

Leagues/Intramurals Registration Instructions

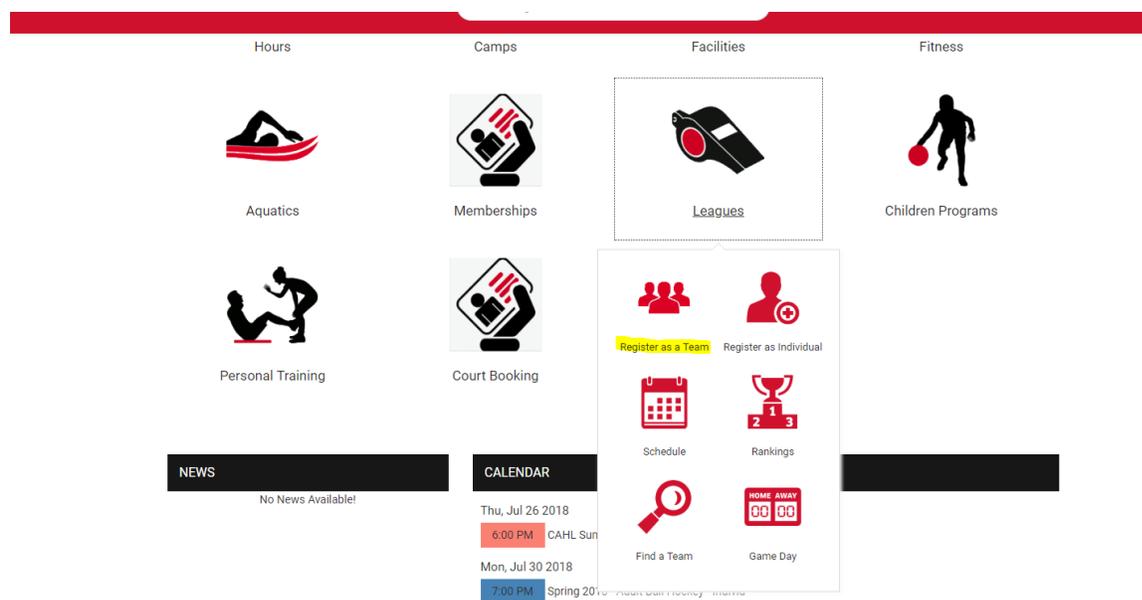
TEAM REGISTRATION - HOW TO ACCESS FUSION IM

1. Visit rec.carleton.ca
2. Log-in by using your MC1 username and password (students and staff) or Click Sign Up to create/login to an external user account.

Note: to sign up for Intramurals, students must use their MC1 (My Carleton One) login information.

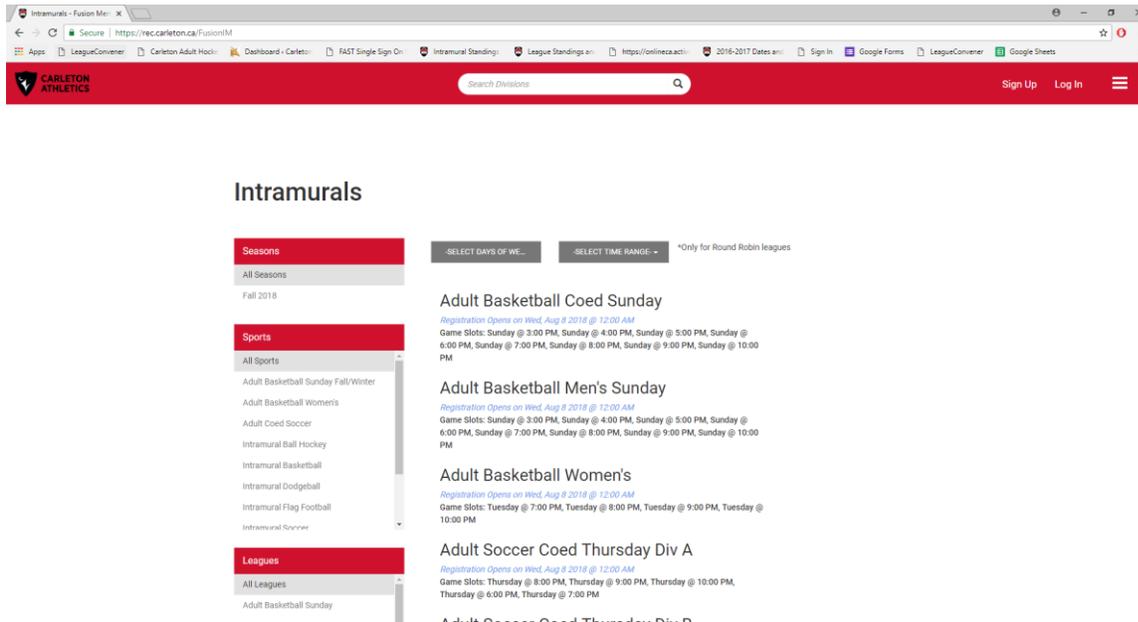
3. To access Fusion IM:

- a. Click the “Leagues” icon on the menu



(scroll to next page)

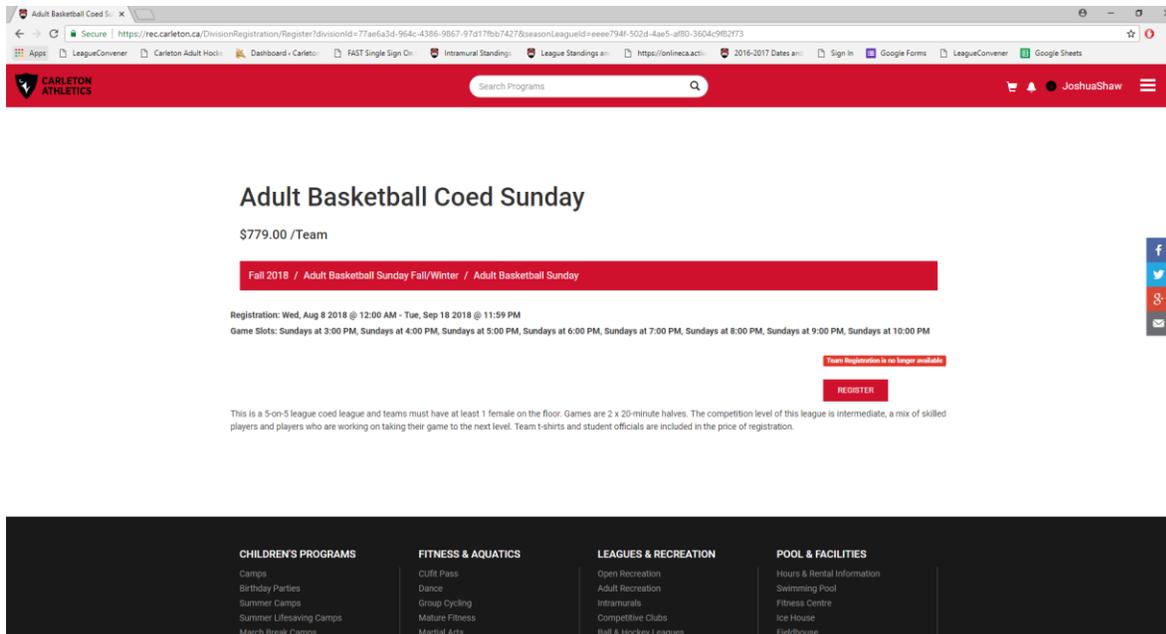
b. Click “Register as a Team” – this screen will appear (note: Squash players select this option)



3. Use the filters on the left to choose the season, sport and league you wish to play in. As you filter through these options the available times will appear. You may also filter your options at the top by choosing the day and time that works best for you.

4. Once you have determined which division you want to play in. Click on the division. (Teams may be moved from one division to another by the league coordinator).

5. This screen will appear. Click the “Register” button on the right



CREATING A TEAM – FOR TEAM CAPTAINS

1. Once logged into Fusion IM, click on the Fusion IM icon and a menu will appear
2. You will then choose to register as a “Player” or a “Team”.
 - a. Registering a “Team”, you will make an entire team to play in the sport, league, day and time slots that you selected.
3. When you selected “Team”, please fill out the fields below:
 - a. Name your team
 - b. Select if you wish to play on the team or not. (Applicable if the team captain will play on the team)
 - c. Choose your team color (If applicable)
 - d. Then “Submit”
4. After you have submitted your team information, you will then need to read, sign and submit the waiver.
5. When your team is created, a confirmation screen will appear.
6. To invite, add players to your roster, choose the “Pending Roster” tab. Here you can add and invite players to your roster by entering their MC1 email address or their student ID number.
7. You can also browse free agents in this screen as well. The “Browse Free Agents” tab will allow you to see people interested in playing each sport, as well as their preferred days and times of play.
8. Schedule will be posted after the league registration deadline and can be found in the Leagues menu on the rec.carleton.ca page.

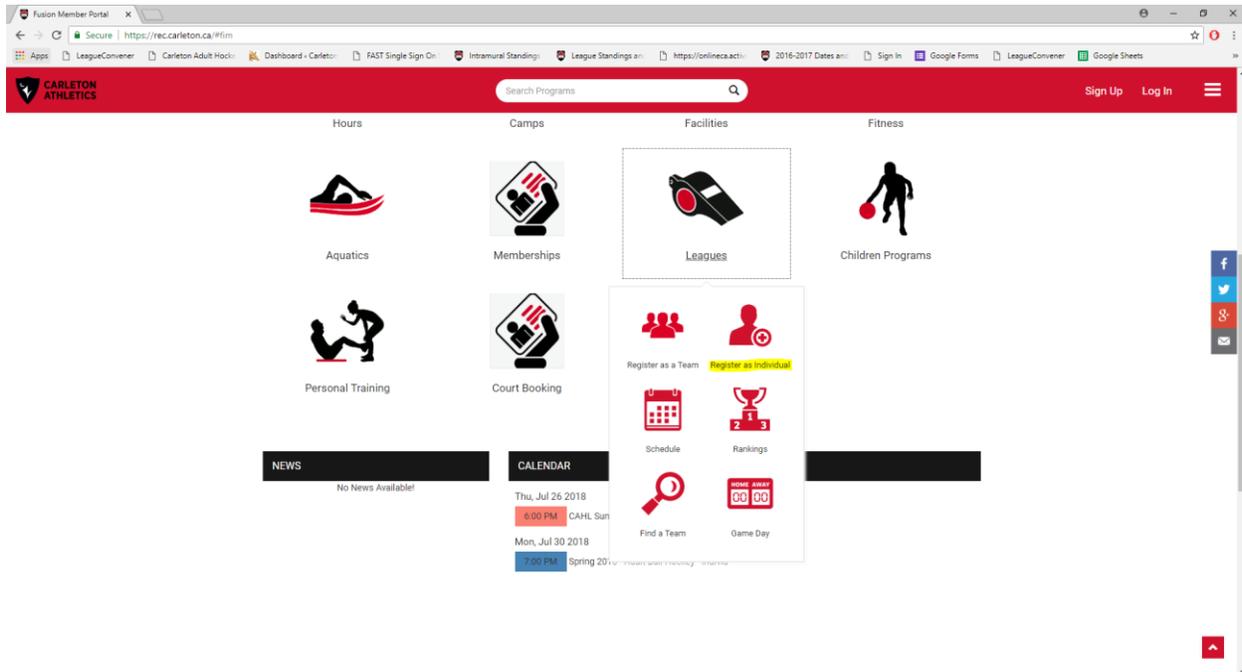
REGISTER AS A PLAYER – NOT THE SAME AS INDIVIDUAL REGISTRATION

- a. Registering as a player will allow you to join a team that is already created (by your team captain) or you may join as a “Free Agent” – and be invited to join a team by a team captain.
- b. For instructions to register as an individual, please scroll to next page.

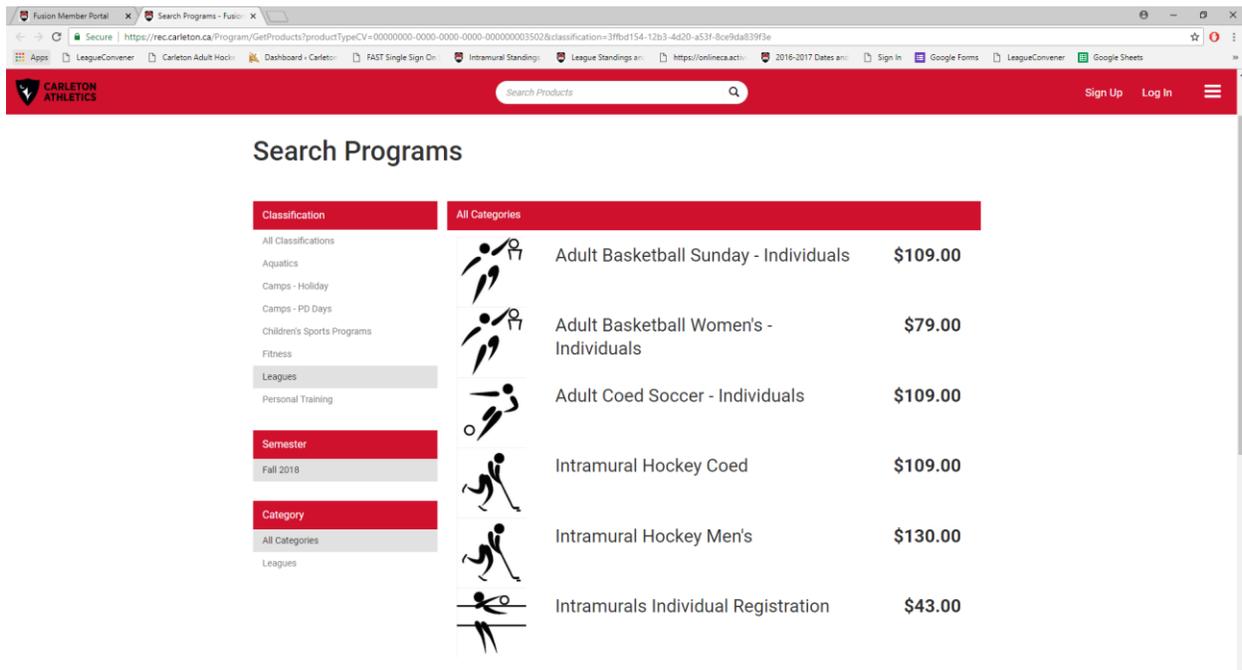
INDIVIDUAL REGISTRATION

Note: Intramural Hockey is found in this section.

- a. Click "Register as an Individual" at the screen below



- b. Select the Program you wish to sign up for from the screen below



c. Select the League from the screen below

The screenshot shows a web browser window displaying the 'Program Details' page for 'Intramurals Individual Registration - \$43.00'. The page header includes the Carleton Athletics logo and a search bar. Below the title, there is a red navigation bar with the text 'Programs / Intramurals Individual Registration'. A paragraph of text explains that registrants will receive an email invitation and that team shirts will be available on the first day of games. The 'Program Offerings' section lists three options: 'Intramural Ball Hockey' (48 spots available), 'Intramural Basketball Coed' (60 spots available), and 'Intramural Basketball Men's' (60 spots available). Each offering includes a 'SIGN IN' button and a note that the schedule is not yet set. The page also features social media icons for Facebook, Twitter, and Google+ on the right side.

d. Click the Register button

e. Fill out the teammates prompt to request to be on the same teams as other players' who register as individuals

f. Fill out the skill level prompt to indicate your skill level

g. Once registration deadline occurs (see the deadline for each sport), the League Organizer will create the individual teams and add them to the main league (eg. Intramural Soccer Coed)

h. Individual registrants will receive an email invitation to join the created individual teams.

(scroll to next page)

- i. Individuals can then access team schedules and standings through the FUSION IM Portal for the league in which they are registered. See screen below

