IM Leagues Users’ Guide
Registering a Team

Getting Started
I. Login by accessing http://recregistration.uconn.edu

A. Enter your NetID and Password
B. Click Login

C. **If you are NOT a first time user, and already have RecRegistration access, skip to step G.**
D. First time users will be prompted to create a Profile. Click Create Your Profile.
E. Enter the *My Profile* details.

![Profile Details Form]

F. Read the “General Release and Agreement”, and click the check box next to the statement, attesting that you agree. You may not complete a profile if you don’t attest to the statement. Click *Update* when completed.

![General Release and Agreement]

G. Click the *IMLeagues* link.

![IMLeagues Link]
II. Creating a Team
   A. Click on *Intramural Sports* from your home screen to view a list of all available leagues and tournaments.
   
   B. Select the specific sport league, including the division you want to join (for example: *Co-Rec Basketball A*).
      1. Open: Most competitive
      2. A: Highly competitive
      3. B: Recreational
      *Note: You may only register and participate on ONE team per league, regardless of the division.*
C. Select Register/Signup, then select Create Team.

D. Begin taking the mandatory Captains’ Quiz. Read each question carefully, and read each answer before choosing the best answer. Many questions have reference points, which are documents or files in which you can find the exact answer. (Note: To access these reference documents, select Handbooks & Manuals under the Info icon on the UConn Intramural Sports homepage of IMLeagues)
E. After you complete the quiz, if you answered all questions correctly, this message will appear. Select Continue... and you will be directed to step F. If you didn’t answer all the questions correctly, this message will say how many questions were correct, but won’t allow you to continue to step F. You must retake the entire quiz. You may click Show Correct Answers to see which questions you answered correctly or incorrectly. You may take the quiz as many times as necessary to answer all questions correctly.
F. Before creating a team or joining a team, all participants must accept UConn Intramural's acknowledgement and responsibility of eligibility policies. Read the statement, and select *Accept* in the bottom of the text box. The **BLUE** message box will turn to **GREEN**, and you will be able to continue filling out your team registration. You won’t be able to complete a team registration if you haven’t accepted.

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Create New Team

PARTICIPANT GENERAL RELEASE AND AGREEMENT

Facility or enrollment at the University.

Accept

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

Captain's Instructions:

Please be aware, as captain, you have accepted responsibility for your team's forfeit fee in the event of a game forfeiture. Your University of Connecticut fee bill will be charged $25 (non-refundable) if your team forfeits a game. In addition, the team will be required to pay a re-entry fee of $25 (non-refundable) by 4:00PM the next business day in order to remain in the league. The first 30 registered teams will be accepted into the league, all other teams after the limit will be placed on a

Team Name:

Please Enter NetID:

Must be 8 characters
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G. Complete team registration form with the required information.

1. Note 1: **Auto-Accept Members** means any user with a profile can join your team without the Captain’s permission. Check this box to allow participants to join without an invitation by the Captain.

2. Note 2: If your team isn’t looking for Free Agents to join, select **Not Looking** as your *Team Status*. If your team is looking for Free Agents to join, select **Looking** as your *Team Status*.

3. Note 3: Check this box to allow various updates to be sent via text to your phone directly from IMLeagues. Make sure the phone number is accurate.

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Auto-Accept Members:  

Team Status: We are **Not Looking** For Players.

Phone Number:  

Carrier: AT&T

Allow updates to be sent via text message
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H. Click *Create Team*.

I. You will be prompted to enter your team’s availability. This is the availability for your team for the duration of the regular season, not including playoffs. You are required to select no less than the minimum available times. To mark a certain day as “Unavailable”, click on the Green *Available* button to the right of that day.

   1. Be as specific as possible concerning availability. Once schedules are posted, games will not be rescheduled upon Captains’ request. UConn Intramurals reserves the right to reschedule games upon the occurrence of changes to field availability, or other circumstances.

   2. **Note 1:** *Week View* will display time slots on a season long basis. Use this feature to block out certain days or times that you are unavailable to play throughout the season. For example, if you want to mark all Tuesdays, or certain times for all Tuesdays as unavailable for the duration of the season, use the *Week View* option.

   3. **Note 2:** *Detailed View* will display time slots on a week by week basis. Use this feature to block out specific days or times in the season that you are unavailable to play. For example, if you are available to play the first Monday of the season, but aren’t available to play until 9:30PM on the second Monday of the season, use the *Detailed View* option.

   4. **Note 3:** This number indicates the remaining amount of time slots which you are able to mark as unavailable. In order to schedule all teams in the league, you are required to leave a certain number of time slots available to play. No exceptions.

J. **Select Submit** once your availability form is completed. You will receive a confirmation email.
*If at any time, you need assistance completed this process, click on the Live Support link to speak directly to an IMLeagues Tech.