SWIM MEET ONLINE REGISTRATION INSTRUCTIONS

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

To create an IMLeagues 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

There are 4 ways to create/join a Swim Meet 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 (Swim Meet).
   e. Choose the league in which you wish to play (Individual or Team).
   f. Click “Create Team.”
   g. 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 join 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: input 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.
   j. **All teams must have met the minimum player requirements and paid the registration fee by the registration deadline in order to be included in the Swim Meet.**

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” link from the dropdown menu OR Click on the “University of Iowa” link to go to our school’s homepage on IMLeagues.com.
   d. Select the sport that you are trying to join (Swim Meet).
   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.

IMLeagues offers a live support link in the bottom right corner of all pages. Please use this button if you encounter any difficulties. If you continue to have difficulties, please contact the Intramural Sports Office.
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 Thursday, December 4 at 2:00 PM in Field House Room 201. If you are interested in participating in the Swim Meet but do not have a team, you may attend this meeting and introduce yourself to other swimmers attempting to create a team.
   b. In addition, you can register for the Swim Meet as an individual.

How to sign-up for the Swim Meet as an individual:

1. Log in to your IMLeagues.com account.
2. Hover over the “Register/Sign-Up” tab at the top right of your User Homepage.
3. 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.
4. The current sports will be displayed, click on the sport you wish to join (Swim Meet).
5. Select “Individual Registration.”
6. You will now register as an individual.
7. Click Create Team.
   a. 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.
   b. Click “Accept” to agree to the online liability waiver.
   c. If you are playing for Buffalo Wild Wings Intramural Sports Points Championship Points, enter your organization name as your Team Name. Otherwise, you can use your name.
   d. Pay the registration fee by clicking “Pay Now” to pay via PayPal. Payment is only accepted through this method, and is required.
   i. All players must have paid the registration fee by the registration deadline in order to be included in the Swim Meet.