



CAMPUS RECREATION

Illinois State University

How to Slot a Team in IMLeagues:

Slotting can only be done once your team has reached the minimum roster requirement and paid registration fees

1. Log in to IMLeagues
2. Click the desired team from the “IMLeagues Locker” (participant homepage)

My Teams Active Teams Past Teams

 **Recbirds** Joined Date
Flag Football / CoRec / Waitlist Aug 3 2016

- “IMLeagues Team Homepage” will be loaded
3. Verify that your team has met the minimum roster requirement
 - A red warning will have changed to “This team is currently on the waitlist” (previous statement “you must have # team members to join a division”)

This team is currently on the Waitlist. To view if there are any open spots to move the team to [click here](#).

4. Navigation links will be under the blue “Team Options” dropdown menu
 - Push the button and dropdown menu will appear with multiple options

Recbirds Team Options ▾

 **Regular Season Dates**
Sep 12th '16 - Sep 29th '16

5. Select “Change Division” from the menu

6. Review list of open division

Move Teams Back

CoRec

	Sport	League	Division
Move To Division	Flag Football	CoRec	01) Mon. 6:00PM
Move To Division	Flag Football	CoRec	02) Tues. 4:30PM
Move To Division	Flag Football	CoRec	03) Wed. 6:00PM

7. Select the time/date (division) that works best for your teams needs

- a. Click the blue button that says **“Move to Division”** for the desired time slot
 - o Team will be moved into the division selected

8. The new division the team is in should appear on the lefthand side of the screen

The screenshot shows the Recbirds team page. On the left sidebar, the '01) Mon. 6:00PM' division is highlighted with a yellow box. The main content area includes 'About Recbirds', 'Overall CoRec Rankings', 'Roster: 6M/1F', and 'T-Shirts'. The 'Roster' section lists David Kirk (Captain), Michael Binger (Co-Captain), Erik Bricker, Drew Ison, and Matt Seibring. The 'T-Shirts' section offers custom team t-shirts with a discount code. The 'Messages' section at the bottom has an 'Add Message' button.

Next Step:

- Show up to your scheduled games!

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