student REC

INTRAMURAL REGISTRATION

All intramural participants will be required to create an account on **IMLeagues.com**.

Note IMLeagues offers a **live support button** in the top right corner of all pages; please use this button if you encounter any difficulties.

To create an **IMLeagues** account:
1. Go to http://www.imleagues.com/Schools/UWO/Registration **OR** Go to www.IMLeagues.com/uwo and click **Create Account**

2. Enter your information, **and use your UW-Oshkosh idm and password** (same username and password for computer lab login and the MyUWO portal) and submit.

3. Your first time logging in you will need to complete some demographic, contact info, and terms of agreement.

How to sign up for an intramural sport:

1. Log in to your **IMLeagues.com** account.

2. **Click the Create/Join Team button** at the top right of your User Homepage page
   > OR
   Click on the "University of Wisconsin Oshkosh" link to go to your school's homepage on IMLeagues.

3. The current sports will be displayed, click on the sport you wish to join.

4. Choose the league you wish to play in (Men's A, Men's B, Women, etc.)

5. Choose the division you'd like to play in (Monday 5PM, Tuesday 5PM, etc.)

6. You can join the sport one of three ways:
   a. **Create a team (For team captains)**
      i. Captains can invite members to their team by clicking the "Invite Members" link on the team page. Any invited members must accept the invitation to be joined to your team.
         1. If they've already registered on IMLeagues: search for their name, and invite them
         2. If they haven't yet registered on IMLeagues: scroll down to the "Invite by Email Address" box, and input their email address.
   b. **Join a team**
      i. Use the Create/Join Team Button at top right of every page
      ii. Accepting a request from the captain to join his team
      iii. Finding the team and captain name on division/league page and requesting to join
      iv. Going to the captain's playercard page, viewing his team, and requesting to join
   c. **Join as a Free Agent**
      i. You can list yourself as a free agent in as many divisions within a league as you'd like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

<u>How to **pay** for an intramural sport:</u>

1. Before you can choose your division in some sports you must pay your team fee online.

2. You have two different online payment options:
   a. Credit/Debit Card (with Paypal)
      i. Go to the bottom of the red box listed as "Payment Instructions"
      ii. Click the yellow "Pay Now" button.
      iii. The next screen will pop up and you again click the yellow "Pay Now" button.
      iv. Enter your billing information and click "Continue".
      v. Choose your Payment Method.
         1. Credit or Debit Card
         2. PayPal
      vi. Finish paying by clicking the "Continue" button at the bottom of the page.
      vii. You will then receive a confirmation email
   b. Coupon Code
      i. Purchase a coupon code ar the SRWC with cash, check, credit.debit card, or Titan Dollars
      ii. Enter your coupon code at the bottom of the red box listes as "Payment Instructions"
      iii. Click the silver "Apply" button next to where you entered the Coupon Code.
      iv. Another page will pop up stating that the Coupon Code successfully worked.
      v. Finish paying by hitting the yellow "Pay Now" button at the bottom of the page.
      vi. You will then receive a confirmation email.

3. After oyu have successfully paid your team fee, there will be a red box stating "This team is currently on the Waitlist. To veiw if there are any open spots move the team click here." You will then click on the "Click Here" link in yellow. **YOU MUST MOVE YOUR TEAM TO A DIVISION TO MOVED OFF THE WAITLIST.**

4. You will be directed to choose the division and night on which you'd like to play.