

ONE DIVISION IMLEAGUES REGISTRATION INSTRUCTIONS

To Login to IMLeagues.com

- Log in to your **IMLeagues.com** account by visiting the [login page](#).
 - Click the gold "Ulowa Students/Faculty/Staff Login Click Here" button.
 - Enter your Hawk ID and Password.
 - Click the IMLeagues image to continue to the IMLeagues home page.

There are Four Ways to Create/Join a Team:

1. Creating a Team (For Team Captains or Individuals Registering for an Individual Sport)

- Log in to your **IMLeagues.com** account by clicking visiting the [login page](#).
 - Click the gold "Ulowa Students/Faculty/Staff Login Click Here" button.
 - Enter your Hawk ID and Password.
 - Click the IMLeagues image to continue to the IMLeagues home page.
- Click on the "University of Iowa" link at the top to go to our school's homepage on IMLeagues.
- The current sports will be displayed, click on the sport you wish to join.
- Select the **league** within that sport that you wish to join (i.e. Men's/Open, Open, Women's, etc).
- Click "Create Team" or "Signup" in the upper right corner of the page.
- Pass the online captain's quiz.
- If you do not have an Intramural Sports Membership, you must purchase one to create or join a team. The site will prompt you with available options for that sport.
 - NOTE: Some sports do not require an Intramural Sports Membership. You can find out whether or not a sport requires a membership by visiting that sport's home page on IMLeagues.
- Accept the waiver, enter your team name, and your phone number.
 - If you are registering for an individual sport, your first initial and last name will be used as your team name.
 - You also have the option to designate your team as "Looking for Free Agents" and whether or not to "Auto Accept Members." If you select "Yes" to Auto Accept Members, anyone that requests to join your team, whether you know them or not, will be added to your team roster.
- Once you have selected your options and completed necessary information, click "Create Team".
- Captains can invite members to their teams by hovering over the "Captain" drop down menu at the top of the page and clicking the "Invite Members" link. **Any invited member must accept the invitation to be joined to your team.**
 - If they have already logged in to IMLeagues: search for their names and invite them.
 - If they have not yet logged in to IMLeagues: enter their university-issued email addresses.
- No more than one week prior to the registration deadline, you will need to move yourself/your team from "Pre-Registration/Waitlist" into a division (i.e. Tournament, Challenge, or Competition division).

- Some sports will require when you select a division that you designate times that your team/you is/are available to play. For information on how to do this, see the “Time Preferences for IMLeagues Scheduling” section later in this document.
 - **All teams must have met the minimum player requirement and must move from "Pre-Registration/Waitlist" into a division by the registration deadline in order to be included in that sport.**
2. **Request to Join a Team**
- Log in to your **IMLeagues.com** account by visiting the [login page](#).
 - Click the gold “Ulowa Students/Faculty/Staff Login Click Here” button.
 - Enter your Hawk ID and Password.
 - Click the IMLeagues image to continue to the IMLeagues home page.
 - Near the top of the page, click “Search for Anything” and search for the name of the team you wish to join.
 - Find the team you wish to join and click “Join Team.”
 - If you do not have an Intramural Sports Membership, you must purchase one to join a team. The site will prompt you with available options for that sport.
 - NOTE: Some sports do not require an Intramural Sports Membership. You can find out whether or not a sport requires a membership by visiting that sport’s home page on IMLeagues.
 - Click “Accept” to agree to the online liability waiver.
 - **This will send a request to the team captain, who must approve you as a team member before you will be considered a part of that team. Make sure you confirm with the captain that they check and approve this request promptly, as you will not be added to the roster until it has been approved.**
3. **Accept an Invitation to Join a Team**
- If the captain has invited you to join their team, click on the link in the email from IMLeagues.com.
 - If you do not have an Intramural Sports Membership, you must purchase one to join a team. The site will prompt you with available options for that sport.
 - NOTE: Some sports do not require an Intramural Sports Membership. You can find out whether or not a sport requires a membership by visiting that sport’s home page on IMLeagues.
 - Click “Accept” to agree to the online liability waiver.
4. **Join as a Free Agent**
- After clicking the desired sport you would like to play, click the league in which you would like to play (i.e. Open). Then click “Free Agents” at the top and follow the directions.
 - In addition, join our [Intramural Sports Free Agents group on Facebook](#) to connect with other Free Agents looking for a team.
 - NOTE: Joining as a Free Agent on IMLeagues or joining the Iowa Intramural Sports Free Agent Group on Facebook does not guarantee you a spot on a team roster. The Sport Programs Staff will work to help facilitate getting Free Agents placed on teams.

Time Preferences for IMLeagues Scheduling

1. For select sports, when selecting a division, you will be prompted to select your/your team’s availability.
2. Every team/participant is considered available at all listed times, unless marked otherwise.

- To mark a time each week as unavailable, select the “Week View” tab. Then, click on the green “Available” button to turn it to red and “Unavailable”.
- See image on next page for an example:

Click the **Available** button below to mark your team's unavailability.
You can mark up to 0 times as unavailable

Min Times/Week: 7

Day	Duration	
Monday	7:00 PM - 8:00 PM	Available
	8:00 PM - 9:00 PM	Unavailable
	9:00 PM - 10:00 PM	Available
Wednesday	7:00 PM - 8:00 PM	Available
	8:00 PM - 9:00 PM	Available
	9:00 PM - 10:00 PM	Available
Friday	7:00 PM - 8:00 PM	Unavailable
	8:00 PM - 9:00 PM	Available
	9:00 PM - 10:00 PM	Available

(7) Times/Week

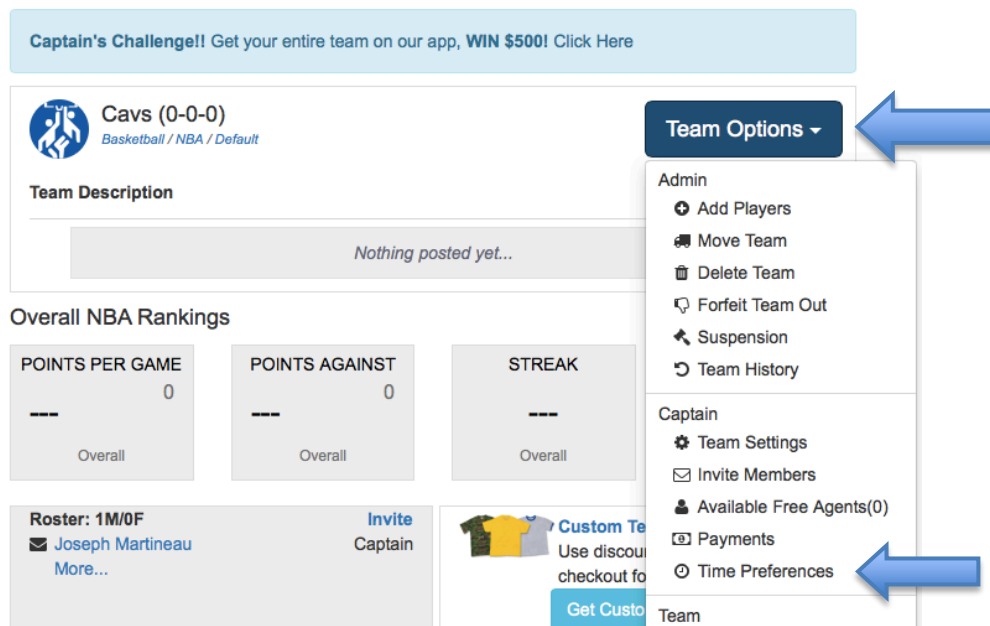
- To mark an exact date/time as unavailable, click the “Detailed View” tab. Then, click on the green “Available” button to turn it red and “Unavailable” for the specific date/time you wish to mark as unavailable. This option is good when participants/teams are not necessarily unavailable EVERY Wednesday night at 7:00 PM, but are unavailable for a specific Wednesday night at 7:00 PM later on in the season:
- See the image below for an example:

Click the **Available** button below to mark your team's unavailability.
You can mark up to 0 times as unavailable

Min Times/Week: 7

Weeks	Added Times	Times/Week
1	Friday 05/20/2016 07:00 PM - 08:00 PM	Unavailable
	Friday 05/20/2016 08:00 PM - 09:00 PM	Available
	Friday 05/20/2016 09:00 PM - 10:00 PM	Available
2	Monday 05/23/2016 07:00 PM - 08:00 PM	Available
	Monday 05/23/2016 08:00 PM - 09:00 PM	Unavailable
	Monday 05/23/2016 09:00 PM - 10:00 PM	Available
	Wednesday 05/25/2016 07:00 PM - 08:00 PM	Available
	Wednesday 05/25/2016 08:00 PM - 09:00 PM	Available
	Wednesday 05/25/2016 09:00 PM - 10:00 PM	Available
	Friday 05/27/2016 07:00 PM - 08:00 PM	Unavailable
3	Monday 05/30/2016 07:00 PM - 08:00 PM	Available
	Monday 05/30/2016 08:00 PM - 09:00 PM	Unavailable
	Monday 05/30/2016 09:00 PM - 10:00 PM	Available
4	Wednesday 06/01/2016 07:00 PM - 08:00 PM	Available
	Wednesday 06/01/2016 08:00 PM - 09:00 PM	Available
	Wednesday 06/01/2016 09:00 PM - 10:00 PM	Available
	Friday 06/03/2016 07:00 PM - 08:00 PM	Unavailable
	Friday 06/03/2016 08:00 PM - 09:00 PM	Available
	Friday 06/03/2016 09:00 PM - 10:00 PM	Available

- If at any time you need to adjust time preferences, you can do so by clicking on your team page, clicking on the “Team Options” dropdown, hovering over the “Captain” icon in the white box, and clicking on “Time Preferences”:



The screenshot shows the mleagues interface for a team named 'Cavs (0-0-0)' in the 'Basketball / NBA / Default' league. The page includes a 'Team Description' section with a placeholder 'Nothing posted yet...', 'Overall NBA Rankings' for Points Per Game, Points Against, and Streak (all at 0), and a 'Roster' section showing 'Joseph Martineau' as the Captain. A 'Team Options' dropdown menu is open, listing various actions under 'Admin' and 'Captain' categories. The 'Time Preferences' option under the Captain section is highlighted with a blue arrow. Another blue arrow points to the 'Team Options' dropdown button.

- Keep in mind that if matches/games are already scheduled during a time you are changing to unavailable, that match time will not change. You will need to request a reschedule of that match by completing the [Reschedule Request Form](#) on the Intramural Sports website.