

Leagues/Intramurals Registration Instructions

TEAM REGISTRATION - HOW TO ACCESS FUSION IM

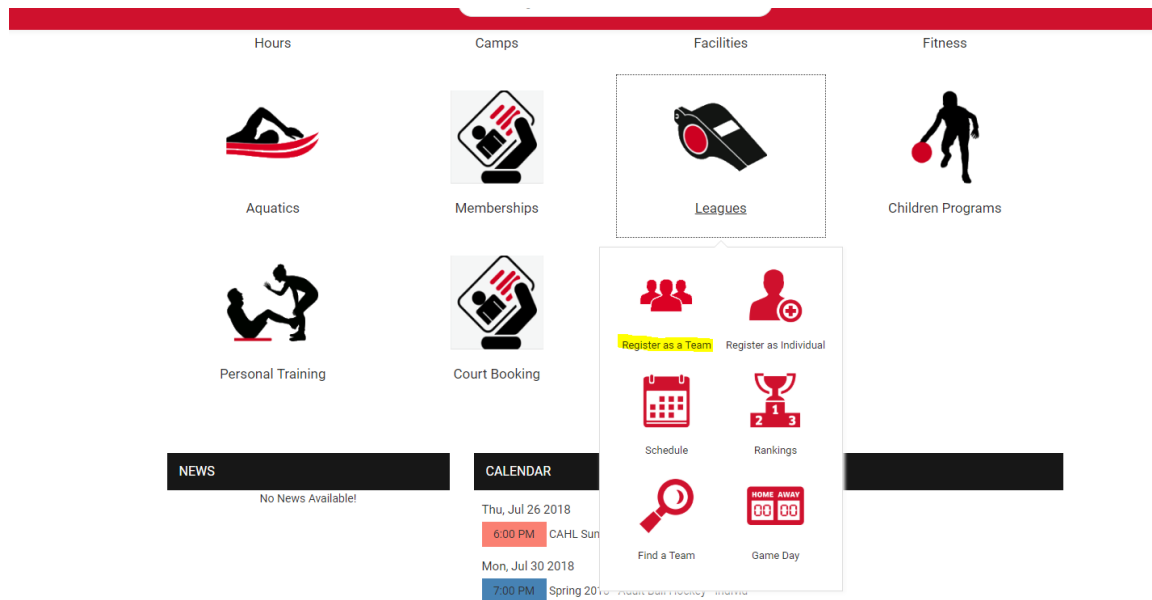
1. Visit rec.carleton.ca

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.

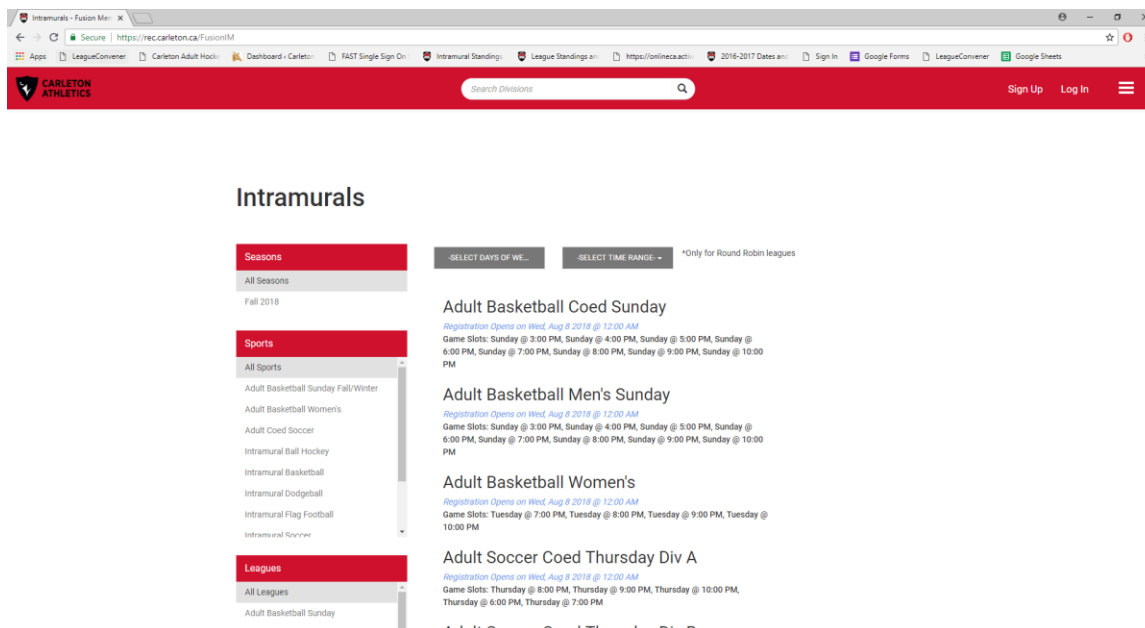
3. To access Fusion IM:

a. Click the “Leagues” icon on the menu



(scroll to next page)

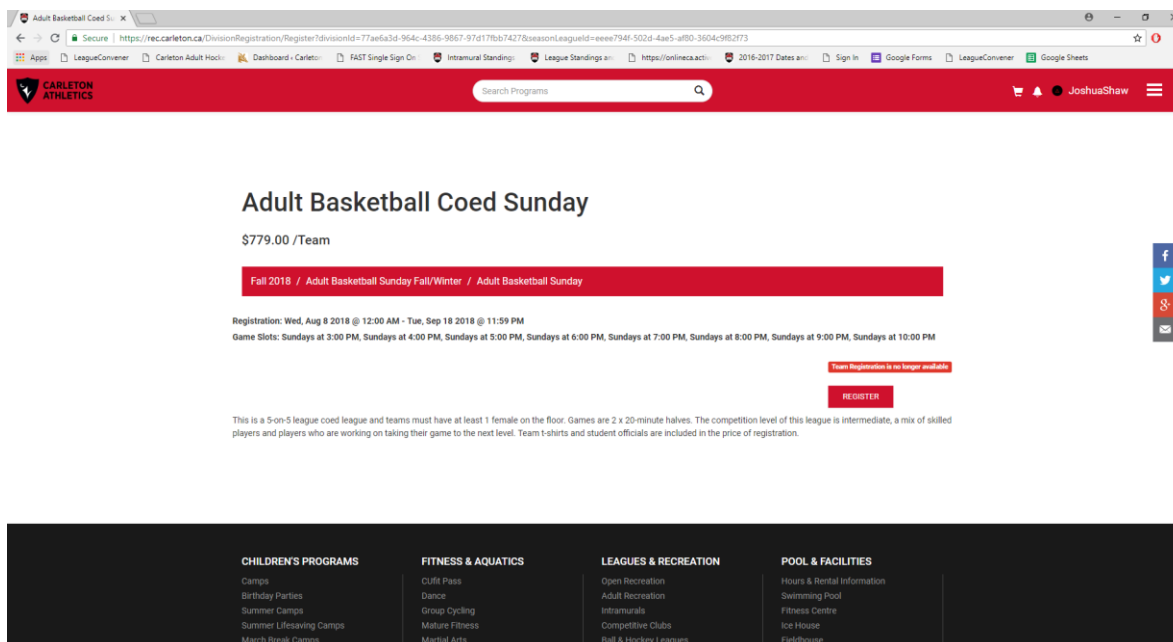
b. Click “Register as a Team” – this screen will appear (note: Squash players select this option)



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.

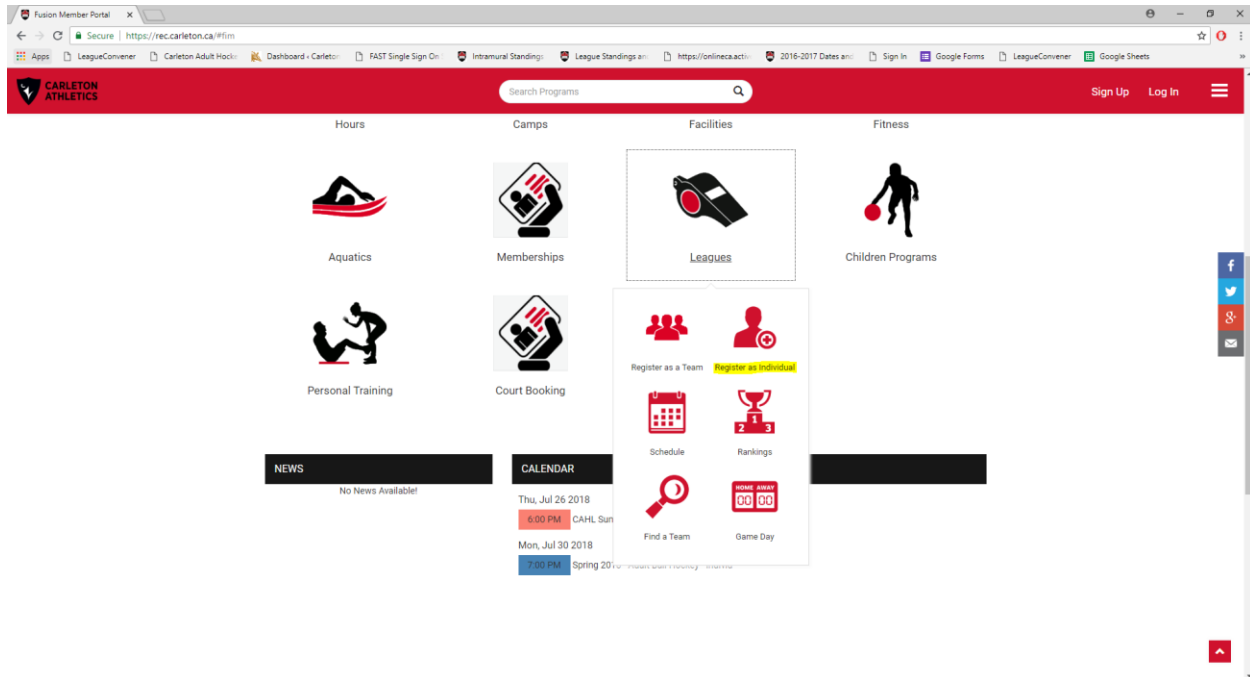
REGISTER AS A PLAYER – NOT THE SAME AS INDIVIDUAL REGISTRATION

- 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.

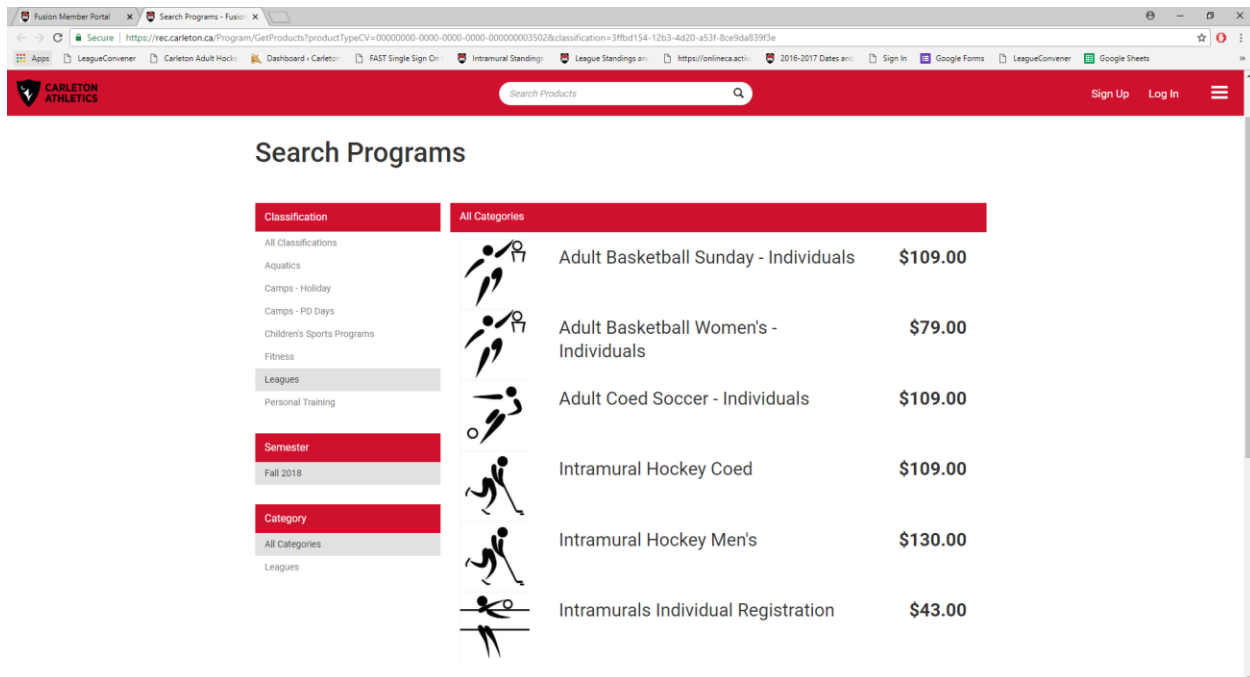
INDIVIDUAL REGISTRATION

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 with the URL <https://rec.carleton.ca/Program/GetProgramDetails/courseId=f602d9db-b067-4731-802d-d580370d6038&semesterId=b00f0fb7-868b-4004-bdff-8adff4ac774e7>. The page is titled "Program Details" and "Intramurals Individual Registration - \$43.00". It features a red header with the Carleton Athletics logo and a search bar. A red banner below the header reads "Programs / Intramurals Individual Registration". The main content area includes a paragraph about registering as an individual and a section titled "Program Offerings". This section lists three sports: Intramural Ball Hockey, Intramural Basketball Coed, and Intramural Basketball Men's, all for Fall 2018. Each sport has a "SIGN IN" button and indicates the number of spots available (48 for Hockey, 60 for Coed, and 60 for Men's). The page also has a sidebar with social media icons (Facebook, Twitter, Google+, Email) and a bottom navigation bar.

Program Details

Intramurals Individual Registration - \$43.00

Programs / Intramurals Individual Registration

Please register here as an individual for intramurals. Registrants will receive an email invitation to join a team as well as their schedule and team roster after the registration end date. Team shirts will be available with the League Staff member on the first day of games.

Program Offerings

Intramural Ball Hockey Fall 2018	48 spot(s) available SIGN IN
Schedule not set for Intramural Ball Hockey	
Intramural Ball Hockey Fall Season Start: 23-Sep-2018 When: Sundays 5-11pm Location: Norm Fenn Gym Season Length: 7 games	
Intramural Basketball Coed Fall 2018	60 spot(s) available SIGN IN
Schedule not set for Intramural Basketball Coed	
Intramural Basketball Coed Fall Season Start: 23-Sep-2018 When: Sundays 3-11pm Location: Ravens' Nest Season Length: 7 games	
Intramural Basketball Men's Fall 2018	60 spot(s) available SIGN IN

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

