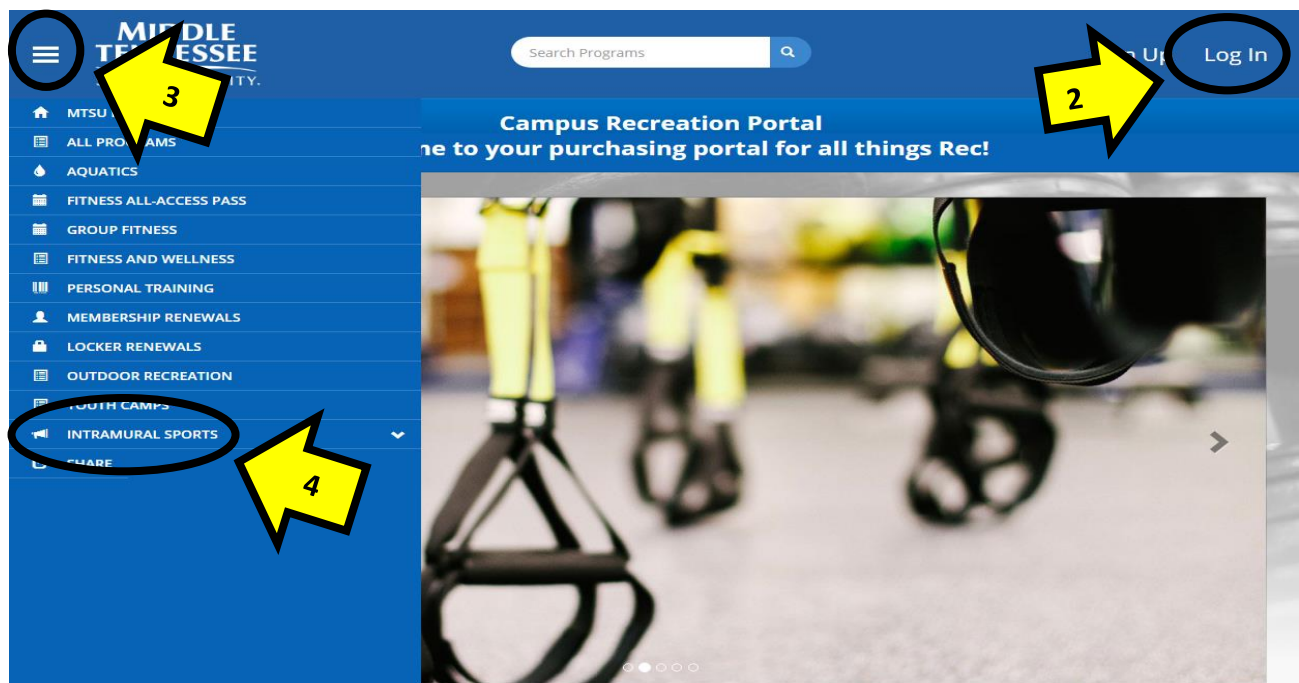


## Intramural Sports

### Fusion IM Log In and How to Create a Team

#### How to Access Fusion IM

1. Visit <https://recportal.mtsu.edu>
2. Log in on the top right corner of the page, using your MTSU username and password.
3. Select the drop down tab at the top left corner of the page.
4. Click on the “INTRAMURAL SPORTS” drop down, where you can access...
  - a. Registration
  - b. My Teams
  - c. Schedule
  - d. Rankings
  - e. Find a Team
  - f. Game Day



## Creating a Team

1. From the “INTRAMURAL SPORTS” drop down select “Register” and this screen will appear.

The screenshot shows the Middle Tennessee State University Campus Recreation Portal. At the top, there is a navigation bar with the university logo, a search bar for divisions, and icons for a shopping cart and notifications. Below this is a blue banner with the text "Campus Recreation Portal" and "Welcome to your purchasing portal for all things Rec!". The main content area is titled "Intramurals" and features a left-hand sidebar with two dropdown menus: "Seasons" and "Sports". The "Seasons" menu is open, showing options like "All Seasons", "Bubbleball", "Cornhole", "Dodgeball", "Flag Football", "Indoor Soccer", "Indoor Volleyball", "Kan Jam", and "Outdoor Soccer". The "Sports" menu is also open, showing "All Sports", "Bubbleball", "Cornhole", and "Dodgeball". In the center, there are two filter buttons: "-Select Days of Wee..." and "-Select Time Range-". To the right of these filters, there is a note: "\*Only for Round Robin leagues". Below the filters, there is a list of sports divisions with their respective prices and registration details:

Ultimate Frisbee Co-Rec	\$15.00 /Player
<small>Registration is Open until Fri, Sep 7 2018 @ 9:00 AM, 20 spots available Game Slots:</small>	
Ultimate Frisbee Fraternity	\$15.00 /Player
<small>Registration is Open until Fri, Sep 7 2018 @ 9:00 AM, 20 spots available Game Slots:</small>	
Ultimate Frisbee Men's	\$15.00 /Player
<small>Registration is Open until Fri, Sep 7 2018 @ 9:00 AM, 20 spots available Game Slots:</small>	
Ultimate Frisbee Women's	\$15.00 /Player
<small>Registration is Open until Fri, Sep 7 2018 @ 9:00 AM, 20 spots available Game Slots:</small>	
Monday Night 7PM-11PM Men's Softball	\$15.00 /Player
<small>Registration is Open until Fri, Sep 7 2018 @ 9:06 AM, 20 spots available Game Slots: Monday @ 7:00 PM, Monday @ 8:00 PM, Monday @ 9:00 PM,</small>	

2. 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.
3. Once you have determined which division you want to play in. Select the division.
4. This screen will appear.
  - a. Select “Register”

### Ultimate Frisbee Co-Rec

\$15.00 /Player

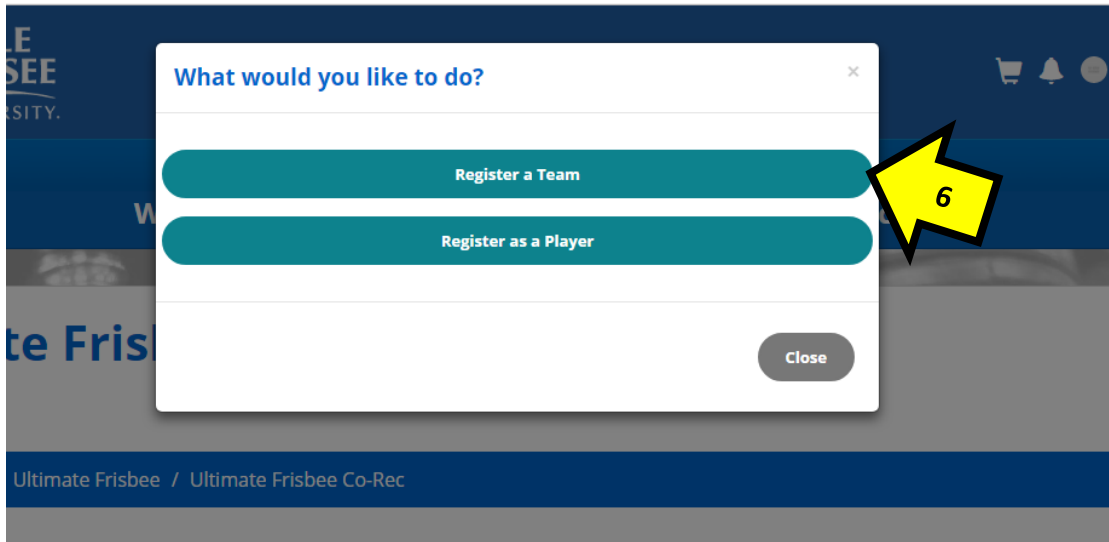
Ultimate Frisbee / Ultimate Frisbee / Ultimate Frisbee Co-Rec

Registration: Mon, Jul 30 2018 @ 9:01 AM - Fri, Sep 7 2018 @ 9:00 AM

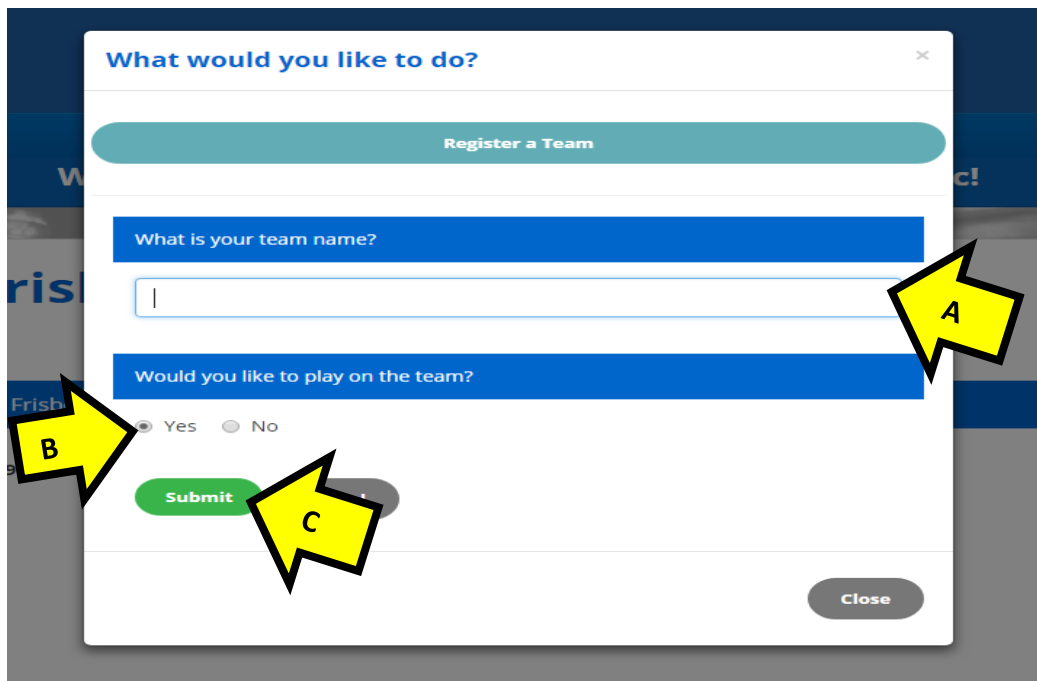


Register

- 5. You will then choose to register as a “Player” or a “Team”.**
- a. Registering as a “Player” will allow you to request to join an already existing team or join as a “Free Agent”.**
  - b. Registering a “Team” will allow you as the captain to invite players to join your newly created team.**



- 6. When you select “Register a Team” this screen will appear:**
- a. Name your team**
  - b. Select if you wish to play on the team or not**
  - c. Click “Submit”**



**7. After submitting your information, you will then need to read, sign, and submit the waiver.**

**8. You will then need to provide an Emergency Contact by clicking on “Add an Emergency Contact” and fill in the required information:**

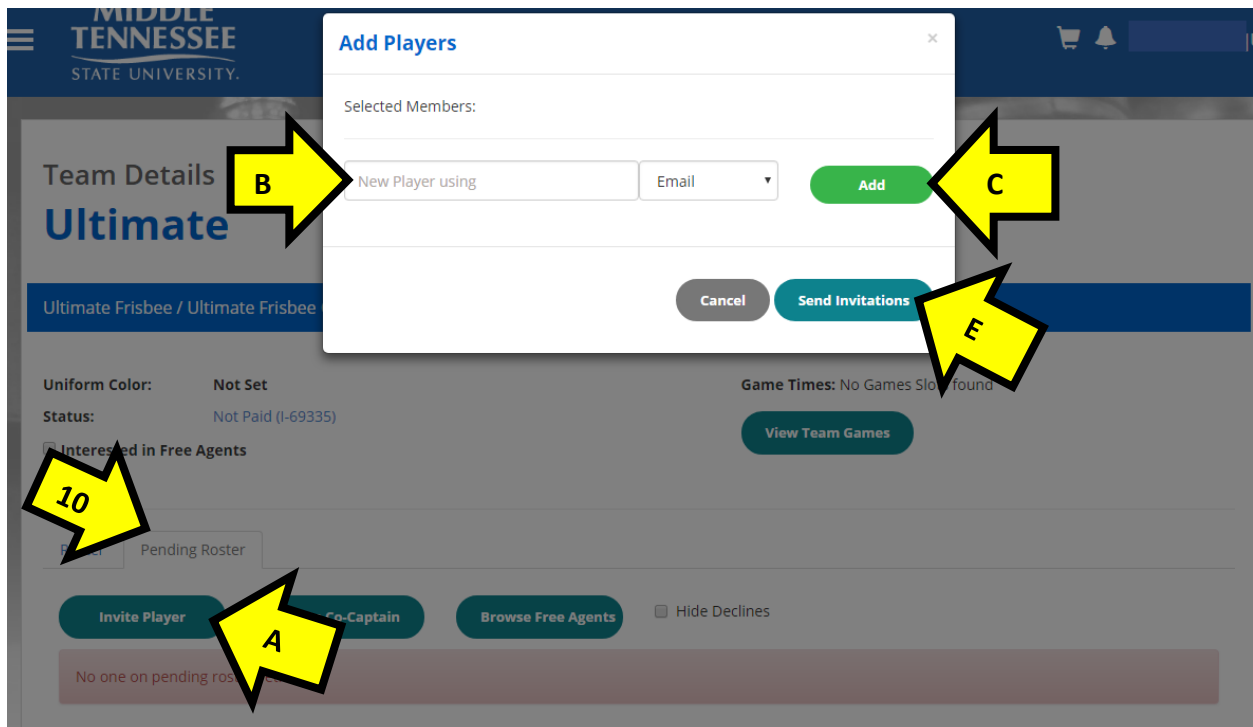
- a. First Name**
- b. Last Name**
- c. Phone Number**
- d. Email**
- e. Click “Save”**
- f. Add another emergency contact or click “Continue” at the bottom right corner**

The screenshot shows the 'Emergency Contacts' form on the Middle Tennessee State University website. The form has four input fields: 'First Name', 'Last Name', 'Phone Number', and 'Email'. A large yellow arrow labeled 'A-D' points to these fields. Below the fields are 'Cancel' and 'Save' buttons, with a yellow arrow labeled 'E' pointing to the 'Save' button. At the bottom of the page, there is an 'Add a new Emergency Contact' button (pointed to by a yellow arrow labeled '8') and 'Cancel' and 'Continue' buttons (pointed to by a yellow arrow labeled 'F'). The background shows a blurred view of the website's main content area.

**9. When your team is created, the following screen will appear:**

The screenshot shows the 'Team Details' page for a team named 'Ultimate'. The page header includes the team name 'Ultimate' and the sport 'Ultimate Frisbee / Ultimate Frisbee Co-Rec / Ultimate Frisbee Co-Rec'. Below this, there are several sections: 'Uniform Color: Not Set', 'Status: Not Paid (1-69335)', and 'Game Times: No Games Slots found'. There is a 'View Team Games' button. A checkbox for 'Interested in Free Agents' is present. Below these sections, there are tabs for 'Roster' and 'Pending Roster'. The 'Roster' tab is active, showing a list of team members. The first member listed is William Nordquist, with the role 'Captain/Player' and the email address 'William.Nordquist@mtsu.edu'. There is a pencil icon next to the email address, indicating it can be edited.

- 10. To add players to your roster, choose the “Pending Roster” tab. Here you can invite players to your roster:**
- a. Select “Invite Player”**
  - b. Enter in the players email or ID number**
  - c. Select “Add”**
  - d. Redo b and c until all players are added**
  - e. Select “Send Invitations” when finished**
    - i. All players will need to log into their email and accept the invitation**



- 11. You can also browse free agents from this screen as well, choose the “Pending Roster” tab. Here you can invite free agents:**
- a. Select “Browse Free Agents”**
  - b. Click “Add” next to the player you want to invite**
  - c. When selected “Add” next to all the free agents you want to invite, select “Send Invitations”**
    - i. All players will need to log into their email and accept the invitation**

MIDDLE TENNESSEE STATE UNIVERSITY.

### Add Free Agent

Selected Members:

Name	Gender	
William Nordquist	Male	<b>Add</b>

**Close** **Send Invitations**

Uniform Color: Not Set      Game Times: No Games Slots found

Status: Not Paid (I-69335)      **View Team Games**

Interested in Free Agents

Roster    Pending Roster

**Invite Player**    **Invite Co-Captain**    **Browse Free Agents**    Declines

No one on pending roster yet.

