How to Create a Team for Individual/Dual Events in IMLeagues:

**Note:** Individuals will be creating a “team of one”, while duals will create a “team of two”.

1. Log in to IMLeagues
   - This is the participant homepage, “IMLeagues Locker”

2. Click the red, italicized ribbon saying “Indiana University - Bloomington” on top of the page
   - This page is the RS Intramural Homepage within IMLeagues

3. Scroll down to the desired sport
   - All sport offerings for the current semester/year can be found here

4. Click sport name/photo – (ex. “Racquetball”)
   - This brings the participant to the sport page
5. Click desired league for sign-up – (ex. “Women’s Doubles”)
   - Other examples include Men’s Singles/CO Doubles/etc.

6. Click desired Division (day/time offering).

   ![Division Options Screenshot]

   **NOTE**: Many times there will only one division available.

7. Click the green “Create Team” button

   ![Create Team Button]

8. Complete the form in the “IMLeagues Create New Team” screen
   - Notice the red warning
   - Read the waiver – in entirety

   ![Waiver Warning]

   - Click “Accept” (Required)

     ![Accept Button]

     - Must click gray “Accept” button, clicking the check box will only expand the waiver window
• Review Captain Instructions
  o This information will also be sent to you in an email for future reference

• Type desired Team Name (Required)
  Team Name: Orange Iguanas

• Team Logo (Optional)
  o Use search field to find photo
  o OR upload own image
  o Remember to click the check box stating, “I certify that I have the right to distribute these photos and they do not violate the IMLeagues Terms and conditions."

• Auto Accept Members (Optional- NOT RECOMMENDED) – Skip if signing up for singles
  o When “Auto Accept Members” is enabled, members that request to join your team will be automatically added to team’s roster
  o If the captain has specific people in mind to build a roster, we recommend leaving this box unchecked.

• Looking for Free Agents (Optional) – Skip if signing up for singles
  o This feature lets individual players see that you are looking for extra players to play on your team.
  o If you are in need of additional players, this is a great way to help build your roster.

• Phone Number (Required)/Text Message Updates (Optional)
  o Captain’s phone numbers are required for Intramural Sports contact lists.
  o Captains can get text updates for captain meeting reminders, weather cancelations, etc.
  o Enter mobile phone number
  o Select carrier from drop down menu (optional)
  o Click check box “Allow updates to be sent via text message” (optional)
• Division Preferences (Optional - Recommended)
  o Teams may select their preference of the divisions in which they may be slotted
  o Once your team has paid and has met the minimum player requirement, your team will automatically be slotted into a division based on your preferences

• Finally, click the Blue “Create Team” button

Create Team

9. Remember that 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 Homepage”

Singles Next Step:
  • Pay Registration Fee online or at Member Services

Doubles Next Step:
  • How to Invite Team Members

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