How to Submit a Form on IMLeagues
Step 1. Sign into your IMLeagues Account

Step 2. Click on “My Forms” under your name
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!
Step 5. Submit Form for Review
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.
Submitting a Repeat Form
Step 1. Click on the Form that you are trying to do a repeat submission for
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.
You can see all versions 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.