How to Create a Team in IM Leagues:

1. Log in to IM Leagues
   a. this is the participant home page, “IM Leagues Locker”
2. Click the Red Ribbon saying “Indiana University” on top of the page
   • This page is the RS Intramural Home page within IM League
   • All sport offerings for the current semester/year can be found here
3. Scroll down to the desired sport
   • Sports will first be sorted by registration date (upcoming reg. or open reg.) then alphabetically
4. Click sport name/photo “Futsal”
   • This brings participant to sport page
5. Click desired League for sign up “Teams”
   • Other Examples include Men Comp./Women Rec./etc.
6. Click desired Division (day/time offering)

7. Click the Green “Register/Signup” button

   - A drop down menu will appear
     a. Select “Create Team” from drop down

8. Complete the form in the “IM Leagues Create New Team” screen

   a. Notice the Yellow Warning
      a. Read the waiver – in entirety
         i. Click “Accept” (Required)
         ii. Must click gray “Accept” button, clicking the check box will only expand the waiver window

   b. Review Captain Instructions
      i. This information will also be sent to you in an email for future reference

   c. Type desired Team Name (Required)
      Team Name: Orange iguanas

   d. Team Logo (Optional)
      i. Use search field to find photo
      ii. OR upload own image
      iii. Remember to click “check box” I certify that I have the right to distribute these photos and they do not violate the IM Leagues Terms and conditions.
e. Auto Accept (Optional- **NOT RECOMMENDED**)
   i. When “**auto accept**” is enabled: members that request to join your team will be automatically added to team’s roster members
   ii. If the captain has specific people in mind to build a roster we recommend leaving this box unchecked.

f. Team Status (Optional)
   i. Teams can advertise “**looking for players**” or “**not looking for players**”
   ii. Status can also be left alone

g. Phone Number (Required) /Text Message Updates (Optional)
   i. Captain’s phone numbers are required for Intramural Contact lists.
   ii. Captains can get text updates for captain meeting reminders, weather cancelations, etc.
   iii. Enter mobile phone number
   iv. Select carrier from drop down menu (optional)
   v. Click check box “**Allow updates to be sent via text message**” (optional)

h. Finally click the Blue “Create Team” button

   o REMEMBER teams remain on the waitlist until the roster minimum is met, payment is received, and the captain “slots” the team into the night of the week and time desired.
   ▪ Participant is automatically taken to the “**Team Home Page**”

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Next Step:

- **How to Invite Team Members**

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