How to Invite Members in IM Leagues:

- Start from Team Home page:
  1. Look to the left side of the page for the navigation links
     a. Hover over Captain Links (shield)
     - A fly out menu will appear with multiple options
   2. Click on Invite Members
     - This will bring up a new screen for inviting members
       i. In the “To: field” captain can enter names of friends to invite
          1. A name can be entered if participant already has an IM Leagues account
          2. Emails can be entered to invite participants that do not yet have an IM Leagues account
       ii. Click “send invitations” to invite your friends

*Please see next page to follow up with Pending Invitations and respond to Requests to join your team*
To see who has not yet accepted an invitation to your team, begin from invite members’ page

1. Find the “Pending Invitations” button in the top right corner of the invite members page

   - Captain can view all the invitations that have yet to be accepted by clicking this button.

   - Captain has option to resend invitation or cancel invitation

How to accept or decline requests to join your team, begin from Team Home page

1. Look to the left side of the page for the navigation links
   a. When there is a request to join a team the captain will see an additional link called “Requests”

2. Hover over “requests”
   a. Click Member Requests
   b. Captain can now approve or deny

Next Step:

- [Pay Registration Fee](#) online OR at Member Services

If you are having difficulties please direct questions to [imsport@indiana.edu](mailto:imsport@indiana.edu)