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Introduction

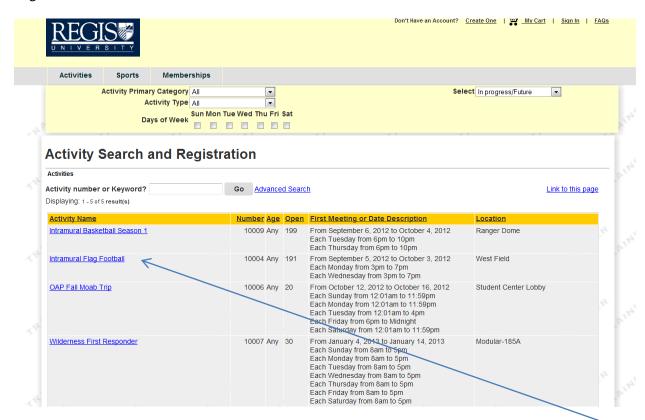
This handbook will cover how to register for Intramural Sports, either as a free agent, a captain registering a team or an individual trying to join a team.

If you have any questions after reading this, please contact the Intramural Sports staff by calling the Margie Rodgers at 303-964-6065 or emailing mrodgers002@regis.edu

Online Account Access

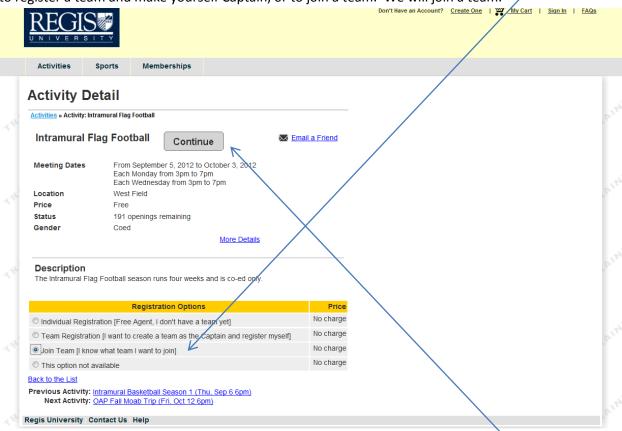
First we will start with getting your Active Net account information. Every Regis University Student as well as Faculty and Staff, has an account already set up. We will show you how to access it and register for an IM sport.

First, from the regis.edu/intramurals page, click on the IM Sports logo, which will take you to our IM Registration website. Here's what it looks like:



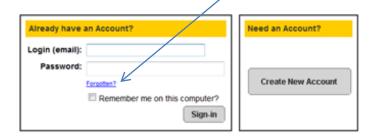
From here you will want to click your chosen IM Sport. We will use Flag Football as an example.

Next you'll get to a page asking if you want to join as a free agent (you don't have a team to sign up for), to register a team and make yourself Captain, or to join a team. We will join a team.

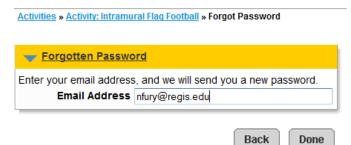


After clicking your option you'll want to hit the Continue button to go to the next step.

The next screen you'll come to is the login screen. Remember-all Regis Students, Faculty and Staff have an account already. DO NOT create a new account or you won't be able to register. Instead, hit the "Forgotten?" link under the login box.



Forgot Your Password?



The next screen will ask for your email address. Type in your Regis.edu email address and hit "Done." A temporary password will be sent to your Regis.edu email.



This screen will appear next. Hit "Continue" and it will take you back to the login screen

Once you are at the login screen, type in your email address and temporary password. It will ask you to change your password to whatever you want. Hit "Save" when you are finished with this screen.

You must change your password in order to proceed because your current password was system-generated.
*-required field

Change Password

Login Name NFURY@REGISEDU

Current Password*

New Password*

Re-enter New Password*

Re-enter New Password*

Re-enter Answer

Re-enter Answer

To return to My Account, click My Account

Once you have completed this step, you won't have to do this again. So anytime you want to

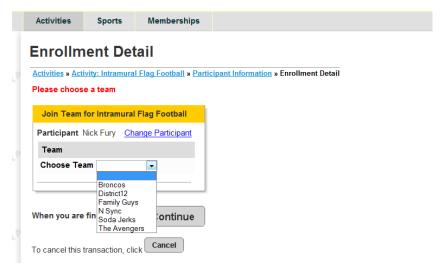
sign up for an intramural sport, you'll use your Regis.edu email address and password and that's your login.

Joining a Team

Let's look at the specific steps to join a team, create a team, or join as a free agent. We'll continue with joining a team for now.

Participant Information Please choose a participant. If you need to modify your personal or family member information, click Intramural Flag Football, begins Wed, Sep 5 3pm Select a Family Member from the list below. Participant Comments/Requests for Staff When you are finished, click Continue

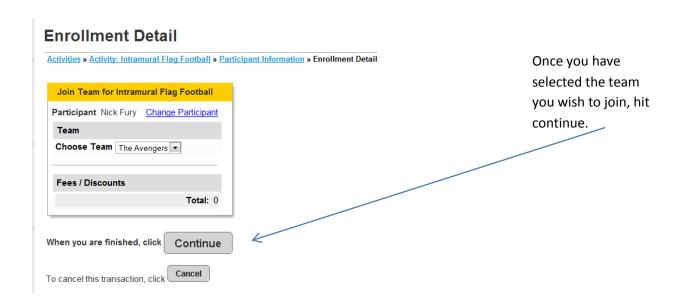
When you have logged in and indicated you want to sign up for an Intramural Sport, it will ask you to choose a participant. Make sure your name is highlighted and press "continue".



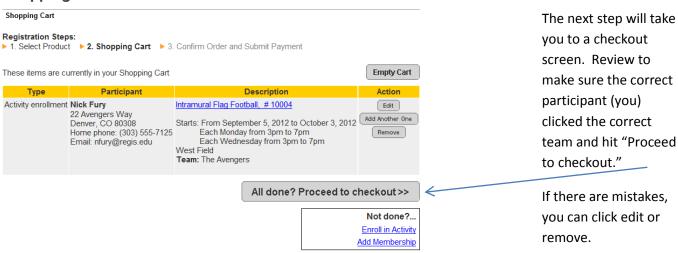
Cancel

To cancel this transaction, click

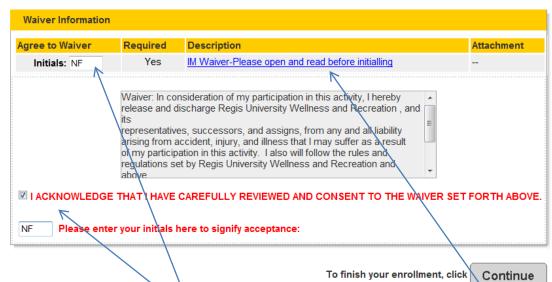
Next it will ask you to pick the team you wish to join. Select your team from the drop down menu.



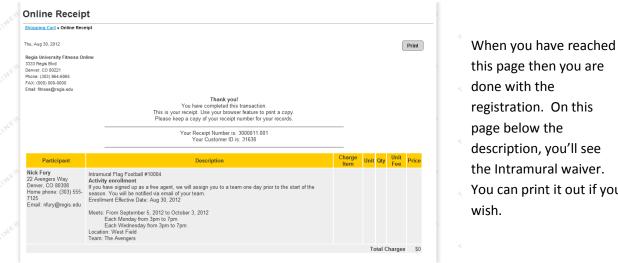
Shopping Cart







From here you will have to read the Intramural waiver by clicking the blue hyperlink. After you have read it, initial in the box next to it. Then read the general Wellness and Recreation waiver and check off/initial that you have read that as well. Finally, hit continue.



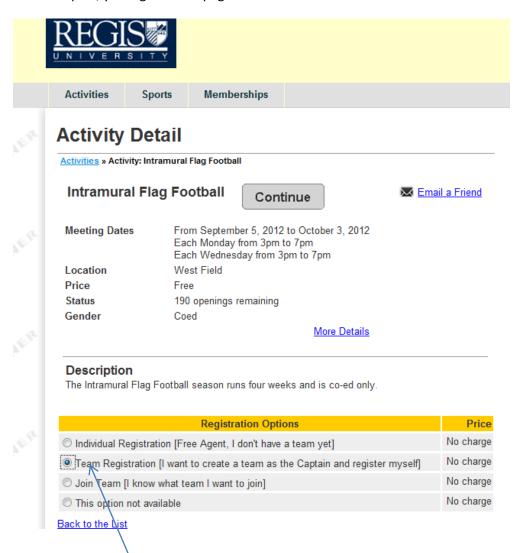
this page then you are done with the registration. On this page below the description, you'll see the Intramural waiver. You can print it out if you

Congratulations! You have joined an Intramural team. Next we will go over registering as a captain and creating a team.

Registering as a Captain and Creating a Team

[Note: If this is your first time registering for Intramurals and using this software, please read pages 2-4 to learn how to make your account active.]

Go to regis.edu/intramurals to access the link to our intramural registration website. Select which intramural sport you want to register for. In this example, we are registering for flag football. Once you click the sport, you'll get to this page:

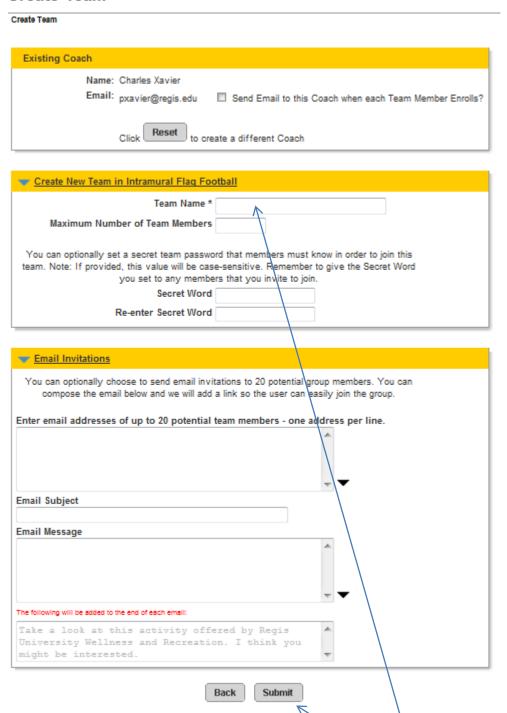


Since you are creating a team and registering yourself as the captain, you'll want to hit the "Team Registration" option.

Next it will ask you to login. Do so with your regis.edu email address and password you created for your intramural registration. If you have not done this yet, please read pages 2-4 of this handbook for assistance.

Once you have logged in, you'll get to this screen:

Create Team

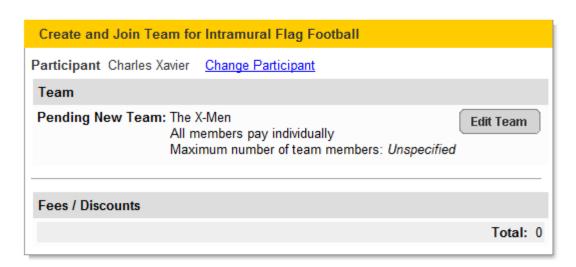


The only thing you have to do for this screen is create a team name. **Don't worry about any other fields.** Once you have filled in your team name, hit "submit."

After you hit "submit", you'll reach this screen:

Enrollment Detail

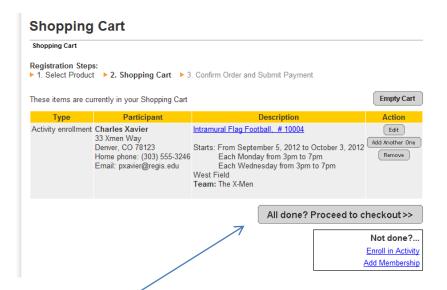
Enrollment Detail



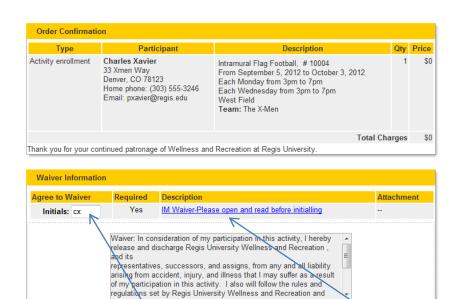
When you are finished, click Continue

To cancel this transaction, click Cancel

Review to make sure your team name is correct and hit "continue."



You'll reach the checkout screen. Review to make sure everything looks good and hit "Proceed to checkout."



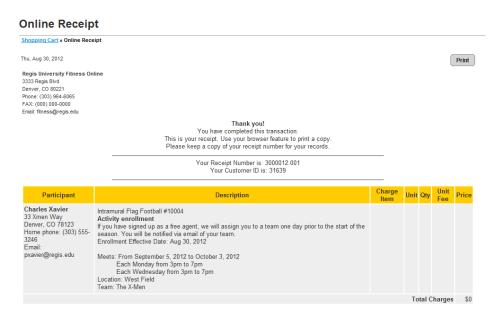
☑ I ACKNOWLEDGE THAT I HAVE CAREFULLY REVIEWED AND CONSENT TO THE WAIVER SET FORTH ABOVE.

re to signify acceptance:

Please enter your initials h

To finish your enrollment, click Continue

From here you will have to read the Intramural waiver by clicking the blue hyperlink. After you have read it, initial in the box next to it. Then read the general Wellness and Recreation waiver and check off/initial that you have read that as well. Finally, hit continue

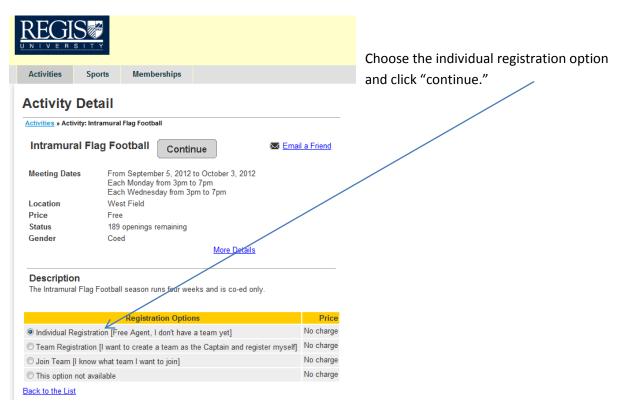


When you have reached this page then you are done with the registration. On this page below the description, you'll see the Intramural waiver. You can print it out if you wish. Congratulations! You have created an Intramural team and registered yourself for the team. Next we will go over registering as a free agent.

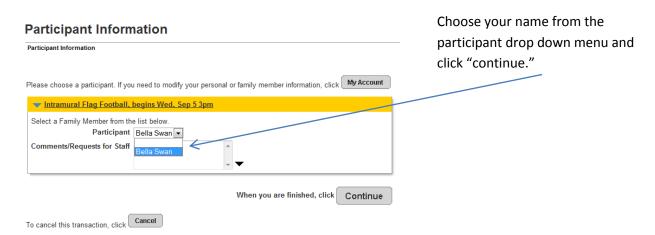
Registering as a Free Agent

[Note: If this is your first time registering for Intramurals and using this software, please read pages 2-4 to learn how to get your account active.]

Go to regis.edu/intramurals to access the link to our intramural registration website. Select which intramural sport you want to register for. In this example, we are registering for flag football. Once you click the sport, you'll get to this page:



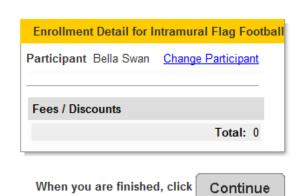
Next it will ask you to login. Do so with your regis.edu email address and password you created for your intramural registration. If you have not done this yet, please read pages 2-4 of this handbook to get this information.



Enrollment Detail

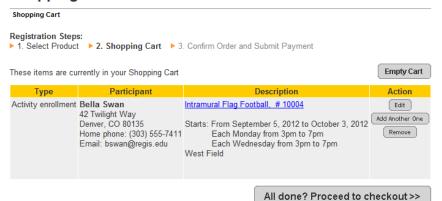
Participant Information » Enrollment Detail

When you get to this screen, make sure your name is the correct participant and click "continue."



To cancel this transaction, click Cancel

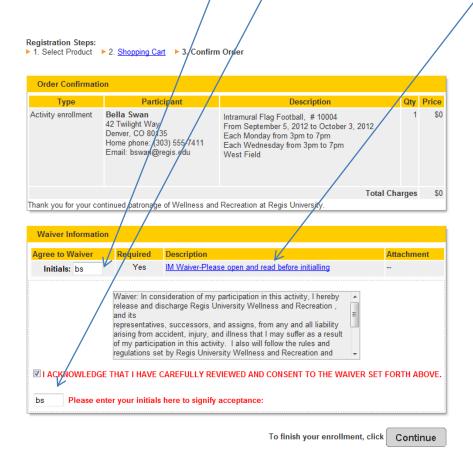
Shopping Cart

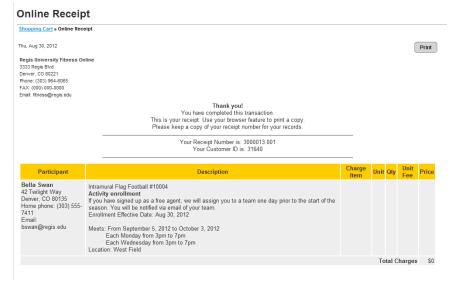


Double check everything on this page and click "All done? Proceed to checkout." If something is not correct, hit edit or remove.

Not done?...
Enroll in Activity
Add Membership

From here you will have to read the Intramural waiver by clicking the blue hyperlink. After you have read it, initial in the box next to it. Then read the general Wellness and Recreation waiver and check off/initial that you have read that as well. Finally, hit continue.





When you have reached this page then you are done with the registration. On this page below the description, you will see the Intramural waiver. You can print it out if you wish. Congratulations! You are registered as a free agent!