



Sport Clubs Participation → From Start to Finish

Steps for Completion

- Registration

1. Go to the UNCW Campus Recreation Competitive Sports Homepage: <http://uncw.edu/campusrec/competitive/index.html>
2. Click the "Intramural Sports" navigation link at the top left of the page.
3. On this page you will see a table of upcoming sports, registration dates, and captains meeting dates.
4. At the top left of the screen under "Intramural Sports" is a link for "IM Leagues/Schedules." All registration takes place on this website
5. Click the link and continue using the steps below.

- IM Leagues Account/Team Creation

6. If this is the first time you have accessed the registration module, you will need to click the "Create Account" link at the top-right of the page. Otherwise, enter the username and password you have already created and skip to step 8.

A screenshot of the UNCW Campus Recreation website. The top navigation bar includes "UNC Wilmington", "Intramural Sports", and "Sport Clubs". A "CREATE ACCOUNT" button is visible in the top right corner. Below the navigation bar is a banner for "READY FOR AUGUST" with an Under Armour logo. The main content area features a "School Description" section, an "Announcements & Events" section with a recent announcement about the transition to IM Leagues, and a table of upcoming events for Summer B 2014. The table lists events like "5v5 Outdoor Soccer" with registration dates and team join dates. A black arrow points from the "CREATE ACCOUNT" button to the "IM Leagues Transition" announcement.

7. After clicking “Create Account,” you will be prompted to enter login information and personal information.

UNC Wilmington

CREATE ACCOUNT WITH FACEBOOK

View new messages

Note: Your school has been set to private please use your school email address when creating an account.

First Name

Last Name

Email

Password

Confirm Password

Gender

Status Grad Year: 2014

Birth Date 2014

Please complete human verification below:

Click your answer to reveal code.

Which jewelry brand are you more likely to purchase?

Pandora Tiffany's

Your Answer: BVLGARI

Don't see human verification? Click here

I Agree Terms and Conditions

Sign Up

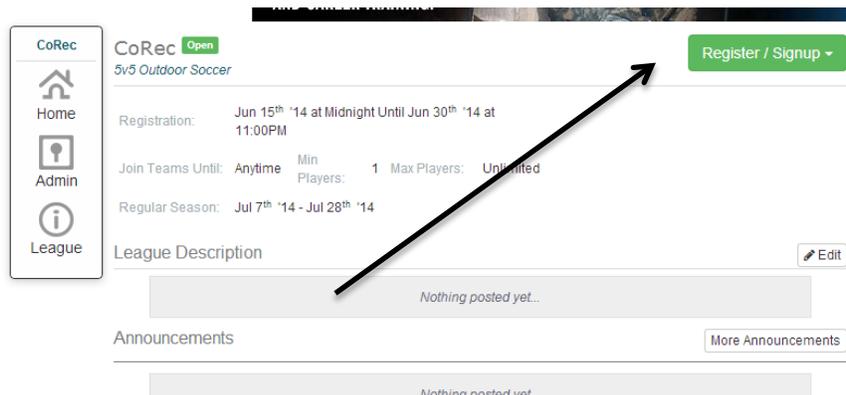
- a. Login Information: You MUST use your uncw.edu email address in order to register. You will be able choose your own password. If you lose your password, please contact the Competitive Sports Staff.
- b. Personal Information: Please enter all of the information.
- c. Potential Errors
- i. If you receive an error in the login information section, follow the error information prompts the system provides
 - ii. If you receive an error in the personal information section stating that the participant id and the first and last name do not match, try to re-enter the information. Unlike last year, the system will require that both the last AND first name match what is in the system, not just the last name.
8. Once you have successfully logged in, you will automatically be taken to your personal “Home Page” showing your active and past teams. To view the current list of clubs, click “Sport Clubs” at the top of the page.



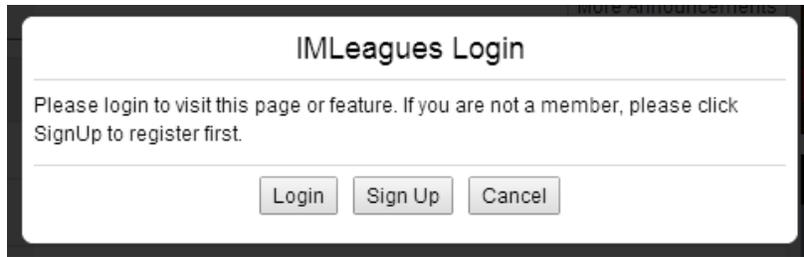
9. On the main Intramural Sports page there will be a list showing the current Sport Clubs that are members of the Sport Club Council (SCC). If you are the club's president/officer responsible for team creation follow the steps below.
 - a. If you are a member joining a team, skip to step ##.
10. Click on the sport's name, picture, or league name for the club you wish to create a "team" for the upcoming semester.
 - a. Note: Registration/Signup occurs on the league page (e.g. 2015 members).



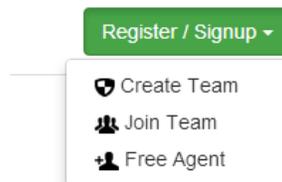
11. Presidents/Captains will now need to register and sign up your team. To do so:
 - a. At the top right of the league page, click the link labeled "Register/Signup."



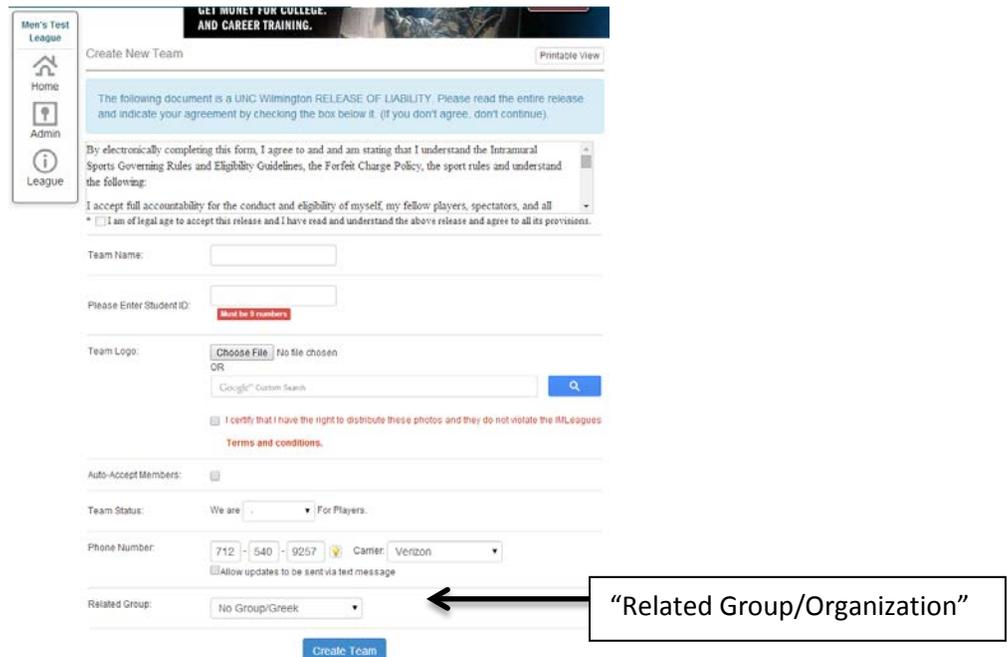
- i. Note: If you are not signed in, you will receive an error message (see next page) and will need login OR create an account.



- b. The system will give you 3 options (create team, join team, or free agent). Click on the icon you are attempting to do.
 - i. Note: Previously created teams you can join will appear at the bottom of the page.



- c. The team creation page will now appear. You MUST accept the Participant Agreement in order to continue. Enter all information where appropriate.
 - i. You are not required to select a photo/logo for your team.
 - ii. Leave the "related group/organization" field unchanged.



- d. Once you have completed all required sections of the team creation and clicked “create team,” your team page will appear. This will be one area where your practice schedule (on-campus only) can be found throughout the semester.

Success! Your team has been successfully created.

Test Group (0-0-0)
5v5 Outdoor Soccer / Men's / Default

Buttons: [Invite Players](#) [Leave Team](#) [Delete Team](#)

Team Description [Edit](#)

Nothing posted yet...

Overall Men's Rankings

POINTS PER GAME --- Overall	POINTS AGAINST --- Overall	STREAK --- Overall	TOP PLAYER No MVP
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Roster: 1M/0F

- Brian Stelzer [More...](#)

Invite Captain

Custom Team T-shirts
Use discount code "imleagues" at checkout for a \$10 discount

Messages [+ Add Message](#)

Nothing posted yet...

Players Stats [Export](#)

Player	GP	MVP	GLSPG	GLSTOT	ASTPG	ASTTOT	YCPG	YCTOT	RCPG	RCTOT
Brian Stelzer	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0

Discussion Board [Add](#)

Men's
Unlocked (lock to show standings)
Current Teams 1 of Unlimited
Test Group Pending

Photos
0 Photos [see all](#)

Poll [Edit](#)

Team Wall
Please write something... [Submit](#)

Games On IMLeagues
RealSoccer

12. Your schedule will also be accessible on the home screen (shown on following page) when you login. This home screen will show ALL sports (Intramural Sports AND Sport Clubs) for which you are currently on a roster. If you are required to complete a “form” in order to be eligible, the following message will appear at the top of the screen.

Warning! You have forms that need to be completed, [click here](#) to access your forms.

13. **Required Forms:** All members must complete a written waiver and submit it to Competitive Sports, Suite 162 in the Student Recreation Center. Upon completion, submit the “Waiver Verification” form on the IM Leagues site. Water based clubs (e.g. Swimming, Triathlon, Waterski, Wakeboard) will also need to complete a swim test with the Aquatics Program and submit a “Swim Test Verification” through IM Leagues.
- a. NOTE: Members will NOT be permitted to practice/travel/etc. until these requirements have been met.

My Teams

Active Teams

Past Teams

 Test Group: Do NOT Join <i>in UNC Wilmington</i>		Joined Date Jul 11 2014
 Alka-Stelzers <i>CoRec Basketball / CoRec Test League / Tuesdays @ 8pm</i>		Joined Date Jul 11 2014
Jul 29 @ 08:00 PM	Game Page	Last Game
 VS Oompa Loompas RSVP: 0 Yes 0 No 0 Maybe	 VS No MVP	Pending

Upcoming Games

[View All](#)

None

[My Calendar](#)

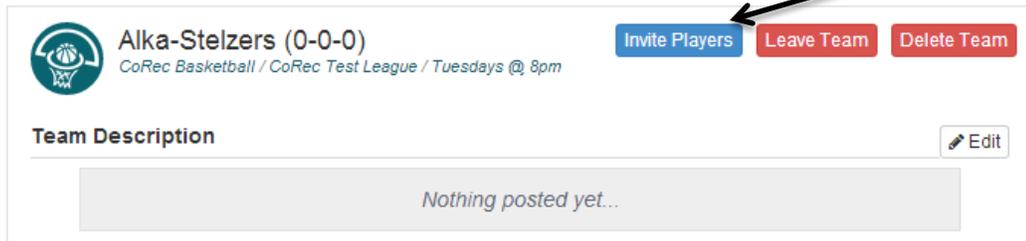
My Calendar

[Export Calendar](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
		8:00pm Game: Alka-Stelzers VS Oompa Loompas				
3	4	5	6	7	8	9
		8:00pm Game: Alka-Stelzers VS Megan's Team				
10	11	12	13	14	15	16
17	18	19	20	21	22	23

- Roster Additions

14. In order to add players/members to your team roster, each member will need to create an account via IM Leagues using steps 6-8 above.
15. Captains/Presidents by clicking on the team name from their home page may also invite players to join the team. Click on "Invite Players."



16. On the "Invite" screen, captains/presidents will be able to email invitations to anyone they choose. This can be done by
 - a. Typing the email address (@uncw.edu) directly into the "To:" field.
 - b. Selecting to view "My Teams" and inviting previous teammates.
 - c. Selecting to view "My Friends" and adding them by clicking the "Add" link.
 - d. Selecting "Free Agents" and adding them to the email.
 - e. Inviting friends through Facebook using the link above the "To:" field.

Invite Members Post To Wall Invite Facebook Friends Pending Invitations

To: View

To invite players by email address separate each email with a comma, semi-colon, or press enter.

Test Group
5v5 Outdoor Soccer > CoRec / Default Invite All View Members

Test Group
5v5 Outdoor Soccer > Men's / Default Invite All View Members

Alka-Stelzers
CoRec Basketball > CoRec Test League / Tuesdays @ 8pm Invite All View Members

Comments: Write an invitation message (optional)

Send Invitations

17. In order to participate/play in a season, ALL members must be on the roster to ensure eligibility.

Once you have completed these steps, you are done. Any time you log out of the system, you will log back in by selecting the “log in” tab on the upper-right side of the screen. Click “home” at the top of the IM Leagues screen to view all the teams, leagues, and free agent listings you have. A calendar with upcoming games will also appear showing all upcoming games for your teams.

If you have any questions, please contact sportclubs@uncw.edu OR call 910-962-PLAY. (7529)