

Creating Teams and Inviting Players on IMLeagues

Step 1: Complete the Login process into IMLeagues. If you have not logged in to IMLeagues, please read over the login guide on IMLeagues.

Step 2: Select the sport you want to register for.

Summer 2024
↶ Make Historical



Basketball Skills
"Take Your Best Shot"

Reg Start: 05/20 08:00 AM Reg End: 06/18 11:59 PM

Season: 06/18 - 06/18 Last Join Date: 06/18/24

Player Min: 1 Player Max: 1

	Division	Team Max	Confirmed	Pending	Status
	Basketball Skills "Take Your Best Shot"	Unlimited	0	0	Upcoming



Fun Walk

Reg Start: 05/20 08:00 AM Reg End: 06/18 11:59 PM

Season: 06/18 - 06/18 Last Join Date: 06/18/24

Player Min: 1 Player Max: Unlimited

	Division	Team Max	Confirmed	Pending	Status
	Fun Walk Solo	Unlimited	0	0	Upcoming
	Fun Walk Teams	Unlimited	0	0	Upcoming
	Fun Walk Virtual Solo	Unlimited	0	0	Upcoming



Team Games

Reg Start: 05/20 08:00 AM Reg End: 06/18 11:59 AM

Season: 06/18 - 06/18 Last Join Date: 06/18/24

Player Min: 1 Player Max: Unlimited

	Division	Team Max	Confirmed	Pending	Status
	2v2 Baggo	20	0	0	Upcoming
	2v2 Pickleball	12	0	1	Upcoming
	4v4 Sand Volleyball	8	0	0	Upcoming
	Dodgeball	8	0	0	Upcoming

Step 3: Click the green “Create Team” button to begin the team creation process.

The screenshot shows the Baggo website interface for the 'Employee Olympics' league. The top navigation bar includes 'Teams', 'Schedule', 'Standings', 'Free Agents', 'Admin', and 'League'. The main content area is divided into several sections: 'League Info' (with a 'Settings' dropdown), 'League Description', 'Announcements', 'Captains Info', and 'Default 0 of 12 Teams (Unlocked)'. The 'Default' section contains two buttons: '+ Create Team' (highlighted with a yellow oval) and 'Join As Free Agent'. Below these buttons is a sad face icon and the text 'No Teams Yet.' A blue help icon is visible in the bottom right corner.

Step 4: Sign the waiver by clicking the checkbox. This will expand the waiver so you will need to click the checkbox again. After this, enter your team name. If you are looking for teammates, select the “Looking For Free Agents” button. Enter your phone number and select your phone carrier before clicking “Create Team”.

The screenshot shows the team creation form on the Baggo website. The form is titled 'Drexel University - Intramural Sports' and includes an 'Informed Consent, Assumption of Risk and Release of Liability Form'. A checkbox for signing the waiver is highlighted with a yellow circle. Below the waiver is a 'Team' section with a 'Team Name' input field (highlighted with a yellow rectangle) and a 'Team Logo' section. The 'Options' section includes a 'Looking For Free Agents' toggle (highlighted with a yellow oval) and a 'Send Game Reminders' section. The 'Contact Info' section includes 'Phone Number' (856-628-1079) and 'Carrier' (Verizon) fields. At the bottom, there are two buttons: 'Create Team' and 'Create Team For A Participant'.

Step 5: This completes the team creation process. To invite players to your team, click the “Invite” button above area that shows the team’s roster.

The screenshot shows a team management dashboard. At the top, there is a dark blue header with the text "Enter Team Name Here" and "Intramural Sports | Employee Olympics | Baggio | Enter Team Name Here". A "Team Options" button is in the top right. Below the header is a navigation bar with icons for Home, Schedule, Roster (with a '1' notification), Admin, and Captain. A secondary navigation bar contains icons for Settings, Score Input/Printables, Message Center, Member Management, Participation Statistics, Move Teams/Games/Players, Facilities, and Payments Management. An "Admin Dash" button is in the top right of the main content area. The main content area is divided into several sections: "Enter Team Name" with a "Team Options" dropdown; "Regular Season Dates" (Jun 21st '23 - Jun 21st '23); "Join Teams" (Until: Jun 21st '23 at Midnight); "Roster" (Required: 2 Total: 1); "Baggo" table with columns TEAM, W-L-T, F/D, PTS, AVG, SR; "About Enter Team Name" (Nothing posted yet...); "Overall Baggio Rankings" table with columns POINTS PER GAME, POINTS AGAINST, STREAK, TOP PLAYER; "Roster: 1M/0W (2 Players Req)" with an "Invite" button highlighted in a yellow circle and a "Zachary Apt" member listed with a "Captain" button; and "T-Shirts" section with a "Custom Team T-shirts" offer.

Step 6: Type the names of the people you want to add to your team. Their name will pop up if they have an account. If they do not have an account, you will need to send it to their email. Click on their name and then click “Send Invitations”.

The screenshot shows the "Invite Members" section of the team management dashboard. The navigation bar at the top is the same as in the previous screenshot. The main content area shows the "Roster" section with tabs for "Manage Roster", "Invite Members" (selected), "Add Members", and "Move Members". A "Printable View" button is in the top right. Below the tabs is a search bar with "kristen sullivan" entered. A dropdown menu shows a profile for "Kristen Sullivan" with a photo. To the right of the search bar are buttons for "My Teams" and "Free Agents (0)". Below the search bar is a "Send Invitations" button highlighted in a yellow circle. At the bottom, there is a "Pending Invitations" section.

Step 7: Successful invites can be viewed on the same screen. The invite will send an email to the email address that is associated with that person's account. Repeat for every player you wish to invite.

Roster [Manage Roster](#) [Invite Members](#) [Add Members](#) [Move Members](#) [Printable View](#)

Invite Members

[Post To Wall](#) [Invite Facebook Friends](#)

Invite members by email [My Teams](#) [Free Agents \(0\)](#)

Type in a search term

Write an invitation message (optional)

[Send Invitations](#)

Pending Invitations

	Email: ks4223@drexel.edu Request Date: 04/17/2023 10:35 PM Message:	Resend Cancel
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Kristen Sullivan