

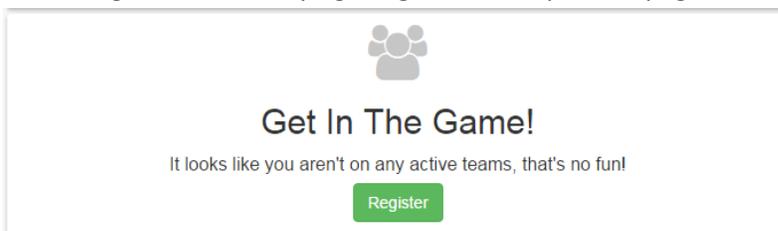


CAMPUS RECREATION

Illinois State University

How to Create a Team in IMLeagues:

1. Log in to IMLeagues
 - This is the participant homepage, “**IMLeagues Locker**”
2. Click the green button saying “**Register**” on top of the page



- This page is the Illinois State University Intramural Sports homepage within IMLeagues

Description

Illinois State University's Intramural Sports Homepage "Play for the Memories" 2016-17

LEAGUE SPORTS

Illinois State University Intramural Sports offers a wide variety of leagues based on the experience players would have. Some sports will offer a variance in skill level. These will be identified as "competitive" and "recreational".

SKILL LEVELS

Competitive – Designed for the sport enthusiasts who wish to apply skills in a competitive environment at a high level in pursuit of a championship. The winning team of this league will receive a coveted championship t-shirt.

Recreational – Designed for players seeking a purely recreational experience. Participants will experience a leisure setting where social and fitness benefits are desired over competition.

TOURNAMENTS

One day competitive events that include round robin play followed by a single elimination tournament. In order to qualify for the single elimination tournament, individuals/teams must obtain an average sportsmanship rating of at least 3.0 and have no forfeited games.

DIVISIONS

Divisions refer to the grouping of teams that will play each other during round robin play. Divisions are designated by a day and time slot.

- All sport offerings for the current semester/year can be found here

3. Scroll down to the desired sport

	Registration	Season
	Flag Football CoRec Payment: \$50.00 Team Upcoming	Aug 21 Midnight - Aug 31 11:59PM Join Teams Until:09/29/16 Midnight Sep 12 - Sep 29
	Men's Competitive Payment: \$50.00 Team Upcoming	Aug 21 Midnight - Aug 31 11:59PM Join Teams Until:09/29/16 Midnight Sep 12 - Sep 29
	Men's Recreational Payment: \$50.00 Team Upcoming	Aug 21 Midnight - Aug 31 11:59PM Join Teams Until:09/29/16 Midnight Sep 12 - Sep 29
	Women Payment: \$50.00 Team Upcoming	Aug 21 Midnight - Aug 31 11:59PM Join Teams Until:09/29/16 Midnight Sep 12 - Sep 29

- Sports will first be sorted by registration date (upcoming reg. or open reg.) then alphabetically

4. Click sport name/photo, (ex. “**Flag Football**”)

- This will bring the participant to the sport page

5. Click desired league for sign up, (ex. “**CoRec**”)

- Other Examples include Men Comp. /Men’s or Women’s Rec. /etc.

 League Description

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PAYMENT
[Click Here](#)

6. Find your desired division (day/time offering)

01) Mon. 6:00PM Unlocked 0 of 4 Teams

+ Create Team Join As Free Agent

No Teams Yet.

02) Tues. 4:30PM Unlocked 0 of 4 Teams

+ Create Team Join As Free Agent

No Teams Yet.

7. Click the green “Create Team” button

+ Create Team

8. Complete the form in the “IMLeagues Create New Team” screen

- Notice the red warning

Create New Team Printable View

Warning! This team is being created in the Waitlist division, you must have 7 team members and pay the team fee before you can move out of the Waitlist division.

Team Name:

Please Enter Student ID:

- Team Logo (Optional)
 - Use search field to find photo
 - OR upload own image
 - Remember to click the check box stating, “I certify that I have the right to distribute these photos and they do not violate the IMLeagues **Terms and conditions.**”
- I certify that I have the right to distribute these photos and they do not violate the IMLeagues **Terms and conditions.**

- Auto Accept Members (Optional- **NOT RECOMMENDED**)
 - When “**Auto Accept Members**” is enabled, members that request to join your team will be automatically added to team’s roster
 - If the captain has specific people in mind to build a roster, we recommend leaving this box unchecked.
- Looking for Free Agents (Optional)
 - This feature lets individual players see that you are looking for extra players to play on your team.
 - If you are in need of additional players, this is a great way to help build your roster.
- Phone Number (Required)/Text Message Updates (Optional)
 - Captain’s phone numbers are required for Intramural Sports contact lists.
 - Captains can get text updates for captain meeting reminders, weather cancelations, etc.
 - Enter mobile phone number
 - Select carrier from drop down menu (optional)
 - Click check box “**Allow updates to be sent via text message**” (optional)

Phone Number: - -  Carrier: 

Allow updates to be sent via text message

- Division Preferences (Optional - **Recommended**)
 - Teams may select their preference of the divisions in which they may be slotted
 - Once your team has paid and has met the minimum player requirement, your team will automatically be slotted into a division based on your preferences

#1 

Division Preferences:

#2

- Finally, click the Blue “**Create Team**” button



- Remember that teams remain on the waitlist until the roster minimum is met, payment is received, and the captain “slots” the team into the night of the week and time desired.

9. Participant is automatically taken to the “Team Homepage”

The screenshot displays the Recbirds team homepage. At the top, there is a navigation bar with 'Home', 'Illinois State University', and a search bar. Below this is a header for 'Recbirds' with a logo and navigation links for 'Home', 'Schedule', 'Team Roster (1)', 'Admin', and 'Captain'. A 'Team Options' button is also visible. The main content area includes a message: 'You must have 7 team members and pay the team fee to join a division.' Below this is a 'Payment Required!' alert with an 'Instructions' button. There is also an 'About Recbirds' section with an 'Edit' button and a 'Nothing posted yet...' message. At the bottom, there is an 'Overall CoRec Rankings' table.

POINTS PER GAME	POINTS AGAINST	STREAK	TOP PLAYER
0	0	---	No MVP
Overall	Overall	Overall	Overall

Next Step:

- [How to Invite Team Members](#)

If you are having difficulties, please direct questions to intramuralsports@illinoisstate.edu