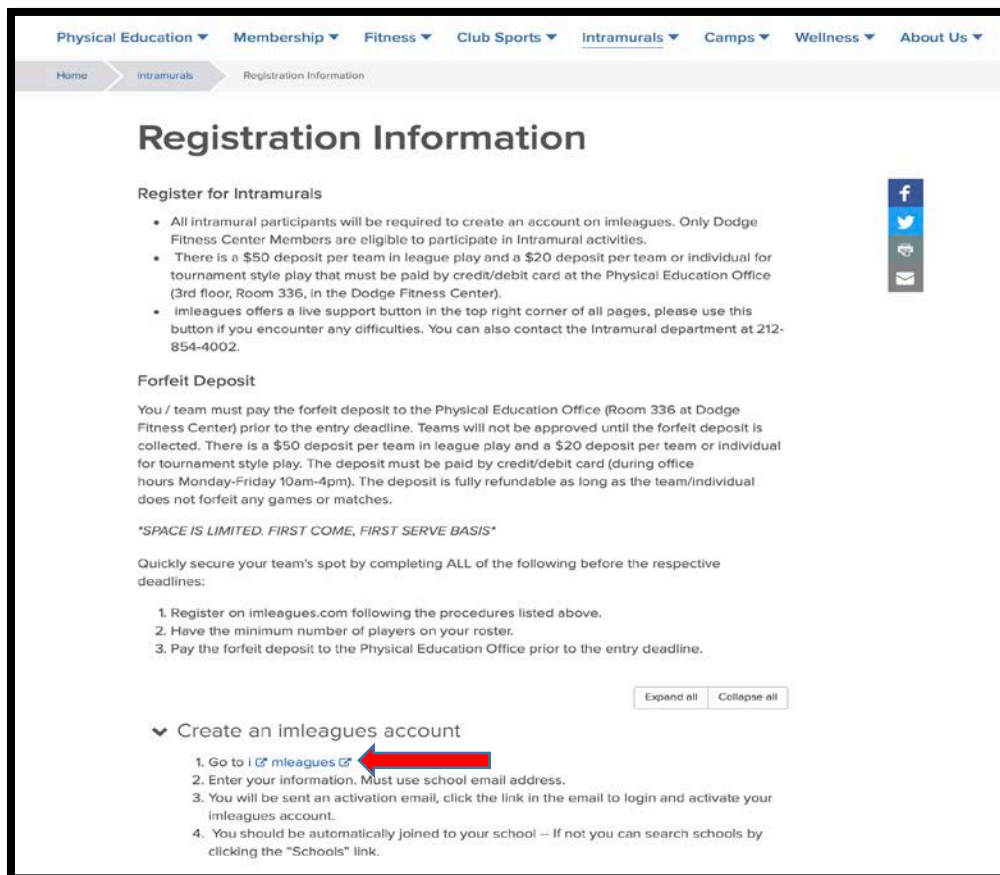


## imleagues Users' Guide

### A. Getting Started

If you are already as a registered team captain on imleagues, skip to step C. First time users will need to register as an imleagues participant before creating a team 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

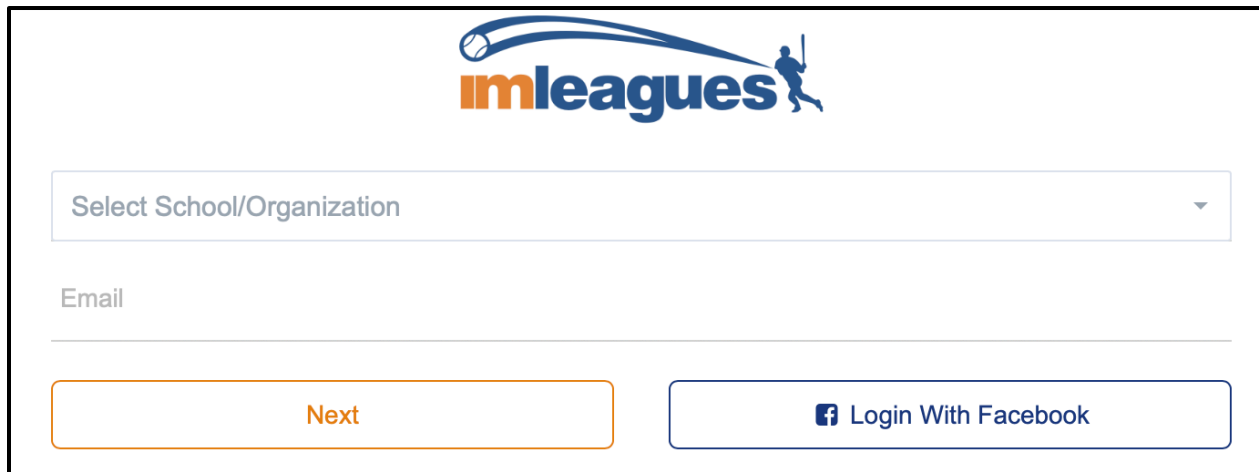
1. Go to [imleagues](#) 
2. Enter your information. Must use school email address.
3. You will be sent an activation email, click the link in the email to login and activate your imleagues account.
4. You should be automatically joined to your school – If not you can search schools by clicking the "Schools" 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 interface 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. A dropdown menu is set to "Columbia University". The form is divided into two columns. The left column contains: "First Name", "Email (Valid Domains: @columbia.edu, @bamard.edu, @gsb.columbia.edu, @sipa.columbia.edu, @tc.columbia.edu.)", "Status", and "Birthday" (with sub-selects for Month, Day, and Year). The right column contains: "Last Name", "Password", "Grad Year", and "I Participate As".

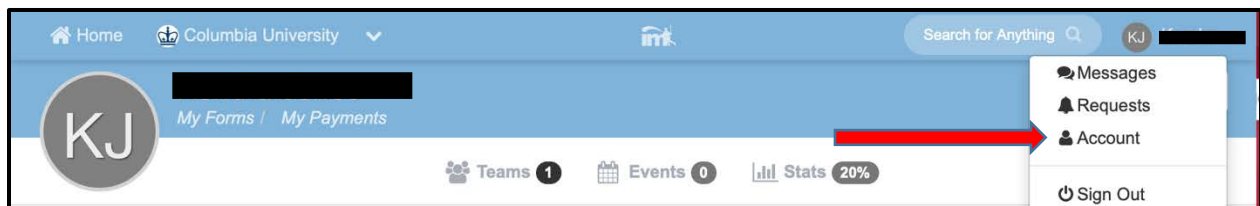
2. You will be sent an activation email. Click the link in the email to login and activate your imleagues account.
3. When logging in, select *Columbia University* from the list and enter your school email before clicking *Next*.



- 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.com.

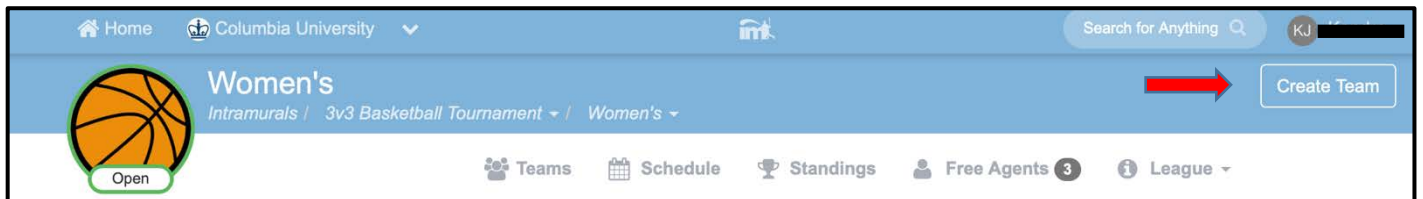


## C. Creating a team

1. Click on the *Sports* tab 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 (example: ab1234).

	<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

2. Select *Create Team*.



3. All captains and players must pass a quiz before creating or joining a team. Before taking this quiz, review the rule packet and *Intramural Participant Handbook*, which can be found on

perec.columbia.edu or by clicking *Handbooks/Manuals* on the Columbia University's imleagues.com homepage. Then, you can select *Begin Quiz*.

Pass below quiz to create a team

## 3v3 Basketball Captain's Quiz



**Instructions:**

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Please complete the quiz. Captains/players must pass the quiz to create/join a team

**Before taking this quiz please review:**

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 [3v3 Basketball Tournament Rules](#)     [FY19 IM Policy and Procedures](#)

[Begin Quiz](#)

4. Read each question carefully and read each answer before choosing the best answer. Questions may have reference points, which are documents or files in which you can find the exact answer. If you need to reference the files regarding rules, policies, and procedures, click *Click Here To See Quiz Detailed If You Need Help*, and select the file you wish to review.

Pass below quiz to create a team

## 3v3 Basketball Captain's Quiz

[Click Here To See Quiz Detailed If You Need Help](#)

Question# 1

Who is eligible to play in the Intramural 3v3 Basketball Tournament?

- Anyone with a valid Dodge Fitness Center membership.
- Anyone with a valid Columbia ID card.
- A member of the Men's or Women's Varsity basketball team.
- All of the above.

Next

5. After you complete the quiz, if you answered all questions correctly, the below message will appear. Select *Continue...* and you will be directed to the next step. If you do not receive a perfect score, you will not be allowed to continue to the next step of team registration until you answer all of the questions correctly. Click *Begin Quiz* to retake the quiz. You can retake the quiz as many times as necessary.

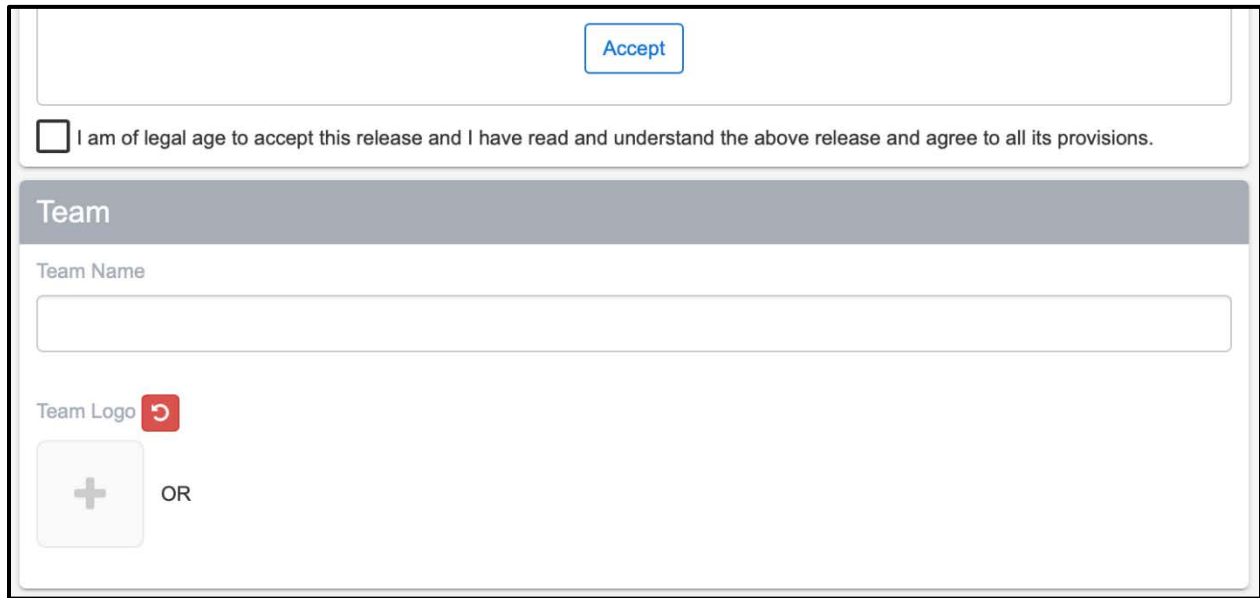
Pass below quiz to create a team

You answered 8 of 8 correct!

## 3v3 Basketball Captain's Quiz

Continue...

6. Before creating or joining a team, all participants must read and accept Columbia University's Release of Liability by confirming they are of legal age and have read and understand the release while agreeing to all of its provisions.
7. Choose a team name and logo.



The screenshot shows a web form for team registration. At the top, there is a blue button labeled "Accept". Below it is a checkbox with the text "I am of legal age to accept this release and I have read and understand the above release and agree to all its provisions." The form is titled "Team" in a grey header. Underneath, there is a "Team Name" label and an empty text input field. Below that is a "Team Logo" label with a red circular icon containing a white plus sign. To the left of the logo is a grey square button with a white plus sign, and to the right is the text "OR".

8. Complete the team registration form with the required information.
  - a. Note 1: *Auto-Accept Members* means any registered imleagues participant can join your team without your permission. If this setting is turned on, it will be blue.
  - b. Note 2: *Send Game Reminders* means that you will receive a text message prior to your game, according to how far in advance you select from the dropdown list.
  - c. Note 3: If your team is looking for Free Agents, make sure this setting is turned on. If this setting is turned on, it will be blue.

9. Enter your phone number and carrier service. Make sure this number is correct if you choose to allow various updates to be sent via text message.
10. Click *Create Team* if you will be the captain of the team. If you are creating the team for a participant who will serve as captain, click *Create Team For A Participant*.
11. To add players, refer to *imleagues Users' Guide Captains Adding Players*.

## D. 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.