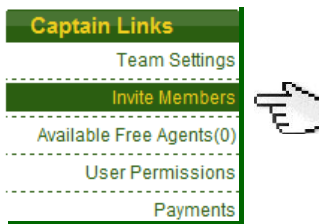
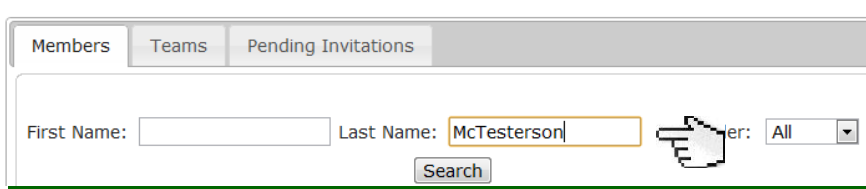


CSU IM SPORTS HOW-TO: INVITE PLAYERS ONTO MY ONLINE TEAM ROSTER

1. www.imleagues.com/schools/colostate - log in
2. Click on the team name, then click "Invite Members":

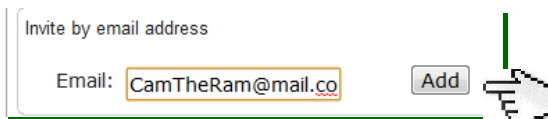


3. Search for your teammate by name (if they've played IM's this academic year):



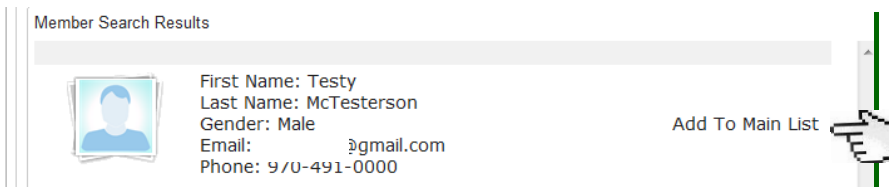
A screenshot of a search interface. At the top are tabs for "Members", "Teams", and "Pending Invitations". Below are input fields for "First Name:" and "Last Name:" with "McTesterson" entered. There is a "Search" button and a dropdown menu for "er:" set to "All". A hand cursor points to the "Search" button.

OR if you cannot find them by searching the system, invite them by entering their email address:



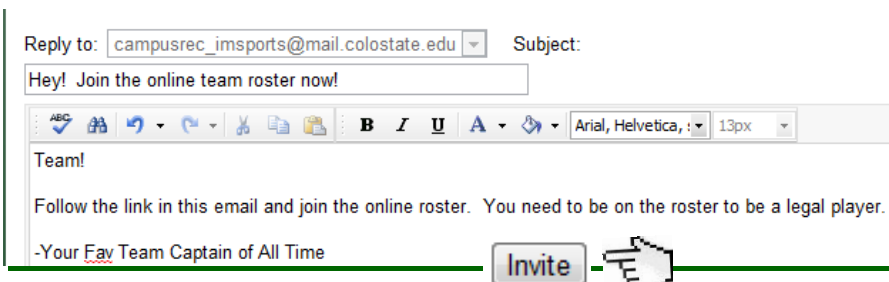
A screenshot of a form titled "Invite by email address". It has an "Email:" field with "CamTheRam@mail.co" entered and an "Add" button. A hand cursor points to the "Add" button.

4. Add each person to the list that will be invited:



A screenshot of "Member Search Results" for a person named "Testy McTesterson". It shows a profile picture, name, gender (Male), email (j@gmail.com), and phone (970-491-0000). There is an "Add To Main List" button with a hand cursor pointing to it.

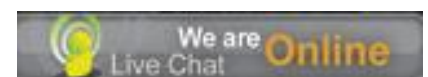
5. Type and send an invitation email to the people on your invite list:



A screenshot of an email composition window. The "Reply to:" field is "campusrec_imsports@mail.colostate.edu". The subject is "Hey! Join the online team roster now!". The body text says "Team! Follow the link in this email and join the online roster. You need to be on the roster to be a legal player. -Your Fav Team Captain of All Time". There is an "Invite" button with a hand cursor pointing to it.

You can view who has NOT accepted your invitations by clicking "Pending Invitations" at the top of that page at any time. Remember, they have to ACCEPT the invitation before they will appear on the roster.

WHEN IN DOUBT, CLICK "ONLINE SUPPORT" AT THE TOP OF ANY WEB PAGE:



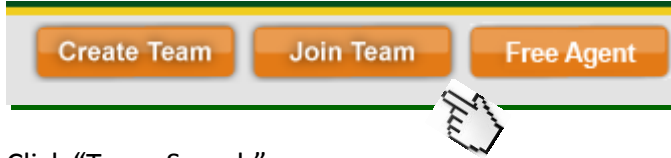
IM SPORTS OFFICE WINDOW HOURS: 2-6PM MON.-THU., 2-5PM FRI.
Phone: 970.491.6671

Email: campusrec_imsports@mail.colostate.edu

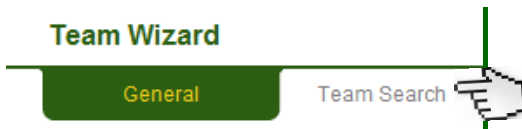
CSU IM SPORTS HOW-TO:
REQUEST TO JOIN MY TEAM'S ONLINE ROSTER

1. www.imleagues.com/schools/colostate - log in or create account (Note: You will need your CSU ID# to create an account.)

2. In the upper-right corner, click "Join Team":



3. Click "Team Search":



4. Type the team's name and click search:

A screenshot of the "Team Wizard" search form. It has two tabs: "General" and "Team Search". The "Team Search" tab is selected. The form contains the following fields: "Team Name:" (text input), "Member Name:" (text input), "School:" (dropdown menu with "Colorado State University" selected), "Sport:" (dropdown menu with "All Sports" selected), "League:" (dropdown menu with "All Leagues" selected), and "Division:" (dropdown menu with "All Divisions" selected). There is a "Search" button at the bottom. Hand cursors are pointing at the "Team Name" and "Search" buttons.

5. Click "Join Team":

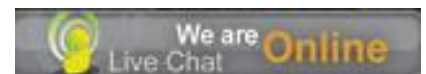


6. Type a brief message to your captain and click "Submit" to send them the request:

A screenshot of a message text input field. The text inside the field reads: "Hey, Captain!
Hook me up!
-Your Superstar Player". There is a blue "Submit" button to the right of the text field. A hand cursor is pointing at the "Submit" button.

The team captain will receive an email saying you've requested to join their team. They must log in and accept your request for you to appear on the team roster.

WHEN IN DOUBT, CLICK "ONLINE SUPPORT" AT THE TOP OF ANY WEB PAGE:



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Phone: 970.491.6671

Email: campusrec_imsports@mail.colostate.edu