

General Reminder: IMLeagues is a third-party system utilized by the UWL Recreational Sports Department to manage daily and seasonal operations for the Intramural Sports program. Members of UWL administration did not create or develop either the IMLeagues website or its technical functionality. Administrators did, however, create web content specific to UWL Intramural Sports. UWL Recreational Sports does not necessarily promote or condone any material seen via advertisements in IMLeagues. Participants have the option to unsubscribe to emails sent via IMLeagues by non-UWL administrators and participant information will never be sold or utilized in any solicitation manner.

When in-doubt, always contact UWL Intramural Sports regarding the use of IMLeagues and any potential troubleshooting issues.



Tutorial Topic: Create a Team

Steps

Sign In to IMLeagues Here

1. **Sign in to your IMLeagues account.** Once signed in, you'll be at your home page.
2. Click either the "Get Involved" button in the upper right corner of the screen or the "University of Wisconsin-La Crosse" link under your name in the upper left corner.
3. You are now at the central location for all-things Intramural Sports! In the middle of the screen, you'll see a program description in a **maroon banner** and a bunch of activities listed under the current semester's banner (i.e. Fall 2016). Scroll through the current semester listing to find the activity you're interested in playing.
4. Once you found your activity, find the league in which you wish to participate (i.e. Men's, Women's, Co-Rec, Open) and click the **green** "Open" button.
5. Each league contains divisions (unless noted otherwise). Find the division (i.e. date and time) you wish to participate in and click "+ Create Team."
6. You will be prompted to sign a participation waiver, pick a team name and agree to the terms and conditions.
7. Once the team information has been submitted, you (team captain) will be prompted to take a captain's exam and pay for the team.
8. Captain's must pass the exam with a score of 100%.
9. Paypal is used to collect team entry fees. Participants do not need to create an account or sign in.
10. Once the process is complete, the captain (you) will receive two emails: one confirming your registration in IMLeagues and one confirming your purchase in Paypal. Do not lose these emails.

Useful Links

[Intramural Sports Website](#)
[Participant Handbook](#)
[Frequently-Asked Questions](#)

[REC*IT Website](#)
[REC*IT YouTube Page](#)
[Intramural Sports Forms and Videos Website](#)

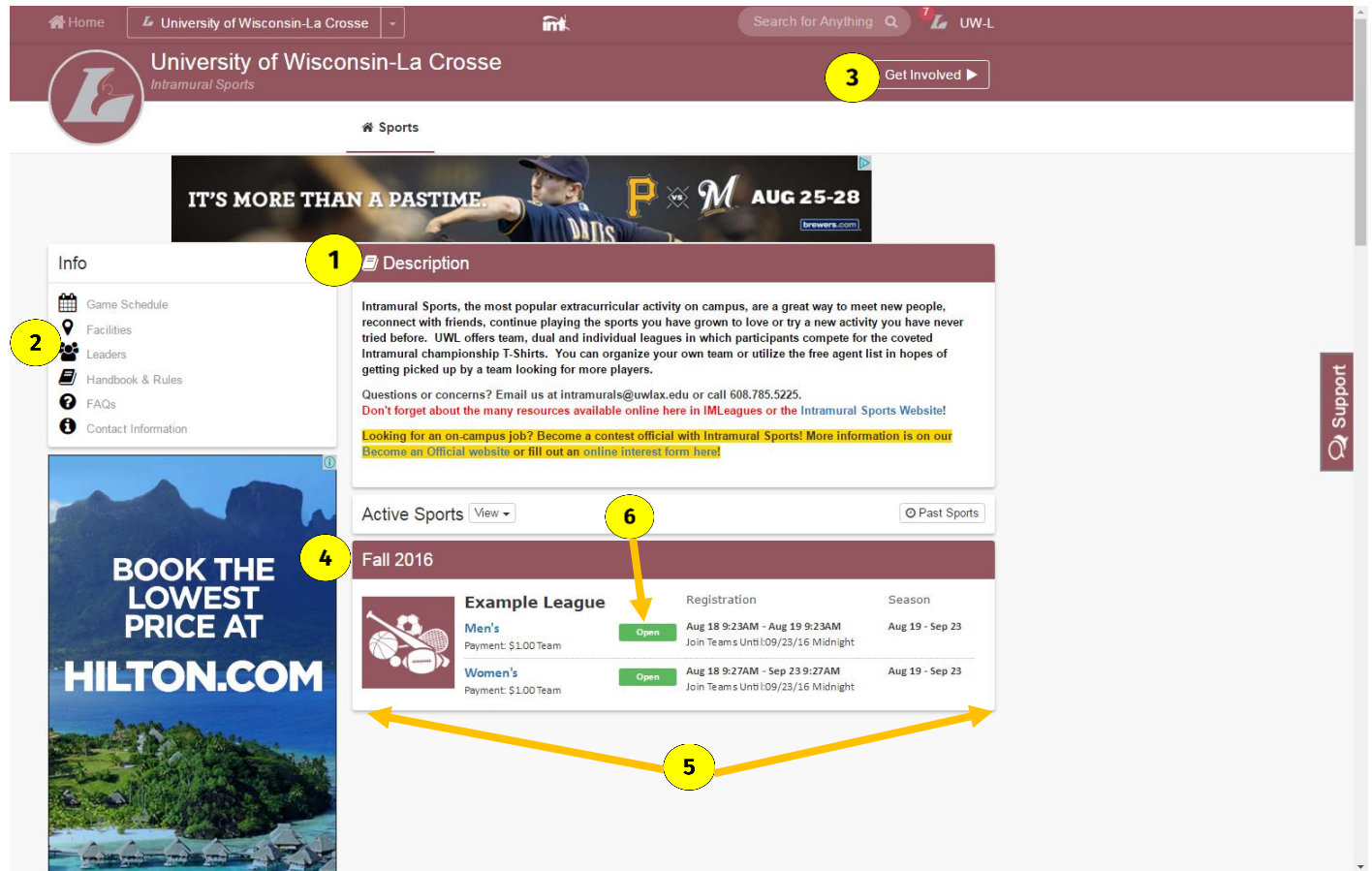
Contact

Matt Schneider, Intramural Sports Coordinator
130D Recreational Eagle Center
608-785-5221
mschneider@uwlax.edu

Intramural Sports Program General Information
REC Information Counter
608-785-5225
intramurals@uwlax.edu

Tutorial Topic: Create a Team

Note: Image may look different from when you are actually in IMLeagues.



1: Program description

2: List of resources

3: "Get Involved" button

4: Current Semester's List of Activities

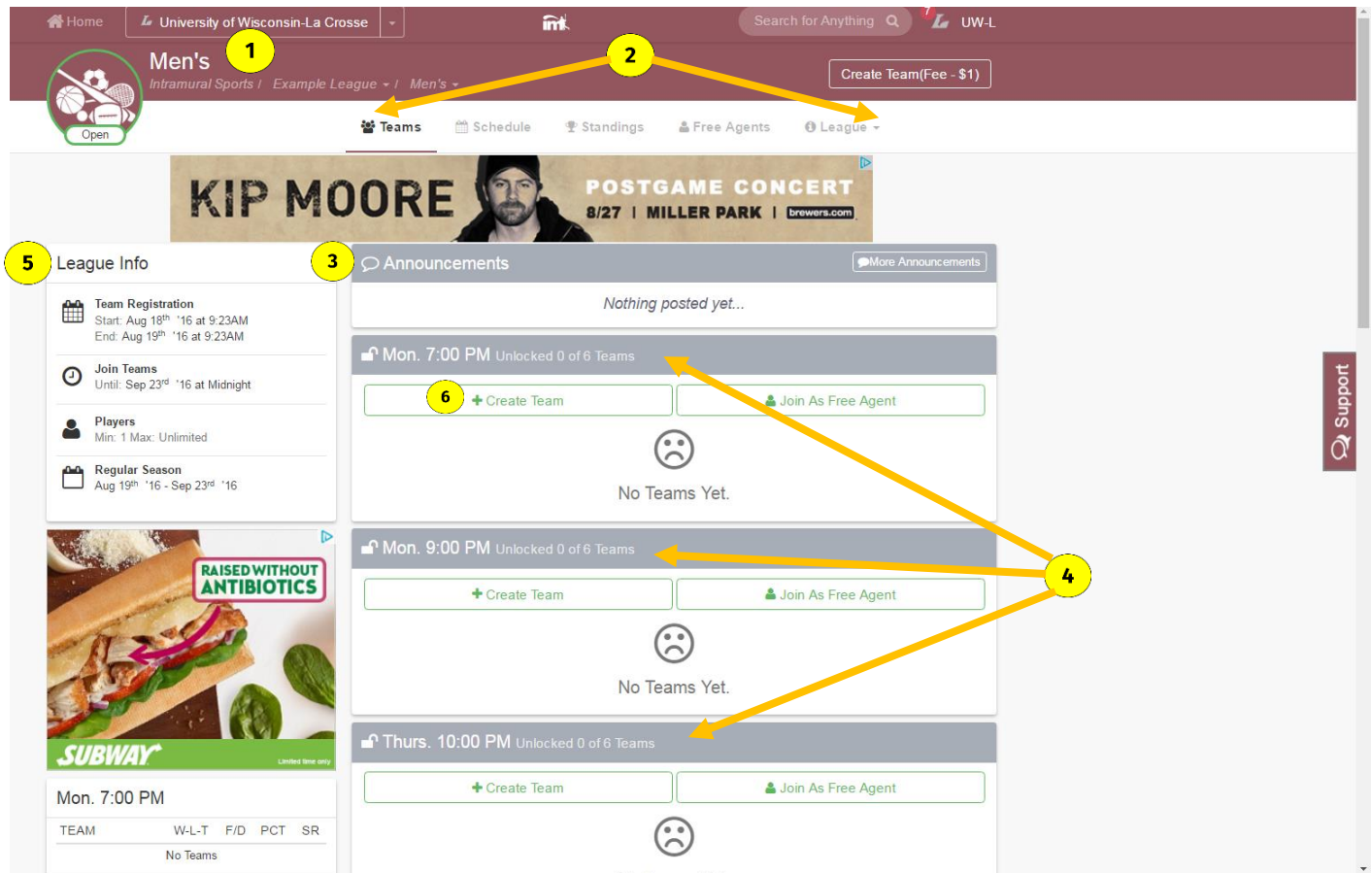
5: Each activity and its details are contained in a box – see when registration is open, when the regular season will be played and more

6: Green "Open" button for each league

Second image on next page

Tutorial Topic: Create a Team

Note: Image may look different from when you are actually in IMLeagues.



1: Your league menu

2: Toggle between league information

3: League announcements

4: Available divisions

5: League information hub

6: "+ Create Team" button