


## COACHES / ALUMNI MEMBERS REGISTRATION PROCESS

Some participants like coaches and alumni won't have a university given log-in, but they will be able to create a log-in to register for a club sport to join. Follow the instructions below to sign up.

**STEP ONE:** Go to [imleagues.com](http://imleagues.com) and click "Sign Up"



**STEP TWO:** Complete the information indicated in the red box. DO NOT click "Select School/Organization". Then click "Create Account".



We will never post to Facebook without your permission.

or

By clicking "Create My Account", you agree to IMLeagues's [Terms & Conditions](#) and [Privacy Policy](#).

Already have an account?

After clicking "Create Account", the page will redirect you prompting you to check your inbox for a message on how to activate this account and log in. Do this immediately after. (see image on next page)



Score! We just sent you an email to  
 Check your inbox for a message from  
[NoReply@imleagues.com](mailto:NoReply@imleagues.com) to activate this account and log  
 into imleagues.com.

If you don't see the email please check your spam folder and  
 add [NoReply@imleagues.com](mailto:NoReply@imleagues.com) to your contacts list. You can  
 also get assistance from one of our live agents through Live  
 Chat or [Resend The Email](#)

And make sure you download **IMLeagues** now -- our free  
 app for students on the go -- to see what's new and stay on  
 top of all your most important intramural \* rec sports  
 information including customized schedules, results,  
 announcements and news. Games on!



**STEP THREE:** Follow the link in your email to activate  
 your account. It will take you to your IMLeagues home  
 page. (See image below).

\*NOTE: the link is only valid for 24 hours.

**STEP FOUR:** Click "Register"; then type "Maryland" in the  
 Search for a Network field; click "Join". The next screen will  
 prompt you to provide more information – choose the  
 appropriate fields on the drop down options. Next click  
 "Join School". Once you have completed this, you will be  
 able to view the school IMLeagues page.

**STEP FIVE:** To sign up for a club, click "Clubs" at the top  
 left to take you to the Club Sports home page. Select the  
 club you are looking to join and click "Join Team".

**STEP SIX:** There is a 30 second video you will need to  
 watch to pass the Concussion Quiz (4/4 is required to join  
 the team).

**STEP SEVEN:** After the passing the Concussion Quiz, you'll  
 need to read the Club Sports Release/Informed Consent  
 Form and Code of Conduct. For the "Please Enter UID  
 Number", you can create your own 9-digit number. Once  
 you click, "Submit" an error message will show. You will  
 need to send a request to be added to the list (last line in  
 the error message).

**STEP EIGHT:** Once you send a request to be added to the  
 team, it will ask you to enter a UID number. Again, it  
 should be the same 9-digit number you used on the Club  
 Sports Release/Informed Consent Form and Code of  
 Conduct page.

**Once your request is approved from the Club Sports  
 Office, you will be able to sign up for the team fully –  
 this will mean they must pass the Concussion Quiz and  
 complete the Personal Information form.**

Remember: Coaches will need to sign the  
 Coaches/Instructor Agreement and alumni must be  
 members of the Alumni Association as well.

