

## How to Enable Game Reminders from IMLeagues:

## Reminders are currently available as an email communication.

- 1. Log in to IMLeagues
  - This is the participant homepage, "IMLeagues Locker"

		🕷 Home	🗎 Forms	🍽 Games	🛍 Calendar	🚍 Payments	
Friends 138 friends	see all		Teams O		Events 3	c	
Matth	NT Nikola Zacha	My Team	S		Events	Activ	e Teams Past Tear
Photos	see all			anas	1		Joined Date May 16 2016

2. Locate the red ribbon at the top of the page, and then locate "your name" to the right



• Click on "your name", and a fly-out menu will appear



🖒 Sign Out

- 3. Select the "Account" option
  - The "Account Management" page will load
- 4. Locate the tabs "Account, Membership, Notifications, Facebook, etc."



## 5. Click the "Notifications" tab

ccount Manageme	ent			Deactivate Account
Account Membe	erships	Notifications	Facebook	
Reminders				Inactive

## 6. Locate slider bar for "Reminders"

- Default is inactive (above)
- Once clicked to active, it will turn green (shown below)

ccount Management		Deactivate Account
Account Memberships	Notifications Faceboo	(
Reminders		Active
Send reminder 1	day(s) before a game or ses	sion.

- 7. Choose number of days before the game from the drop down
  - NOTE: Reminders are email communications
- 8. Click the blue "Save Changes" button

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. <u>How to slot my team</u>

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 <a href="mailto:imsport@indiana.edu">imsport@indiana.edu</a>