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**REGISTRATION DATES:**  
Friday, August 24th, 2018 – 8:00am – Thursday, November 15th, 2018 – 5:00pm  
ONLINE ONLY-Visit Intramural Sports Tab at recsports.ufl.edu

**EVENT DATE:** Date of Event: November 16th, 2018. Game times will be announced closer to event date.

**LEAGUES OFFERED:** All teams will be open. Males and females are permitted to participate on the same team.

**EVENT SITE:** The Billiards Tournament will take place in The Reitz Union Game Room.

**NUMBER OF PLAYERS:** Teams must consist of 1 player. Maximum is 1 player.

**CAPTAIN’S MEETING**  
There will be no captain’s meeting for this tournament.

**FORMAT:** Format of tournament will depend on number of teams registered.

**FORFEITS:** GAME TIME IS FORFEIT TIME. Any team that is not checked in by game time will forfeit that game. The captain of the team will be assessed a $30 forfeit fee to his/her student account within two business days of the event.

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**REGISTRATION PROCESS:**  
Registration opens Friday, August 24th, 2018 at 8:00 am and will remain open until Thursday, November 15th, 2018 at 5:00 pm.

1. **Register your IMLeagues Account**  
a. Go to [https://www.recsports.ufl.edu](https://www.recsports.ufl.edu).  
b. Under the Intramural Sports tab, click on **CAPTAIN’S MEETING AND REGISTRATION.**  
c. Click the link for **ONLINE REGISTRATION.**  
d. Sign on using your **gatorlink username and password.**  
e. At the bottom of the page, click on the **Intramural Sports IMLeagues graphic.**  
f. Complete the required information and click **Submit.**  
g. Click the **University of Florida** link at the top of the page.

2. **Signing Up A Team For An Intramural Sport**  
a. Log in to your IMLeagues account using your gatorlink username and password.  
b. Click the **Create Team** button at the top right of your Use Homepage OR click on the **University of Florida** link and go to the school’s homepage on IMLeagues.  
c. Select **Billiards** and the League and Division you wish to play in (if registration has not opened yet, you may organize your team in the Waitlist. Once registration opens you must log in and move your team from the Waitlist to desired Division).  
d. Click **Create Team.**  
e. Teams must have the minimum number of players on their roster before adding to divisions.  
f. If registration has not opened and your team has been added to the wait list, once league registration opens you must move your team to desired Division.  
   i. Log in to your imleagues.com account.  
   ii. Select your **Billiards** team from the “Teams” section on your homepage.  
   iii. A red banner will appear at the top of the next screen prompting you to “click here” to view open spots in Divisions.  
   iv. Review open Divisions and select “Move to Division”.

3. **Joining An Intramural Sports Team**  
a. Create a Team (for team captains only)  
   i. Invite members to the team
**BILLIARDS TOURNAMENT**

**INTRAMURAL SPORTS**

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| 1. If team member has **already registered** on IMLeagues, search for his/her name and invite him/her, all invited members must accept the invitation to be added to your team.  
2. If team member is **not registered** on IMLeagues, scroll down to the "Invite by Email Address" box and input his/her email address. |   |
| 3. **Join a Team**  
4. **i.** Click the orange **Join Team** icon button at the top of your homepage.  
5. **ii.** Select **Billiards** and the League and Division which your desired team is registered.  
6. **iii.** A list of teams playing in that division will load, select the team you wish to join by clicking the orange **Join Team** icon.  
7. **iv.** Agree to the waiver and fill in all necessary information.  
8. **v.** A message will be sent to the captain of the team you asked to join, once the captain has given approval you will be added to the roster. |   |

**You may organize your team early on the Waitlist (training, quiz and adding team members). However, once registration opens on Friday August 24th, 2018 at 8:00am you MUST move your team from the Waitlist to desired Division, otherwise your team will remain on the waitlist and not be scheduled for play.**

**Note:** IMLeagues offers a live support button on the top right corner of all pages, should you encounter any difficulties.