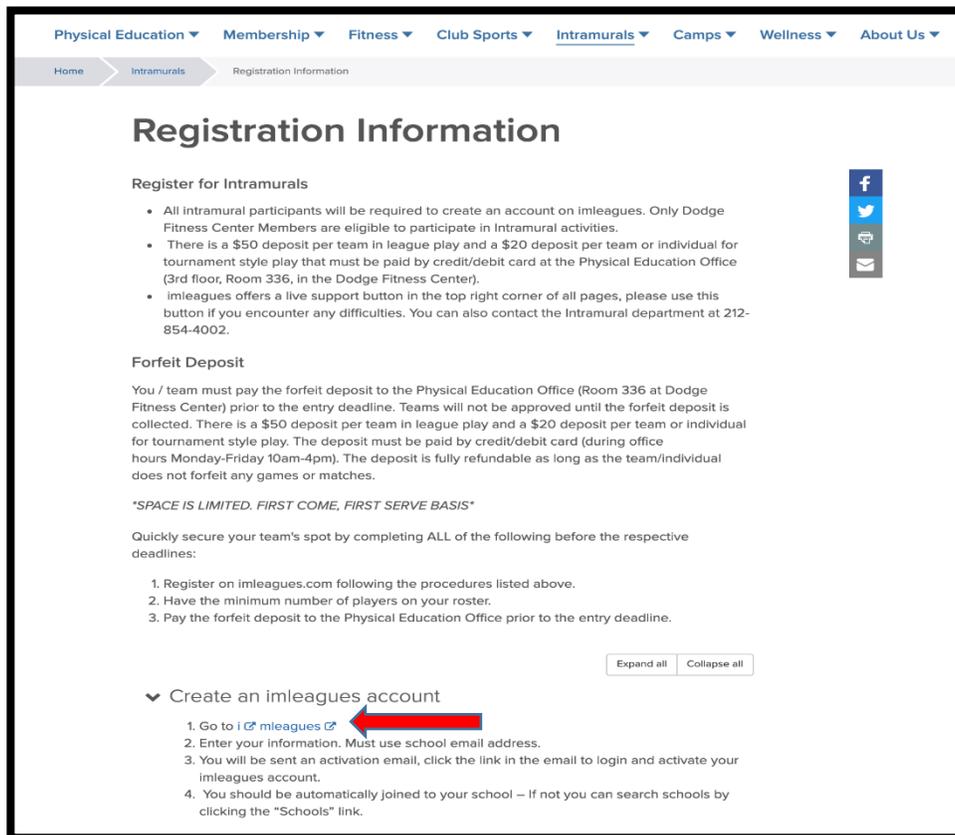


imleagues Users' Guide

A. Getting Started

If you are already registered as a team captain on imleagues.com, skip to step C. First time users will need to register as an imleagues participant before creating a team, searching for participants, and adding players and should first follow steps 1 and 2 before proceeding.

1. Begin registering for Columbia University intramurals by accessing [the Registration Page](#).
2. Click *Create an imleagues account* to display a drop-down list, and click the *imleagues* link.



Physical Education ▾ Membership ▾ Fitness ▾ Club Sports ▾ **Intramurals ▾** Camps ▾ Wellness ▾ About Us ▾

Home > Intramurals > Registration Information

Registration Information

Register for Intramurals

- All intramural participants will be required to create an account on imleagues. Only Dodge Fitness Center Members are eligible to participate in Intramural activities.
- There is a \$50 deposit per team in league play and a \$20 deposit per team or individual for tournament style play that must be paid by credit/debit card at the Physical Education Office (3rd floor, Room 336, in the Dodge Fitness Center).
- imleagues offers a live support button in the top right corner of all pages, please use this button if you encounter any difficulties. You can also contact the Intramural department at 212-854-4002.

Forfeit Deposit

You / team must pay the forfeit deposit to the Physical Education Office (Room 336 at Dodge Fitness Center) prior to the entry deadline. Teams will not be approved until the forfeit deposit is collected. There is a \$50 deposit per team in league play and a \$20 deposit per team or individual for tournament style play. The deposit must be paid by credit/debit card (during office hours Monday-Friday 10am-4pm). The deposit is fully refundable as long as the team/individual does not forfeit any games or matches.

SPACE IS LIMITED. FIRST COME, FIRST SERVE BASIS

Quickly secure your team's spot by completing ALL of the following before the respective deadlines:

1. Register on imleagues.com following the procedures listed above.
2. Have the minimum number of players on your roster.
3. Pay the forfeit deposit to the Physical Education Office prior to the entry deadline.

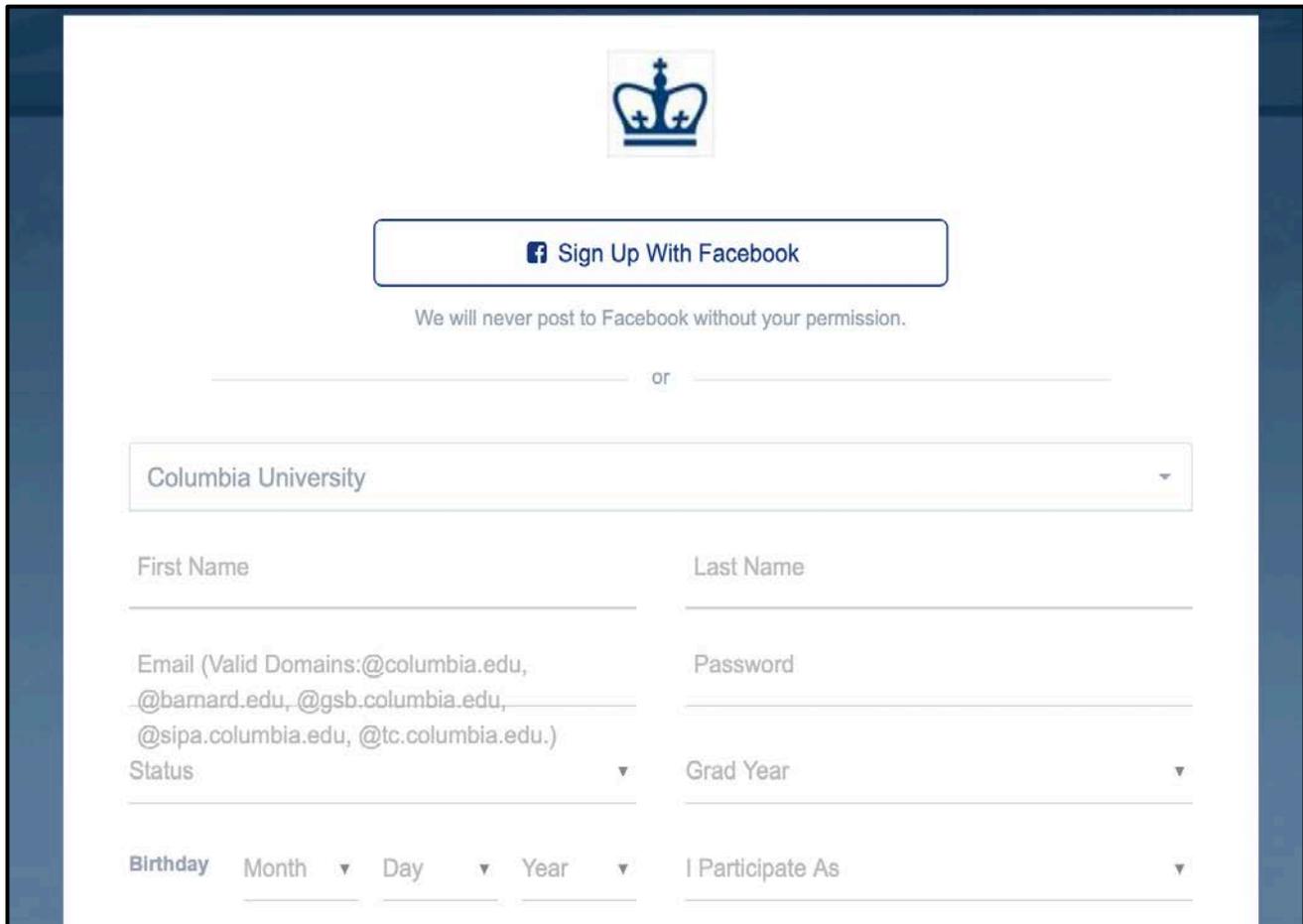
Expand all Collapse all

▼ Create an imleagues account

1. Go to [imleagues](http://imleagues.com)
2. Enter your information. Must use school email address.
3. You will be sent an activation email, click the link in the email to login and activate your imleagues account.
4. You should be automatically joined to your school – If not you can search schools by clicking the "Schools" link.

B. Registration

1. All intramural participants will be required to create an account on imleagues.com. Only Dodge Fitness Center Members are eligible to participate in intramural activities. To create an imleagues account, enter your information, using your university email address, by accessing www.imleagues.com/Columbia/Registration.



The screenshot shows the registration page for imleagues.com. At the top center is the Columbia University crest. Below it is a button that says "Sign Up With Facebook" with a Facebook logo. Underneath the button is the text "We will never post to Facebook without your permission." Below this is a horizontal line with "or" in the center. Underneath that is a dropdown menu currently showing "Columbia University". Below the dropdown are two columns of input fields: "First Name" and "Last Name". Below these are "Email (Valid Domains: @columbia.edu, @bamard.edu, @gsb.columbia.edu, @sipa.columbia.edu, @tc.columbia.edu.)" and "Password". Below the email field are "Status" and "Grad Year", both with dropdown arrows. At the bottom left are "Birthday" fields for "Month", "Day", and "Year", each with a dropdown arrow. At the bottom right is "I Participate As" with a dropdown arrow.

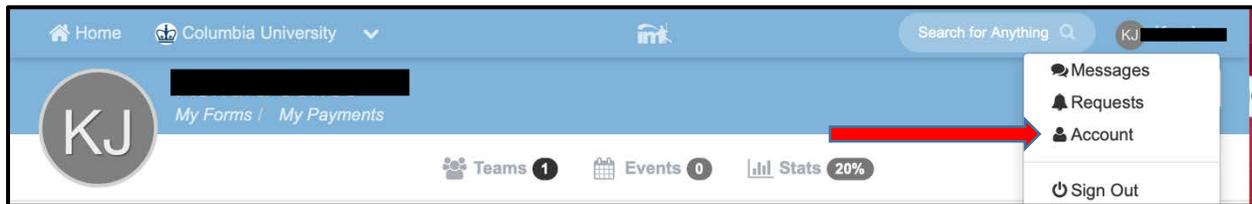
2. You will be sent an activation email. Click the link in the email to login and activate your imleagues account.
3. When logging in, select *Columbia University* from the list and enter your school email before clicking *Next*.



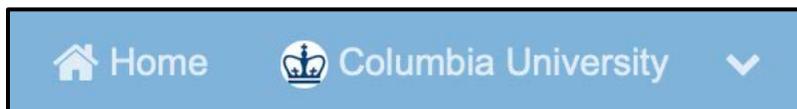
4. Since you used your university email address to register, you should be automatically joined to Columbia University. If not, you can search schools by clicking the *Schools* link at the top of the homepage of imleagues.



5. Complete your profile information by clicking your name and selecting *Account* at the top right of the page.

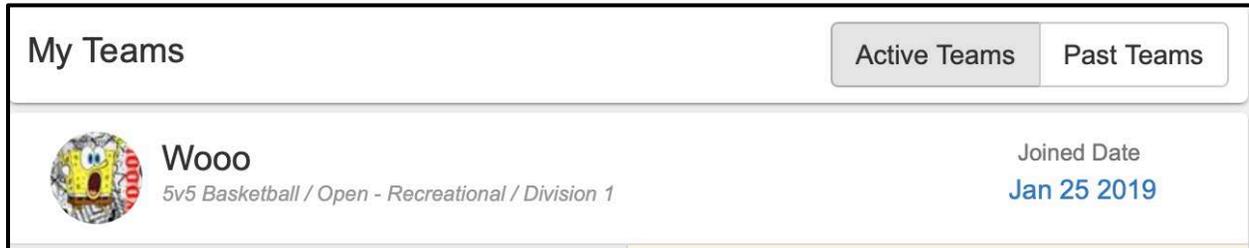


6. Click the *Columbia University* link to go to your school's homepage on imleagues.com.



C. Adding players by invitation

1. After you have logged in, click *Home*, bringing you to your homepage for imleagues.com. Select the active team to which you would like to invite players.



My Teams

Active Teams Past Teams

 **Wooo** Joined Date
Jan 25 2019

5v5 Basketball / Open - Recreational / Division 1

2. If you know the participant(s) that you want to add to your team, select *Invite*.



 Roster: 3M/8F (15 Players Max) 

3. Send an invitation to the participant(s) by entering their university email address. Click *Send Invitations* when complete.
 - a. You can invite multiple players at once, using a comma to separate email addresses.
 - b. Any invited member must accept the invitation to be joined to your team.
4. If players have already registered on imleagues, search for their name in the search bar on the top right-hand corner and invite them.

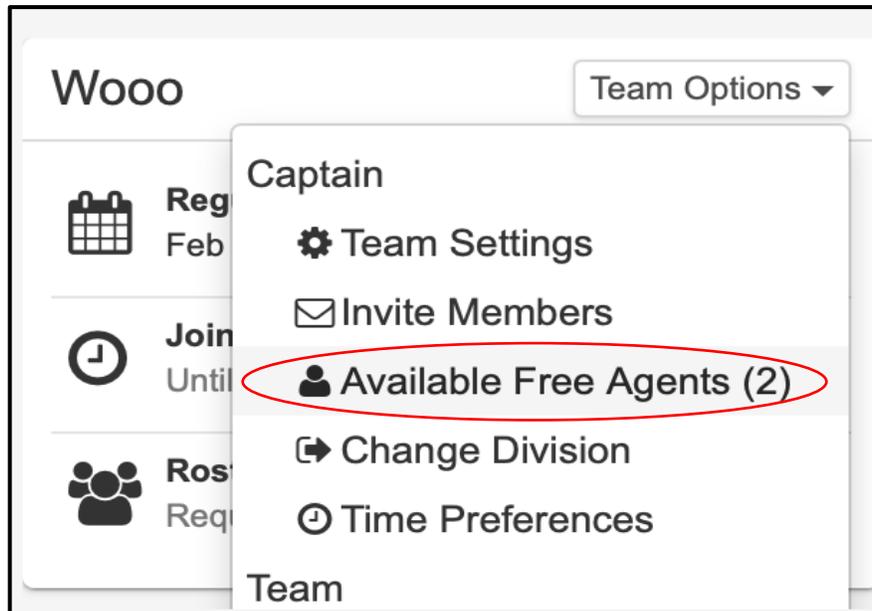


 Home  Columbia University 

5. If someone has not yet registered on imleagues.com, scroll down to the *Invite by Email Address* box, and input their email address.

D. Adding Free Agents to your Team

1. If you are planning to add players to your team from the *Available Free Agent* list, select the *Team Options* tab on the left side of your page, and click *Available Free Agents*. Once selected, you will see all available Free Agents signed up for that sport and league.

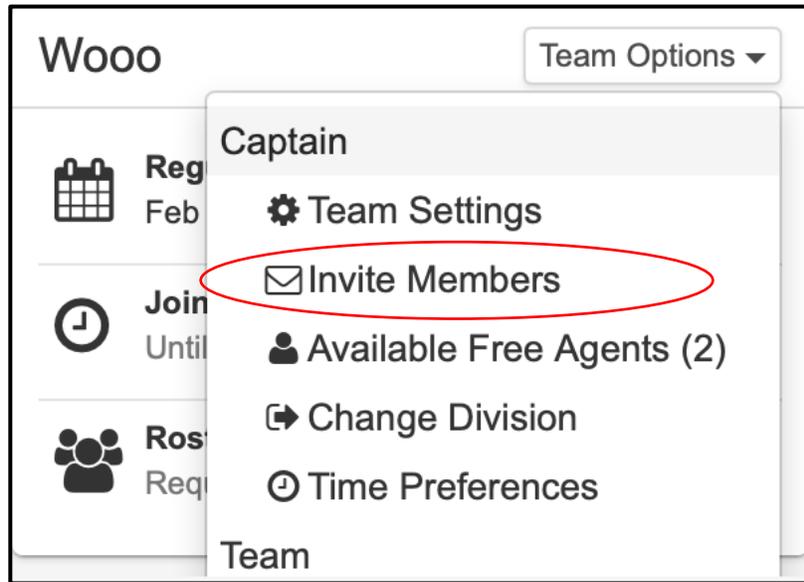


2. Select *Invite to Team* for the participant(s) you would like to add. Any invited member must accept the invitation to be joined to your team.



E. Viewing pending team invitations

- To view all pending invitations for your team, select the *Team Options* tab on the left side of your page, and click *Invite Members*. Once selected, you will see all pending invitations you have sent to players who have not yet confirmed or who have denied your request.



F. Forfeit Deposit

- You or your team must pay the forfeit deposit to the Physical Education Office (Room 336 at Dodge Fitness Center) prior to the entry deadline. Teams will not be accepted into the league until the forfeit deposit is collected. There is a \$50 deposit per team in league play and a \$20 deposit per team or individual for one-day tournaments. The deposit must be paid by credit/debit card during office hours Monday through Friday 9 am - 5 pm. The deposit is fully refundable as long as the team/individual does not forfeit any games or matches.