How to Manage Roster:

Inviting Members (PC Version):

1. Begin at the IMLeagues home page

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

3. Team Page will load

4. Scroll down until the “Roster” heading is visible, click on the “Invite” button to the right of the Roster heading

5. Type in the search bar the individuals name or KSU email to search. Click on “desired name” and add to the queue
6. Once all members have been added to the queue select “Send Invitations”
   a. A notes box is available if any comments are desired

Inviting Members (Mobile App):

1. Home
2. Club Climbing
3. Invite Members
View a member’s emergency contact (only available on PC):

1. Begin on Team Homepage; listed in step 2 above
2. Scroll down until the “Roster” heading is visible, at the bottom of this section click on “More”
3. Click on “Detailed” view option, located just under Roster tabs and Linked Teams button
4. Find the member of interest, in the list of documents section locate “2020-2021 Emergency Contact”
   a. To the right of 2020-2021 Emergency Contact click on the “Options” button
   b. A flyout menu will load, click on “View Form”

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