

MULTIPLE 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 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 a sport requires a membership by visiting that sport's home page on IMLeagues.
- Accept the waiver, enter your team's 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. For team sports, your

team must have the minimum number of players on the team roster in order to move your team into a division.

- For in-person league sports, divisions designate the day/time in which regular season/pool play games will be played.

- **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 a sport requires a membership by visiting that sport's home page on IMLeagues.
- Click "Accept" to agree to the online 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 a sport requires a membership by visiting that sport's home page on IMLeagues.
- Click "Accept" to agree to the online 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.