



# RECREATIONAL SPORTS

## How to Communicate with Team Members in IMLeagues:

**Communication to the team can be done by all team members including the captain.** Communication with team can be done by email only, text only, or both.

1. Start from the team homepage

The screenshot shows the team homepage for 'Orange Iguanas'. The header includes the team name and navigation options like Home, Schedule, Roster, Admin, and Captain. A notification states: 'The team captain must pass a quiz for this team to take the quiz. Click Here'. The main content area includes 'About Orange Iguanas' (Nothing posted yet...), 'Overall GROUPS: 1v1 Bags Tournament - July 6th, 2021 Rankings' (Points Per Game: 0, Points Against: 0, Streak: ---, Top Player: No MVP), 'Roster: 1M/0F (1 Players Max)' (Andrew M Rude, Captain), and 'T-Shirts' (Custom Team T-shirts with a \$10 discount code).

2. Locate the “Messages” section

This screenshot shows a closer view of the team page. The 'Messages' section is highlighted with a yellow border and contains the text 'Nothing posted yet...'. Other visible sections include 'Team Description' (Nothing posted yet...), 'Overall Open Rankings' (Points Per Game: 0, Points Against: 0, Streak: ---, Top Player: No MVP), and 'Roster: 2M/2F' (Drew Ison, Zachary J Gentz, Samantha Lowry, Sarah Weyer).

3. Click on “Add Message”
4. Click on “Add Announcement” from the announcements screen

[Add Announcement](#) [Delete All](#)

- Be careful to not click “Delete All”

5. Complete the form in the “IMLeagues Add Team Announcement Page”

- Title
  - Keep this as brief as possible.
  - When sent as an email, this will be the “subject” of the email
  - When sent as a text, this will be what the text message reads

Title

- Text Message
  - Click the check box for “Send text message” (optional)
  - This will only be sent to team members who have enabled text updates

Send text message

- Send Email Alert
  - “No One” is the default selection
  - Select desired option from drop down: “No One”, “Everyone”, “Specific Members”
    - If you select specific members, please click the check box next to their name.

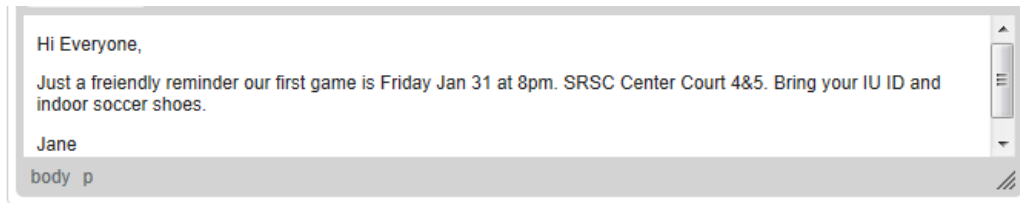
Send Email Alert to

<input type="checkbox"/>	Jane Public	<input checked="" type="checkbox"/>	Chris Carr	<input checked="" type="checkbox"/>	Matt Ferdinand
<input checked="" type="checkbox"/>	Autumn Johnson	<input type="checkbox"/>	Ryan Jumper	<input checked="" type="checkbox"/>	Samantha Lowry

- Reply To
  - Choose your email address from the drop down menu
    - Team members will then be able to reply to you by email

Reply To

- Description
  - When sending “**Announcement as Email,**” this will be the body of the email.
  - When sending “**Announcement as Text,**” this will not be visible in the text message.



**NOTE:** If you would like to send both an email and text to your teammates, make sure to select “**Send Email Alert to everyone/select members**” and select the check box “**Send text message**”

6. Click “**Save Changes**”

Save Changes

If you need help with Captain’s Essentials for Team Registration:

1. [How to create an IMLeagues account](#)
2. [How to create a team](#)
3. [How to invite team members](#)
4. [How to pay the registration fee](#)
5. [How to slot my team](#)

If you need help with Individual Player Registration:

1. [How to create an IMLeagues account](#)
2. [How to join as a free agent](#)

If you are having difficulties please direct questions to [imsport@indiana.edu](mailto:imsport@indiana.edu)