

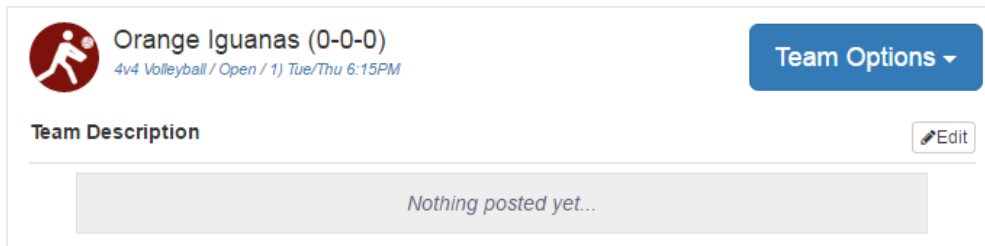


RECREATIONAL SPORTS

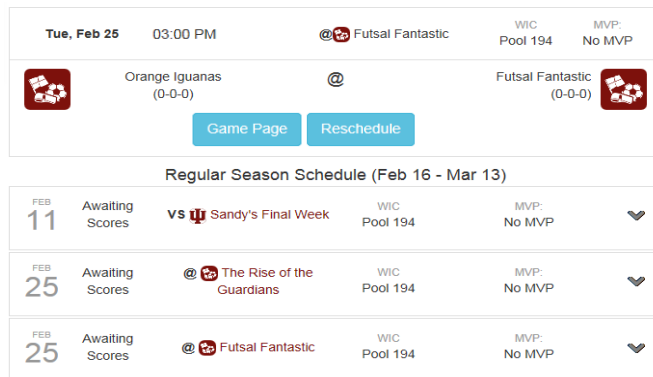
How to Send Reschedule Requests in IMLeagues:

Reschedule requests are only available during the post season. Reschedule request are not complete until approved by an Intramural Sports staff member.

1. Start from the team homepage:



2. Locate the "Team Schedule" Section



3. Click on the blue "Reschedule" button



4. Read the reschedule instructions completely

Reschedule Game

Please click on a green box below to request to reschedule this game on that date/time.

Submitting a reschedule request does not guarantee a rescheduled game time. If there are no open reschedule times remaining (green), then teams must play at the originally scheduled date & time.

1. Select an open (green) time slot from those listed below that works for your team. All rescheduled games must be played before your next scheduled game. **i.e. round 1 must be played before round 2**
2. IM Leagues will send a request to opponent's captain; it's a good idea to follow-up via email.
3. Once a mutual time is agreed upon IM Leagues will automatically send a request to an IM Staff.
4. All requests must be made by **NOON** the day of the originally scheduled game. For games played on Saturday or Sunday the request must be sent by **NOON** Friday.

IF YOU DO NOT RECEIVE AN EMAIL OR PHONE CALL FROM AN INTRAMURAL STAFF MEMBER CONFIRMING THE RESCHEDULE TIME, TEAMS MUST PLAY AT THE ORIGINALLY SCHEDULED DATE & TIME.

5. Locate the Availability “Grid” showing available time blocks (green)
 - Click to select the “Time Block” that best fits the needs of your team.

	Team and surface are available
	Team is not available
	There are no surfaces available

			Orange Iguanas	Futsal Fantastic
Week 1	Sunday 02/16/2014	06:15 PM - 07:15 PM		
	Sunday 02/16/2014	07:15 PM - 08:15 PM		
	Sunday 02/16/2014	08:15 PM - 09:15 PM		
	Tuesday 02/18/2014	08:00 PM - 09:00 PM	Game	
	Tuesday 02/18/2014	09:00 PM - 10:00 PM		Game
Week 2	Tuesday 02/25/2014	08:00 PM - 09:00 PM		
	Tuesday 02/25/2014	09:00 PM - 10:00 PM		
Week 3	Tuesday 03/04/2014	08:00 PM - 09:00 PM		
	Tuesday 03/04/2014	09:00 PM - 10:00 PM		
Week 4	Tuesday 03/11/2014	08:00 PM - 09:00 PM		
	Tuesday 03/11/2014	09:00 PM - 10:00 PM		

- A window will pop up with two options: “Send Request” and “Cancel”.

Home Orange Iguanas Away Futsal Fantastic

Date: 03/04/2014 Time: 8:00 PM

Facility: WIC Surface: Pool 194

- Click on the blue “Send Request” button.
- Captain will be taken back to team homepage.

You've requested to reschedule your game vs Futsal Fantastic on 02/25/2014 at 03:00 PM to 03/04/2014 at 08:00 PM.

- Notice in the Team Schedule Section “Pending” is listed next to the game with the reschedule request.

Tue, Mar 18	09:00 PM	@ Futsal Fantastic	WIC Pool 194	RSVP: 0Y 0N 0M	
	Orange Iguanas (0-0-0)	@ Upcoming	Futsal Fantastic (0-0-0)		
		<input type="button" value="Game Page"/>	<input type="button" value="Pending"/>		

Please see next page for “How Do I know if I receive a Reschedule Request in IMLeagues”

How Do I know if I Receive a Reschedule Request in IMLeagues:

Reschedule requests will generate an email sent to your IU email AND generate a notification within the IMLeagues website.

1. Example email:

- Subject "IMLeagues: Orange Iguanas Requests to have your game rescheduled to 02/25/2014@08:00PM".

A reschedule has been requested:
Your game: Orange Iguanas vs Futsal Fantastic in Innertube Waterpolo CO/ Teams originally scheduled for 02/04/2014@09:00PM on WIC, Pool 194
Has been proposed to be moved to: 02/25/2014@08:00PM on WIC, Pool 194
Please log-in to your IMLeagues account to review this request.

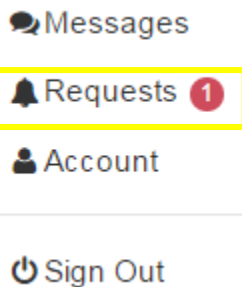
Thanks!
The IMLeagues Team

2. Example notification in IMLeagues:

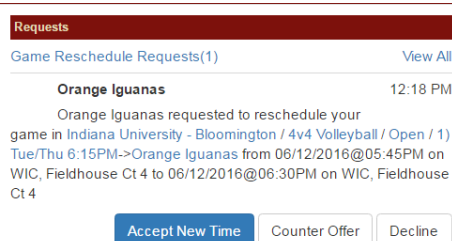
- Similarly to social media you will notice the red flag on the messages icon.



- Clicking the red flag by the message icon will allow the captain to see the pending request.
 - Click on "Requests"



- The captain will then be able to see the date, time and location of the reschedule. They may accept the new time, send a counter offer or decline the request.



Please see next page for "How to Respond to Reschedule Requests in IMLeagues"

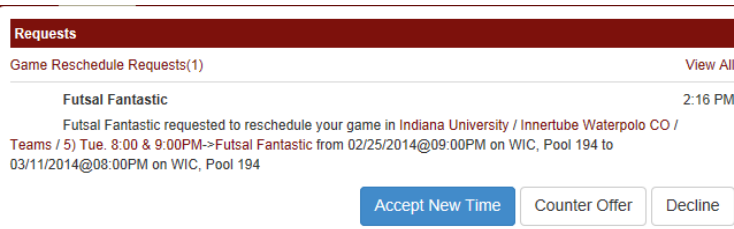
How to Respond to Reschedule Requests in IMLeagues:

Reschedule Request are only sent to the team captain. Once Captains respond to requests notifications are sent to an IM Staff Member for approval.

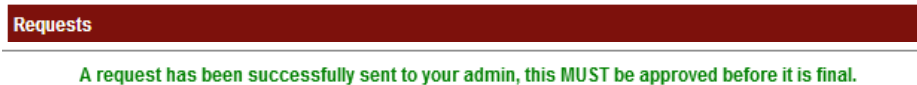
1. Login to IMLeagues
2. Locate the notifications icon in the gray ribbon at the top of the IMLeagues Page



3. Clicking the Red flag by the notifications icon will allow captain to respond to request



- Clicking **“Accept New Time”** will send notification to an administrator for final approval.
 - IM Staff send an email notifying both captains a reschedule is approved/denied.



- Clicking **“Decline”** will reject the offer from the opposing team.



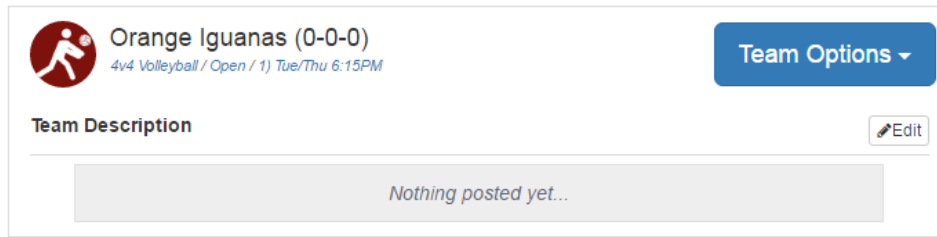
- Clicking **“Counter Offer”** will bring up a list of possible options
 - Captain will select open time, and a new notification will be sent to the opponent.

		Orange Iguanas Futsal Fantastic	
Week 1	Sunday 02/16/2014	06:15 PM - 07:15 PM	
	Sunday 02/16/2014	07:15 PM - 08:15 PM	
	Sunday 02/16/2014	08:15 PM - 09:15 PM	
Week 1	Tuesday 02/18/2014	08:00 PM - 09:00 PM	Game
	Tuesday 02/18/2014	09:00 PM - 10:00 PM	Game
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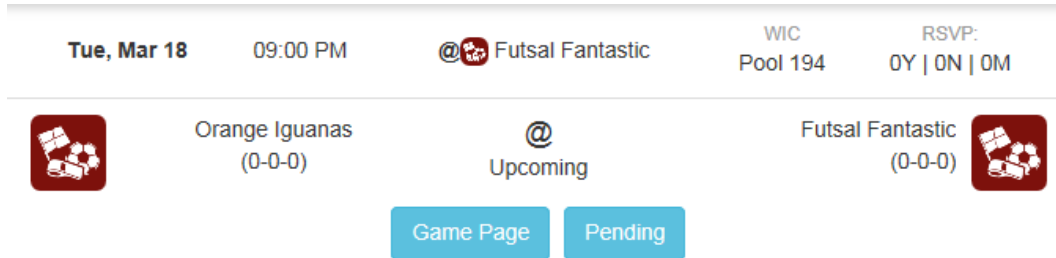
Please see next page for “How to Cancel a Reschedule Requests in IMLeagues”

How to Cancel a Reschedule Requests in IMLeagues:

1. Start from team homepage:

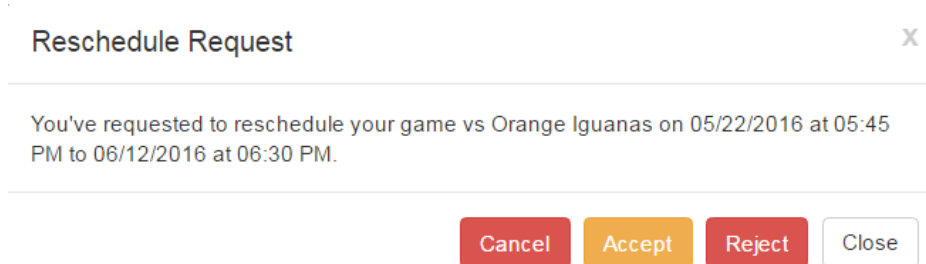


2. Locate the "Team Schedule" Section



3. Click on "Pending"

- A window will pop up with three options: "Cancel", "Accept" and "Reject".



- "Cancel" = Cancel request
- "Accept" and "Reject" are only applicable to the teams receiving the request

Reschedule request are not complete until approved by an IM Staff Member.

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