Employee Olympics Registration Guide

This document is meant to provide clear instructions for registrants participating in Drexel’s Employee Olympics event. Please use the hyperlinks to find the guide you’re looking for.

To learn how to correctly sign-in to IMLeagues, click here.

To learn how to successfully create a team on IMLeagues, click here.

To learn how to invite players to join your team, click here.

To learn how to accept invites to join a team, click here.
Logging into IMLeagues

**Step 1:** Go to IMLeagues.com/Drexel

**Step 2:** Click LOGIN in the top right corner. You will be redirected to the Rec Center Portal. This should take no longer than 5 seconds.
Step 4: Click Drexel Connect. Do not click sign up.

Step 5: Log in with your Drexel credentials. You may be prompted to authenticate upon login.

Step 6: Click the orange banner to go back to IMleagues
NOTE: If it is your first time signing into IMLeagues, you may be prompted to verify your personal information is correct, agree to the terms and conditions, and click “Complete”.

Step 7: Click Drexel University in the top left corner.
You can then scroll to find the sport you want to register for! To register, click the sport name.

<table>
<thead>
<tr>
<th>Employee Olympics</th>
<th>Registration</th>
<th>Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>3v3 Basketball</td>
<td>Open</td>
<td>May 17 8:00AM - Jun 14 11:59PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Join Teams Until: 06/21/23 Midnight</td>
</tr>
<tr>
<td>4v4 Sand Volleyball</td>
<td>Open</td>
<td>May 17 8:00AM - Jun 14 11:59PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Join Teams Until: 06/21/23 Midnight</td>
</tr>
<tr>
<td>Baggo</td>
<td>Open</td>
<td>May 17 8:00AM - Jun 14 11:59PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Join Teams Until: 06/21/23 Midnight</td>
</tr>
<tr>
<td>Dodgeball</td>
<td>Open</td>
<td>May 17 8:00AM - Jun 14 11:59PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Join Teams Until: 06/21/23 Midnight</td>
</tr>
<tr>
<td>Fun Walk (Individual)</td>
<td>Open</td>
<td>May 17 8:00AM - Jun 14 11:59PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Join Teams Until: 06/21/23 Midnight</td>
</tr>
<tr>
<td>Fun Walk (Team)</td>
<td>Open</td>
<td>May 17 8:00AM - Jun 14 11:59PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Join Teams Until: 06/21/23 Midnight</td>
</tr>
<tr>
<td>Table Tennis (Singles)</td>
<td>Open</td>
<td>May 17 8:00AM - Jun 14 11:59PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Join Teams Until: 06/21/23 Midnight</td>
</tr>
</tbody>
</table>

This completes the guide for logging into IMLeagues. To learn how to successfully create a team, scroll to the next page.

To learn how to invite players to join your team, click here.

To learn how to accept invites to join a team, click here.
Creating a Team on IMLeagues

**Step 1:** After logging into IMLeagues, select the sport you want to register for.

**Step 2:** Click the green “Create Team” button to begin the team creation process.
Step 3: Sign the waiver and enter your team name. After clicking the circled check box below, the waiver will extend. You will have to scroll to the bottom of the waiver and click the box again to successfully sign the waiver.

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”.

This will send you directly to your new team’s home page. This completes the guide for creating your team on IMLeagues. To learn how to invite teammates, please scroll to the next page.

To learn how to accept invites to join a team, click here
Inviting Players to Join Your Team on IMLeagues

Step 1: To invite players to your team, click the “Invite” button above the area that shows the team’s roster.

Step 2: Type the names of the people you want to add to your team. Their name will pop up if they have an account. Click on their name and then click “Send Invitations”.

![Image of IMLeagues team management interface](image-url)
**Step 3:** 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.

This completes the guide for inviting players to join your team on IMLeagues. To learn how to successfully accept an invite to a team, please scroll to the next page.
Accepting Invites To Join Teams on IMLeagues

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

Step 2: If you were invited to join a team on IMLeagues, you should receive an email that looks similar to the screenshot below. Click the hyperlink circled below to log in to IMLeagues.

Step 3: After logging into IMLeagues, you will see the invite on your home page. You can also view the invite by clicking on your profile picture in the top right corner of the page. Confirm the invitation by clicking “Confirm”.

You have a new invitation! Zachary Apt has invited you to join their team, Enter Team Name Here in Employee Olympics / Baggo / Default. Click here to accept Zachary’s invitation. Or Log into IMLeagues Thanks, The IMLeagues Team
Step 4: You must sign a waiver prior to successfully accepting the invite.

Step 5: You will now see yourself on the team roster on the team’s home page.

If you have any questions, please contact Zachary Apt at zaa28@drexel.edu.