

# IMleagues How-To for Club Officers

## Club Sport Home Page Features

- Each Club Sport will have it's own team page
- This is great for interested students to get an overall feel for the club.
- You can send messages (emails and texts) to individuals or the whole team.
- You can edit team description

**Women's Club Rugby** Team Options ▾

**Regular Season Dates**  
Aug 15<sup>th</sup> '16 - May 7<sup>th</sup> '17

**Join Teams**  
Until: May 7<sup>th</sup> '17 at Midnight

**Roster**  
Required: 1 Total: 5

Download our free app **REC\*IT**

Enter mobile number

\*By providing your mobile number and clicking "SUBMIT", you are joining the "REC\*IT" text message program. You consent to receive marketing text messages from Moko Social Media using automated ...

**Women's Club Rugby**

TEAM	W-L-T	F/D	PCT	SR
Women's Club R...	0-0-0	0/0	0	0

Full Standings >

**About Women's Club Rugby**

Nothing posted yet...

**Overall Women's Club Rugby Rankings**

POINTS PER GAME	POINTS AGAINST	STREAK	TOP PLAYER
0	0	---	<b>No MVP</b>
Overall	Overall	Overall	Overall

**Roster: 0M/5F**

- Madeline Haneline
- Emily Drummond
- Carley Brookshire
- Haley Mcknight
- Amanda Troy

**T-Shirts**

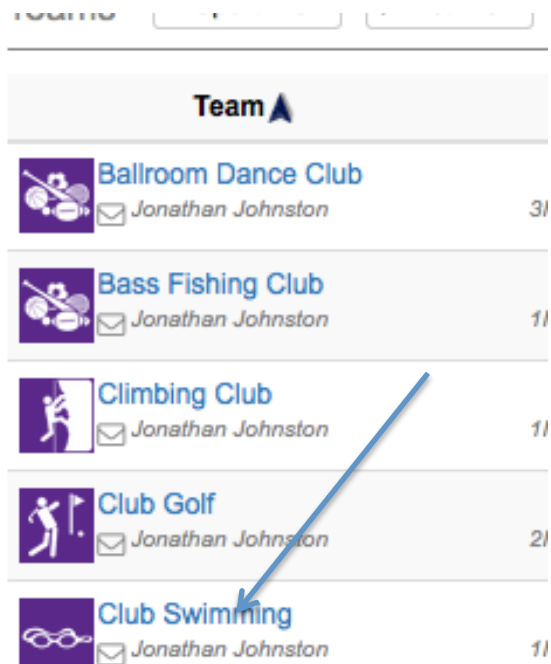
**Custom Team T-shirts**  
Use discount code "imleagues10" at checkout for a \$10 discount  

**Messages**

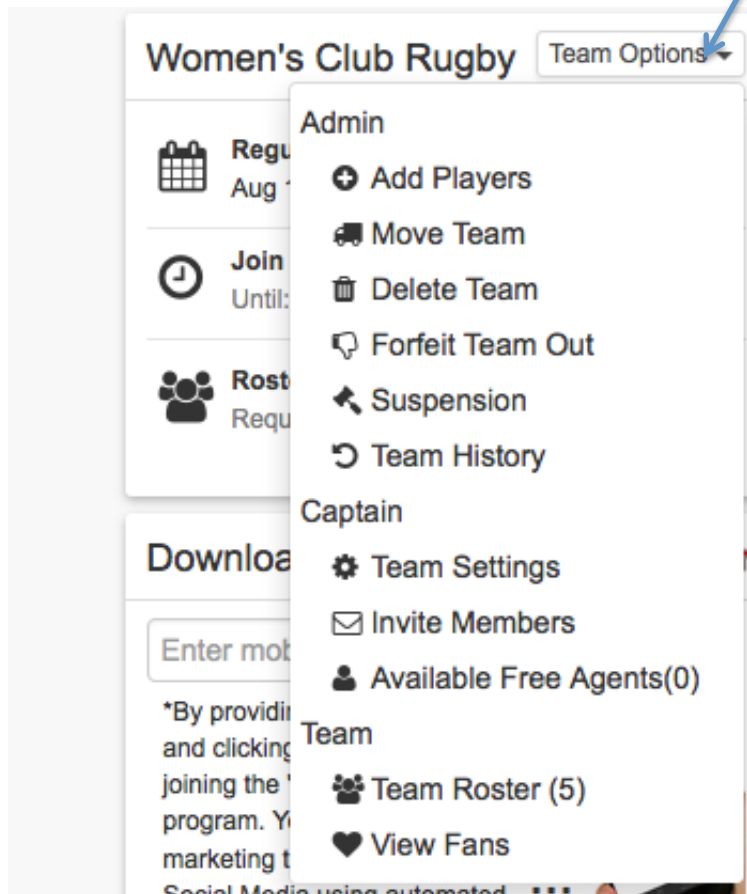
Nothing posted yet...

## Accessing Club Features

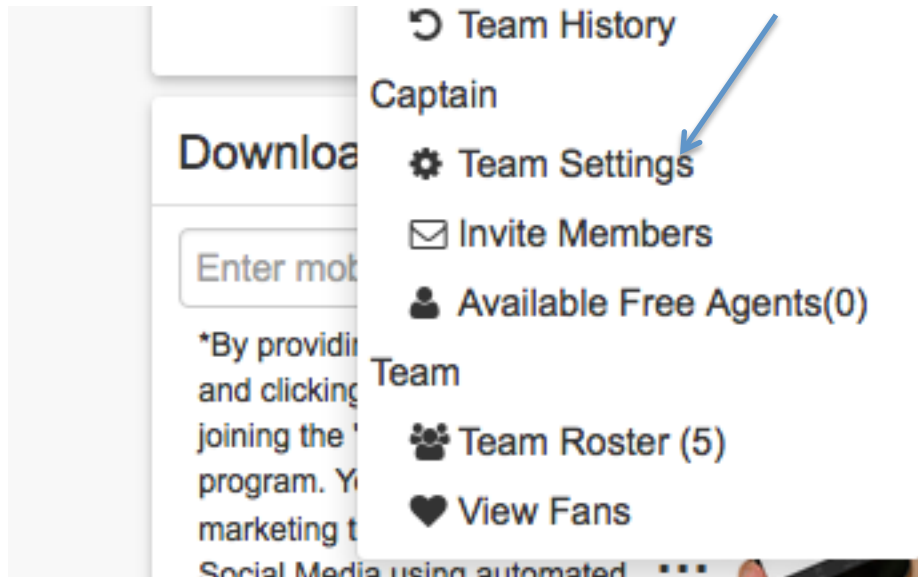
- Click on your club name



- To access team options.



- **To change team settings**
- You can auto accept member, looking for players, team description. Do not change team color, team name, page colors or logos.



Info! Click here to quickly navigate between settings pages. [+](#)

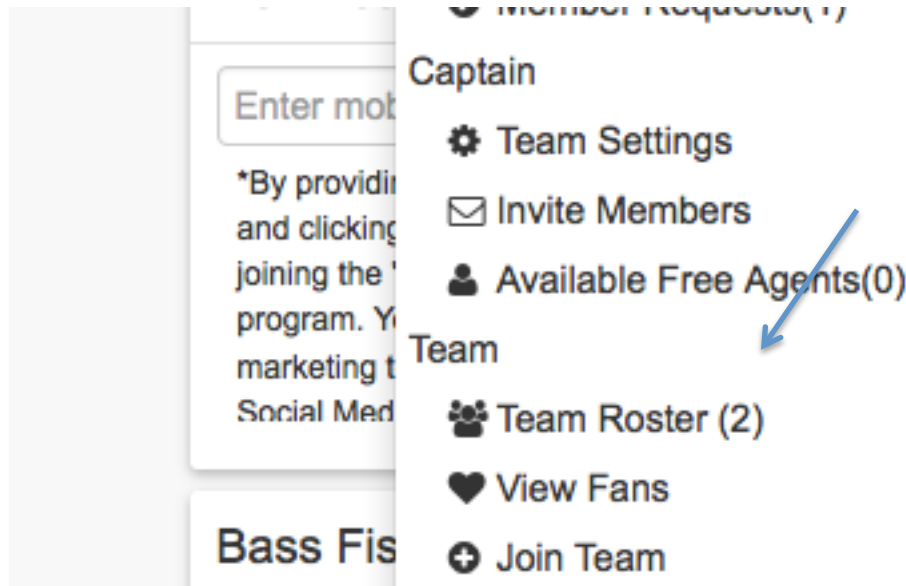
### Team Settings

Team Name	Climbing Club <a href="#">✎</a>
Team Name:	<input type="text" value="Climbing Club"/>
<input type="button" value="Change Team Name"/> <input type="button" value="Cancel"/>	
Team Color	<a href="#">✎</a>
Page Colors	<a href="#">✎</a>
Logo	<a href="#">✎</a>
Auto Accept Member Requests	No <a href="#">✎</a>
Looking For Players	No <a href="#">✎</a>
Description	<a href="#">✎</a>

A screenshot of the 'Team Settings' page. The page has a light blue header with an 'Info!' message. Below the header, there are several settings sections. The 'Team Name' section is expanded, showing a text input field with 'Climbing Club' and two buttons: 'Change Team Name' and 'Cancel'. Below this are sections for 'Team Color', 'Page Colors', 'Logo', 'Auto Accept Member Requests', 'Looking For Players', and 'Description'. Each of these sections has a pencil icon on the right side. Three blue arrows point to the pencil icons for 'Auto Accept Member Requests', 'Looking For Players', and 'Description'.

## Accessing Team Roster Features

- To edit roster settings.



- The roster page is a great way to see the status of everyone's responses to required forms.
- You will notice that a person's name is crossed out until all of their required forms are submitted. Any form that has not been submitted/verified is highlighted in red, and any form is submitted is highlighted in green, as shown below:

A screenshot of a team member's profile for Lucas Mendez. The profile includes a photo, name, gender (Male), phone number (830346422), and driver status (No). There are buttons for 'Co-Captain', 'Remove', 'Edit', and 'Waiver'. Below the profile is a table showing the status of required forms.

Title	Required	Status	Locked	Updated On
Travel Acceptance 13-14	Yes	Verified	No	08/30/13 @12:47PM
Waiver 13-14	Yes	Verified	No	08/30/13 @12:46PM
Athlete Code of Conduct	Yes	Verified	No	08/30/13 @11:01AM

A screenshot of a team member's profile for Jonathan Johnston. The profile includes a photo, name (crossed out), gender (Male), phone number (crossed out), driver status (No), and position (Captain). There are buttons for 'Captain', 'Leave', 'Edit', and 'Waiver'. Below the profile is a table showing the status of required forms.

Title	Required	Status	Locked	Updated On
Club Sports Emergency Contact Information	Yes	Not Started	No	
CLUB SPORT ASSUMPTION OF RISK and RELEASE	Yes	Not Started	No	
Club Sport Student Code of Conduct Agreement	Yes	Not Started	No	

- ***Invite members to join.*** Do not add directly.
- ***Check required forms before they participate***
- Change captain/co captain setting
- Do not remove members 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 their forms, then export forms. To print all, just check mark each person and print all forms.

## Form Submission

- Whenever a student is accepted onto a club team, they will see this prompt at the top of their own home page until all required forms are submitted.

You must complete the following forms.

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

### 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 Onlv).



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



**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 and officers can access all forms from the FORMS on their user home page tool bar.

Home | Western Carolina University | Search for Anything | Jonathan

**Jonathan Johnston**  
Western Carolina University | Intramural Sports | Fitness | Club Sports | Get Involved








Home | **Forms** | Games | Calendar | Payments

Settings | Score Input / Printables | Message Center | Member Management | Participation Statistics

Move Teams/Games/Players | Facilities | Payments Management

Admin Dash

- To submit a club sport form, click on the individual form.
- It will pull up a blank form if first time filling out, or a filled form if you already filled out. Just change the information and submit for review.

	<a href="#">Sponsorship/Donation Notification</a>	Optional	<a href="#">Options</a> ▾
	<a href="#">Supplemental Funding Request</a>	Optional	<a href="#">Options</a> ▾
	<a href="#">Pre-Travel Itinerary/Roster Form</a>	Optional	<a href="#">Options</a> ▾
	<a href="#">Post Community Service Project Report</a>	Optional	<a href="#">Options</a> ▾
	<a href="#">Semester Competition Schedule</a>	Optional	<a href="#">Options</a> ▾
	<a href="#">Fundraiser Notification</a>	Optional	<a href="#">Options</a> ▾
	<a href="#">Club Sport Post Competition Report</a> last updated on 02/15/16 @3:02PM	Optional	<a href="#">Options</a> ▾



**Quick Game Write-Up for Newsletter/Facebook/Twitter Post** Required  
This is like a sports write-up you see on social media or quick media article.

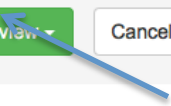
**Did an injury or accident occur?** Required  
Submit accident reports within 24 hours of the accident.

Yes  
 No

**Did an incident occur?** Required  
Submit incident reports within 24 hours of the incident.

Yes  
 No

**Additional information or any concerns from the competition or travel? If so, please describe below:** Required





- To see status of your forms, travel requests, or team forms

My Forms

Team Specific Forms Travel Requests

Form status: Any

	Club Sport Assumption of Risk and Release	Required	Options
	Club Sports Emergency Contact Information	Required	Options

- 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