

STEP 1: Create or Join a Team (or Create an Individual Entry)

1. If you do not have a user name and password, click on the Sign Up Link. If you have already created a user name and password click on Login and skip to step 4.
2. Create your login information and enter your personal information. **Make sure that your Computing ID, Last Name and First Name are entered correctly. The first name field will require you to put your name as it appears in the student database. This information can be found at <http://www.virginia.edu/cgi-local/ldapweb>.** All fields shown on this screen are required.
3. Login with the login name and password that you created. If you forgot your login information, click on Forgot Password. If that doesn't work, please call 924-8943.
4. The IMOnline home page immediately lists any sports that are open, under "Active Team & Roster Registrations".
5. To sign up a team, click on the create team link for the sport you want to join. Then click on the division or league you wish to join. The teams for the division/league you chose will be shown on the screen. If there are available spots, you will be able to set up a team by entering your team name and team password, and accepting the terms and conditions that are listed for your registration.
6. To join a team, follow the same basic steps. There are two ways to join a team. If you know the league or division, you can pick that league or division, then select the team from the list, type in the team password, and accept the terms and conditions to join the team. If you only know the team name, you can search for that team name on the drop down list. Again, enter the team password and accept the terms and conditions required to join the team.

STEP 2: Online Payment

1. Once you've completed **Step 1: Create or Join a Team**, please pay online at <http://online.activenetwork.com/UVAIMS/Start/Start.asp?SCheck=409097025&SDT=40134.6743518519>
 2. *You should already have a login and password*, even if you've never used the payment system. If you don't know your login and password, use the "Need your Login ID and Password?" link.
 3. If you know your login and password, use the "Know your Login ID and Password?" link to login to the system.
 4. Click "Find a Program".
 5. Click "Intramural Sports".
 6. Select the sport you wish to pay for from the list.
 7. Under the "Course" column, you will see all available divisions for your sport. The one you want to focus on is the division for which you have already registered. (i.e. CoRec)
 7. Click "Add" for the Course that corresponds to your division. (Please note: The date and time information is not applicable to Intramural sports. Pay it no attention.)
 8. Click "Go to Checkout".
 9. Fill in the required information, and click "Complete Transaction".
- You have now signed up and paid for your Intramural sport. Enjoy your experience!

Alternatively, you may still pay for your registration in person in the IM-Rec Business Office. Office hours are Monday through Friday, 8:00am – 5:30pm. Accepted payment methods are cash, check, card, or CavAdvantage.