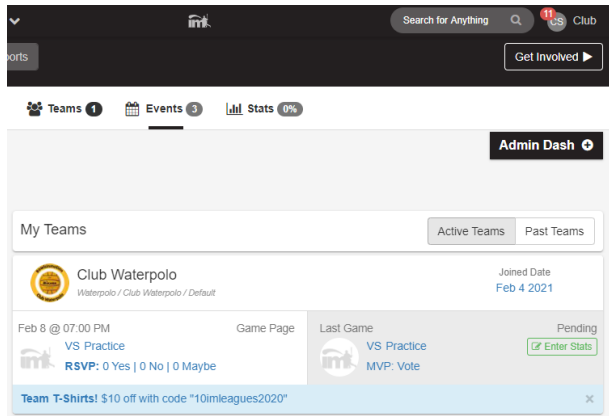


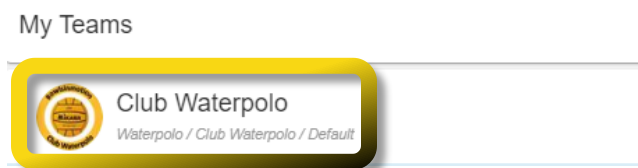
How to Schedule Practices and Competitions in IMLeagues:

Note: Only club officers have the permission to add practices and competitions to the calendar

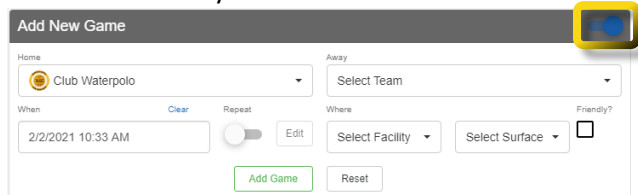
1. Sign in and begin at the IMLeagues home page



2. Under the “My Teams” tab click on the desired team



3. Scroll down until you find the table labelled “Add New Game”. Click on the slider button as shown below.

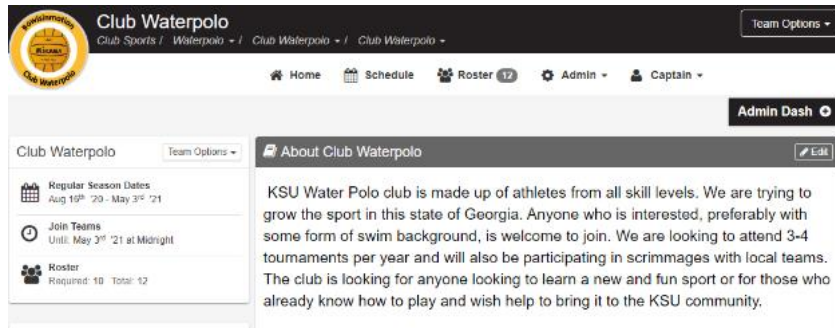


4. Under the Away section:
 - a. Select the appropriate event type (e.g. practice, scrimmage, or event)
 - b. Or use “**Type in Team Name**” for competitions and name the opponent
5. Select date & time of the event being scheduled
 - a. Click on the Repeat slider for weekly scheduled practices
6. Select which facility and surface/room
 - a. Only on-campus options will show. For off-campus events, use the “**Type in Facility**” option
7. Select “**Add Game**” once all information is entered



How to check in participants who attended (PC Version):

1. Begin on Team page



2. Scroll down until you find the table labelled **“Regular Season Schedule”**
 - a. Locate the desired event and click the upside-down arrow

Regular Season Schedule (Aug 16 - May 4)					
Feb 03	07:00PM	VS	Practice	Siegel Stude... Indoor Pool 2	RSVP: 0Y 0N 0M
Feb 08	07:00PM	VS	Practice	Siegel Stude... Indoor Pool 2	RSVP: 0Y 0N 0M

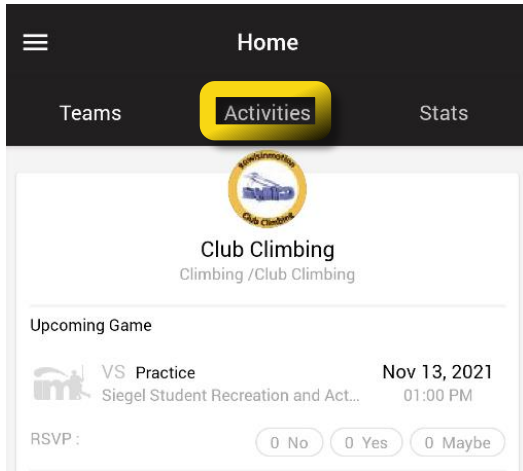
3. Under **“Played”** column, check who attended the event

KSU ID #	Name(GP)	Played	MVP	Info
KSU ID 1	Club Sport	<input type="checkbox"/>	<input type="checkbox"/>	
KSU ID 2	Club Sport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

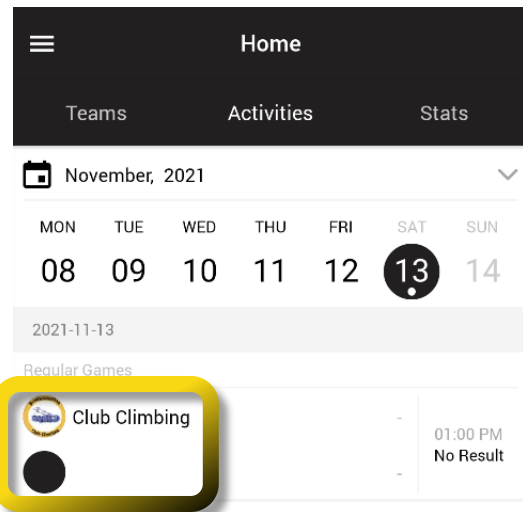
4. Scroll to the bottom of the roster list and click **“Save”**.

How to check in participants who attended (Mobile App):

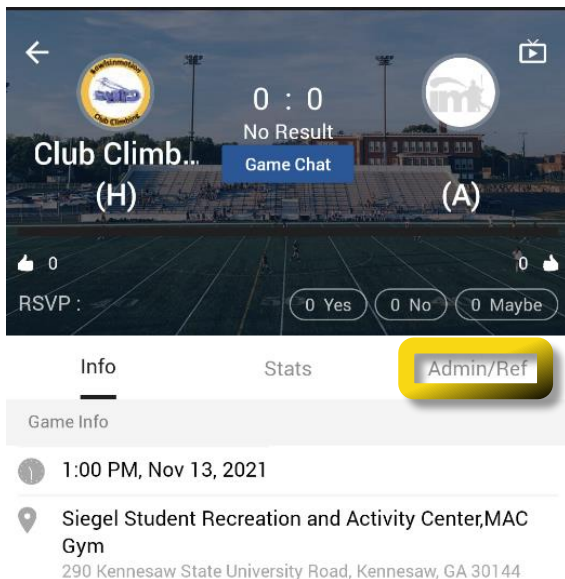
1



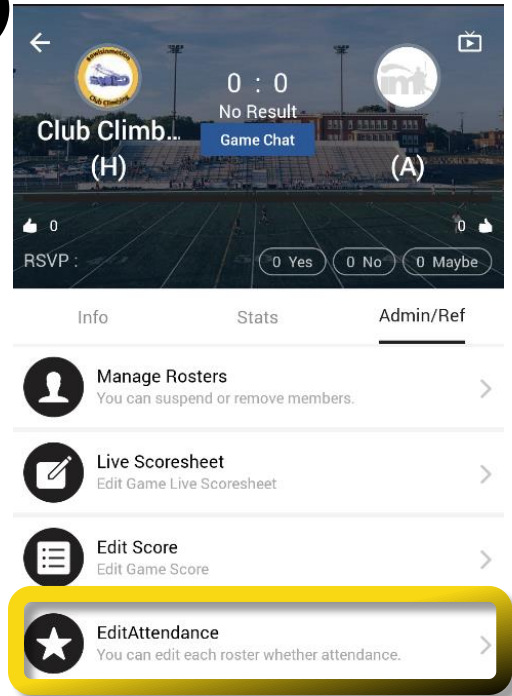
2



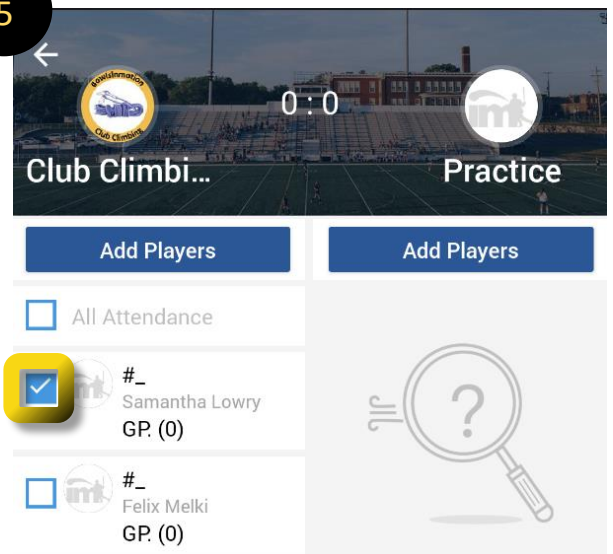
3



4



5



If experiencing any difficulties, please direct questions to clubsports@kennesaw.edu