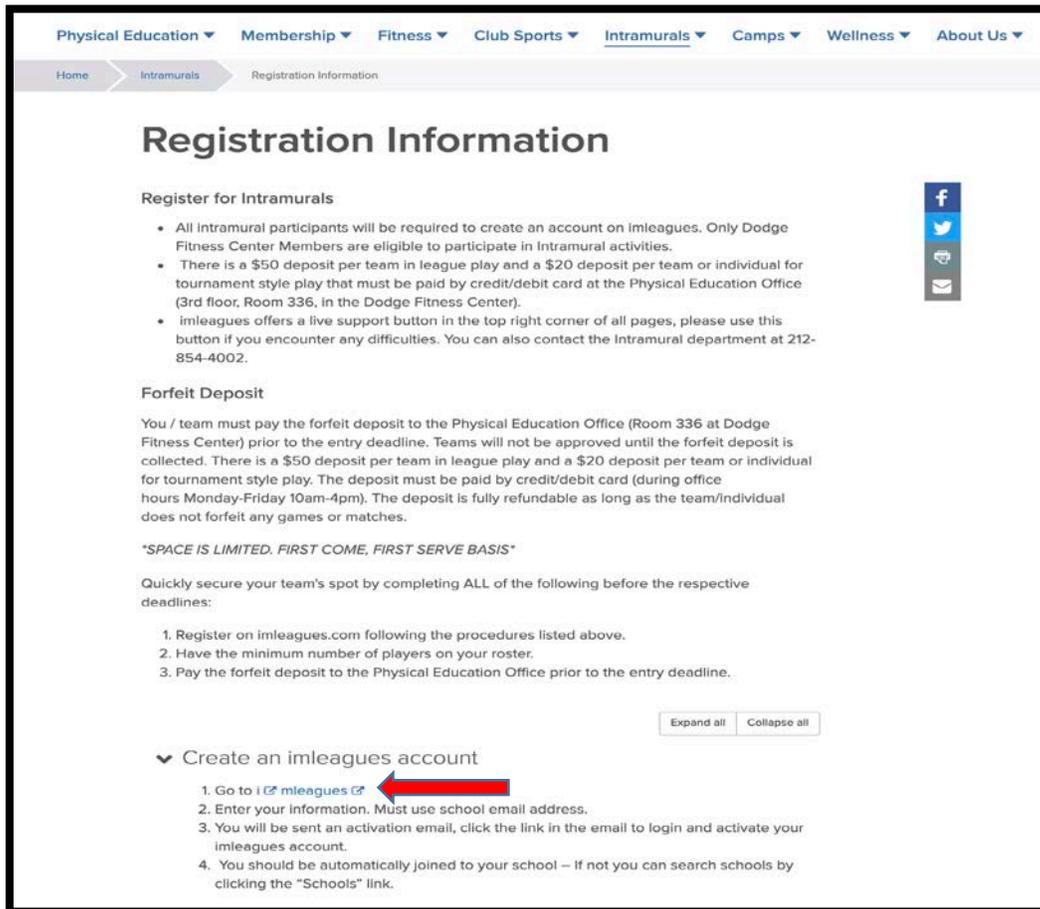


## imleagues Users' Guide

### A. Getting Started

If you are already a registered participant on [imleagues.com](http://imleagues.com), skip to step C. First time users will need to register as an imleagues participant before joining a team and should continue reading the following steps.

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.

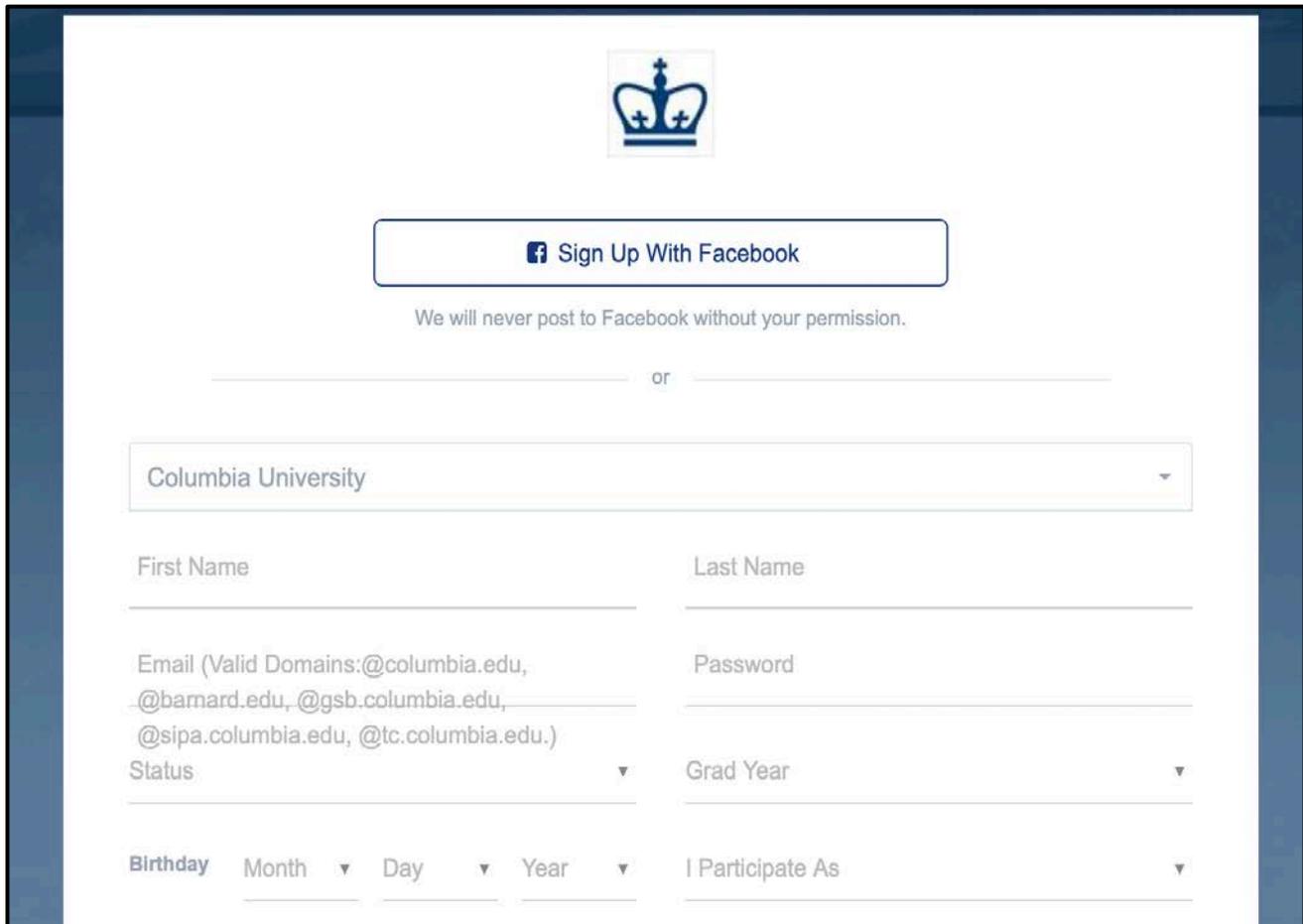
Expand all Collapse all

▼ Create an imleagues account

1. Go to [imleagues](#) 
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](http://www.imleagues.com/Columbia/Registration).



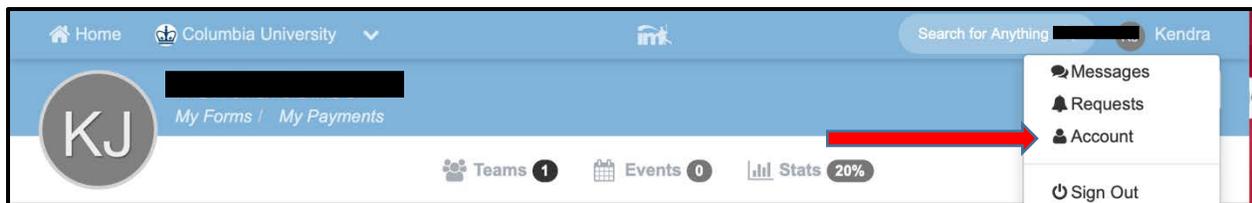
The screenshot shows the registration page for imleagues.com. At the top center is the Columbia University crest. Below it is a button labeled "Sign Up With Facebook" with a Facebook icon. Underneath the button is the text "We will never post to Facebook without your permission." Below this is a horizontal line with "or" in the center. Underneath 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*.

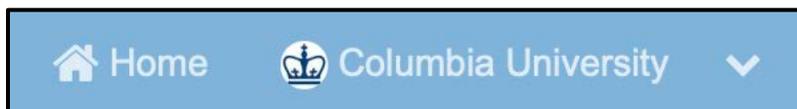
- Since you used your university email address to register, you should be automatically joined to Columbia University. If not, you can search schools by clicking the *Schools* link at the top of the homepage of imleagues.



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



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

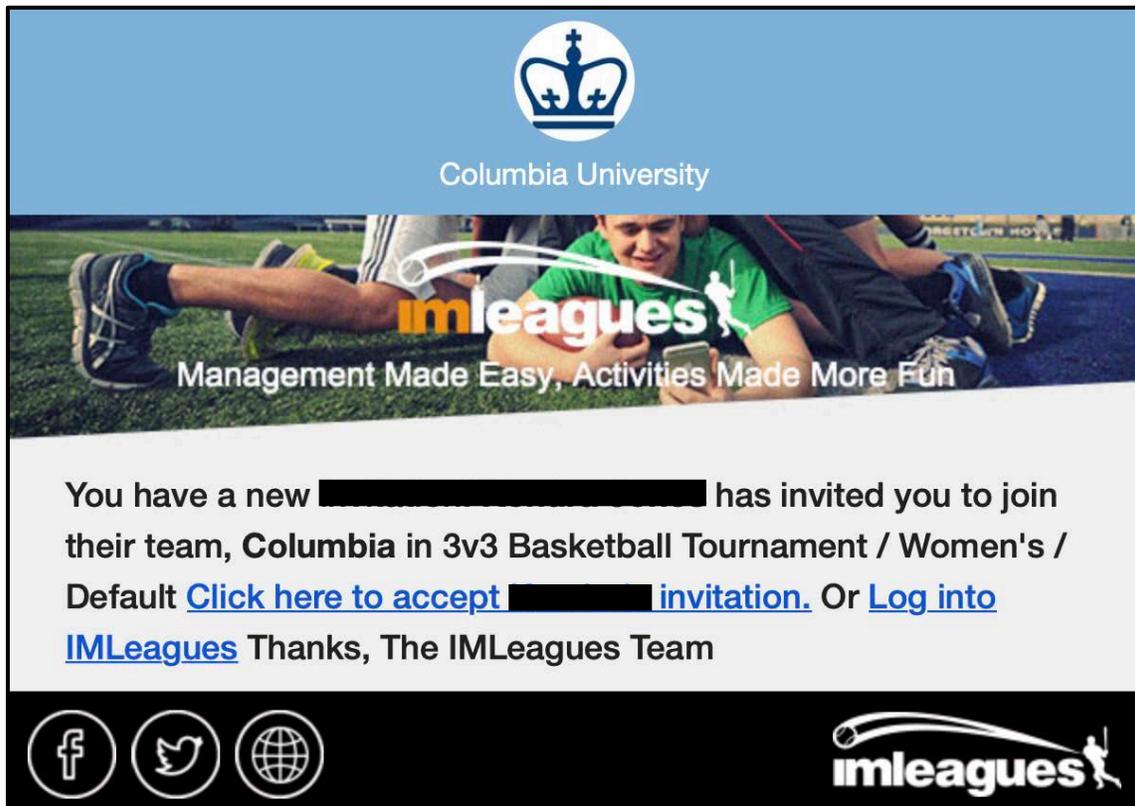


- Click on the *Sports* tab of Intramurals to view active sports. Registration and season dates are displayed. To create a team, click the sport and league under which you wish to play. When the system asks for your student ID, please use your UNI.

	<b>5v5 Basketball</b>	Registration	Season
	<b>Men's Graduate</b>	<b>Closed</b> Jan 22 9:00AM - Jan 31 5:00PM Join Teams Until: 04/09/19 11:30 PM	Feb 05 - May 01
	<b>Men's Undergraduate</b>	<b>Closed</b> Jan 22 9:00AM - Jan 31 5:00PM Join Teams Until: 04/09/19 11:30 PM	Feb 05 - May 01
	<b>Open - Recreational</b>	<b>Closed</b> Jan 22 9:00AM - Jan 31 5:00PM Join Teams Until: 04/09/19 11:30 PM	Feb 05 - May 01
	<b>Women's</b>	<b>Closed</b> Jul 17 9:00AM - Jul 17 5:00PM Join Teams Until: 07/18/19 11:30 PM	Jul 18 - Jul 18
	<b>Dodgeball Tournament</b>	Registration	Season
	<b>Open-Competitive</b>	<b>Closed</b> Jan 22 9:00AM - Mar 26 5:00PM Join Teams Until: 03/29/19 11:30 PM	Mar 30 - Mar 30
	<b>Open-Recreational</b>	<b>Closed</b> Jan 22 9:00AM - Mar 15 5:00PM Join Teams Until: 03/29/19 11:30 PM	Mar 30 - Mar 30
	<b>Indoor Soccer</b>	Registration	Season
	<b>Men's-Competitive</b>	<b>Closed</b> Jan 22 9:00AM - Jan 31 5:00PM Join Teams Until: 03/10/19 11:30 PM	Feb 10 - Mar 31

## C. Joining a team

- The following are ways you can join an existing team:
  - Click *Create/Join Team* at the top right of every page.
  - Accept a request from a team captain to join.
  - You will receive an email if someone invites you to their team. Click the link in the email to accept the team captain's invitation.



- d. Find the team and captain name on division/league page and request to join.
- e. Go to the captain's page, view their team, and request to join.

## D. Joining as a Free Agent

1. You can list yourself as a free agent in as many divisions within a league as you'd like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.



## E. Forfeit Deposit

1. 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.