How to Slot a Team in IM Leagues:

Slotting can be ONLY done once team has reached min. roster requirement and paid registration fees

1. Log into IM Leagues
2. Click the desired team from the “IM Leagues Locker” (participant homepage)
   - “IM Leagues Team Homepage” will be loaded
3. Verify team has met minimum roster
   - A red warning will have changed to “This team is currently on the Waitlist” (previous statement “you must have # team members to join a division”)
4. Use the left hand Captain Links (shield)
   a. Hover over shield and a fly out menu will appear
5. Select “Change Division” from the menu
6. Review list of open division
   - Teams

<table>
<thead>
<tr>
<th>Sport</th>
<th>League</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move to Division</td>
<td>Futsal</td>
<td>Teams 1: Sat. 9:00 &amp; 10:00PM</td>
</tr>
<tr>
<td>Move to Division</td>
<td>Futsal</td>
<td>Teams 2: Tue. 5:00 &amp; 6:00PM</td>
</tr>
<tr>
<td>Move to Division</td>
<td>Futsal</td>
<td>Teams 3: Thu. 7:00 &amp; 8:00PM</td>
</tr>
<tr>
<td>Move to Division</td>
<td>Futsal</td>
<td>Teams 4: Fri. 5:00 &amp; 6:00PM</td>
</tr>
</tbody>
</table>
7. Select the time/date (division) that works best for your teams needs
   a. Click the blue button that says “Move to Division” for the desired time slot
      o Team will be moved into the division selected
      ▪ Captain will be taken to team homepage

Remember to attend the Preseason “Sport” Meeting!

Next Step:
- Attend Preseason “Sport” Meeting!

If you are having difficulties please direct questions to imsport@indiana.edu