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.
7. 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 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” show your active and past teams. To view current and upcoming sports, click “Intramural Sports” at the top of the page.
9. On the main Intramural Sports page 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 of the sport you wish to register/sign-up.

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

10. 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. (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 21)
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.

- Scheduling

11. Following the information meeting (if applicable) the captain will receive an email informing you that you can schedule your team. Upon receipt of the email, login to your IM Leagues account using the information you created above.

12. On the league page, you will see divisions have been created (e.g. Gold 1, Gold 2, etc.). Click on the division to view the division page. Under “Description” you will see which days that division is scheduled to play. Select the division that best fits your schedule using the steps below.
13. From your home page, click on your team name for that sport.
14. Using the “Captain” link to the left of the screen, hover over the icon and then click “Change Division.”

15. 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.

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 on following page) when you login. This home screen will show ALL sports and groups for which you are currently on a roster.
- 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 6-8 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.

20. In order to participate/play in a season, ALL members must be on the roster to ensure eligibility. In order to be scheduled, teams MUST have the minimum number of players on their team by Captains’ Meeting. 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.

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).
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 6-10a 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.
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).

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)