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

   ![Availability Grid](image)

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

   ![Send Request Window](image)

   • Click on the blue “Send Request” button.

   ![Send Request Button](image)

   • Captain will be taken back to team homepage.

   ![Team Schedule Section](image)

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

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”.

   ![Example email]

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”

   ![Example notification in IMLeagues]

   - 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.

*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 imsport@indiana.edu