How to Send Reschedule Requests in IM Leagues:

*Reschedule Request are only available during the post season.* Reschedule request are not complete until approved by an IM Staff Member.

- Start from Team Home page:

1. Locate the “Team Schedule” Section

2. Click on the blue “Reschedule” button

3. Read Reschedule instructions completely

Please click on a green box below to request to reschedule this game on that date/time.

Submitting a reschedule request does not guarantee a rescheduled game time. If there are no open reschedule times remaining (green), then teams must play at the originally scheduled date & time.

1. Select an open (green) time slot from those listed below that works for your team. All rescheduled games must be played before your next scheduled game, i.e. round 1 must be played before round 2.
2. IM Leagues will send a request to opponent’s captain; it’s a good idea to follow up via email.
3. Once a mutual time is agreed upon IM Leagues will automatically send a request to an IM Staff.
4. All requests must be made by NOON the day of the originally scheduled game. For games played on Saturday or Sunday the request must be sent by NOON Friday.

If you do not receive an email or phone call from an intramural staff member confirming the reschedule time, teams must play at the originally scheduled date & time.
4. Locate the Availability “Grid” showing available time blocks (green)
   a. Click to select the “Time Block” that best fits the needs of your team.

   ![Availability Grid]

   b. A window will pop up with two options: “Send Request” and “Cancel”

   ![Request Window]

   c. Click on blue “Send Request”

   ![Send Request Button]

   d. Captain will be taken back to team homepage

   ![Reservation Requested]

   o Notice in the Team Schedule Section “Pending” is listed next to the game with the reschedule request.

   ![Pending Game]

   Please see next page for “How to Do I know if I receive a Reschedule Request in IM Leagues”
How to Do I know if I receive a Reschedule Request in IM Leagues:

Reschedule Request will generate and email sent to your IU email AND generate a notification within the IM Leagues website.

1. Example email:
   a. Subject “IMLeagues: Orange Iguanas Requests to have your game rescheduled to 02/25/2014@08:00PM

   ![Example email screenshot]

2. Example notification in IM Leagues:
   a. Extremely similar to social media notice the red flag on the messages icon.

   ![Example notification screenshot]

   b. Clicking the Red flag by the message icon will allow captain to read the message request

Please see next page for “How to Respond to Reschedule Requests in IM Leagues”
How to Respond to Reschedule Requests in IM Leagues:

*Reschedule Request are only sent to the team captain.* Once Captains respond to requests notifications are sent to an IM Staff Member for approval.

1. Log in to IM Leagues
2. Locate the notifications icon in the gray ribbon at the top of the IM Leagues Page
3. Clicking the Red flag by the notifications icon will allow captain to respond to request

   a. Clicking “Accept New Time” will send notification to an administrator for final approval.
      i. IM Staff send an email notifying both captains a reschedule is approved/denied.

   b. Clicking “Decline” will reject the offer from the opposing team.

   c. Clicking “Counter Offer” will bring up a list of possible options
      i. Captain will select open time, and a new notification will be sent to the opponent.

Please see next page for “How to Cancel a Reschedule Requests in IM Leagues”
How to Cancel a Reschedule Requests in IM Leagues:

- Start from Team Home page:
  1. Locate the **Team Schedule** Section
  2. Click on **Pending**
     a. A window will pop up with two options: “Yes” and “No”
        i. Yes = Cancel Request
        ii. No = Reschedule Request will be sent to opponent

*Reschedule request are not complete until approved by an IM Staff Member.*

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