Creating an IM Leagues Account – Non-Tulane Email

Each family member will need to have a reservation in IM Leagues for their visit to Reily. Any email address can be used to create an IM Leagues account. It is not a requirement that you have an @tulane.edu email address to create an account.

Part A – Creating an account without an @tulane.edu email address

1. Visit the login page of the IM Leagues website: [https://www.imleagues.com/spa/portal/home](https://www.imleagues.com/spa/portal/home). Click Sign Up for an account if you do not have a Tulane email address.

   ![Login Page](image1)

2. On the form that appears, type out Tulane (you do not have to scroll) in the Select School/Organization field. Then when it appears click Tulane University.

3. You will be sent to a new log in page. Select the blue GUEST REGISTRATION option.

   ![Registration Page](image2)
4. Complete the registration form and click **Create Account**.

![Registration Form]

5. You will receive a confirmation email that you will need to confirm/click a link *within 24 hours* to log in for the first time. If you do not confirm your account within 24 hours, you can use the forgot password feature of the log in page to resend the email.

![Confirmation Email]

Part B - Making A Reservation

1. Once you have created an account or logged in, click the **Reservations & Group Exercise** button at the top of the page.
2. Click either of the Classes links in the middle of the page.

3. Select the area of the facility you would like to reserve: Cardio, Functional Fitness, or Weight room.

   ![Cardio, Functional Fitness Gym, Weight Room]

   **NOTE:** Tennis, Racquetball, Squash, Badminton, and a Ping Pong table are available to reserve via our customer portal: [https://apm.activecommunities.com/tulanecampusrecreation/Reserve_Options](https://apm.activecommunities.com/tulanecampusrecreation/Reserve_Options)

4. On the following screen, you will see a list of available sessions as well as a list of reservation policies. Before selecting a session, please read the rules of the reservation process. Especially note that you are required to cancel any reservations you have made but will not be able to attend. Failure to do this may result in suspension of access to our facility and/or suspension of membership privileges. By using this system, you
agree to these terms.

5. Next, select the Session (Date and Time) that you would like to reserve. Reservations can be made up to 48 hours in advance. Click “Sign Up” to select the timeslot, or click the session itself for more details (capacity, rules, location, etc.)

6. Finally, on the sign-up page, agree to the Campus Recreation Participant Waiver, choose whether you would like a Session Reminder, and click the Sign-Up button. You will receive a confirmation email.
15. **Miscellaneous**: This Release shall be governed by the internal laws of the State of Louisiana. If any part of this Release is held to be invalid, such holding shall not affect the enforceability of the other provisions of this Release.

By checking the box I indicate I have read, understand, acknowledge and accept the above Waiver/Agreement.

**Session**

Send Session Reminders

- [ ] 0 Day Of Session

[Sign Up] [Cancel]