Step by step instructions for signing up a team

*If at any point you have questions click the “We are Online, Live Chat” button and a representative from the site will walk you through it.*

Create an account
- Go to www.imleagues.com
- Click “Create Account” in upper right hand corner
- Fill out required information (Name, Email, etc.)
- *Make sure you use your UNI email address*
- Click “Sign Up”
- You will now need to go to your email and open the email sent from IMLeagues
- Follow the link provided in the email, this will take you to the your home page on IMLeagues

To sign up a team
- Go to Player signup box in upper right hand corner (the box is orange)
- Click “Create Team”
- Choose the league you would like to join (Co-Rec, Men’s A, Women’s A, etc.)
- Choose days/time you would like to play on (M/W 6:30pm, T/TH 8:10pm, etc.)
  - For sports such as Tennis, Ping-Pong, etc. where you play on your own there won’t be time slots just different divisions just sign up for the first available division.
- Click “Create Team” button (button is orange)
- Enter required information (Team Name, Student ID, Etc.)
- *Make sure to enter phone number and check the box, allow updates to be sent via text message*

If you are on playing for All-Sport Championship points you must put your Organization/House name as your team name.
- Invite team members
- Click “invite members” on the left side of screen
- Put team members email addresses into the “Invite by email address” box
- Click “invite” at the bottom of the screen.
- Your team members will receive an email having them join your team.

Reminders
- You must still fill out a green forfeit form in the Intramural Office (WRC 161) *(Check the “Sports Requiring Forfeit Sheets” link in the “Manuals and Handbooks” section on the left of the screen on the University of Northern Iowa’s home page on IMleagues)*
- Your team will not be eligible to play until your teammate has become a member and joined your team.

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