



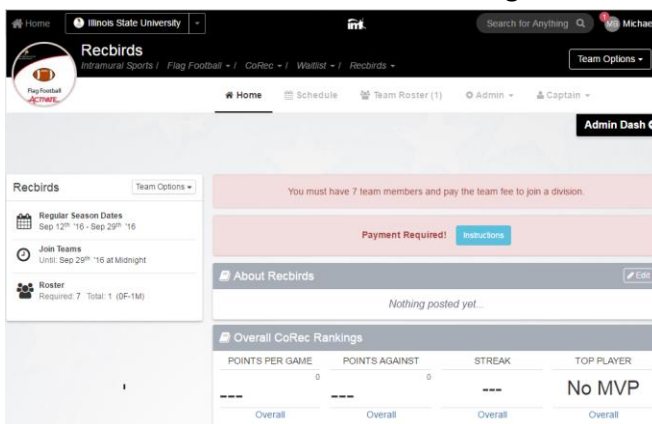
CAMPUS RECREATION

Illinois State University

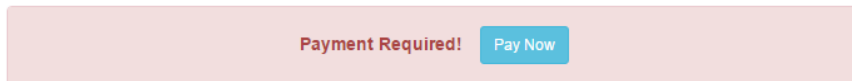
How to Pay the Registration Fee Online:

Payment must be done **BEFORE** teams slot into a division (day/time for play).

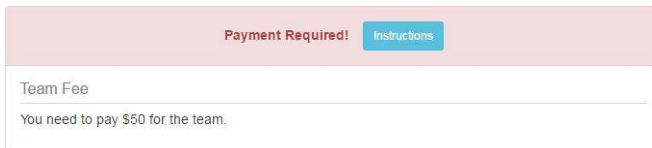
1. Log in to IMLeagues
2. Click the desired “Team” from the “IMLeagues Locker” (participant homepage)



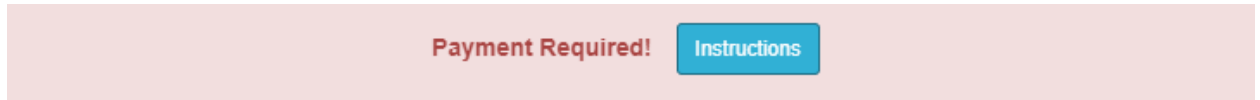
- “IMLeagues Team Homepage” will be loaded
- Notice the Red warning “Payment Required” at the top of the team page



3. Click the blue “Pay Now” button to expand the Payment Instructions



4. Click the link that says "CLICK HERE" for online payments.



Payment Instructions:

For Online Payment, [CLICK HERE](#)

Team Fee

You need to pay \$50 for the team.

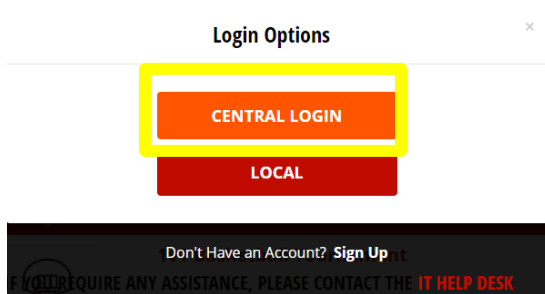
- This will take you to our online payment portal.

5. Click "Log In" in the upper right hand corner.







Search Programs

6. Select "Central Login" and log in using your ULID and password.



7. Be sure you are on Intramural Sports in the correct semester.

Classification	All Categories	
All Classifications		1v1 Basketball Tournament
ACE Prep Courses	BASKETBALL	
Adventure Program		3v3 Basketball League
Group Fitness	BASKETBALL	
Intramural Sports		3v3 Soccer Tournament
Noon Ball	SOCCER	
Sport Clubs		4v4 McCormick Volleyball
Team Building		
Semesters		
Summer 2019		
Fall 2019		

8. Select the sport for which you are paying.

	Basketball	\$50.00
BASKETBALL		
NO IMAGE AVAILABLE	E-Sport Tournament	\$0.00
	Flag Football	\$50.00
FLAG FOOTBALL		
NO IMAGE AVAILABLE	Floor Hockey League	\$25.00

9. Click "Register" for the league your team is in.

Flag Football - Men's Competitive	\$50.00
Fall 2019	16 spot(s) available
	REGISTER

10. Enter your team name exactly as it is on IMLeagues. Then click “Add to Cart.”

Team Name REQUIRED

Please provide your team name as it appears on IMLeagues.

CANCEL **ADD TO CART**

11. Review to make sure you ave selected the correct sport and league and that your information matches.

Your Name 0-10976

Item	Customer Name	Quantity	Unit Price	Total	
Program: Flag Football Program Offering: Flag Football - Men's Competitive	Your Name	1	\$50.00	\$50.00	REMOVE

Enter promo code... **APPLY**

Subtotal: \$50.00
Tax: \$0.00
Total: \$50.00

CONTINUE SHOPPING **CHECKOUT**

- If everything is correct, click “Checkout.”

12. Complete all required information.

Payment Information * Indicates required information

Total: \$50.00

Payment method:*

Account Information * Indicates required information

Credit Card Type:*

Account Number:*

Expiration Date:*

Security Code:*

[View example](#)

Name on Card:*

Billing Information * Indicates required information

Street Address 1:*

Street Address 2:

13. You should see this confirmation page and receive a confirmation email and receipt.

Your order was processed successfully

Payment was Successful
A receipt has been sent to you.

Your Name 0-10978

Item	Customer Name	Quantity	Unit Price	Total	
Program: Flag Football Program Offering: Flag Football - Men's Competitive	Your Name	1	\$50.00	\$50.00	CONFIRMATION

Subtotal: \$50.00
Tax: \$0.00
Total: \$50.00

14. Please allow one business day for Intramural Sports office to process payment. Once payment is processed, teams will be allowed to slot themselves into a division pending that they have met the minimum player requirement.

Remember to select a Division (day/time) for play!

Note: If you are not able to pay online, please email intramuralsports@ilstu.edu for an exception

Next Step:

- [How to Slot my Team](#). Slotting a team is choosing the day and time you want to play.

If you are having difficulties, please direct questions to intramuralsports@ilstu.edu