

## How to Submit Your Team Roster Online

- Go to [www.intramurals.usask.ca](http://www.intramurals.usask.ca)
- Fill in the available form with the captain's information and team information

**CAPTAIN INFORMATION**

First Name :  Last Name :  Student # :  NSID :

Phone Number:  Email Address :

**TEAM INFORMATION**

Team Name:   
This should be your Team Name.

**FIND YOUR LEAGUE**

Term:  Level:  Division:  Sport:

League:   
Leagues are searched from Term, Level, Division and Sport above.

- Use the drop down menus to find the league you wish to register for
- Click 'Register Team'
- You will be taken to the following page to confirm your information:

HOME NEW REPORTS MANAGEMENT MY PREFERENCES LOGOUT

**CONFIRM YOUR REGISTRATION**

**CAPTAIN INFORMATION**

First Name : Johnny Last Name : Bravo Student # : 11111111 NSID : job321

Phone Number: (000) 000-0000 Email Address : job321@mail.usask.ca

**TEAM INFORMATION**

Team Name: Example

**LEAGUE**

Term: 2015/2016 Term 2 Level: Competitive Division: Men's Sport: Basketball

League: Competitive Men's Basketball, Saturday 2-4 pm

- Confirm that all information is correct and click 'Register Team'
- You will be taken to a page with the following notice at the top:

**THIS TEAM IS NOT APPROVED**

Thank you for submitting your team to Campus Recreation.  
**PLEASE NOTE:** This does NOT reserve your team a spot in the league you have chosen. **Your team will not be entered into the league until you have paid the \$50 team registration fee.**  
 You can pay for your team in one of the following ways:

- By calling 306-966-1001 with your valid credit card.
- in person in PAC Room 222 (main office).

Office hours are from 8:30 am-4:30 pm Monday to Friday.

- Scroll down and type in the student numbers of the players on your team
  - Once you type in the student number you can hit 'tab' and the other fields will auto fill – if they do not auto fill you need to manually enter the information.
- Once you have entered all of your players click 'save roster'

**Examples**

<b>Team Name:</b>	Examples																																													
<b>Team Captain:</b>	<input type="text"/>																																													
<b>League:</b>	<b>Competitive Men's Basketball: Saturday 2-4 pm - 2:00 pm to 4:00 pm</b> <b>Registration Deadline:</b> Wed Jan 13, 4:30 pm <b>Ind Meeting:</b> Wed Jan 13, 4:30 pm <b>Captains Meeting:</b> Wed Jan 13, 5:00 pm																																													
<b>Player Roster:</b>	<p>Your Roster MUST be UoFS students who are in good standing.          By entering a Student No or NSID, the database will be searched.</p> <div style="text-align: right;"><a href="#" style="background-color: #76b82a; color: white; padding: 2px 5px; border-radius: 3px;">SAVE ROSTER</a></div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Student #</th> <th style="width: 25%;">First Name</th> <th style="width: 25%;">Last Name</th> <th style="width: 25%;">College</th> <th style="width: 10%;">NSID</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Student No."/></td> <td><input type="text" value="First Name"/></td> <td><input type="text" value="Last Name"/></td> <td><input type="text" value="College"/></td> <td><input type="text" value="NSID"/></td> </tr> <tr> <td><input type="text" value="Student No."/></td> <td><input type="text" value="First Name"/></td> <td><input type="text" value="Last Name"/></td> <td><input type="text" value="College"/></td> <td><input type="text" value="NSID"/></td> </tr> <tr> <td><input type="text" value="Student No."/></td> <td><input type="text" value="First Name"/></td> <td><input type="text" value="Last Name"/></td> <td><input type="text" value="College"/></td> <td><input type="text" value="NSID"/></td> </tr> <tr> <td><input type="text" value="Student No."/></td> <td><input type="text" value="First Name"/></td> <td><input type="text" value="Last Name"/></td> <td><input type="text" value="College"/></td> <td><input type="text" value="NSID"/></td> </tr> <tr> <td><input type="text" value="Student No."/></td> <td><input type="text" value="First Name"/></td> <td><input type="text" value="Last Name"/></td> <td><input type="text" value="College"/></td> <td><input type="text" value="NSID"/></td> </tr> <tr> <td><input type="text" value="Student No."/></td> <td><input type="text" value="First Name"/></td> <td><input type="text" value="Last Name"/></td> <td><input type="text" value="College"/></td> <td><input type="text" value="NSID"/></td> </tr> <tr> <td><input type="text" value="Student No."/></td> <td><input type="text" value="First Name"/></td> <td><input type="text" value="Last Name"/></td> <td><input type="text" value="College"/></td> <td><input type="text" value="NSID"/></td> </tr> <tr> <td><input type="text" value="Student No."/></td> <td><input type="text" value="First Name"/></td> <td><input type="text" value="Last Name"/></td> <td><input type="text" value="College"/></td> <td><input type="text" value="NSID"/></td> </tr> </tbody> </table>	Student #	First Name	Last Name	College	NSID	<input type="text" value="Student No."/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="College"/>	<input type="text" value="NSID"/>	<input type="text" value="Student No."/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="College"/>	<input type="text" value="NSID"/>	<input type="text" value="Student No."/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="College"/>	<input type="text" value="NSID"/>	<input type="text" value="Student No."/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="College"/>	<input type="text" value="NSID"/>	<input type="text" value="Student No."/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="College"/>	<input type="text" value="NSID"/>	<input type="text" value="Student No."/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="College"/>	<input type="text" value="NSID"/>	<input type="text" value="Student No."/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="College"/>	<input type="text" value="NSID"/>	<input type="text" value="Student No."/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="College"/>	<input type="text" value="NSID"/>
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- Your team roster is now submitted and will be approved by Campus Rec staff once the registration payment of team fees is received.
- If you need to make any changes to your roster use the roster change form available on our website at [www.campusrec.usask.ca](http://www.campusrec.usask.ca).