How to Register for Intramural Sports

1) Purchase the IM All Access Pass

1. To be eligible to sign up for Intramural Sports, you must purchase the IM All Access Pass ($12 for students and $15 for faculty/staff).
   1. You can purchase the pass by following this link: wvugo.wvu.edu
   2. You can purchase the pass by visiting the Front Desk in the Student Recreation Center
   3. Go to WVUGo.wvu.edu Homepage and Select Log-in in the top right corner.

2. Select Log-in, and select the appropriate box: light blue for students/faculty and staff & dark blue for spouse/affiliates
3. Select the Intramural Sports Pass on the homepage
   1. Can access through the navigation panel by the 3 bars in top-left corner

4. By using the navigation panel, click the Intramural Sports Pass drop-down arrow to select the IM All Access Pass
5. From the homepage, click the Intramural Sports Passes icon to open the drop-down icons to select the IM All Access Pass.

6. Once selected for the IM All Access Pass, you will be directed to this page.
   1. Click ‘semester’ to enable the ‘add to cart icon’
2. Click ‘add to cart.’

3. After selecting ‘Add to Cart’ your screen should look like this:
   1. This is where you will put your promo code if you have one.
   2. If you don’t have a promo code, select ‘Checkout’
4. You will see this pop-up appear. If it doesn’t, then go up to your search bar and enable pop-up windows on this site.

5. Select ‘Checkout’

6. You will be directed to this page.
7. Fill out the form to complete the purchase

2) How to buy IM One Time Pass
1. Go to WVUGo.wvu.edu Homepage

2. Select Log-in, and select the appropriate box: light blue for students/faculty and staff & dark blue for spouse/affiliates

3. Select the Intramural Sports Pass on the homepage

   1. Can access through the navigation panel by the 3 bars in top-left corner
4. By using the navigation panel, click the Intramural Sports Pass drop-down arrow to select the IM One Time Pass

1. From the homepage, click the Intramural Sports Passes icon to open the drop-down icons to select the IM One Time Pass
5. Select the bar of ‘1 Day’

1. Select ‘Add to Cart’
2. Add a Promo Code if you have one
   
   1. If you don’t have a code, click check-out.

3. You will have this window pop-up.

4. Select ‘Check-out’
5. NOTE: If you don’t have a pop-up occur, enable pop-ups by going to your search bar.

6. You will then be directed to this page

7. Fill out the form to complete your purchase
3) How to Register for Intramural Sports
   1. Click Log-In in the top right corner

   1. Select the light-blue “WVU Student/Faculty/Staff” option to log-in using your WVU mix ID.
2. Open the navigation panel on the left side of your screen OR click Intramural Sports.

3. Click the drop-down arrow beside ‘Intramural Sports’ and click Register

4. If you select “Intramural Sports” on the front page, you can access the options without opening the navigation bar.

   1. Once you log-in, you will be able to see the “My Team” icon.
5. From here you will see all live sport registrations and their leagues.

1. Click the drop-down arrow to expand the folder to see the Leagues and Divisions below the sport.
6. Select the division/time slot that corresponds best to your team’s availability.

1. Please select the division that will guarantee you to have the minimum number of players required to avoid a forfeit.

   - Badminton
   - Basketball
   - Co-Rec
   - Men’s

1. NOTE: Once you purchase the IM All Access Pass, the ‘ineligible’ tab will turn to a blue ‘Register’ tab
4) Register a TEAM:

1. Select Register a Team

2. Team Name

   1. Once you have ‘Register a Team’ selected, you may enter your team name in the text box under “What is your Team Name.”
1. Make sure it is appropriate. The Competitive Sports Administration reserves the right to make changes if necessary – See Intramural Policies and Procedures for further information.

2. Then you will select whether or not you wish to play on the team. You have this option for those that serve as a Chair person and are responsible to register teams, but not necessarily play on the team.

3. Emergency Contact

1. After registering your team name, you will then need to fill out the Emergency Contact Form to finish registering your team for the Division.
   1. Click “Add a New Emergency Contact”
   2. Fill out form with someone the Competitive Sports Staff can contact in the event there is an emergency and we need assistance.
4. After adding the emergency contact, the TEAM CAPTAIN will have to pass a short quiz on the Intramural Sports Policies and Procedures. Make sure you have read the document before taking the quiz.
5. Once you pass the quiz, your team has been successfully created, and the screen should look like this:
6. Once your team is created, be sure to check the box “Interested in Free Agents” if you would like free agents to be able to contact you and/or for you as the captain to find free agents.

7. Add to Roster
   1. There are a couple ways to add players to your team.
      1. The first way to add participants to your team is from the Roster tab, you will see the players already on your team. Simply select “Add Player” to open the pop-up to search for eligible participants
      2. Enter the name of the individual you wish to add to your team into the search bar and click ‘search.’
3. Once you have clicked search, the name of the individual will appear
4. Click “add” next to the individual’s name, and then either continue searching for additional players or click “add player(s)” when finished.
   a. This is likely the preferred option to add players because you won’t have to wait for the individual to accept an invitation. The individual will receive a notice that they have been added to the team.

2. The other way you can add players to your team is by going under “pending roster”
   1. You are able to select “invite player,” “Invite Co-Captain,” or “Browse Free Agents”
   2. Select “Invite Player”
3. Enter either the email or ID number to find the participant(s) you are looking to add.
3. To look for eligible free agents, simply select “Browse Free Agents” and a list of registered Free Agents should appear. If there aren’t any players available, then no names will appear.

5) Player Registration:
   1. Player Registration
      1. For the division, either select ‘Join a Team’ or ‘Become a Free Agent’
2. Request to join team

1. Select “Request to Join Team” for the team that you wish to join. The captain will then be notified of a team request.
3. Click “Request” to continue registration as a player.

4. Fill out the Emergency Contact Form with someone the Competitive Sports Staff can reach in the event of an emergency.
5. After completing the form, you will have completed player registration.
6. You will receive a confirmation email from WVUGo, confirming your team request.

You have requested to join a team

WVUGo <WVUGo@mail.wvu.edu>

to me ▼

TEAM REQUEST CONFIRMATION

Mitchell Plumer,

You have successfully requested to join Bombs away. Bombs away will participate in Softball - Men's Competitive - Monday 10:30 PM. Please go to https://wvugop.wvu.edu/Team?activeTab=myRequests to view the status of the request.

Sincerely,

WVUGo

(This is an automated email - please do not reply)

6) Free Agent Registration
1. To Register as a Free Agent, Select the Division that works best for your availability

**Intramurals**

- Flag Football - 7v7
- Softball
- Co-Rec

**Co-Rec**

- Game Slots: Sunday @ 1:00 PM
- Registration is Open until Mon, Jul 8 2019 @ 9:00 AM
- This description does show on reg page

2. Select Register

3. Register as a Player

4. Select “Become a Free Agent”
5. If a captain/co-captain wishes to add you to their team, they will find you in the ‘browse free agents’ (see above) and send you an invitation.
6. From this email, you can follow the link to accept or decline the invitation to join the team.

1. Select either accept or decline