing them to sprint into space and create 1-on-1 situations with defenders. The key to the counter-attack is a getting the ball forward at pace. Bank on your best 3-attackers being better than their best 4-defenders. Get the ball to them before the opposition can reset themselves and use the available space. Without any of the required ingredients, the counter-attack is quite a risky system to play; especially from the start of a match, as the opposition are essentially invited to attack. It's also a great tactic to adopt when in the lead. The opposition will be pouring players forward in an attempt to find an equaliser, thus leaving plenty of space for a counter-attack to develop. Great examples of counter-attacking teams are the 2015/16 Premier League title winning team of Leicester City, or Real Madrid's Champions League winning side in 2014. Madrid, armed with the likes of Gareth Bale and Cristiano Ronaldo in attack and outstanding deep-lying playmakers in Xabi Alonso and Luka Modric, used the counter to annihilate proponents of Tiki-Taka Bayern Munich 4-0 on their way to European glory.

Pros: Works well vs attacking tactics

Cons: Doesn't work well against defensive tactics.

Direct - This is a tactic which is often sneered at. Not particularly pleasing on the eye and requiring less of the more respected technical skills required, defensive-minded teams are often the ones who adopt a long ball strategy. In essence, the idea of playing the long ball game is to send the ball forward from deep positions in the air towards a striker who takes the ball down and begins an attack. To play this tactic successfully, the forward players need to be strong, capable of holding up the ball and good in the air. The long ball can also be used to play the ball into space for a fast attacking player to latch on to. You'll also need a couple of outstanding attacking midfielders who have the ability to join the attack and ensure the

striker doesn't become isolated. Long ball teams are often defensively minded in their approach. Their intention is getting the ball as far away from their goal as possible, using physical players up top to dominate the opposition in the air. Long ball soccer is often criticised as being ugly but it can produce moments of brilliance. Dennis Bergkamp's goal for Holland against Argentina is replayed time and time again, as being one of the best in the 1998 World Cup, his goal was started by a long ball, sent by defender Frank de Boer over seven Argentine players, who were instantly cut out of the game. Bergkamp's technical ability was rightly praised - but it still needed a good old-fashioned hoof upfield to get the move going. Sam Allardyce is perhaps English soccer's most well-known fan of a long-ball strategy. Using arguably the game's most physical front man, Kevin Davies, and a midfielder who knew where the back of the net was in Kevin Nolan, Allardyce oversaw a successful Bolton Wanderers team from 1999-2207.

Pros: Works well against superior players.

Cons: Works badly against inferior players.

All-out attack - This tactic is similar to the attacking tactic but even more attacking, you should use this tactic sparingly it is very risky, your whole team will pile forward looking for a goal.

Pros: Much more likely to create chances and score goals.

Cons: Much more likely to concede chances and score goals, works very badly against counterattack.

Park the bus - This is a phrase which has been made famous by Jose Mourinho, following a game between Chelsea and Tottenham Hotspur at Stamford Bridge. The game finished 0-0, which in Mourinho's eyes was due to the negative tactics of Tottenham. The tactic of parking the bus is essentially to take to the field with the sole purpose of not conceding a goal. Attacking soccer is very much a secondary thought when parking the bus; it's all about frustrating the opposition and keeping a clean sheet. If the match ends 0-0, then so be it. The 4-5-1 formation is common when teams are parking the bus, as it provides two defensive rows of 4 and 4 players, with one-man further forward who can close down the opposition when they have the ball in deeper positions. Often, when teams home in on the opposition goal, this formation takes on more of a 6-4, with wingers tucking in as full-backs and the striker becoming an extra body in midfield. The defensive nature of the tactic lead to its name, alluding to building an impenetrable wall in front of your goal. To make a success of it, you need a disciplined team full of players who are willing to fight for every ball. Whilst it can lead to shutting the opposition's offensive options down, you won't find yourself winning many games with this tactic as you won't be committing any players to attack. Rightly or wrongly, coach Tony Pulis has often been tagged with a proponent of parking the bus. As manager of Stoke City between 2008-2013, they were famous for defensive soccer and would often play for a point in away matches in the Premier League. In general, however, it remains a tactic teams will adopt in individual games rather than over an entire season – particularly if you're up against

a team you feel are of superior attacking ability. One example comes from Mourinho himself, who played no recognised striker in a Chelsea game Vs Manchester United at Old Trafford in 2013

Pros: Much less likely to concede goals and chances, works well against counterattack.

Cons: Much less likely to create chances and score.

Gegen-Press - In contrast to several the tactics discussed above, the high pressing game is one that is built from how you play off the ball, rather than on it. At its core, the high press works on the precedent that the higher up the pitch you win the ball, the short distance you must go to get into a goal scoring position. What results is a team that play an incredibly high line, with all ten outfield players harrying and hustling the opposition when in possession. Teams who adopt other tactics will often let the opposition hold possession in their own half, safe in the knowledge they can do little harm so far from goal. What makes the high press stand out is that this harassing of the opposition occurs no matter where the ball is. This tactic can work well against teams who like to maintain possession. Pressing the opposition puts incredible pressure on every pass the opposition make. One slips up, and suddenly you're in an advanced position with several your attacking players already up the pitch. For it to work then, you need ten outfield players who press as an entire unit. It can be one of the most tiring tactics to implement for players, as they are required to get in the faces of the opposition for a full 90-minutes, but it's rewards can be huge. Defending starts at the very top of the pitch, so select a striker who is unselfish, mobile, and doesn't mind getting involved in the physical side of the game. Instinctively, long-ball teams can succeed against pressing teams. Lifting long balls over the defensive line, fast players who are willing to run the channels can suddenly cut your entire press out of the game, exposing the space in-behind your team. For a perfect exponent of the press, watch Jurgen Klopp's Liverpool team of today. For Klopp, it began with a very successful stint as Borussia Dortmund coach, where his high pressing game took the team to the Champions League final in 2012.

Pros: Very effective, works well with high defensive line.

Cons: Reduces fitness faster, works badly with deep defensive line.

Tiki-Taka - Anyone who has watched European football over the past ten years will have witnessed the rise of Tiki-Taka soccer. Both Barcelona and Spain have adopted this style, with great results, winning league titles, European cup's and international tournaments. Defined by short, intricate passing and fluid movement between every player on the field, the key to its success is overloading the midfield area with technically skilful players who can retain possession of the soccer for large periods of the game; adding intelligent, nimble attackers who are able to create space and drag the opposition out of position. A popular soccer idiom says that "if the opposition haven't got the ball, they can't score". Tiki-Taka draws on this by hoarding the ball for 60-70% of the game and controlling the pace of play. It's difficult to place a formation on this system of play, as fluidity is key to the way it works. But having one holding midfield player was a must. This gives the other two, more creative midfield players

license to roam and concentrate on providing goal-scoring chances. The space for these midfielders to work in is increased by the continued presence of the full-backs going forward and joining in the attacking play. At Euro 2008, Sergio Ramos and Juan Capdevilla both got forward and disturbed the shape of the opposition midfield whilst providing an outlet for midfield players in possession. Tiki-Taka soccer has seen a decline in recent years, especially as opposition teams have found success in pressing the team in possession or hitting them on the counter-attack. Today, the most common response to a Tiki-Taka team is to sit back and allow the opposition to play in front of you, remaining as compact as possible to sniff out any danger in final third. When the ball is then retrieved, teams can be found lacking numbers in defence as this system requires teams to maintain a line up the pitch. As a result of those weaknesses being exposed, Tiki-Taka has become more direct. Still, the style has revolutionised the game as we know it, making it a much more aesthetically pleasing sport.

Pros: Works well against inferior rated players.

Cons: Doesn't work well against superior rated players.

Wing play – This tactic is about getting the ball wide and crossing into the box, this should be deployed if you have very good wide attacking players.

Pros: Works well against inferior rated players.

Cons: Doesn't work well against superior rated players.

Defensive tactics - You must choose your teams preferred defensive tactic, high line, deep or normal.

High line - Using the high line tactic will see your defence use a high line this can be susceptible to long balls and through balls.

Normal - Using this tactic will see your team show no preference to a high or deep defensive line.

Deep line - Using this tactic will see your defence to keep a deep defensive line.

Attacking tactics - You must choose your teams preferred attack route, central, mixed or wide. Try to utilise your best attacking players by playing to them.

Wide - Using the wide tactic will see your team look to play the ball out wide and launch attacks down the wings, play to your strengths and use this tactic when your wingers are much better than the opposition full backs.

Central - Using this tactic will see your team try to play through the middle of the pitch, this tactic works best when you are superior to the opposition and you have good central players.

Mixed - Using this tactic will see your team show no preference to playing out wide or through the middle, this works best with balanced teams.

Aggression - You must enter an aggression rating for your team (a number from 1-10), the higher rating you enter the more aggressive your team will play, this will increase the chance of them receiving red and yellow cards but will stop more attacks and intimidate the opposition, a low aggression rating will make your players less aggressive and decrease the likelyhood of them receiving red and yellow cards. You should consider the referees strictness rating when entering your team's aggression rating as a strict ref will increase the chance of him producing yellow and red cards.

Substitutions & changing tactics and positions

You must also enter your sub instructions, there are 6 boxes for each instruction and you can do 11 instructions overall, although you can only do 3 substitutions per match, you can also use this to change a players position in-game and to change tactics in-game.

I have provided a few examples to show you.

Substitutions					
Min	Con	Off	On	Tac	Pos
60	8	9	18		
70	3	4	16	1	AM2
80	8	10			RW2
80	8	11			LW2

The first column is the minute box where you must select in which minute you want the instruction to be triggered.

The second column is the condition, this determines whether the sub is going to take place, there are 8 conditions listed in the box below.

The third and fourth columns are off and on where you select the shirt number of the player coming off and the one replacing him.

The 5th column is the tactic column you must only select this if you want the tactic to change, you must select a number between 1 and 10, the box below shows which number denotes which tactic. You can also use this to change tactics without doing a sub (see example 3)

The last column is the position column if this is left blank the sub will play in the same position as the player he replaces. You can also use this to change a player's position without using a sub (see example 4)

NO	Sub condition
1	Winning
2	Drawing
3	Losing
4	Win by 1
5	Lose by 1
6	Win by 2+
7	Lose by 2+
8	No condition

NO	Team tactics
1	Attacking
2	Defensive
3	Possession
4	Counter attack
5	Direct
6	Park the bus
7	All-out attack
8	Gegenpress
9	Tiki-Taka
10	Wing play

I have provided a few examples to show you.

Example 1 - In this example number 18 is going to replace number 9 in the 60th minute with condition number 8 (any score) so it will happen no matter what.

Min	Con	Off	On	Tac	Pos
60	8	9	18		

The tactic and position squares are blank so he will play in the same position as the player he replaces and the tactics will not change.

Example 2 - In this example number 16 is going to replace number 4 in the 70th minute with condition 3 (if losing) this means it will happen only if you are losing the match in the 70th minute.

Min	Con	Off	On	Tac	Pos
70	3	4	16	1	AM2

The tactic will also change to 1 (Attacking).

He will play in position AM2. The player coming off was playing in DM2 so the formation will also change.

Example 3 – You can also use sub instructions to simply change tactics, here the "on" and "off" boxes are left blank and the tactic is changed to 6 (Park the bus) if your team is winning by 1 in the 80th minute.

Min	Con	Off	On	Tac	Pos
80	4			6	

Example 4 – You can also use sub instructions to change a player's position, just enter the shirt number in the "off" box and the new position in the "Pos" box, leave the "On" and "Tac" boxes blank.

Min	Con	Off	On	Tac	Pos
80	8	10			RW1
80	8	11			LW1

In this example the left and right wingers will swap over, make sure you don't end up with more than 2 in the same position or it will not work.

There are many combinations you can use if you think about it to counteract what happens in the game and tactically outwit your opponent.

Player roles

The player role section is where you select your Captain, Vice-captain, Penalty taker, Free-kick taker and corner taker. Simply select the player from the drop-down boxes which will fill up with the players you have selected.

Captain - Your captain is your leader you need an experienced player

Penalty taker - Forwards are best at taking penalties.

Free kick taker - Midfielders are best at taking free- kicks.

Corner taker - Midfielders are best at taking corners.

Transfers

Transfers are a major part of your job as manager of your club, you will be wholly responsible for player recruitment and sales. you can do 5 transfers per turn, you can either set up deals with other managers or make bids for players at unmanaged or external clubs, you can also make 1 free agent bid per turn.

Players can only be transferred once per season.

The transfer section of your turn sheet is situated below the team sheet section, there are 3 different types of transfer you can do in PBEM manager those are.

Arranged transfers - These are transfers which you have arranged with another manager in your setup, you have 2 boxes to enter arranged transfers with managed clubs, you must arrange these deals with other managers then both of you must enter identical details in the box for the transfer to go through.

Contract box - This is where you decide the length of contract you are going to offer the player, it is also used to denote the length for loan deals, you must enter a number from 1-5 for the contract length and either L5, L10, L15, L20 or LS for loan signings, leave the box blank for players leaving your club (you can find more information about loans on page 31)

You can add transfer clauses to your arranged transfer deals, you can arrange to pay a transfer fee in instalments, add a sell on % for the next transfer fee, insert a buy back clause or loan back the player to the selling club.

Loan back - This clause means the player will remain at his current club on loan for a specified amount of time, just select the loan length in the "LB" box it is the same choices as a normal loan deal (L5, L10, L15,L20 ,LS) but in the "LB" box not the contract box and both managers must enter it.

Sell on fee percentage - This clause allows the selling club to receive a defined percentage of the future transfer when the buying club sells the player on you must enter a % from 5-50 in multiples of 5 (5%, 10%, 15% etc).

Buy back -This clause enables the selling club to buy back the player at any time by triggering the release clause set at a certain amount, simply enter the amount in the box marked "B".

Pay in instalments - This clause allows the selling club to pay the transfer fee over a maximum of 3 payments, you must pay at least 50% of every transfer fee up front which goes in the "£" box the 2 "IN" boxes are for the next 2 instalments, the first box to denote the turn (1-40 or "S" for the 1st turn of the next season) and the second for the amount.

Here are some examples of the different types of arranged transfers you can do:

Example 1 - In the example below the 2 managers have agreed a swap deal, Liverpool and Chelsea will be swapping Sadio Mane for Ngolo Kante, Mason Mount and £5million.

Mane will be offered a 5-year contract, Kante a 4-year contract and Mount a 5-year contract.

Liverpool's turn would look like this:

**Arranged transfer 1**
1	10001	4	Ngolo Kante	**LB**		**S**		**B**	
2	10002	5	Mason Mount	**LB**		**S**		**B**	
3	10003		Sadio Mane	**LB**		**S**		**B**	
4				**LB**		**S**		**B**	
Club	123	Chelsea		**IN**					
£	+	£5,000,000		**IN**					

Chelsea's turn would look like this:

**Arranged transfer 1**
1	10001		Ngolo Kante	**LB**		**S**		**B**	
2	10002		Mason Mount	**LB**		**S**		**B**	
3	10003	5	Sadio Mane	**LB**		**S**		**B**	
4				**LB**		**S**		**B**	
Club	123	Chelsea		**IN**					
£	-	£5,000,000		**IN**					

Example 2 - In the example below the 2 managers have agreed a loan deal, Manchester United will be loaning Mason Greenwood to Bristol City on a season-long loan.

Manchester United's turn would look like this:

**Arranged transfer 1**
1	10001	LS	Mason Greenwood	**LB**		**S**		**B**	
2				**LB**		**S**		**B**	
3				**LB**		**S**		**B**	
4				**LB**		**S**		**B**	
Club	112	Bristol City		**IN**					
£	+	£0		**IN**					

Bristol City's turn would look like this:

**Arranged transfer 1**
1	10001	LS	Mason Greenwood	**LB**		**S**		**B**

				LB		S		B	
2				LB		S		B	
3				LB		S		B	
4				LB		S		B	
Club	145		Manchester United	IN					
£	-		£0	IN					

Example 3 - In the example below the 2 managers have agreed a transfer deal with clauses, Arsenal will be buying Max Aarons and Todd Cantwell from Norwich City for £28million with Aarons being loaned back for the season and Cantwell with a 15% sell-on clause.

Arsenal's turn would look like this:

Arranged transfer 1									
1	10001	4	Max Aarons	LB	LS	S		B	
2	10002	5	Todd Cantwell	LB		S	15%	B	
3				LB		S		B	
4				LB		S		B	
Club	150		Norwich City	IN					
£	-		£28,000,000	IN					

Norwich's turn would look like this:

Arranged transfer 1									
1	10001		Max Aarons	LB	LS	S		B	
2	10002		Todd Cantwell	LB		S	15%	B	
3				LB		S		B	
4				LB		S		B	
Club	103		Arsenal	IN					
£	+		£28,000,000	IN					

Example 4 - In the example below the 2 managers have agreed a transfer deal with clauses, Watford will be buying Joe Gomez from Liverpool on a 5-year contract for £40million, payed in 3 instalments (£20m up-front, £5m on turn 28 and £15m on turn 1 of the next season) with a buy back clause of £80million.

Watford's turn would look like this:

Arranged transfer 1									
1	10006	5	Joe Gomez	LB		S		B	£80,000,000
2				LB		S		B	

3				**LB**		**S**		**B**	
4				**LB**		**S**		**B**	
Club	141	Liverpool		**IN**	28		£5,000,000		
£	-	£20,000,000		**IN**	S		£15,000,000		

Liverpool's turn would look like this:

Arranged transfer 1									
1	10006		Joe Gomez	**LB**		**S**		**B**	£80,000,000
2				**LB**		**S**		**B**	
3				**LB**		**S**		**B**	
4				**LB**		**S**		**B**	
Club	103	Arsenal		**IN**	28		£5,000,000		
£	+	£20,000,000		**IN**	S		£15,000,000		

Direct bids – Direct bids are how you do transfers with external clubs (any club which cannot be managed) and unmanaged clubs, you must make a bid by entering it into the transfer box, you have 2 boxes to make bids for players at external clubs, you will find out if your bid has been accepted, rejected or negotiated when you receive your turn again.

You cannot offer deals with clauses to external or unmanaged clubs, you cannot offer deals where you receive money either. There are 2 available player slots so you can bid for 2 players at once or offer a swap/part-exchange deal.

Here are some examples of the different types of direct bids you can do:

Example 1 - In the example below Bayern Munich want to make a bid for Donny Van de Beek of Ajax, they are making a bid of £40,000,000.

Bayern's turn would look like this:

Direct bid 1						
1	10001	5	Donny van de Beek	**Club**	106	Ajax
2	10010			**£**	£40,000,000	

Example 2 - In the example below Bayern Munich want to make a bid for Donny Van de Beek of Ajax, they are making a part/exchange bid of £15,000,000 plus Javi Martinez.

Bayern's turn would look like this:

Direct bid 1						
1	10001	5	Donny van de Beek	**Club**	106	Ajax

2	10010		Javi Martinez	**£**	£15,000,000	

Example 3 - In the example below Bayern Munich want to make a bid for Donny Van de Beek of Ajax, they are making a bid to swap him for Corentin Tolisso.

Bayern's turn would look like this:

Direct bid 1						
1	10001	5	Donny van de Beek	**Club**	106	Ajax
2			Corentin Tolisso	**£**	£0	

Free agent bids - These are transfers between you and an unattached player in your setup, these will be players who are unattached in real-life as well as ones on the database attached to a club not on the database you will see these players on the database on the website with "External" in brackets where the loan club usually is. You can only make 1 of these per turn.

You can search for free agents by filling in the "Free agent search" section on your team sheet (find more information on this on page 35)

The search results will appear on your transfer sheet.

You also have 1 box to make a bid for a free agent, you can only bid cash of course and you must bid at least the players value, the highest bid wins, in the event of 2 equal bids the player will choose which club he wants to join, he will simply sign for the biggest/highest ranked club, you must bid at least a players value when bidding for a free agent.

Here is an example of a free agent bid:

Example 1 – In the example below Cardiff City are bidding for free agent Wilfred Bony on a 2-year contract.

Free agent bid 1					
1	10202	2	Wilfried Bony	**£**	£4,250,000

Loans - You can loan players in PBEM manager for a set number of turns or until the end of the current season. You must enter the options in the contract box, these are, L5,L10,L15,L20,LS.

They denote the number of turns the loan will last or for a season-long loan which lasts until after the last turn is played.

You can have up to 5 players on loan at any one time and you can only have a maximum of 2 players on loan from any one club.

Transfer results – Transfers will only go through if all the information is entered correctly and in the case of arranged deals, match each other exactly.

You will be informed on the transfers page of your turn whether a deal has gone through and if not, why not, here are the symbols and what they mean:

Arranged transfers:

Yes - The transfer was successful and has gone through

X - The other manager did not put down a deal.

? - The other manager did put down a deal but it did not match.

Direct Bids:

Yes – The bid was accepted and the transfer has gone through.

Neg - The club will respond with a counter-offer telling you how much they want for the player.

No - The club rejected the offer/ the offer was below the minimum amount (the players value).

OB - You were outbid by another club.

All transfers:

SQ - The transfer was put through correctly but could not go through because the squad size of one of the clubs involved would have gone above the maximum limit (40) or below the minimum limit (21).

GK - Either club would go below the number of goalkeepers allowed (2).

£ - The buying club doesn't have enough money to complete the transfer.

TB - The player has already transferred that season and is therefore transfer banned until the start of the next season.

External/unmanaged bids

External and unmanaged clubs will bid for your players and others in the game, you will see these bids on your transfers sheet and can accept these bids on your team sheet in the bottom left corner.

If you transfer list your players you will receive more bids on them from external and unmanaged clubs.

Player administration

Here you can manage your players and scout potential transfers, there are 8 player administration actions you can do on your players, these are:

Transfer list (TL) - Use the "TL" action to place a player on the transfer list.

Loan list (LL) - Use the "LL" action to place a player on the loan list.

New contract (1-5) - Use the numbers 1-5 to offer your player a new contract, the number denotes the length of the contract. A player will not accept a contract for less years than he is on and if he is unhappy or has low morale, he may also reject it.

Release player (RL) - If you want to release a player then this is how to do it but use this sparingly because you will receive no money.

Loan recall (LR) – If you want to recall a player who is out on loan

Player administration	
Roberto Firmino	4
Harry Wilson	LL
Dejan Lovren	TL
Ben Woodburn	LR

In the example above Roberto Firmino is being offered a new contract, Harry Wilson is being placed on the loan list, Dejan Lovren is being placed on the transfer list and Ben Woodburn is being recalled from a loan.

Scouting

The next section is where you scout players by entering their codes into the boxes available, when you scout a player he will show up on your shortlist on you transfer sheet, now you can look up players on the database and you can do this at the start of the game, but as the set-ups progress you may need to scout a player to see what club he is at in you setup.

This will be less useful at the start of a setup because players will be at their real-life clubs and can be found on the website database.

Here is an example of a manager scouting Falcao, Maguire and Vardy

Scouting

10001	Radamel Falcao
10002	Harry Maguire
10003	Jamie Vardy

Messages

Message board - Here you can write a message which will appear on the message board on the transfer sheet.

Extra squads

You can order extra squad lists if you want, simply enter the club code of the team you want, each extra squad costs 25p.

Improving your stadium

Your stadium is the hub of your football club and modern clubs have built ever more impressive stadia all over the world, in PBEM Manager it is your responsibility to expand your stadium, all capacities are rounded up to the nearest 500 at the start of the game and you can only expand your stadium at multiples of 500.

You can build a 45,000-seater stadium without building any tiers.

Each stadium in PBEM Manager has 4 stands, North, South, East and West, each stand has a capacity and a number of tiers, the north and south stands are the stands behind the goal and are smaller than the east and west stands.

Each stand can have a maximum of 3 tiers the north and west stand tiers can hold 7,500 each (that's 22,500) overall and the west and east stands tiers can hold a maximum of 15,000 seats (that's 45,000) overall.

So, the maximum capacity for your stadium is 135,000.

If you want to increase your North or South stands beyond 7,500 seats you will need to build an 2nd tier, and to extend it beyond 15,000 you will need to build a 3rd tier, the East and West stand need a new tier at 15,000 and 30,000, your chairman will only let you expand 1 stand at a time.

The more seats you want added to the stadium the longer it will take, for every 500 seats you want to build it will take 1 turn, plus a 2nd tier will take 4 turns for a North or South stand and 6 turns for East or West, 3rd tiers take 8 and 12 turns.

These are the prices for expanding your stadium:

Stadium costs	££
2nd tier (North & South)	£5m
3rd tier (North and South)	£10m
2nd tier (East and West)	£10m
3rd tier (East & West)	£20m
1st tier 500 seats	£125,000
2nd tier 500 seats	£250,000
3rd tier 500 seats	£500,000

Now, let's see an example

Capacity increase			
North	8,500	2	8,000
South	8,500	2	
West	18,500	2	
East	18,500	2	

Here an extra 8,000 seats are to be built onto the north stand taking its capacity to 16,500 this will mean it needs a 3rd tier because it goes above 15,000.

The cost is worked out as follows:

6,500 2nd tier seats - £3.25m

1,500 3rd tier seats - £1.5m

3rd tier for North stand - £10m

Total cost - £14.75m

The length is worked out as follows:

8,000 seats – 16 turns

North stand 3rd tier – 8 turns

Total length – 24 turns