

Directions for IM Online Registration

Thank you for participating in our program. We hope that the transition to our new Online Registration goes as smoothly as possible. If you have any questions or comments regarding the below directions, please do not hesitate to contact us at the IM Office at 752-3500.

In order to access all of the information on our Online Registration pages, you must use Internet Explorer (version 4.0 or above).

1. Go to campusrecreation.ucdavis.edu
2. Click on Intramural Sports, Registration, and Online Registration Now Open link.
3. You will first need to set up an Online Registration account with IM Sports.
4. If this is your first time to the Online Registration site click 'New Account'. Captains with an existing account can type their user name and password, click 'Submit,' and continue to step #7
5. Enter Requested information. All fields are required
 - a. Note: Your log-in and password can be whatever you would like
 - b. Member ID = your 9 digit student ID number or IM Card Number
 - c. First & Last names must match your UCD student record exactly (e.g. your full first and last name as it is on file with the Registrar's Office).
 - d. Address and Phone number are also required.
6. You are now ready to add your team(s) or yourself (if Tennis) to your sport
7. In the left column, click the + to the immediate left of the term (e.g. Fall 1776) of the sport that you want to create a team for or
8. Click the + to the immediate left of the sport that you want to create a team for
9. Click the + to the immediate left of the day you want to play
10. Click the + to the immediate left of the league you want to play in
 - a. Note: "AA" Leagues are the most competitive and "C" Leagues are the least competitive. Please see the information sheet for each sport for further information
11. Click the + to the immediate left of the division/time that you would like to play in
12. Look for an empty spot to type your team name in
 - a. Note: If there are no empty white boxes then this division is full and you will need to find another
13. Type your team name into the blank spot and click 'Buy Team'
 - a. **Note: Vulgar and/or profane names are not permissible on the UC Davis website. Any teams entered with such words will be removed permanently.**
 - b. For software related reasons, your team name cannot include any apostrophes (Jeff's Team).

14. Your team name is now entered (with your spot temporarily saved in the division) and you have been automatically added to the roster as the captain.
 - a. Note: To finalize your entry, you must add the minimum number of players need to start a game for that sport, for example:
 - i. Badminton = 1 for singles, 2 for doubles
 - ii. Basketball = 3 players
 - iii. Floor Hockey = 3 players
 - iv. Soccer = 7 players
 - v. Ultimate = 5 players
 - vi. Softball = 8 players
 - b. Please see info sheets for sport specific minimum number requirements. These info sheets are also available on our website under Resources.
15. To exclude random people from adding themselves onto your team you will want to create a team password. This will enable you to lock your team so that only those who know your team password can add themselves.
16. To lock your team go to the "Roster" link at the bottom-right of the page
17. Type in a team password and then type it again to confirm. Please write your password down somewhere so that you do not forget it!
18. Click on the "Lock Team" button.
19. After a short time, text will appear directly below the lock button informing you that your team has been locked.
20. From this same screen you can add more players to your roster.
21. Type in their student ID (where it asks for Member ID), then their last and first names EXACTLY as they appear on their student ID card. Once all of the info and been entered, hit enter and the player will be added to your team.
22. Once you add the minimum number of players to your team you have two options for adding the remainder of your roster during Online Registration:
 - a. You can add the rest yourself OR
 - b. You can give your team password to your players and ask them to add themselves to your team
23. All rosters will be capped at 20 players.
24. At the conclusion of Online Registration, the IM staff will be importing the data back over to our regular website. At this time you will be able to view your schedules and rosters on the campusrecreation.ucdavis.edu website.
25. If you wish to add players to your team after the conclusion of Online Registration, you can do so by the following methods:
 - a. Stop by the IM office (232 ARC) during our business hours (Monday-Friday, 8:00am-5:00pm)
 - b. Contacting the IM office at 530-752-3500 or email us at imsports@ucdavis.edu
 - c. Add players to your roster at any regular season game

Questions?

Please call the IM Office at 752-3500 or email us at imsports@ucdavis.edu and we'd be happy to help you