IMleagues How-To for Club Officers

Club Sport Home Page Features

- Each Club Sport will have its own team page, which is great for interested students to get an overall feel for the club, and for officers to send emails to their team using the “more announcements” button.
- When you send an announcement from the club home page, it only sends out to your club participants.
- You can message individuals or the whole team.
- Edit team description.
Club Sport Form Submission Features

- **Click on home at the top left, then click on locker**

- To access a form, click each one
- Fill in each form as needed, forms stay auto-generated, so just update what’s needed.
• To see status of your forms, travel requests, or team forms

• When submitting, Travel Request, click yes

Select form type

Do you want to submit a TravelForm? If confirmed please you choose Yes. Otherwise it's just a Form.

Yes  No
Accessing Club Features

- Click on your club name

To access Captain Settings
• 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 Team Roster Features

- Click on Team, then Team Roster

- The roster page for each club sport is a great way to see the status of everyone's responses to required forms.
- You will notice that a person's name will be crossed out until all of their required forms have been submitted. Any form that has not been submitted/verified will be highlighted in red, and any form that has been verified will be highlighted in green, as shown below:
• Change captain/co captain feature.
• No members can be removed from this roster or official roster after the roster deadline even if they quit.
• You can click on the box on the right hand side to see the responses that each person has submitted.
• You can label someone as a driver for that club, as well as whatever position they hold with the club (President, Vice President, etc.)
• You can get a “printable view” of the roster and see who’s eligible.
• To print out each person forms, click export forms. To print all, just check mark each person.
Student View: Form Submission

• Whenever a student has been accepted onto a club team, he/she will see this prompt at the top of the club sport home page until all required forms have been submitted.

<table>
<thead>
<tr>
<th>Title</th>
<th>Required</th>
<th>Status</th>
<th>Verified On</th>
<th>Locked</th>
<th>Updated On</th>
<th>Submitted To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Request</td>
<td>Yes</td>
<td>Pending Review</td>
<td>No</td>
<td>No</td>
<td>09/02/13 @1:03PM</td>
<td>All Teams</td>
</tr>
<tr>
<td>Waiver</td>
<td>Yes</td>
<td>Verified</td>
<td>06/27/13 @5:25PM</td>
<td>No</td>
<td>06/27/13 @5:24PM</td>
<td>Club Basketball</td>
</tr>
</tbody>
</table>

Welcome to Club Basketball, Tyler.

 Invite Members to Your Team: Find friends or free agents on ImLeagues or invite by email address (Captain/Co-Captain Only).

Customize Your Team Page: Add a team icon and customize the colors of your team page (Captain/Co-Captain Only).

Custom Team T-shirts: Use discount code ImLeagues2013 at checkout for a $10 discount.

• Students will also see a prompt on their home page when they first login if they have required forms to submit:

Warning! You have forms that need to be completed, click here to access your forms.

My Teams

• Students can also access all forms from the “my forms” area on their user home page.