How to Communicate with Team Members in IM Leagues:

Communication to the team can be done by all team members including the captain. Communication with team can be done by email only, text only, or both.

- Start from Team Home page:
  1. Locate the Announcements Section
  2. Click on “More Announcements”
  3. Click on “Add Announcement” from the announcements screen

- Be careful to not click “delete all”

4. Complete the form in the “IM Leagues Add Team Announcement Page”

a. Title
   i. Keep this brief.
      o When sent as an email this will be the “Subject” of the email
      o When sent as a text this will be what the text message reads

b. Title
   i. Click the check box for “send text message” (optional)
      1. This will only be sent to team members who have enabled text updates
c. Send email alert to
   i. No one is default
   ii. Selected desired option from drop down: “No One,” “Everyone,” “Specific Members”

   1. If specific members please click check box next to their name

   ![Select Specific Members]

   - Jane Public
   - Chris Carr
   - Matt Ferdinand
   - Autumn
   - Ryan
   - Samantha Lowry

   d. Reply to
   i. Choose your email address from the drop down menu
      - Team members will then be able to reply to you by email

   ![Reply To]

   e. Description
   i. When sending “Announcement as Email” this will be the body of the email.
   ii. When sending “Announcement as Text” this will not be visible in the text message.

   ![Message Example]

   **NOTE**: if you would like to send both an email and text to your teammates make sure to select “send email alert to everyone/select members” and select the check box “send text message”

5. Click Save

   ![Save Changes]

If you need help with Captain’s Essentials for Team Registration:

1. [How to create an IM Leagues account](#)
2. [How to create a team](#)
3. [How to invite team members](#)
4. [How to Slot my team](#)

If you need help with Individual Player Registration

1. [How to create an IM Leagues account](#)
2. [How to join an individual player team](#)

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