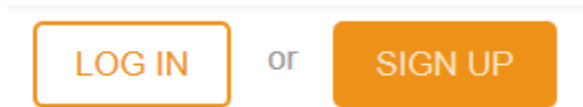


## Creating an IM Leagues Account – Non-Tulane Email

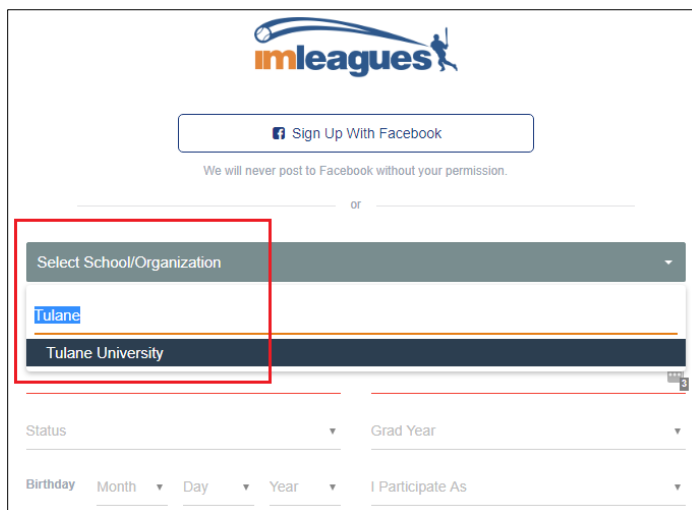
Each family member will need to have a reservation in IM Leagues for their visit to Reily. Any email address can be used to create an IM Leagues account. It is not a requirement that you have an @tulane.edu email address to create an account.

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

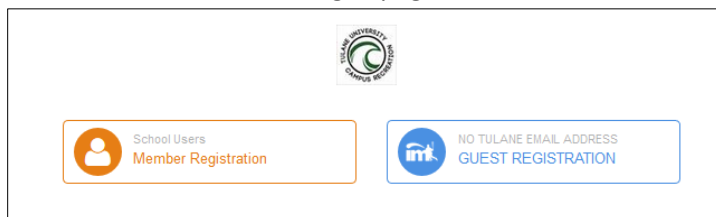
1. Visit the login page of the IM Leagues website: <https://www.imleagues.com/spa/portal/home>. Click **Sign Up** for an account if you do not have a Tulane email address.



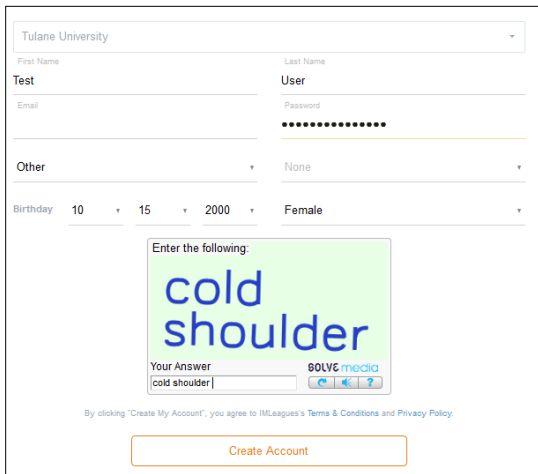
2. On the form that appears, type out Tulane (you do not have to scroll) in the **Select School/Organization** field. Then when it appears click Tulane University.

A screenshot of the IM Leagues registration form. At the top is the 'imleagues' logo. Below it is a 'Sign Up With Facebook' button. A red box highlights the 'Select School/Organization' dropdown menu, which has 'Tulane' entered and 'Tulane University' selected. Other fields include 'Status', 'Grad Year', 'Birthday' (with sub-fields for Month, Day, Year), and 'I Participate As'.

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

A screenshot of the IM Leagues registration options page. It features the Tulane University logo at the top. Below it are two buttons: 'School Users Member Registration' (orange) and 'NO TULANE EMAIL ADDRESS GUEST REGISTRATION' (blue).

4. Complete the registration form and click **Create Account**.



The registration form includes fields for First Name (Test), Last Name (User), Email, Password (masked with dots), Other (dropdown), and Birthday (10/15/2000, Female). A CAPTCHA challenge is displayed with the text "cold shoulder" and a "Your Answer" field containing "cold shoulder". A "Create Account" button is at the bottom.

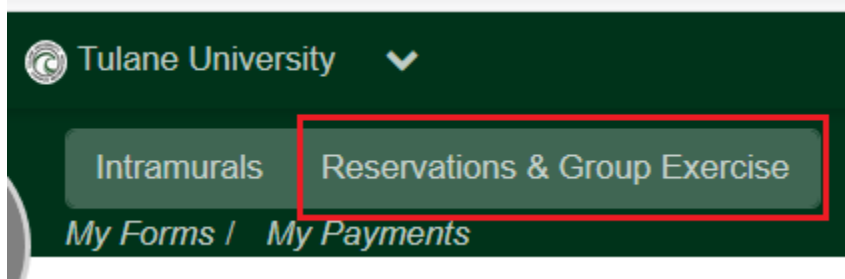
5. You will receive a confirmation email that you will need to confirm/click a link \*within 24 hours\* to log in for the first time. If you do not confirm your account within 24 hours, you can use the forgot password feature of the log in page to resend the email.

Thank you Test for joining and welcome to IMLeagues. We are happy to have you as a part of our site. Your account information is listed below - To get started just click the link below

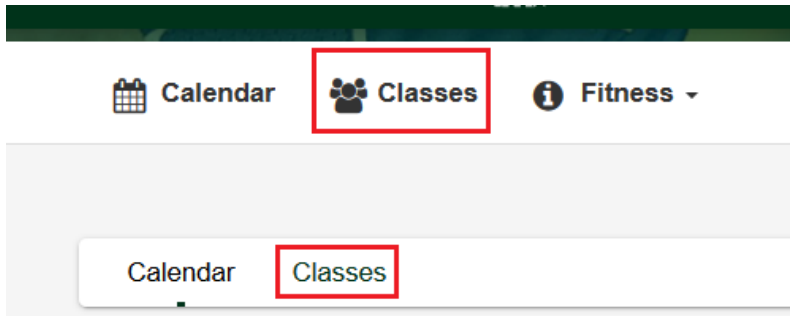
**[Please follow this link to activate your account on imleagues.com](#)**(valid for 24 hours)  
Or paste this url into your browser:  
<http://www.imleagues.com/ActivateMember.aspx?MemberID=4a20bc1c5e19426e8c398d91d1d671f2&AID=fid4e2&Expiration=1597161947&Token=426be7e5cc2e9294bdd36b8acce2dd61b446c934da8521aca2dfa01871b95652>

**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.



**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.

**About**

To check-in, please proceed to the front desk with your ID as usual. Front desk staff will be verifying reservations upon entry.

Cardio machines are located on the 2nd floor (atrium level), 3rd floor, and 4th floor. For further information about our offerings, [please visit the facilities page of our website](#).

Before coming to the facility, please ensure that you are not running a fever and that you have not been in contact with any individual exhibiting COVID-19 symptoms for at least 14 days. Please review our full list of [updated policies and procedures](#).

1. You must be an active member of the Reily Student Recreation Center to access the facility.
2. Members must bring their official Tulane student ID, faculty/staff ID, or key tag to check into their reservation.
3. All workouts will be limited to 50 minutes to accommodate as many patrons as possible during our hours of operation.
4. **You must remove yourself from a reserved timeslot if you are unable to make your time. Removal must be completed 30 minutes prior to the start of the session.**
5. All [updated policies and procedures](#) are listed on our website. Please review all policies prior to entering the facility, as you will be expected to abide by all set guidelines. Failure to adhere to all policies could lead to restricted access to our facility and/or suspension of membership privileges.

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.)

Tuesday, July 21, 2020

AM	Functional Fitness Gym	@Tulane Reily Center, Functional Fitness Gym	<a href="#">Sign Up</a>	<a href="#">Open</a>
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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.

Accept

By checking this 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