ISU INTRAMURAL SPORTS REGISTRATION PROCEDURES USER'S GUIDE FOR IMLEAGUES
ALL PARTICIPANTS
MUST SET UP AN IM LEAGUES PROFILE/ACCOUNT
1. Go to https://www.imleagues.com
2. Click "Create Account" in the top right corner.
3. Create your account, and use your SCHOOL email (@SYCAMORES.INDSTATE.EDU) (@INDSTATE.EDU)
4. Once your account has been created, go to your email. **Please note that this email may be sent to your spam folder so be sure to check your inbox as well as your spam emails.**
5. Click on the link to activate your account.
6. Click "Ok." (You may have to scroll the screen down to press "Ok" without being taken to another screen.)

MAKE SURE you
*correctly enter your name i.e. don't abbreviate your name example: the university database has you as "William" and you enter "Bill" into the system.
*use your ISU school email address
*enter in your full 991# including 991 = ex. 991234567
*follow the info below if you are a faculty/staff person
The system will not recognize you as eligible in the system if you fail to do these things/therefore you will not be allowed to join/create teams.

FACULTY/STAFF (each semester)
He/She will also need to email us ISU-intsports@mail.indstate.edu letting us know he/she set up his/her imleagues profile ALSO email us 991/NAME/EMAIL so We(Im office) can "accept/confirm" the staff/faculty person (the computer database only includes students so we have to manually confirm faculty/staff). The system will not allow you to join or create a team if you aren't confirmed by us in the office. Please do this in advance of sport registration/signups so there are no issues with you being confirmed and being able to sign up a team by the deadline or join a team prior to your game day.
IF you/your players are having problems contact us in the office ASAP (don't wait till the deadline or right before the deadline or the day of a game to try to get issues resolved) *ISU-intsports@mail.indstate.edu*

TEAM CAPTAINS
HOW TO CREATE A TEAM (log on to IMLeagues)
1. Click on "Create or Join a Team"
2. On the next page under the "Active Sports" tab select the sport you want to join.
3. Next to the sport there will be a list of leagues, select the league.
4. When the next page pops up select which division you wish to join.
5. After that there will be two buttons, "Create Team" and "Join Team", select create team.
6. First read over the schools terms and conditions at the top and click the box next to it.
7. Enter your Indiana State 991 number.
8. Enter your team name.
HOW TO INVITE IMLEAGUE USERS TO JOIN YOUR TEAM
1. Under your created team's home page click on the blue text that says "Invite Members to Your Team"
2. Click on the tab "Members"
3. In the Search Menu, type the first and last name of the person you are looking for
4. Click "Search"

5. If the individual is a registered IMLeagues User there name will pop up; if the name does not pop up follow the directions under HOW TO INVITE NON-IMLEAGUE USERS TO JOIN YOUR TEAM on this page
6. Next to individual's name click on the blue text that says "Add to Main List"
7. This will automatically send an email to invite that individual. Please let the individual know they need to accept the invitation to officially be on the team.

HOW TO INVITE NON-IMLEAGUE USERS TO JOIN YOUR TEAM AND CREATE A PROFILE ON IM LEAGUES
1. If the individual does not an IMLeague User, listed under the "Members" tab is the option to "Invite by Email", click "Invite by Email"
2. Type in the individual's e-mail address; multiple email addresses can be typed in, separate multiple addresses by a comma.
3. Click "Add"
4. Enter a subject and message that you wish to send to the individual(s) telling them to join your team
5. Click "Invite"
6. IMLeagues will send an email to the individual(s) providing them with all the information needed to join your team

HOW TO ACCEPT TEAM MEMBERS TO YOUR ROSTER AS A CAPTAIN
1. On the left side of your team's home page there is a blue tab "Requests"
2. Under "Requests" is "Member Requests", click on "Member Requests"
3. There will be a list of the players requesting to join team
4. On the right side of each player there will be a red X and a green checkmark
5. To accept the player click the green checkmark; to deny a player click the red X
Players are not automatically put on roster's unless the captain has checked that option, the captain will need to "accept" players as they request to join the team.
You can join the sport one of three ways:
a. Create a team (For team captains)
i. Captains can invite members to their team by clicking the "Invite Members" link on the team page. Any invited members must accept the invitation to be joined to your team.
1. If they've already registered on IMLeagues: search for their name, and invite them
2. If they haven't yet registered on IMLeagues: scroll down to the "Invite by Email Address" box, and input their email address.
b. Join a team
i. Use the Create/Join Team Button at top right of every page
ii. Accepting a request from the captain to join his team
iii. Finding the team and captain name on division/league page and requesting to join
iv. Going to the captain's playercard page, viewing his team, and requesting to join
c. Join as a Free Agent
i. You can list yourself as a free agent in as many divisions within a league as you'd like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

6. After clicking the green checkmark the player will be automatically inserted onto your team roster
7. You will receive an email confirming the request

INTRAMURAL PARTICIPANTS
HOW TO JOIN A TEAM *(if a team already has 20 players you will not be allowed to join)*
1. Click on "Join a Team"
2. On the next page under the "Active Sports" tab select the sport you want to join.
3. Next to the sport there will be a list of leagues, select the league.
4. When the next page pops up select which division you wish to join.
5. After that there will be two buttons, "Create Team" and "Join Team", select "Join Team".
6. Click on which division the team you want to join is in.
7. The list of teams will come up, click on the orange button that says "Join Team" next to the team you wish to join.
8. The Team Captain will be notified of your request. You will not officially be on the team until the Team Captain has accepted your request.
QUESTIONS
-Click on "We are Online LIVE CHAT" button on the top, right side of the page. Type in Your Name, Email, Question, and Department area and then click "Request Chat". They will be able to immediately help you with anything related directly with the website
-Contact the Intramural Office with any questions directly related to the sports, rules, player eligibility, league times, etc. at ISU-intsports@mail.indstate.edu, 812-237-4095.