How to Create an Aztec Recreation Intramural Team

*You are encouraged to create a team prior to registration! You are also encouraged to fill the roster ahead of time because this will enable you to join the league as soon as registration opens.

1) Once logged into IMLeagues through [https://www.imleagues.com/sdsu](https://www.imleagues.com/sdsu) follow the below instructions.
2) Click on the “Intramural Sports” Tab at the top to view all current and upcoming leagues/events.

3) Click on the name of the league that you want to play in.

4) Click on the green “Register/Signup” Tab and choose the ‘Create Team’ option. Listed below you will see the available divisions within that league.
5) You will be taken to the following page to create a team. You are encouraged to do this before registration opens.
   a. *Note the highlighted yellow message: Your team will be automatically created in the waitlist if you have not yet met the minimum player requirement as you cannot join a division until this requirement is met.

6) Fill out all the remaining fields to create your team including team name, Scan Code/DayPass User, and phone number. **Please keep the team name appropriate!**
   *The Team Status features allows you to indicate whether or not your team is currently looking for more player
7) The following green message should appear if your team was created successfully. *Note – the red message indicates that your team is not registered in a division yet. In order to get into the league you will need a minimum number of players AND to input the team into a division once registration opens.

8) Click “Invite members to your team”. Send a message to your friends inviting them to join your intramural team. You can enter their names if they already have accounts on IM Leagues or you can simply enter e-mail addresses.
9) Once you meet the minimum player requirement be sure to go back and then join a division to ensure your team’s spot in the league. Be sure to check out the dates to make sure your team is available to play at that time.

10) Choose an open division to move your team to.

11) When your team has been successfully added to a division, there will be a day/time underneath your team name on the Team Page.
Now you have successfully registered for a Fall Intramural league! Don’t forget to submit your Forfeit Fee Waiver AND attend the Fall Captain’s Meeting on Wednesday, September 23. More information regarding the meeting will be sent out as we get closer to the date!

If you have any questions about registration, please contact:

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OR

The Intramural Sports Office
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