IMLEAGUES TUTORIAL

PRE-REGISTRATION

CREATED BY UW-LA CROSSE INTRAMURAL SPORTS
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The pre-registration process allows a team captain to create a team in a league up to 24 hours before registration open. This allows you to complete the entire registration process:
- Fill out team settings
- Captains quiz
- Payment

When registration officially opens the next day, the team captain can move from the pre-registration waitlist into a specific day and time slot.
To begin, you have to sign into IMLeagues using the sign-in portal found via the Rec Sports website.

- Use your UW-L NetID and Password to get into IMLeagues.
  - Note: You may have to enter some extra information if it is your first time logging in.

- After you complete that process you should see your own personal homepage as shown to right.
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- Go to the top of the page and click on the Intramural Sports link
- Then scroll down and click on the sport you would like to pre-register for
  - For this example we will use the sport titled “Test League”
- Once in the activity you wish to play, scroll down to find the link titled “pre-registration waitlist and click on it
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- You will then click on the “+Create Team” icon on the top of the page.
- After that, IMLeagues will instruct you to take the Captain’s Exam for your sport.
- After completion of the quiz click “continue ...”
Next fill out the information IMLeagues needs including waiver questions, team name, team logo, phone numbers, etc.

When finished hit the create team button

After that IMLeagues will instruct you to pay through Paypal
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- By selecting the Pay Now! button, you will be redirected to PayPal to finish setting up your team.
- Enter all required fields and select Pay at the bottom of the page.
After submitting your payment you will be directed to a confirmation screen.

- IMLeagues will send you a confirmation email, titled “Your Receipt Number: #”
- PayPal will also send you a confirmation email, titled “Your payment to imleagues, LLC”
  - NOTE: Please DO NOT delete these two emails until your sport season has concluded

- Select the Return to IMLeagues LLC to finish your team setup.
Success! Your team has been added to the pre-registration waitlist.

You will be directed to the league home page where you can view the other leagues and other information.

You will also receive a “IMLeagues Captain’s Instructions” email from IMLeagues.

You can double check by clicking on the league and seeing your team on the waitlist.
Remember that even though you have pre-registered, you must still add your team to the specific time and day in which you would like to play.

- You can only do this when registration opens for all leagues in that sport.

- If you have any other questions about the pre-registration process please contact Intramural Staff at (608) 785-5225.