## How To: Create a Team

1. After logging in, click on the Florida Atlantic University tab



- 2. Scroll down to view sport offerings
  - a. Sports that are currently open for registration will have a Green "Open" icon
- 3. Click on the league that you wish to create a team in (Men's Competitive, CoRec, etc.)



- 4. Click on Green "Register/Signup" button
  - a. Click Create Team in drop down

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## 5. Choose a Division (Day/Time that your team will play)

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- 6. Accept the Waiver/Requirements
- 7. Fill in the Team and Captain Information
- 8. Click on Create Team
- 9. Must complete Forfeit Deposit for team to be approved

## How To: Add Players to your Team

1. After logging in, click on the team that you wish to add players to



2. Under Captain Links, click "Invite Players"

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- 3. In the text box, enter the email addresses of your friends/future teammates
  - a. If you have had past teams, you can click on My Teams in the drop down box and invite members from previous teams to join your new team
- 4. Enter a message for your invited members
- 5. Click send invitations
  - a. NOTE: an individual MUST have an IMLeagues account in order to be added to a team. If a person is sent an invitation and does not have an account, he/she will have to create an account --- once they complete this action, they can accept the invitation.