CAMPUS RECREATION
Illinois State University

How to Invite Members in IMLeagues:

1. Start from the team homepage:
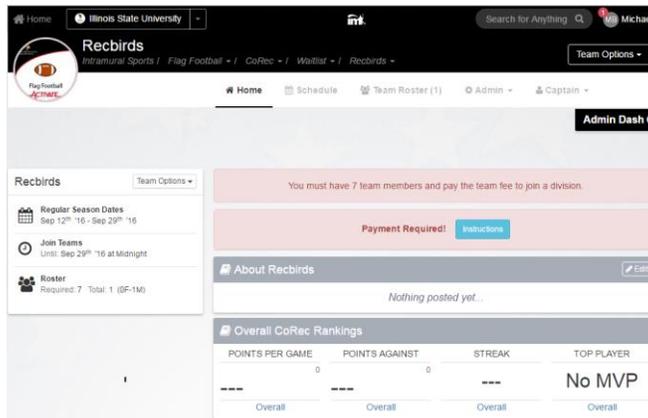
2. Navigation links will be under the "Team Options" dropdown menu
   - Push the button and dropdown menu will appear with multiple options
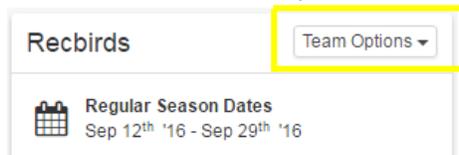
3. Click on "**Invite Members**"
   - This will bring up a new screen for inviting members
     - In the "To:" field, the captain may enter names of friends to invite
     - A name can be entered if participant already has an IMLeagues account
     - Emails can be entered to invite participants that do not yet have an IMLeagues account
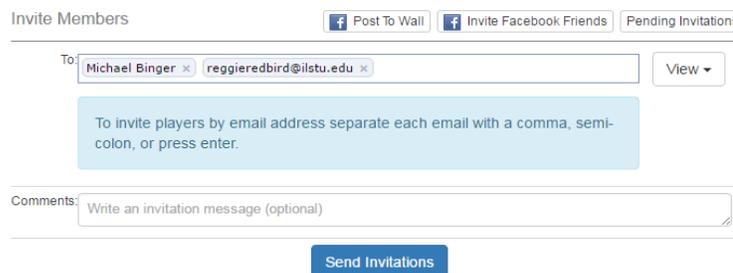
   - Click "send invitations" to invite your friends

To see who has not yet accepted an invitation to your team, begin from invite members' page

1. Find the "Pending Invitations" button in the top right corner of the invite members page

   - Captain can view all the invitations that have yet to be accepted by clicking this button.

   - Captain has option to resend invitation or cancel invitation

How to accept or decline requests to join your team, begin from Team Homepage

1. Look to the top of the page for a red banner
   - When there is a request to join a team, the captain will see a red "Pending Request!" banner

2. Click the "**View**" button

3. Captain can now confirm or deny pending requests

Next Step:

- Pay Registration Fee online or at the Bob and Julie Dobski Welcome Center

If you are having difficulties, please direct questions to intramuralsports@ilstu.edu