How to register on IMLeagues website

1) Print out these steps or use another tab so you can view them.
2) Click on the [http://www.imleagues.com/](http://www.imleagues.com/) link to get to the site and then bookmark the site for logging in.
3) Click on the sign up tab (not the sign up for a walkthrough arrow).
4) After you click on the sign up tab fill out the e-mail information with your **U of Toledo e-mail address** only! (You cannot register with another type of e-mail address). Then fill out the rest of the information.
5) You will then be sent a temporary password to your university e-mail account - if you do not receive an email with your temporary password add [info@imleagues.com](mailto:info@imleagues.com) to your list of contacts, go to [http://www.imleagues.com/ForgetPassword.aspx](http://www.imleagues.com/ForgetPassword.aspx) and enter your email address to have your password re-sent to your email address.
6) When you receive the login information click on the underlined “please follow this link” and you will be prompted to put in the password and login that you were given. Then change the password to one that **you** can remember.
7) After changing the password a box will appear and ask you to join the University of Toledo Intramurals. Click on it to join.
8) You can join the sport in one of 3 ways:
   a) Create a team (for team captains)
   b) Joining a team To join a team you can:
      i) Find the team and captain name on the league or division page and request to join.
      ii) Go to the captain’s player card page, view his team, and request to join.
      iii) Accept a request from the captain to join.
   c) Join as a Free Agent
   *All of the options for #8 are + signs located on top & green in color*
9) Captains – Select the green plus sign that says create a team and fill out all of the information also, make sure you add your phone # in case we need to contact you.
10) Captains and Players – when signing up make sure you use your **R# or rocket Number, not your SS#.** Also make sure that you click on the “agree to all terms” check box before clicking the submit button.
11) If you play on more than one team as a player or captain, then you must go through steps 8-10 again.
12) Captains - Now your team has a pending registration.
13) You must pay for your team’s entry fee by the deadline in order for your team to be eligible for the league/ tournament. You can do this by paying for it at the Student Recreation Center any time before the given deadline.
14) If you have any questions about registering, click on the 24 hour need help online icon located in the top right hand corner.
15) Make sure that you fill out a Risk Waiver form if you have not done one for this School year.