INDOOR FUTSAL ONLINE REGISTRATION INSTRUCTIONS

All intramural participants will be required to create an account on IMLeagues.com.

To create an IMLeagues account:

1. Go to http://www.imleagues.com/UIowa/Registration OR www.imleagues.com and click Create Account
   a. Enter your information, and use your School email (@uiowa.edu) and submit.
   b. You will be sent an activation email, click the link in the email to login and activate your IMLeagues account. (Make sure to check your Junk Mailbox if you cannot find e-mail in your Inbox)
   c. You should be automatically joined to the Iowa site – If not you can search schools by clicking the “Schools” link

Pre-Registration:

1. To get a head start on registration, you can take advantage of the Pre-Registration period. During this time you can begin to form your team by following the directions below for creating a team. You can create your team name, invite members to the team, accept requests from members that want to join, etc.
2. Once you have the minimum number of required players to register a team, which can be done during the Pre-Registration period, all you have to do is wait until registration opens and sign-up your team for a division. Since your team already has the minimum number of required players, once you pay, you can select your division and the time you want to play.
3. Pre-Registration for 2014 Indoor Futsal begins at 8:00 AM on Monday, September 29.
4. Note that you cannot register a team for Indoor Futsal without completing our online Captain’s Quiz, meeting the minimum player requirement, followed by payment of your team registration fee. Utilize the Pre-Registration feature to get a head start and make sure you are able to register your team during the official registration window (8:00 AM, Monday, October 6 – 11:59 PM, Tuesday, October 7).
5. Meeting team requirements during Pre-Registration does not complete your registration. You must come back during the registration window and select a division and time.

How to sign-up for Indoor Futsal:

Online Captain’s Quiz

Upon clicking “Register/Sign-Up,” and then the “Create Team” link, all captains will be prompted to take, and successfully complete, the online Captain’s Quiz. This quiz will test your knowledge of our Intramural Sports Rules and Regulations, as well as sport specific rules knowledge.
   a. The quiz will be 20 multiple choice questions.
   b. The Captain’s Video will appear on the “Pre-Quiz” page. It will also be available via a YouTube link that can remain open for reference while taking the quiz.
   c. Also available on the “Pre-Quiz” page, captains will find both The University of Iowa Intramural Sports Rules and Regulations manual and all Indoor Futsal rules available as a download. Both these downloads can remain open for reference while taking the quiz.
   d. Captains may take the quiz as many times as is necessary to receive a passing score; however, at no point during the quiz can a captain go back to change a submitted answer—make sure all answers are reviewed carefully before they are submitted.
   e. Upon successful completion of the quiz, captains will be directed to the team registration page.

There are 4 ways to create/join an Indoor Futsal Team:

1. Creating a Team (For Team Captains)
   a. Log in to your IMLeagues.com account.
   b. Hover over the “Register/Sign-Up” tab at the top right of your User Homepage.
   c. Click the “Create Team” link on the dropdown menu OR Click on the “University of Iowa” link to go to our school’s homepage on IMLeagues.
   d. The current sports will be displayed, click on the sport you wish to join (Indoor Futsal).
e. Choose the league in which you wish to play (Co-Rec, Men’s or Women’s).
f. Click “Create Team”
g. Successfully complete the Captain’s Quiz.
   i. Accept the waiver, enter your team name, and your phone number. You also have the option to
designate your team as “Looking for Players.” If prompted, enter your e-mail prefix into the
Student ID blank (everything before @uiowa.edu. DO NOT use your Hawk ID. DO NOT include
“@uiowa.edu”), then click “Create Team.”
h. Captains can invite members to their teams by hovering over the “Captain’s Shield” on the left side of
the page and clicking the “Invite Members” link. Any invited members must accept the invitation to be
joined to your team.
   i. If they have already registered on IMLeagues: search for their names, and invite them.
   ii. If they have not yet registered on IMLeagues: enter their university-issued email addresses.
i. Pay the registration fee by clicking “Pay Now” to pay via PayPal. Payment is only accepted through this
method, and is required. Your team must meet the minimum player requirements in order to pay.
j. If you created your team during Pre-Registration, you need to come back during the open registration
period to select your division, which includes the day and time you will play your regular season
games.
k. All teams must have met the minimum player requirements, paid the registration fee, and selected a
division by the registration deadline in order to be included in Indoor Futsal.

2. Request to Join a Team
   a. Log in to your IMLeagues.com account.
   b. Hover over the “Register/Sign-Up” link at the top right of your User Homepage.
   c. Click the “Join Team” button on the dropdown menu OR Click on the “University of Iowa” link to go our
school’s homepage on IMLeagues.com.
   d. Select the sport that you are trying to join (Indoor Futsal).
   e. Near the top of the page, click “Team Search” to search for the team you are trying to join.
   f. Find the team you wish to join, and click “Join Team.”
   g. Click “Accept” to agree to the online liability waiver.
   h. If prompted, enter your e-mail prefix into the Student ID blank (everything before @uiowa.edu. DO NOT use
your Hawk ID. DO NOT include “@uiowa.edu”), then click Submit.
   i. This will send a request to the team captain, who must approve you as a team member before you
will be considered a part of that team. Make sure you confirm with the captain that he/she checks
and approves this request promptly, as you will not be added to the roster until it has been approved.

3. Accept an Invitation to Join a Team
   a. If the captain has invited you to join his/her team, click on the link in the email from IMLeagues.com.
   b. Click “Accept” to agree to the online liability waiver.
   c. If prompted, enter your e-mail prefix into the Student ID blank (everything before @uiowa.edu. DO NOT use
your Hawk ID. DO NOT include “@uiowa.edu”), then click Submit.

4. Join as a Free Agent
   a. A Free Agent Meeting will be held on Tuesday, October 7, at 2:00 PM in Field House Room 201. If you
are interested in playing Indoor Futsal but do not have a team, you may attend this meeting and
introduce yourself to other players, as well as captains seeking players.
   b. In addition, you can list yourself as a free agent in as many divisions within a league as you would like on
IMLeagues.com. Note: Joining as a free agent does not guarantee you will be on a team.