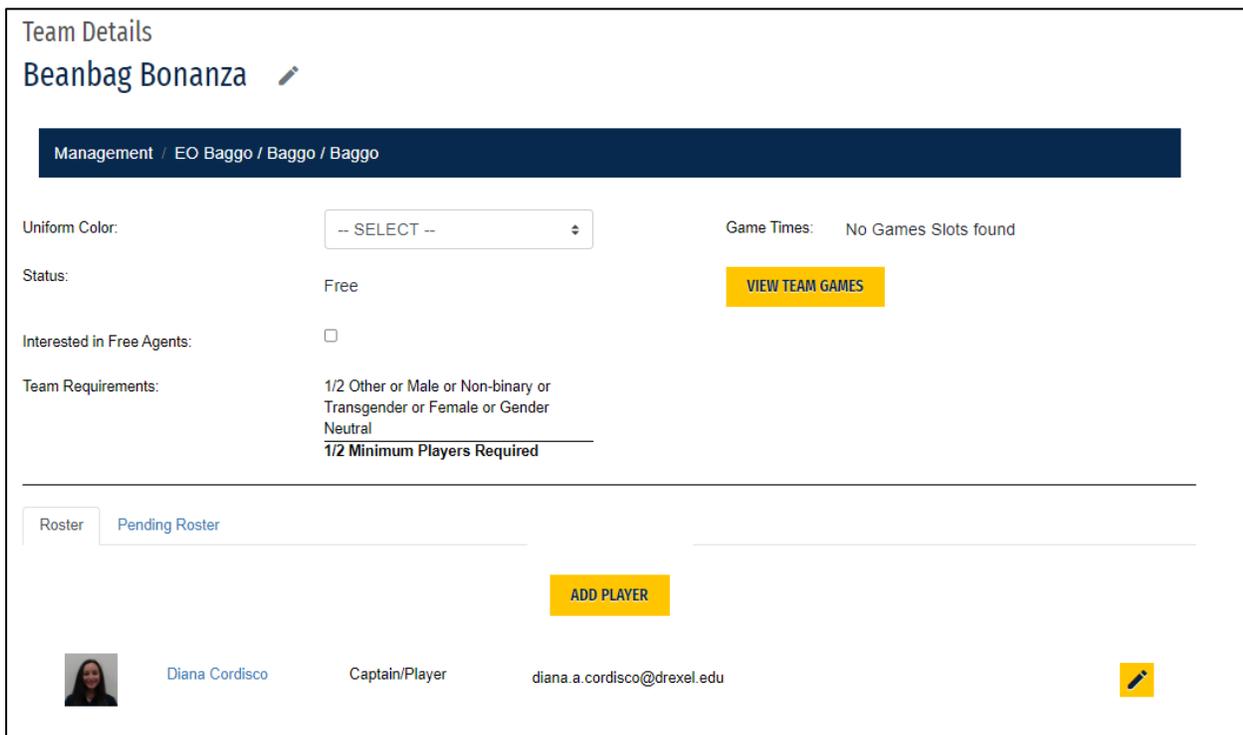
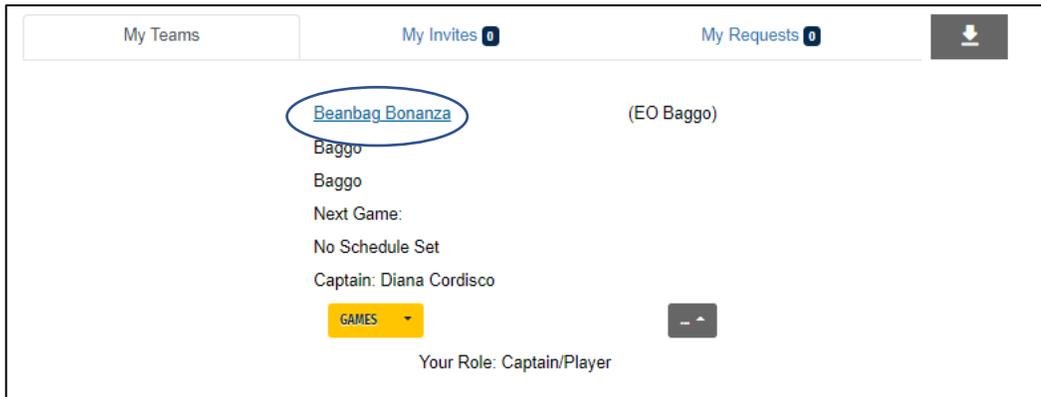


## How to Invite Players to Join your Employee Olympics Team

- 1) Now that you've created your team, it is time to fill your roster! Sign into Drexel's Recreation Membership Portal: [reccenter.drexel.edu](http://reccenter.drexel.edu) and click on the "Intramural Sports" tab, prompting a drop down menu, where you will click on the "My Teams" link to see your team.
- 2) Click on your team name to take you to your team roster.



3) Click on the “Pending Roster” tab to view the status of pending teammates. Here you will have 3 options listed in yellow buttons:

Team Details  
Beanbag Bonanza

Management / EO Baggo / Baggo / Baggo

Uniform Color: -- SELECT --      Game Times: No Games Slots found

Status: Free      **VIEW TEAM GAMES**

Interested in Free Agents:

Team Requirements: 1/2 Other or Male or Non-binary or Transgender or Female or Gender Neutral  
1/2 Minimum Players Required

Roster Pending Roster

**INVITE PLAYER**      **INVITE CO-CAPTAIN**      **BROWSE FREE AGENTS**       Hide Declined Invites

No one on pending roster yet.

a) **Invite Player/Invite Co-Captain:** Use this to invite specific players to your team. *Don't worry about adding Co-Captains.* To invite players, you will need either the player's:

- i) **Drexel email** (try both short and long email), OR
- ii) **ID Number**

(1) Click the green “Add” button *first* to confirm the people you want to send invitations to and *then* click “Send Invitations”

Add Players

[Back to Drexel Recreation Center](#)

Selected Members:

**X** ZACHARY APT - ZACHARY.ABRAHAM.APT@DREXEL.EDU

New Player using: Email (selected)      **ADD**

**CANCEL**      **SEND INVITATIONS**

b) **Browse Free Agents:** Use this if you are looking to add players that are looking to be added to a team.

i) Click on the “Add” button next to the player(s) you wish to invite to your team and then click “Send Invitations”.

4) You will be able to see active invite requests in the “My Teams” section under the “My Requests” tab.

The screenshot shows the 'Team Details' page for 'Beanbag Bonanza'. At the top, there is a dark blue navigation bar with 'Management / EO Baggo / Baggo / Baggo'. Below this, the 'Uniform Color' is set to '-- SELECT --' and 'Game Times' shows 'No Games Slots found'. The 'Status' is 'Free', with a yellow 'VIEW TEAM GAMES' button. There is an unchecked checkbox for 'Interested in Free Agents'. The 'Team Requirements' section lists '1/2 Other or Male or Non-binary or Transgender or Female or Gender Neutral' and '1/2 Minimum Players Required'. Below the requirements, there are tabs for 'Roster' and 'Pending Roster'. Under 'Roster', there are three yellow buttons: 'INVITE PLAYER', 'INVITE CO-CAPTAIN', and 'BROWSE FREE AGENTS', along with a checkbox for 'Hide Declined Invites'. At the bottom, a player entry for 'Zachary Apt (zachary.abraham.apt@drexel.edu)' is shown as 'Invited', with 'RESEND' and 'REMOVE' buttons.

*\* For more information about how to accept players who request to join your team, please view the “Accepting Players” guide.*