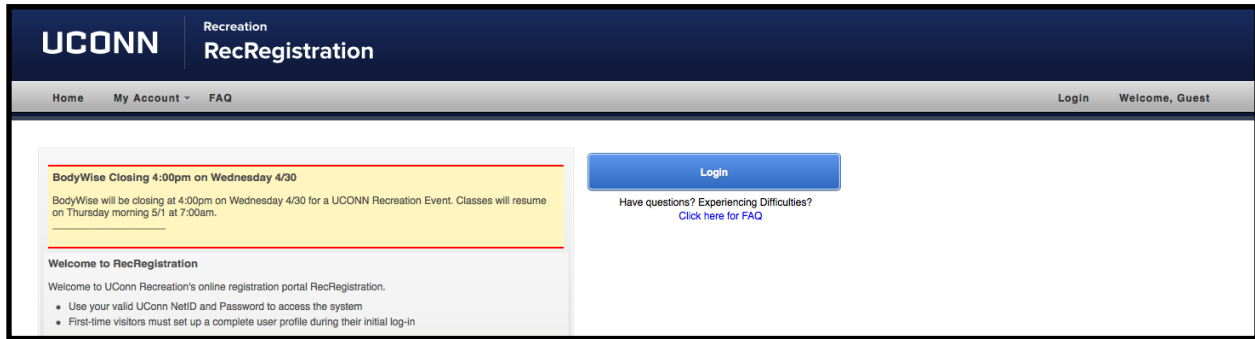


# IM Leagues Users' Guide

## Captains Looking/Adding Players

### Getting Started

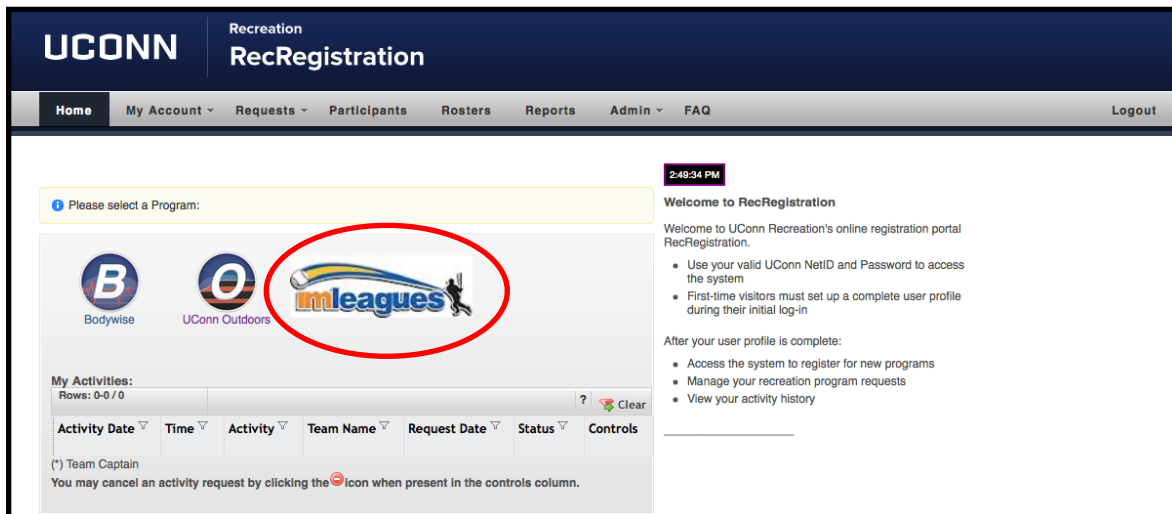
#### I. Login by accessing <http://recregistration.uconn.edu>



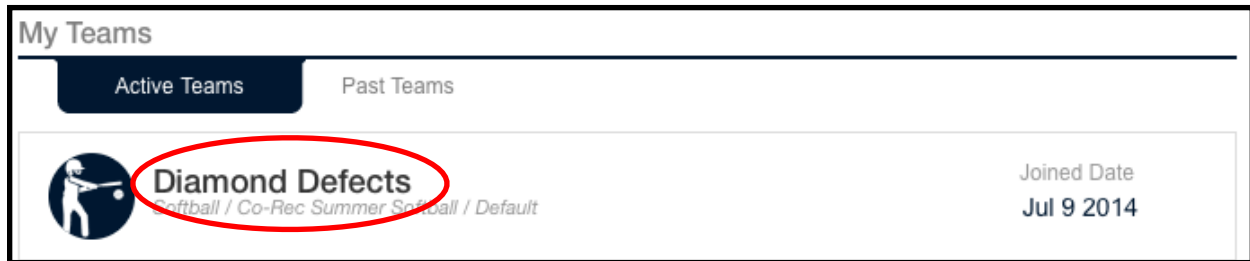
- A. Enter your *NetID* and *Password*
- B. Click *Login*



#### C. Click the *IMLeagues* link.



D. Select your team for the sport you want to add players.



The screenshot shows the 'My Teams' interface. At the top, there are two tabs: 'Active Teams' (selected) and 'Past Teams'. Below the tabs, a team card for 'Diamond Defects' is displayed. The team name 'Diamond Defects' is circled in red. Below the name, it says 'Softball / Co-Rec Summer Softball / Default'. To the right of the team card, the 'Joined Date' is listed as 'Jul 9 2014'.

## II. Adding players via invitation

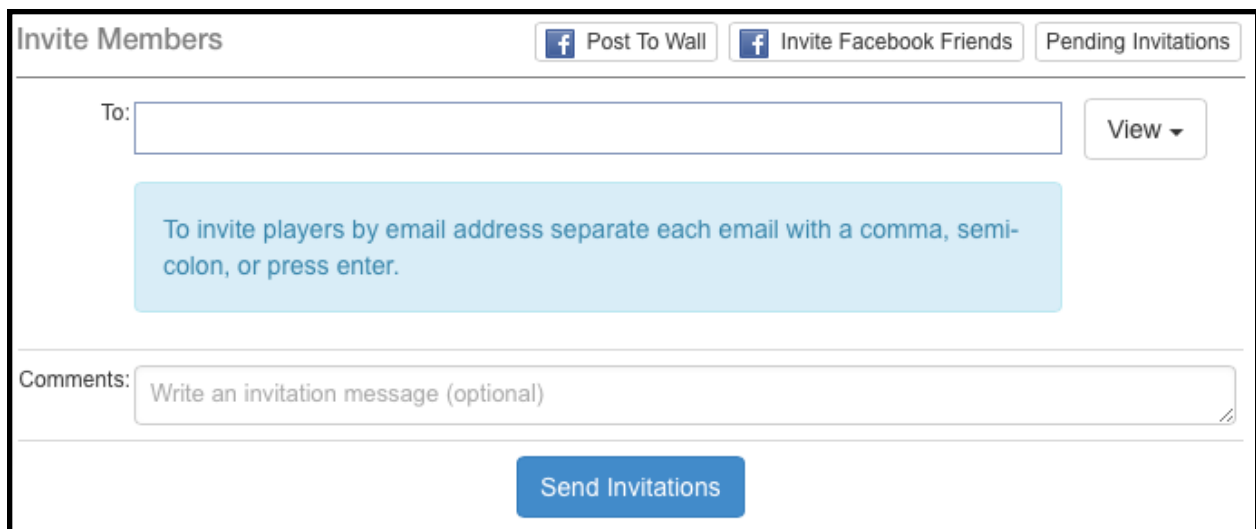
A. If you know the participant(s) that you want to add to your team, select *Invite Players*.



The screenshot shows the team page for 'Diamond Defects (0-8-0)'. The team name and record are at the top, followed by the sport 'Softball / Co-Rec Summer Softball / Default'. Below this, there are two buttons: 'Invite Players' (highlighted with a red arrow) and 'Leave Team'. Underneath, there is a 'Team Description' section with an 'Edit' button. The description area is currently empty, showing 'Nothing posted yet...'.

B. Send an invitation to the player(s) using their email address. Click *Send Invitations* when completed.

1. You can invite multiple players at once, using a comma to separate email addresses.

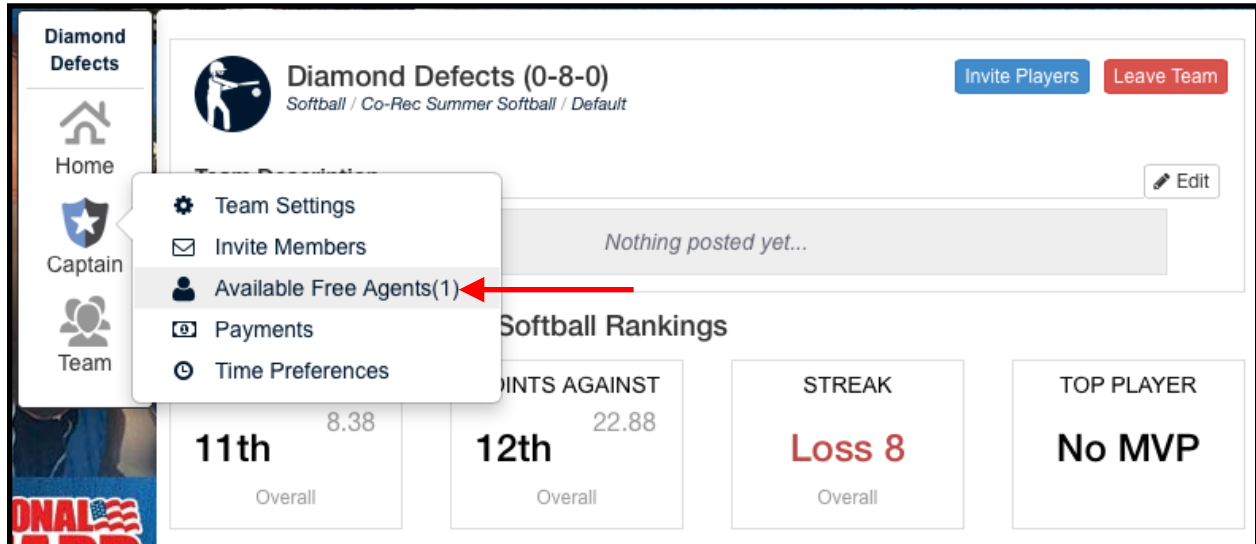


The screenshot shows the 'Invite Members' form. At the top, there are three buttons: 'Post To Wall', 'Invite Facebook Friends', and 'Pending Invitations'. Below these is a 'To:' field with a text input box and a 'View' dropdown menu. A light blue box contains the instruction: 'To invite players by email address separate each email with a comma, semi-colon, or press enter.' Below this is a 'Comments:' field with a text input box and the placeholder text 'Write an invitation message (optional)'. At the bottom of the form is a large blue 'Send Invitations' button.

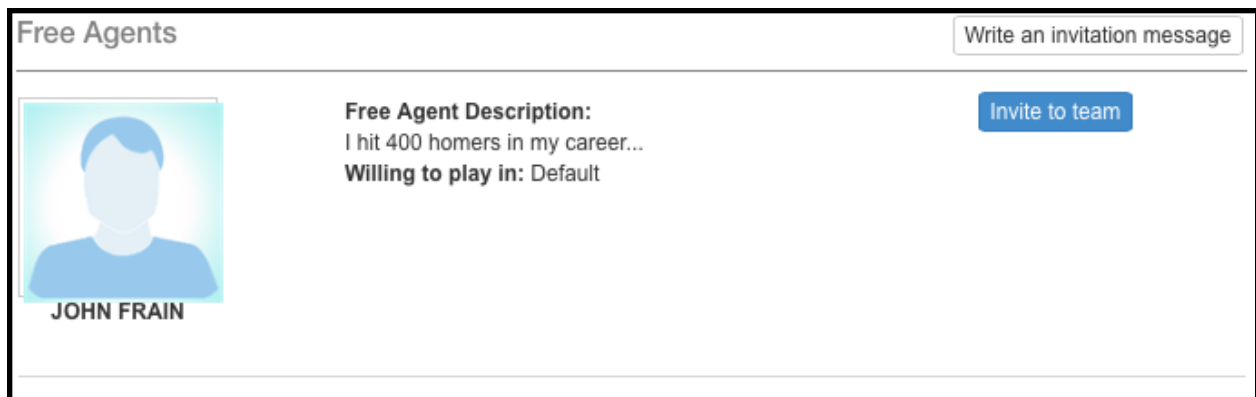
C. Wait for invited player(s) to accept your invitation to join your team.

### III. Adding Free Agents to your team

- A. If you are looking to add players to your team from the Free Agent pool, select the *Captain* icon on the left side of the page, then click *Available Free Agents*. This will bring you to the page that lists all available Free Agents that have signed up for that sport.



- B. Select *Invite to Team* for the participant(s) you want to add.



- C. Wait for invited player(s) to accept your invitation to join your team.  
D. To view all pending invitations, select the *Captain* icon on the left side of the page, and click *Invite Members*.

#### IV. Viewing all Pending Invitations

- A. To view all pending invitations, select the *Captain* icon on the left side of the page, then click *Invite Members*.

The screenshot shows the 'Free Agents' page. On the left, there is a navigation menu with icons for Home, Captain, and Team. The 'Captain' icon is selected, and a dropdown menu is open, showing options: Team Settings, Invite Members (highlighted with a red arrow), Available Free Agents(1), Payments, and Time Preferences. The main content area shows a 'Free Agent Description' with a profile picture, a bio ('I hit 400 homers in my career...'), and 'Willing to play in: Default'. There is a 'Write an invitation message' text box and an 'Invite to team' button.

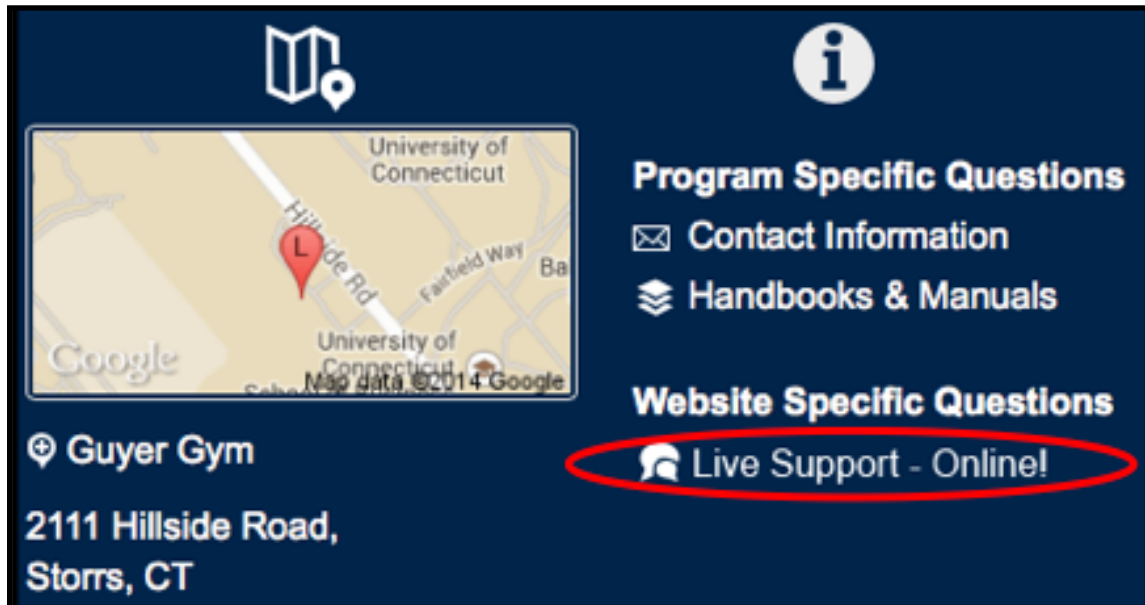
- E. Select *Pending Invitations* to view all pending invitations that you have sent to players who have not yet confirmed or denied your request.

The screenshot shows the 'Invite Members' page. At the top, there are three tabs: 'Post To Wall', 'Invite Facebook Friends', and 'Pending Invitations' (circled in red). Below the tabs is a 'To:' text input field and a 'View' dropdown menu. A light blue box contains the instruction: 'To invite players by email address separate each email with a comma, semi-colon, or press enter.' Below this is a 'Comments:' text input field with the placeholder text 'Write an invitation message (optional)'. At the bottom, there is a blue 'Send Invitations' button.

- F. Your pending invitations will appear on this page. You have the option to *Resend* the invitation or *Cancel* the invitation. If the invited player has confirmed or denied your request, that player won't appear on this page.
1. If the invited player accepted your invitation, that player will appear on your roster.
  2. If the invited player denied your invitation, that player won't appear on your roster, and if they were a Free Agent, they will appear in the *Available Free Agents* pool.

The screenshot shows the 'Pending Invitations' page. At the top, there is an 'Invite Members' button. Below, there is a pending invitation for 'JOHN FRAIN'. It includes a profile picture, the email 'jay.frain@uconn.edu', the request date '7/10/2014 10:13:03 AM', and the message 'I'm only looking for players who hit 500 homers.' To the right of the message are 'Resend' and 'Cancel' buttons.

\*If at any time, you need assistance completing this process, click on the *Live Support* link to speak directly to an IMLeagues Tech.



The image shows a dark blue information panel with a white map of the University of Connecticut campus. A red location pin is placed on Hillside Rd. To the right of the map, there is a list of links under the heading 'Program Specific Questions'. Below that, there is a heading 'Website Specific Questions' with a red oval highlighting the 'Live Support - Online!' link.

**Program Specific Questions**

- Contact Information
- Handbooks & Manuals

**Website Specific Questions**

- Live Support - Online!**

**Goyer Gym**  
2111 Hillside Road,  
Storrs, CT