



THE UNIVERSITY OF ARIZONA

**CAMPUS
RECREATION**

How to Submit a Form on IMLeagues



Step 1. Sign into your IMLeagues Account

Step 2. Click on “My Forms” under your name

Home University of Arizona Search for Anything Wilbur

Wilbur Wildcat
My Forms My Payments

Teams 1 Events 0 Stats 0%

Hate Ads? Click Here!

Get Involved Settings

Welcome to IMLeagues!
Here're some quick links to help you to get start..

Organizations

University of Arizona (Private)
Joined: Jul 23 2018
Join a Network

Teams

Search For Teams

Men's Rugby Club
Reed Hirshman is captain
Find a Team

Hate Ads? Click Here!

My Teams Active Teams Past Teams

Men's Rugby Club
Rugby / Rugby - Men's / Default
Joined Date
Jul 20 2018

No Games Yet! Your next game will show here

Team T-Shirts! \$10 off with code "10IMLeagues"



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My Forms

Team Specific Forms Travel Requests

Previous Games Any

	Code of Conduct Form (Men's Rugby Club) Last updated on 07/20/18 @9:54AM	Verified
	Assumption Of Risk Agreement (Men's Rugby Club) Last updated on 07/20/18 @9:54AM	Verified
	Away Event Request	Optional Options
	Practice Request Form	Optional Options
	Post Event Report	Optional Options
	Home Event Request	Optional Options
	Emergency Funding Request	Optional Options

Step 3. Click on the Form you want to submit



Step 4. Fill out the Form

NOTE: Please be as detailed as possible, especially when it comes to home event requests. The more detailed you are, the more likely we are able to process your reservation request as soon as we receive it!

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Wilbur Wildcat My Forms My Payments Teams 1 Events 0 Stats 0%

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Form (New) Print Export Back

Home Event Request

Please have this form completed at least 2 WEEKS prior to your event. This form can be used for any type of event outside of regular practices, including meetings, try-outs, clinics, etc.

Club Name: Required

Name of Special Event: Required

Submitted By: Required

First Name Last Name

Club Position: Required

Phone Number: - - Required

####

UA Email: Required

Facility Requested: Required



Home University of Arizona Search for Anything Wilbur

Wilbur Wildcat
My Forms | My Payments

Teams 1 Events 0 Stats 0%

- UA Alumni
- UA Faculty/Staff
- Community Members
- Non-affiliated sports organization

Individual in Charge of Event: Required

First Name Last Name

Phone Number (Individual in Charge of Event): Required

- ### -

Equipment Needed: Required

(Check all that apply)

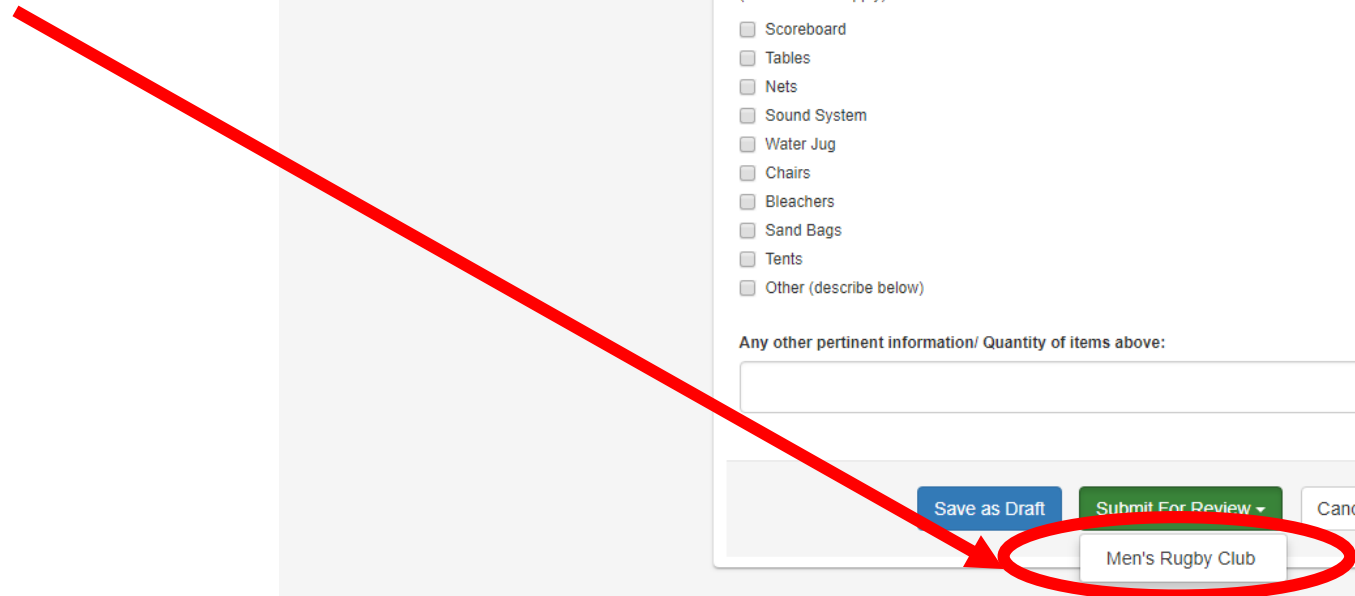
- Scoreboard
- Tables
- Nets
- Sound System
- Water Jug
- Chairs
- Bleachers
- Sand Bags
- Tents
- Other (describe below)

Any other pertinent information/ Quantity of items above: Required

Save as Draft Submit For Review Cancel

Men's Rugby Club








Step 5. Submit Form for Review












My Forms Team Specific Forms Travel Requests

Previous Games

 Code of Conduct Form (Men's Rugby Club) <small>Last updated on 07/20/18 @9:54AM</small>	Verified
 Assumption Of Risk Agreement (Men's Rugby Club) <small>Last updated on 07/20/18 @9:54AM</small>	Verified
 Away Event Request	Optional Options ▾
 Practice Request Form	Optional Options ▾
 Post Event Report	Optional Options ▾
 Emergency Funding Request	Optional Options ▾
 Home Event Request (Men's Rugby Club) <small>Last updated on 07/23/18 @12:44PM</small>	Pending Review Options ▾

My Forms Team Specific Forms Travel Requests

Previous Games

 Code of Conduct Form (Men's Rugby Club) <small>Last updated on 07/20/18 @9:54AM</small>	Verified
 Assumption Of Risk Agreement (Men's Rugby Club) <small>Last updated on 07/20/18 @9:54AM</small>	Verified
 Away Event Request	Optional Options ▾
 Practice Request Form	Optional Options ▾
 Post Event Report	Optional Options ▾
 Emergency Funding Request	Optional Options ▾
 Home Event Request (Men's Rugby Club) <small>Last updated on 07/23/18 @12:44PM</small>	Verified

Form will go from “Pending Review” to “Verified” once someone from our office has received your form.

NOTE: Verified does NOT mean your event is approved. You will receive an email notification with reservation or travel details once the event is approved



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Submitting a Repeat Form



Step 1. Click on the Form that you are trying to do a repeat submission for

My Forms Team Specific Forms Travel Requests

Previous Games

	Code of Conduct Form (Men's Rugby Club) <small>Last updated on 07/20/18 @9:54AM</small>	Verified	
	Assumption Of Risk Agreement (Men's Rugby Club) <small>Last updated on 07/20/18 @9:54AM</small>	Verified	
	Away Event Request	Optional	Options
	Practice Request Form	Optional	Options
	Post Event Report	Optional	Options
	Emergency Funding Request	Optional	Options
	Home Event Request (Men's Rugby Club) <small>Last updated on 07/23/18 @12:44PM</small>	Verified	



Home University of Arizona Search for Anything Wilbur

Wilbur Wildcat
My Forms | My Payments

Teams 1 Events 0 Stats 0%

Hate Ads? Click Here!

Get Involved Settings

Welcome to IMLeagues!
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Organizations

- University of Arizona (Private)
Joined: Jul 23 2018
Join a Network

Teams

Search For Teams

- Men's Rugby Club
Reed Hirschman is captain
Find a Team

Hate Ads? Click Here!

Form (Locked) Print Export Make a New Copy Back

Home Event Request

Please have this form completed at least 2 WEEKS prior to your event. This form can be used for any type of event outside of regular practices, including meetings, try-outs, clinics, etc.

Club Name: Required

Name of Special Event: Required

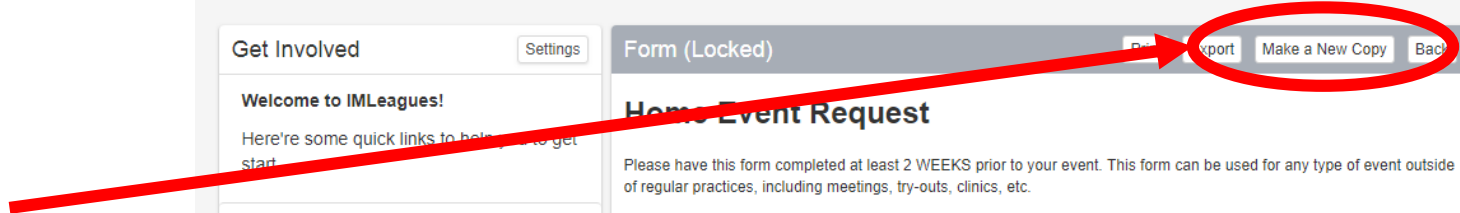
Submitted By: Required

Club Position: Required

Phone Number: - - Required
####

UA Email: Required

Step 2. Select "Make a New Copy"





Step 3. Complete form details and submit for review (as you would with a new form)

NOTE: The answers from the previous time you submitted the form will auto-populate. Be careful to update all necessary information

Home University of Arizona Search for Anything Wilbur

Wilbur Wildcat
My Forms | My Payments

Teams 1 Events 0 Stats 0%

[Hate Ads? Click Here!](#)

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[Join a Network](#)

Teams

Search For Teams

Men's Rugby Club
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[Find a Team](#)

[Hate Ads? Click Here!](#)

Form (New) Print Export Back

Home Event Request

Please have this form completed at least 2 WEEKS prior to your event. This form can be used for any type of event outside of regular practices, including meetings, try-outs, clinics, etc.

Club Name: Required

RUGBY (MENS)

Name of Special Event: Required

Home Game vs. ASU

Submitted By: Required

Wilbur Wildcat

Club Position: Required

President

Phone Number: Required

520 - 111 - 123
####

UA Email: Required

wilbur@email.arizona.edu



You can see all version of any forms you submitted back under “my forms” on the home page.

The date/time of “last updated” tells you when it was submitted to our office for review.

The screenshot shows the Wilbur Wildcat user interface. At the top, there is a navigation bar with 'Home', 'University of Arizona', and a search bar. Below this, the user's profile 'Wilbur Wildcat' is shown with 'My Forms' and 'My Payments' links. A 'Teams' section shows 1 team, 'Events' shows 0, and 'Stats' shows 0%. A 'Hate Ads? Click Here!' link is present.

The main content area is divided into two columns. The left column has a 'Get Involved' section with a 'Settings' button and a 'Welcome to IMLeagues!' message. Below this is an 'Organizations' section showing 'University of Arizona (Private)' with a 'Join a Network' button. The 'Teams' section has a search bar and shows 'Men's Rugby Club' with a 'Find a Team' button. A 'Hate Ads? Click Here!' link is also present at the bottom of this column.

The right column is titled 'My Forms' and has tabs for 'Team Specific Forms' and 'Travel Requests'. It features a 'Previous Games' dropdown menu set to 'Any'. Below this is a list of forms:

Form Name	Status	Last Updated	Options
Code of Conduct Form (Men's Rugby Club)	Verified	07/20/18 @9:54AM	
Assumption Of Risk Agreement (Men's Rugby Club)	Verified	07/20/18 @9:54AM	
Post Event Report	Optional		Options
Away Event Request	Optional		Options
Emergency Funding Request	Optional		Options
Practice Request Form	Optional		Options
Home Event Request (Men's Rugby Club)	Pending Review	07/23/18 @12:47PM	Options
Home Event Request (Men's Rugby Club)	Verified	07/23/18 @12:44PM	