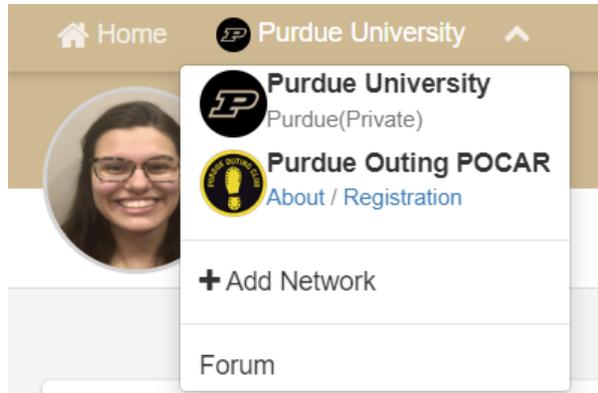


To add the Purdue Outing POCAR Network to your IMLeagues:

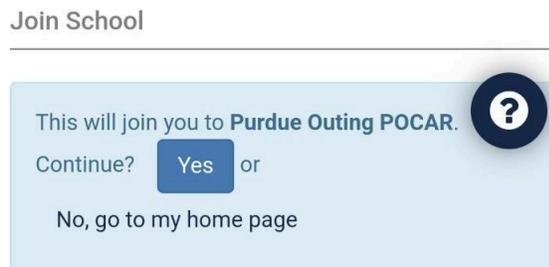
Purdue Students:

1. Log in to IMLeagues how you normally would
2. At the top of the page select "+ Add Network"
3. Search Purdue Outing POCAR
4. Click "Join"
5. You are now able to switch between normal Intramural sign ups and POCAR sign ups using the drop down menu



Student at another university that uses IMLeagues:

1. Search POCAR IMLeagues on a search engine
2. Log in with your regular IMLeagues login
3. Click "Yes" to "This will join you to Purdue Outing POCAR. Continue?" (you may have to scroll down on the page to see this)



4. You will still be able to toggle between your school's network and the new POCAR network.

-  Home
-  Chat
-  Notifications

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My Networks

-  University of Illinois  
Intramural Activities
-  Purdue Outing POCAR  
About | Registration

-  Discover
-  Help

a.

Everyone Else:

1. Search POCAR IMLeagues on a search engine
2. Create an account or log in

To register for a team:

The first person on your team to sign up will be the team captain and will be the person to invite others to the team

3. Click "Registration"
4. Select the correct division (open vs collegiate)
5. Under "Default" or "Waitlist" click "+ Create Team"
6. You will be prompted to take a quiz (you have unlimited attempts and must get 100%)
7. After the quiz you will sign the liability waiver, input your t-shirt size, and your emergency contact information
8. After signing up, you will be prompted to complete the Extended Travel Packet
9. You are then able to click "Roster" or "Captain"
10. Click invite members and send an invitation to join your team
11. Once you have four or more people on your team that have completed everything, you will be moved off of the waitlist
12. After paying in TooCool, Steven will go in and update your teams status to approved
13. You are all ready to race!

If you are not the first person to sign up, look for an email from IMLeagues. This will have the invitation for you to join

1. You will be prompted to take a quiz (you have unlimited attempts and must get 100%)

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2. After the quiz you will sign the liability waiver, input your t-shirt size, and your emergency contact information
3. After signing up, you will be prompted to complete the Extended Travel Packet