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

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

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

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 “Racquetball”
   - This brings participant to sport page
5. Click desired league for sign up “Women’s Doubles”
   - Other Examples include Men’s Doubles/CO Doubles/etc.
6. Click desired Division (day/time offering). NOTE: Many times only one division is available

7. Click the Green “Register/Signup” button

   • A drop down menu will appear
     a. Select “Create Team” for Doubles/Pairs
     OR
     b. Select “Signup” for Singles from drop down

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

   • 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. Team Name
        i. Team name will automatically be entered as “First Initial Last Name”

     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) – *Skip to Letter “F” if singles*
   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)

   Team Status: [ ] For Players.

   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

- Participant is automatically taken to the “Team Home Page”

**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