HOW TO CREATE A TEAM IN FUSION IM

1. Visit University of Lethbridge Community Programs Portal (ulethbridge.ca)

2. Log In with your Uleth ID credentials or create an account if you are not a member. You will need a membership to join the leagues.

3. Find and click on Intramurals icon

4. It will pop up the Register Icon

5. This will take you to the Sports drop downs and you will click on the down arrows to bring up the leagues

Intramurals

TIME RANGE ▾	DAYS OF WEEK ▾

Basketball	⌄
Dodgeball	⌄
Floor Hockey	⌄
Hockey	⌄
Soccer	⌄
Volleyball	⌄

6. Then click on the league and it should look like this:

Intramurals

TIME RANGE ▾	DAYS OF WEEK ▾

Basketball	⌃

Basketball - Co-ed Fall 2021	⌃

Basketball - Fall 2021 - Thursdays
Game Slots: Thursday @ 8:00 PM, Thursday @ 9:00 PM, Thursday @ 10:00 PM

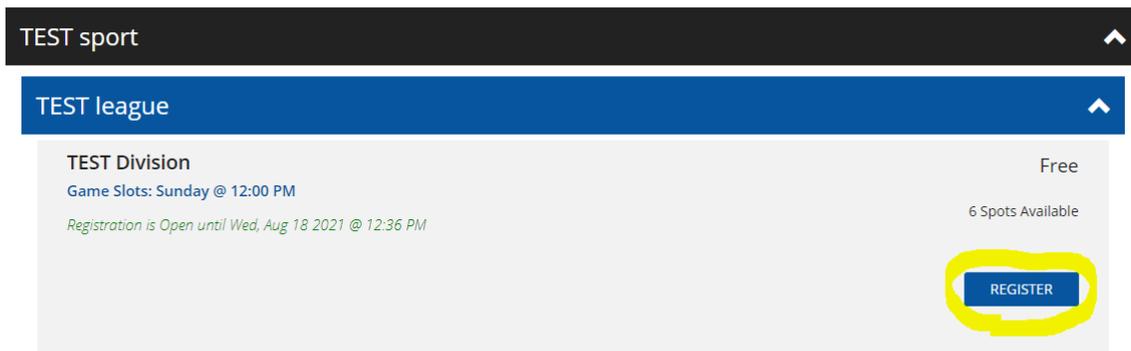*Registration Opens on Thu, Sep 9 2021 @ 3:16 PM*

Basketball - Fall 2021 - Tuesdays
Game Slots: Tuesday @ 8:00 PM, Tuesday @ 9:00 PM, Tuesday @ 10:00 PM

Registration Opens on Thu, Sep 9 2021 @ 3:16 PM
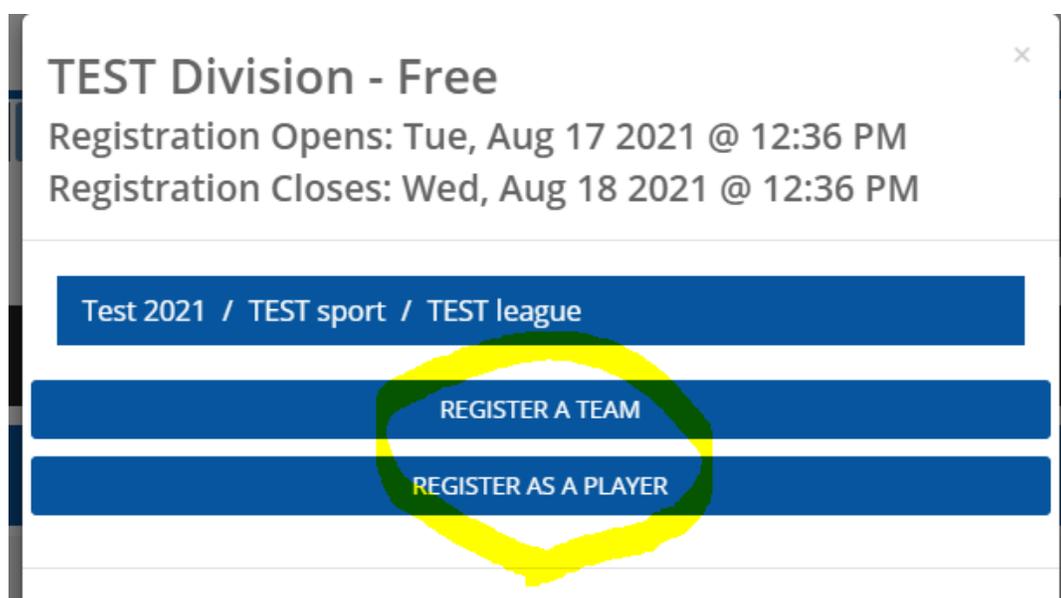
Dodgeball	⌄
Floor Hockey	⌄

7. Once you have determined which division you want to play in; Click on the division.

This screen will appear and then click the 'Register' bottom on the right.

8. You will then choose to register as a 'Player' or a 'Team'

   o Registering as a player will allow you join a team that is already created
   o Registering a 'Team' will create an entire team to play in the sport, league, day and time you have selected. You will be the Team Captain for this team. This can be changed, if required, at a later date.

9. When you selected 'Team' the screen below will appear:

   o Name your team
   o Select if you wish to play on the team or not
   o Choose your team color (if this option is available)
   o Then 'Submit'

10. After you have submitted your team information, you will then need to read, sign and submit the waiver. DO NOT DECLINE THE WAIVER.

11. You will prompted to enter contact information

12. When your team is created, the following screen will appear:

Team Details

Horns Test Team ✎

Uniform Color:	-- SELECT -- ⌄	**Game Times:** Sundays at 12:00 PM
Status:	Free	VIEW TEAM GAMES
Interested in Free Agents:	☐	

Roster   Pending Roster

ADD PLAYER

🖼️	William Halma	Player	halma@uleth.ca 4033934675	✎ ✕
🖼️	Scott Whiteside	Captain/Player	scott.whiteside@uleth.ca 4033172856, 4033286576	✎

To invite or add player to your roster chose the 'Roster' tab and add search for your players and add or choose the 'Pending Roster' tab to invite players. Here you can add and invite players to your roster by entering their Uleth email address. PLEASE NOTE: You will not be able to add a player if they do not have a membership. Community members can contact Customer Service to purchase a membership.