**IMleagues Quick How-To’s for Club Officers**

**Accessing and Submitting Forms**

* Click on locker



* To access form click each one



* Each form will look like this, then click submit at end.



**Accessing features within your Club Team**

* **Click on your club name**
* **To access Captain Settings**
* **Click to change Team Settings**



* **To change auto accepting of members, team description, etc. Team color and page colors need to stay as is. Logo ‘s will be the approved club sport logos**



**Accessing Club Roster**

* **Click on team Roster**

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* **Here you can view all forms submitted**
* **Change captain/co captain feature. \*No players can be removed from this roster or official roster after the roster deadline even if they quit.**
* **Click export to print out form**

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**Miscellaneous Features**

* **On your home club page, you can message individuals or the whole team**
* **Edit team description. Probably should put facebook, twitter, website link here.**

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