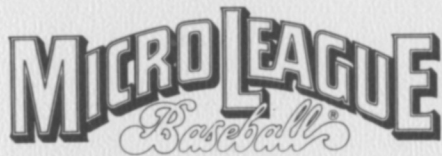


**General Managers/Owners Disk
Instruction Manual**



Micro League Sports Association • 2201 Drummond Plaza, Newark DE 19711-5711

MICRO LEAGUE

Baseball

General Managers/Owners Disk

Now *you* are the boss — trading and drafting players, sending them to a “reserve” list, adding new players (even rookies) to any roster. Revise and update player stats if you want to keep up with the current season, make roster changes, even give a player his unconditional release. And you can create your own team roster with a name that suits your fancy.

This disk is to be used in conjunction with rosters on any MLB Team Disk, Stat Compiler Disk, or rosters from the Game Disk. This allows you to access any MLB Team roster, bring it over to the GM Disk, make changes to it as you want with the features noted herein, then use that roster in MLB games. The GM Disk thus serves two purposes: (a) creating and saving rosters; (b) using the GM Disk as you do any MLB Teams Disk when selecting a roster or team you want to play.

For MLB II systems, also see pp. 12-13.

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Player roster changes or editing/updating stats can only be done for rosters you have on the GM Disk. With the GM Disk you can "access" any roster from any Game, Team, Stat Compiler, or other GM Disks in order to "copy over" a team or a particular player to your GM Disk.

General Features

The GM/Owner's Disk can accommodate up to 32 teams or rosters, plus it has a reserve/trading & draft list feature where players can be placed temporarily until a trade or release is decided upon. From rosters on the Game or MLB Team Disks full rosters or specific players can be "copied" over to the GM Disk (then changes or updates can be made). Or one can create a team of your own starting with a blank roster.


Each team on the GM Disk must have 15 batters and 10 pitchers, with player info and stats, for that team to be used in the MLB game. The team can be the essence of a previous year's team (such as the 1986 Orioles with the 1987 addition of Ray Knight, Terry Kennedy, etc.), or a new team you put together with players from different teams via drafts and trades. In effect, you have the opportunity to create any kind of roster—using current, retired, or rookie players—whether or not they exist on a separate MLB Team Disk. Of course, if a player is on an MLB Team Roster already, it is easier to bring him over to the roster you are creating or revising on the GM Disk (since you won't have to log in all of his stats) rather than "create him from scratch" so to speak.

There are two basic ways to use the GM/Owner's Disk. It can be loaded first (it will "auto" boot)* then press *RETURN* key to get to the options page. Or, with a complete roster on the disk, boot the MLB Game first then use the GM Disk as you would any other MLB Team Disk to select a roster you want to play. When used in this mode, only those teams that are "complete" (15 batters and 10 pitchers, with stats) will be displayed and available for selection.

*To boot on Commodore 64/128 computers, type Load "GMO", 8, 1 then press *RETURN*/key. Commodore 128 computers must be in the C64 mode.

Options Page

This shows the major functions you can do (see Table of Contents in this booklet). Just press the computer key corresponding to the function you want. When you are on the "first screen" (display) in any of these functions, pressing the *ESC* key** brings you back to the options page.

**On the Commodore computers, the  key in upper left corner serves as the *ESCAPE* key.

Directory of Teams/Rosters

Press *T* on options page to show what rosters or teams are on (saved) on the GM/Owner's Disk. Why "copy" a team over when it may be there already?

This directory will change as you add or create more teams or delete teams you don't want (since there is a 32 team/roster maximum). The directory will also appear if you use the GM Disk in the mode of a Team Disk, after booting the MLB Game Disk.

Teams will have a prefix letter (A to Z) or a number (1 to 6) to let you easily pick a team when you are in a function activity. As an extra feature any time you are seeing the team/roster directory, if you want to see what teams are on *other* disks, simply insert another disk and press *RETURN* key. This will display the rosters on that disk.

NOTE

We've included two teams on the GM Disk—the '27 Yanks (complete) and a Phillies squad with one pitcher missing, on purpose. (You'll find him on the reserve/trading & draft list.) These teams are for you to "experiment" with regarding trades, deletions, reserve list, etc., and to see the kind of data needed for any player. Of course, you can delete these teams any time you want.

Verify Roster or Team Status

This function allows you to quickly see which teams or rosters are "ready to play" and/or reasons why not. Pressing *V* on the options page displays the directory of teams or rosters you have placed on the GM Disk. All teams will have a letter or number preceding the team. *If there isn't a parenthesis () around the letter or number, that team has complete data and is ready to be used in the MLB Game.*

If a team has a parenthesis, you can press the letter or number of that team, then press the *RETURN* key. This will give you an overview of what is missing from the information or stats related to that team. The possible messages are one or more of the following:

- all of the starting DEFENSE positions in batting slots 1-8 are not filled
- a player has a blank name (that is, one or more of the 15 batters or 10 pitchers is missing)
- one or more batters have zero AB (at bats)
- one or more pitchers have zero IP (innings pitched)

More detailed info on the required stats for each player can be found in the manual section "Editing/Updating Stats."

Copy a Team

Pressing *C* on the options page allows you to "copy" over an *entire* roster or team to the GM Disk. This will bring over and save onto the GM Disk any roster that exists on the Game Disk, or a roster that exists on any MLB Teams Disk, or a roster from another GM Disk, or Compiler Disk (same computer system).

All the players (and all their stats) are copied over. Then you can make changes to that roster—trading or deleting players, updating stats etc.

After pressing *C* (to copy a team): (a) remove the GM Disk and replace it with the disk which has the team/roster you want and press *RETURN* key; (b) then press the letter of the team you want and (c) press *RETURN* key to "load" that team into the computer's memory; (d) now put back in the GM/Owner's Disk; (e) press *RETURN* key to "copy" that team onto the GM/Owner's Disk. Step-by-step directions are at the bottom of the display as you proceed.

That team will now appear on the Team Directory list, and from the options page you can select *E* to edit/update stats or make player roster changes anytime you want.

Delete a Team

Pressing *D* on the options page takes you to the GM/Owner's Team Directory. After picking a team, then hold down the *Control* key and *D* simultaneously to permanently delete this team or roster from the disk. You do this, of course, when you want to create (or bring over another team) and you are at the 32 team limit.

A team/roster on one GM Disk can be copied over to another GM Disk (same computer system) instead of permanently deleting a team from your GM Disk.

CHANGES TO PLAYER ROSTER

When on the options page, press *E* to first see the teams or rosters you currently have on the GM Disk. Then press the letter or number alongside the particular team you want for editing/updating stats (to be discussed in a later section on p. 7) or to make player roster changes.

After pressing *E* on the options page and selecting a team, press *C* when the roster is displayed in order to do player roster changes. The instructions at the bottom of the screen indicate:

- Press letter alongside player you want to trade, send to another team or to the reserve list, or delete;
- or *P* to add a new player (this can be a player from another roster on the GM Disk or any MLB Team Disk) or a rookie or a player *not* on an MLB Team Disk; this is presented in a subsequent section on page 6.

Once you have selected the player you want to do something with, your choices are *D*, *S*, or *T*:

- D*: To permanently delete a player press letter alongside player, then follow directions at the bottom of screen. Deleting a player is like giving a player his "unconditional release." You are permanently deleting that player from that roster. No other team is involved—you are simply letting that player go.
- S*: To send a player to the "reserve" list or to a team/roster on the GM Disk. You have two possible "destinations" for sending this player elsewhere:
- (1) Another team or roster that exists on the GM Disk; (if that roster is full, 15 batters and 10 pitchers, you can *not* put the player on the other roster until you make space for him). Assuming there is space on the "receiving" roster, select the player you want to send; follow directions at bottom of the screen to choose the team you are sending the player to; press *RETURN* key and that player has now been sent from one team to another. Of course, there is now an available "slot" on the "sending" team's roster.
 - (2) The Reserve/Trading & Draft list; you can also send a player to this roster, one which has space for 15 batters and 10 pitchers. Sometimes you may not want to permanently delete a player from a roster nor do you wish to trade him to another team at

this point. So, you have a "reserve" list—a player can be put there (if space is available) and later on you can send him to a roster or team on the GM Disk or permanently delete him from the reserve list.

In effect the reserve list also serves the purpose of temporarily protecting or picking up a player or two in a "draft" mode—getting a player that had been previously put there, or obtaining a player someone else had tucked away on the reserve list. Finishing a trade (that is, sending a player to another team on the GM Disk) can also be done. On your own (or with other managers in a league), use and enjoy the "reserve" list any way you want. It can be a temporary "twilight zone" for players until you, the GM or Owner, decide to trade any of them or give them their permanent walking papers. Or you can use it to draft players who are on the list—but money that changes hands during a draft is up to you and other GM/Owners . . .

- T: Trade with another team; here you can "swap" two players between rosters on teams on the GM Disk. After picking a player (his/her letter alongside the name) and then pressing T, you will see the directory of teams/rosters on the GM Disk. Choose the other team (than press RETURN key), and you'll be asked to pick the other player involved in the trade. Pressing the RETURN key then consummates the trade of two players between teams and automatically "saves" the revised roster for each team.

NOTE

You will always initially be shown the Batter roster that exists (with options to trade, delete, send to another team or reserve list, etc.). The same set of GM options are present for pitchers if you press P on the "first display" screen of any roster/team.

Add a New Player or Rookie

After pressing E on the options page, then pressing C (to do roster changes), another way to revamp the roster is to add a new player by next pressing P. This player can come from three "sources":

1. an existing team roster or reserve list on the GM Disk.
2. an existing team roster on any other MLB disk (Game, Team, GM) for the same computer system.
3. bringing up a rookie or adding a player who does not now appear on any MLB disk you have.

For "sources" 1 and 2 above, you first press T which tells the computer that you are adding a player that is present on some MLB roster. You will then see the directory of teams on the GM Disk. (If the player you want to add is on some other roster on a different MLB disk, put that disk in and press RETURN key; you will see that disk's team/roster directory.) Now select the team which has the player you want, pick the player (the appropriate letter key on either the batter or pitcher screens), then press the RETURN key. This puts that player on the roster you were working with on the GM Disk. Please note that the particular player will be on the GM Disk roster and will remain on the "sending" team's roster. This is because the "sending" team's roster (a season roster, for example) should remain intact and/or you may want to move that player to a different roster on a GM Disk as well.

For "source" 3 (adding a rookie or a player that doesn't appear on any MLB Disk you have), you will need to enter various stats and player related information. You first press R, then the cursor will "blink" on the first available slot on the roster, starting with the first letter of the player's last name. Use an initial for first name if more than one player has the same last name, even if the other player is on a different roster. This helps with trades.

The information you need to enter is described in the section which follows on Editing/Updating stats. Just remember it is easier to add a player, if he exists on any roster on an MLB disk you have, instead of "creating" an already existing roster player, since adding such a player "brings over" all the necessary stats and information.

Editing/Updating Stats

On the options page press E, then select a team and press RETURN key. You'll then see the batters' first page of stats with these options at the bottom of the screen: S see more stats (there are four "screens" of stats); P see pitchers (three "screens" of stats), C change roster (previously discussed); L edit lineup (ie., switch players' batting slots on the roster); E edit (revise or update stats); and ESC (back to options page).

To actually revise/update stats, press E (when either the batter or pitcher screen is displayed) and the cursor appears on the first character of the player's name who is in the top or first slot.

Directing/moving the cursor

Arrow keys: up, down, left, right (some computers only have left and right keys). This moves the cursor without eliminating any data, if data are present.

Space Bar: moves left to right, and eliminates any piece of data if present.

Return key: drops down one line at a time, no matter what data field you are in.

For Batters

SCREEN #1

Name: 14 characters maximum (appears on all screens)/also see p. 12

B: for batting side (R, L, S for a switch hitter)

FLD: the fielding positions (primary position to left of slash; a secondary position to right of slash). "Generic" positions are acceptable (OF, for outfield) and IF (for infield). FLD is also shown on page 4 of the batter stat display with RAT (the numeric ratings of a player at one or two FLD positions). More on FLD and RAT will be discussed in relation to the batter stat screen #4.

AVG: batting average, automatically calculated based on the hits and at bats that are showing (or that you enter).

HR: Home Runs

RBI: Runs Batted In

Once you are finished entering or revising/editing stats on any page, press ESC key, then press S to get to the next page of stats. Press E to edit or revise this next page of stats.

SCREEN #2

Name and batting side are shown, with AB (at bats); H (total number of hits); SO (strikeouts); BB (walks); SB (stolen bases).

SCREEN #3

New information shown on this page: 2B (doubles); 3B (triples). Previous data are also shown as a convenience (such as Name, B, AB, H, HR). These can also be "edited" or revised here, and any change will show up on prior screens.

SCREEN #4

BPOS: shown on the far right of the screen indicating who you currently have in Batting POSitions 1-8, and who would be the DH (designated hitter) if you should opt for that type of game. See point 5b under Help Notes (p.10) for more info on the DH slot. BPOS cannot be touched, for it is only a guide. All eight defense positions, other than pitcher, must be covered in slots 1-8.

Pressing *L* on any screen allows you to "switch" the players' batting slot order. Pick the two players (using letters alongside the name), then press *RETURN* key and a switch in the roster order will be done.

For original MLB

RAT: is shown next to FLD positions on screen #4 of the batter stats. RAT is the numeric value assigned to the *corresponding FLD position(s)* which show on either side of the slash /. The RAT numbers allowed are 0 (a very poor fielder, doesn't play this position. Someone assigned to play 1st base in a game but does not have a 1B designation in FLD will be assigned a "0" for RAT); 1 (can play defense in the majors, but a below average fielder); 2 (plays a solid, steady defense, nothing spectacular but also not "iron hands" with the glove); 3 (is one of the best at his position; a great if not "golden glove" in his defensive capacity).

MLB's stat algorithms for RAT are therefore on a 0-3 framework. We find this simple to use, since in an aggregate sense we consider errors, range, throwing ability (for catchers, also their ability to throw out runners), and their general reputation we have learned about through baseball books (and scouting reports) and from observers who follow any particular team closely. You have a chance (as GM/Owner) to rate a player anyway *you* see it. Players with high ratings (eg.3) may make errors — since their range is so great that they try for balls that others would just wave at or still be chasing down in the outfield. But even players with low ratings won't necessarily kill you in the field — after all they are major leaguers and many can hold their own on routine plays.

Update for MLB II

For MLB II game disk systems, the batters' Fielding RATings have been expanded from a 0-3 basis to a 0-9 basis. These are shown alongside the batters' defensive FLD positions on screen 4 of the stats display. Values of 8-9 are generally rare, for these are

the "Gold Glove"-type players. Also, very low ratings are unusual, but present. Most major leaguers average between 4-7 in their fielding ability. As with the original MLB, pitchers' RATings are on a 0-3 basis.

SPD: the overall, aggregate speed rating for a player, on a 1 to 5 basis. Of course one should consider the number of stolen bases (and times caught stealing), ability to show "savvy" on the basepaths, and one's general reputation as a dangerous or "Don't worry about him" type of runner. The Rickey Hendersons of the world (when healthy), the Maury Wills (in their prime) could get the highest rating. Certain slow, leadfoot types (a Greg "Bull" Lutzinski when he was an active player) could easily deserve the lowest rating. A considerable percentage of major league players have average speed (3) while some are above and some are below par. Again, *you* have the opportunity to rate it as you see it (as long as any opponent doesn't complain that all of your players have a 5 "speedburner" rating!).

For Pitchers

When you are on a batter's page you press *P* to see the pitchers. (On a pitcher's page press *B* to see batters). The stat displays for pitchers are:

SCREEN #1

Name: 14 characters; appears on all display pages/also see p. 12
P: throws right or left
W-L: Won—Lost record
ERA: Earned Run Average
IP: Innings Pitched
H: Hits given up

SCREEN #2

G: Games appeared in
CG: complete games pitched
SV: number of saves recorded (old era pitchers will not show saves in baseball reference books)
BB: total number of walks given up
SO: number of strikeouts recorded
S: Whether a pitcher is principally or solely a Starter or Reliever (this is "defaulted" as R when you create a new player or team but R & S are changeable)

SCREEN #3

T: throws Right or Left
B: bats Right, Left or Switch
SPD: the 1-5 speed rating as discussed in batters' section
RAT: to the left of the slash /, this is the defense rating (0-3) you want for the player as a pitcher. To the right of the slash /, you can enter a rating for another position (but realistically, a "0" rating is proper, for only with rare exception could some pitcher play well in another position).

Help Notes and Reminders
when editing/updating stats

1. It's easier to copy or transfer over a player or team (since all stats come along) than to create a player and enter in all necessary stats. Revisions to stats and roster changes can be made once a team (or a particular player) is copied over to the GM Disk.
2. Some users try to modify so many of the stats for pitchers that sometimes they get an incorrect number of Games for pitchers. If that ever happens, completely delete that particular pitcher and re-enter all the stats you want.
3. As you enter/revise data using the return or arrow/cursor keys (previously discussed), you can stay on that same screen of stats and move the cursor to do other players on that screen. Or you can get to another screen of stats by pressing *ESC* key then *S* to proceed to another page of stats.

Anytime the computer thinks you are finished editing/ revising stats, after pressing the *ESC* key at certain times you will be asked whether you want to save these changes: Yes (save) or No (to ignore changes, if made, or if you only were looking at the stats and didn't make any changes). If Yes, the disk drive will operate, save the changes and take you to the options page.

4. If you are adding a rookie to a roster, who is to know how he'll really do in the big leagues? With actual experience and actual stats during the season (if he stays long enough) you can put in the actual performance stats. But the MLB game needs stats and we suggest you put in at least 50 AB (for batters) and 20 IP (for pitchers). Then work back from that regarding entering how many hits, walks, etc., for batters and hits, strikeouts recorded, etc., for pitchers. Please recall that you are the GM or Owner, so you should have some idea as to how a rookie or new player might perform with their respective "base" of ABs and IPs. As the season progresses you can edit these stats (just like with other players) to reflect what a player is actually doing.
5. For a roster on the GM Disk to be used in an MLB Game, there are certain minimum kinds of data or information that are necessary:
 - a.) 15 batters and 10 pitchers, each with a name. Batters must have At Bats (AB) greater than 0, and pitchers must have Innings Pitched (IP) greater than 0.
 - b.) In the first eight batter slots, each defense position must be covered in the space to the left of the slash / in the FLD column. This means you must be showing C, 1B, 2B, 3B, SS, RF, CF, LF (in any order across the first eight slots). The ninth slot (sometimes shown as the letter I) can have a player with any kind of defensive position(s),

but he'll be the "default" Designated Hitter (to start with) if that type of game is chosen.

- c.) The above parameters (a&b) are necessary for the roster to be "verified" at a minimum level so as to use that roster in a game. Of course, you can make changes to the roster on the GM Disk and/or switch players around any way you like once you start the MLB Game using a verified roster.
6. If you are creating a new team/roster (see following section) or if you are updating/revising stats during the season, there are numerous "sources" of stats you can draw upon. For anyone who played during 1984 or earlier, we can suggest *The Sports Encyclopedia: Baseball* (by David S. Neft and Richard M. Cohen; St. Martin's/Marek Publishers, 1985 — available through most bookstores). In depth analyses of currently active players (those who played in 198X) can be found in *The Scouting Report: 198X* (by Dave Campbell et. al., Harper & Row publishers, 198X). Of course, this is but the tip of the iceberg—and many publications focus on detailed stats of a particular team as do newspapers in franchise cities.

Current season stats are readily obtainable through weekly issues of *The Sporting News*; the sports section, midweek, of *USA Today* (one day is devoted to updated weekly AL stats, another day to NL stats); even the Sunday paper sports section carries updated stats in most metropolitan newspapers. P.S. Two other gems for evaluating players is *The 198X Baseball Analyst* (by Seymour Siwoff, Steve and Peter Hirtt, Macmillan Publishing Co.), and the monster by Joe Reichler (Ed.) *The Baseball Encyclopedia* (Macmillan Publishing).

Creating a New Team

Press *N* on the options page and you'll be asked to give a name, year, and other information for the team you are creating. Once that info is entered (press *RETURN* after each entry), you will automatically be taken after the last entry (called Team Nickname) to the first page or screen of batter stats. *P* gets you to the pitcher roster. (Pressing *ESC* before you enter Team Nickname wipes everything out).

On either a batter or pitcher screen you then will see mostly a blank set of data or info—only the column info/data fields are showing. Some information is "defaulted" in—like batting side (B), pitching side (P and T on 2 screens), RAT and SPD (average numerical rating for every player slot). But these are just program protection "guides" in a default sense—and you can *E* (edit stats) or *C* (change roster, which is one way to add players), then put in any players and stats you want. Remember you can bring a player over to this squad if he is already on a roster on the MLB system of disks (Game, Team, GM) for that computer system, or you can add/create a player from scratch.

Renaming an Existing Team

Let's say you already have a roster (complete or "in progress") on the GM Disk. But now you want to change the name of this roster or team. On the options page, press *R* and after picking a team you'll go through the cycle of entering information about

the team. When you are done with the last entry (Team Nickname) and press *RETURN* key, this will save the revisions. (Again, pressing *ESC* prior to revising team Nickname wipes out anything you've entered.)

Enjoy being the boss! With a little practice, following instructions at the bottom of each screen (and reading appropriate sections of this manual), you'll be making the player changes and creating teams any way you want. Please write to us if you have questions. But remember to wear your batting helmet anytime you cut a player from your roster . . .

Players' Names (Need for first initial)

Shakespeare once said, "A rose by any other name is still a rose." For MLB this is particularly important, because there are several instances where players have the same last name — such as Evans (Dwight and Darrell), Parrish (Lance and Larry), Bonilla (J. and B.), plus many guys named Smith.

To help ensure proper trades on the GM/O and compiling of stats (with the Box Score/State Compiler disks), enter a first initial to distinguish players with the same last name. Some rare times you'll need two initials, such as LA Parrish (for Lance, now a departed Tiger) and LR Parrish who many think is his brother.

Additional GM Info for MLB II Systems

For all systems, the preceding pages provide definitional information on the GM functions. On the Atari ST and IBM/compatibles, the actual procedures for running the GM operations are as shown in those respective sections.

Creating a brand new team from scratch (via Create function) will give you Micro League Stadium as the name, natural grass of course for baseball purists, and stadium dimensions as you get if you play rosters like the AL Greats or NL Greats from the game disk. This generic info is standardized so that players in mail leagues won't have doubts as to what's happening in the mail-league receiver's ballpark.

But MLB II rosters created by us on the Game Disk and on 1988 and subsequent Season Disks have actual stadium names and unique dimensions/characteristics. This info is captured by the GM made for MLB II systems when such a roster is copied by the GM program. So if you want stadium data for a roster stocked with your own players, here's a suggestion: First, identify a team that has the name and stadium data for that year (for ex., the 1988 Tigers). Copy it on to your GM disk. Then delete/trade some or all of the players. Add players to this roster (by trading or "creating" a player) as desired. Thus your roster will have the players you want and will have the park name and stadium info in an MLB II game. Of course, this roster can be re-named or re-yeared to your liking without losing the stadium data.

IBM/compatible

The GM (like the MLB II game) can be booted via DOS 2.1 or higher. With an "A" drive for your floppy, just type in "GMO" and press return key. If your floppy drive

is configured as "B" drive, be sure to instruct DOS to point to that drive. If your floppy is not either A or B, point to that drive and type "GMO 1" and press return key.*

For the 5 1/4 format the Stat Compiler is on the flip side of the GM disk. The SC is not bootable in its own right, for roster security reasons, but can be accessed for viewing rosters or printing via the "S" option on the Game menu/options page. SC rosters can also be accessed via the GMO, and by pressing the GMO function key you want, then inserting the SC side of the disk and pressing the return key, you'll get the directory of teams you've logged onto the SC disk side.

For the 3.5 IBM format, the GM directory of teams is shown automatically. Pressing the return key will alternate between the GM and SC directories of teams.

*NOTE: Some Tandy systems require entering GMO.EXE, then the return key.

Caveat

"To thine own system be true." Using 1988 and subsequent season disks with MLB I system disks will work nicely, as will older season (MLB I) disks in the MLB II system. But putting a 1988 season roster on an MLB I/GM disk, then taking that roster to MLB II/GM, then into the MLB II game . . . Well, one pre-game screen will properly look strange — though continuing on you can play the game. Thus the adage is simple; if you have the MLB II game/system disks do your GM operations amongst those MLB II disks; similarly so for MLB I. Other than latter day perverts, who wants the '68 Tigers to prowl on synthetic turf?

Overview of Stat Compiler

The Stat Compiler allows you to log in and "accumulate" stats for MLB games you play. Player stats come from the end of a game, and you can compile them for one or both teams. After you've accumulated stats for awhile you can use these rosters in MLB games. But these will be rosters with stats resulting from your managing ability. On the IBM, 32 "roster slots" are available on the Stat Compiler.

Whether in 5 1/4 or 3.5 format, actually "compiling" a team to the SC is relatively automatic. At the end of a game, if you wish to compile/accumulate the stats for that game, in 5 1/4 format simply insert the SC side of the disk and press C key to compile. In 3.5 format, just insert the GMO/SC disk; then pressing C key, when seeing any box score page-screen, will automatically access the SC directory and prompt you to compile stats to the logged-in SC rosters you choose.

Also see pp. 11-13 of the Manager's Rulebook for other information and definitions related to box score and stat compilations for the IBM and Atari ST. Info presented there is particularly helpful if you are compiling stats from your very first game.