



Playing Intramural Sports → 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. On the right sidebar of the page at the top you will see a link titled “Registration Form.” When the sport you want to play is in the Registration Date time frame, you may fill out the Registration Form to become a captain and sign up your team.
5. Click the link to begin filling out the Registration Form.
 - a. Organizations: For use in overall Points Championship across various sports/leagues (e.g. Fraternity – Pike, Fiji, ATO)
 - b. See step 20 on Group Creation on IM Leagues (you must first have an account)
6. After reading the terms and filling out the form, save a copy to your computer/device and send the document to imsports@uncw.edu.

- IM Leagues Account/Team Creation

7. When you have received an email from us confirming your registration form has been received, go to UNCW IM Leagues:
<http://www.imleagues.com/School/Home.aspx?SchId=4b5f8de144c8452589d1c9d7c8b32d98>
8. 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 10.

A screenshot of the UNCW Intramural Sports website. The top navigation bar includes a "CREATE ACCOUNT" button in blue and a "LOGIN" button in orange. Below the navigation bar is a dark teal banner with the UNCW logo, "UNCW Wilmington Intramural Sports | Sport Clubs", and links for "Leaders", "Campus Cup", and "Register". A large "READY FOR AUGUST" banner with an Under Armour logo is visible. The main content area shows a "School Description" section with a paragraph about the Department of Campus Recreation. A black arrow points from the "CREATE ACCOUNT" button in the top right to the "IM Leagues Transition" announcement in the main content area.

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

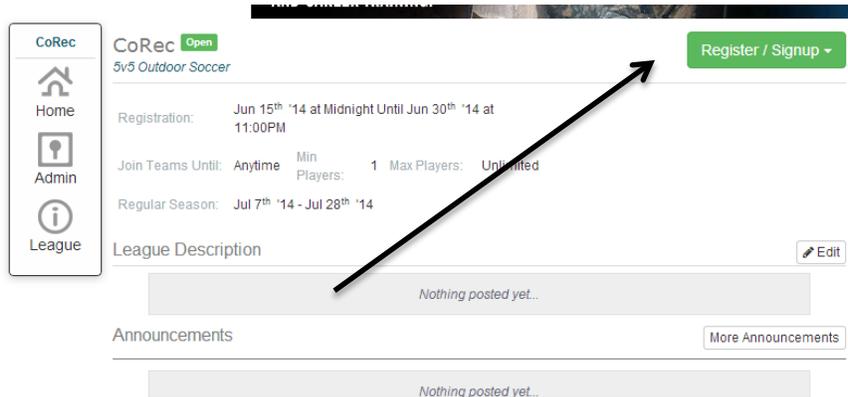
- a. Login Information: You MUST use your uncw.edu email address in order to register. You will be able choose your own password. If you lose your password, please contact the IM Sports administrative staff.
- b. Personal Information: Please enter all of the information.
- c. Potential Errors
- If you receive an error in the login information section, follow the error information prompts the system provides
 - 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.
10. Once you have successfully logged in, there will be a list showing all teams sports that are currently open for registration. From this screen, click the on the sport’s name, league name, or picture.

Note: Registration/Signup occurs on the league page (e.g. Men’s Greek).

Summer B 2014 View Past Sports

	Registration	Season
 5v5 Outdoor Soccer CoRec Open	Jun 15 Midnight - Jun 30 11:00PM Join Teams Anytime	Jul 7 - Jul 28
	Men's Open	Jul 7 - Jul 28
	Women's Open	Jul 7 - Jul 28
 Indoor Soccer CoRec Open	Jun 15 Midnight - Jun 30 11:00PM Join Teams Anytime	Jul 7 - Jul 28
	Men's Open	Jul 7 - Jul 28
	Women's Open	Jul 7 - Jul 28
 Innertube Water Polo CoRec Open	Jun 15 Midnight - Jun 30 11:00PM Join Teams Until:07/28/14 Midnight	Jul 7 - Jul 28

11. 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."



CoRec Open Register / Signup

5v5 Outdoor Soccer

Registration: Jun 15th '14 at Midnight Until Jun 30th '14 at 11:00PM

Join Teams Until: Anytime Min Players: 1 Max Players: Unlimited

Regular Season: Jul 7th '14 - Jul 28th '14

League Description Edit

Nothing posted yet...

Announcements More Announcements

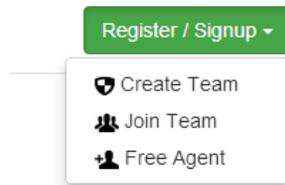
Nothing posted yet...

- i. Note: If you are not signed in, you will receive this error message.

IMLeagues Login

Please login to visit this page or feature. If you are not a member, please click SignUp to register first.

- b. The system will give you 3 options (create team, join team, or free agent). Click on the icon you are attempting to do. (Free Agents skip to 27)
 - 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. If you are a Greek Organization, you may associate your team to earn points by selecting the group in the drop down menu (see below).
 Note: Group must first be created in Points Championship (see step ##)

 A screenshot of a web form titled "Create New Team". The form includes a navigation sidebar on the left with "Home", "Admin", and "League" options. The main content area contains a "Participant Agreement" section with a "I accept" checkbox. Below this are fields for "Team Name", "Please Enter Student ID" (with a "Must be 9 numbers" error message), "Team Logo" (with a "Choose File" button and a search bar), "Auto-Accept Members" checkbox, "Team Status" dropdown (set to "For Players"), "Phone Number" (with area code and carrier dropdowns), and "Related Group" dropdown (set to "No Group/Greek"). A blue "Create Team" button is at the bottom. A callout box with an arrow points to the "Related Group" dropdown, containing the text "Related Group/Organization".

- 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 schedule can be found throughout the season.

Success! Your team has been successfully created.

Test Group (0-0-0)
3v5 Outdoor Soccer / Men's / Default

Team Description: Nothing posted yet...

Overall Men's Rankings:

- POINTS PER GAME: 0
- POINTS AGAINST: 0
- STREAK: ---
- TOP PLAYER: No MVP

Roster: 1M/0F
Brian Steitzer (Captain)

Messages: Nothing posted yet...

Players Stats:

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

- Scheduling

- Following the information meeting (if applicable) the captain will receive an email informing you that you can schedule your team and input your roster. Upon receipt of the email, login to your IM Leagues account using the information you created above.
- From your home page, click on your team name for that sport.
- Using the "Captain" link to the left of the screen, hover over the icon and then click "Change Division."



- On the following page, only open divisions will appear. Click "Move To Division" for the division with a playing time that fits your schedule. Note: This is first come, first serve. You MUST move your team in order to be scheduled for the season.

CoRec Test League

	Sport	League	Division
Move To Division	CoRec Basketball	CoRec Test League	Wednesday @ 8pm

16. Once all divisions have been filled, schedules will be published according to the times and days listed as the division. Your schedule will be accessible on the home screen (shown below) when you login. This home screen will show ALL sports and groups for which you are currently on a roster.

My Teams

Active Teams
Past Teams



Test Group: Do NOT Join
in UNC Wilmington

Joined Date
Jul 11 2014



Alka-Stelzers
CoRec Basketball / CoRec Test League / Tuesdays @ 8pm

Joined Date
Jul 11 2014

Jul 29 @ 08:00 PM



VS Oompa Loompas
RSVP: 0 Yes | 0 No | 0 Maybe

Game Page

Last Game



VS
No MVP

Pending

Upcoming Games

[View All](#)

None

[My Calendar](#)

My Calendar

[Export Calendar](#)

◀
▶
today

August 2014

month

week

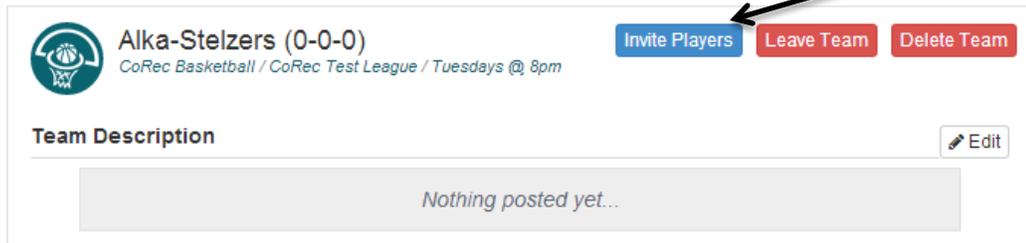
day

Basic ▼

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

17. In order to add players to your team roster, each member will need to create an account via IM Leagues using steps 7-9 above.
18. Captains by clicking on the team name from their home page may also invite players to join the team. Click on “Invite Players.”



19. On the “Invite” screen, captains 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
- 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

20. In order to participate/play in a season, ALL members must be on the roster to ensure eligibility. Please refer any questions to imsports@uncw.edu.

- Points Championship/Organizations

21. For those groups/organizations that wish to track their progress over multiple sports, follow these steps to create a group via IM Leagues.
22. On the bar on the top of the website, click on the "All Campus Points Championship."



23. On the following page, under "Active Cups," click on the link "Create Group/Greek" for your organization.



24. On the next page, if you are not already associated with a group/organization, you will be able to name your team and select the "Cup/Championship" you will compete for. You are NOT required to select an image or logo. All groups are subject to administrator approval.

Create New Group

Group/Greek Name:

Group Logo: No file chosen
OR
 x

I certify that I have the right to distribute these photos and they do not violate the [Terms and conditions](#).

Cups To Compete In: Greek Points Championship
 Demo Cup

25. Upon successful creation of the group, a group home page will appear (image on following page). Here all teams associated with the group will appear. Teams may be associated during team registration (see step 11c above) or at this page by clicking "Associate Teams" and selecting the appropriate team from the list (note: the captain of the team must accept this association).

Success! Group Successfully Created! ✕

Welcome to Demo Group, Intramural.

Regular:	0 WINS	0 LOSSES	0 TIES	0% WPCT	Playoffs:	0 WINS	0 LOSSES	0 TIES	0% WPCT
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Invite Members to Your Group
Find friends or free agents on imleagues or invite by email address.



Customize Your Group Page
Add a group icon and customize the colors of your group page.



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

Group Description [✎ Edit](#)

Nothing posted yet...

Announcements [More Announcements](#)

Nothing posted yet...

Home
Performance
Calendar
Points

Active Teams
Past Teams
Associate Teams

26. The teams with the most points accrued throughout the academic year will be named All Campus Points Champions. The winners will receive a limited number of T-shirts recognizing the team's accomplishment.

- Free Agents

27. Free Agent Signup: Those looking to join a team should complete steps 7-11a above. After clicking on "Free Agent" in the league you would like to play the screen below appears. You must accept the agreement in order to continue. It's important to include your phone number and as much information as you can for captains looking for team members.

CoRec

Home

Admin

League

Join As Free Agent

Printable View

Please ensure you scroll through and read the entire Publisher Service Agreement in the window below and click 'Accept' in order to agree to the terms of the Agreement and continue with the application.

Injury Waiver

Accept

* By checking this box I indicate I have read, understand, acknowledge and accept the above Waiver/Agreement.

Please Enter Student ID: Must be 9 numbers

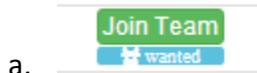
Phone Number: - - Carrier: Verizon

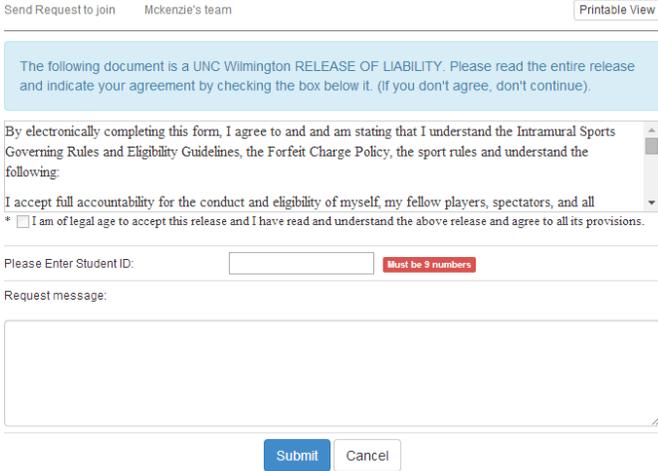
Allow updates to be sent via text message

Additional Info About Yourself:

Post Listing Cancel

28. Once you have completed registration, you may request to join other teams that are “Looking for Players” (image a. below) by clicking on the league (e.g. CoRec Teal) in the sport of your choice and submitting a request to the captain (image b. below).



b. 

Send Request to join Mckenzie's team Printable View

The following document is a UNC Wilmington RELEASE OF LIABILITY. Please read the entire release and indicate your agreement by checking the box below it. (If you don't agree, don't continue).

By electronically completing this form, I agree to and am stating that I understand the Intramural Sports Governing Rules and Eligibility Guidelines, the Forfeit Charge Policy, the sport rules and understand the following:

I accept full accountability for the conduct and eligibility of myself, my fellow players, spectators, and all

* I am of legal age to accept this release and I have read and understand the above release and agree to all its provisions.

Please Enter Student ID: Must be 9 numbers

Request message:

Submit Cancel

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 imsports@uncw.edu or call 910-962-PLAY. (7529)