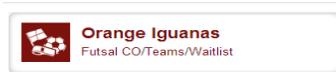# How to Pay the Registration Fee Online:

Payment must be done BEFORE teams slot into a division (day/time for play).
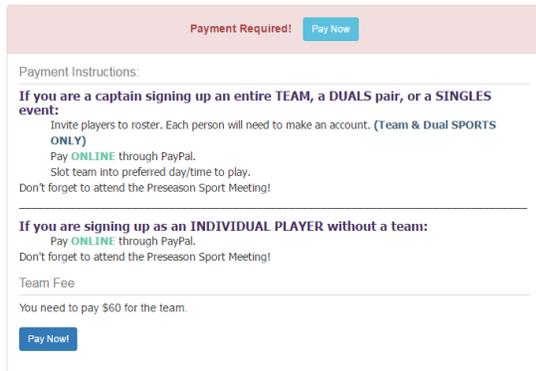
1. Log in to IMLeagues

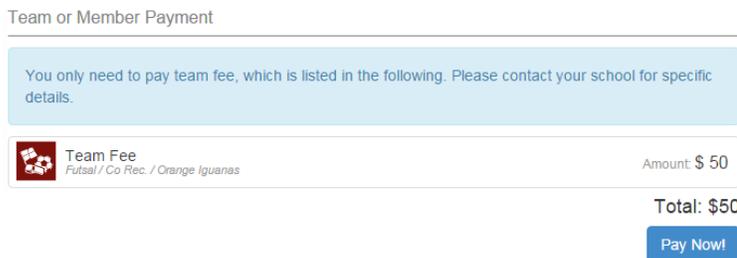2. Click the desired "**Team**" from the participant homepage

- "**IMLeagues Team Homepage**" will be loaded
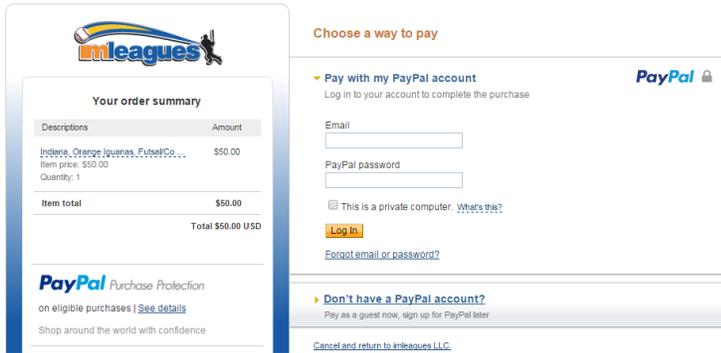- Notice the Red warning "Payment Required" at the top of the team page

3. Click the blue "**Pay Now**" button to expand the Payment Instructions

4. Select blue "**Pay Now**" button at the bottom of the instructions section
- If using an RHA promo code, do not forget to enter it!
- A new screen will load

5. PayPal will open and guide you thought the completion of the payment process

- Captains can pay with a PayPal account or with a credit card as a "guest"

  Note: Please provide Middle Name or Middle Initial as stated on credit/debit card when processing payment

6. Once payment is completed PayPal will redirect back to the IMLeagues team page

Remember to select a Division (day/time) for play!

Note: If you are not able to pay online, please email imsport@indiana.edu for an exception

---

Next Step:

- How to Slot my Team. Slotting a team is choosing the day and time you want to play.

If you are having difficulties please direct questions to imsport@indiana.edu