

Installing Head Office

I suggest you keep Head Office in its own folder along with all of your leagues, teams and stat files. This will also make backups easier since you only need to backup the one folder.

Getting Started

Double click on the Head Office icon and the following screen will appear :

lick on the **DEMO** button to be able to test the program or type in the name that was supplied to you with your registration form and click the **Register** button.

Demo Mode

When you use Head Office in demo mode, you may do everything the registered version will do. The only exception is when it comes to printing out the reports. Only 4 teams will show up on the reports (pool or fantasy).

Note : If you entered more than four teams into any one league, once the registration fee is paid and you personalize your copy of Head Office all teams in the league will appear on any reports.

Using the Sample League

You may create a new league or open the Fantasy League "The Other League" . The Other League is included along with some sample stat files to allow you to discover the ease of maintaining you own league.

In order to get a quick feel of how functional Head Office is, use the **Open League** option

from the **File Menu** OR click on the **Open League** icon button on the main startup window.

Once the league is open you will be presented with the **Head Office** navigator window. Almost all of **Head Office's** function can be quickly moved to through the use of this navigator window.

To obtain a sample report, select **Page Setup** from the **File Menu**. Then simply click on the **Report** button in the **Navigator** window. You will see a dialog box with a progress bar in it advance as the teams in the league are scored, sorted, totalled and finally printed out.

From this navigational window I encourage you to try other sections of **Head Office** for editing player stats (these are players in the real world not in the individual teams), or doing player transactions to see how simple **Head Office** really is to use. Refer to the appropriate sections in this manual for specific details regarding these features.