



Registration Instructions

Due to the time-sensitive nature of intramural sports registration, it is very important for each person to understand the process. Producing intramural schedules is a detailed and time-consuming process. We must have ALL rosters in hand in order to begin making that sport's schedules - which is why strict deadlines are necessary and expected to be followed by all potential captains.

Please contact IMSports@bu.edu with any questions.

For the vast majority of intramural sports, you must have a team in order to register (the only current exception is bubble soccer). Forming your own team is the only way to ensure you get to play that season. If you have a team, proceed below to the "team registration instructions". If you cannot form a team, move ahead to the "free agent registration options" section:

Team Registration Instructions

1. After registration for all sports opens, and before each sports deadline or that league fills (many do fill quickly and before the deadline), submit your team fee online via MyFitRec. This will hold your team's spot in the league as long as you finish the process below...
 - a. If you wish to pay for more than one team in the same sport (i.e. one men's soccer team and one co-rec soccer team) you will need to have different submit payment for each team. The online system only allows each person to submit payment once since it was built originally to handle class registration.
2. After submitting payment, go to the sport specific page that you paid for on the intramural portion of the FitRec website and download the roster form for your team.
 - a. Fill out all fields requested on the form. This form must be typed – no handwritten rosters will be accepted.

- b. Teams who fail to submit a completed roster prior to the deadline will not be scheduled in the league and will not receive a refund.
3. Once you have the form complete (you CAN add additional players over the course of the season, but must list at least the required minimum up front), save it as a WORD document, and email it as an attachment to IMRoster@bu.edu prior to the deadline listed on that sport's specific page.
4. When we receive your roster, we look it over and either accept it or reject it. If we inform you that your roster is accepted, you are all set (proceed to step 6). If we inform you that your roster is rejected, we will inform you why and you must RESUBMIT the roster form. Due to the very high volume of rosters we receive, we do NOT keep incomplete rosters on file. Fix the error and RESUBMIT the roster form before the deadline for that sport.
 - a. Once we have your accepted roster form, you may contact us to change information on it ONLY PRIOR TO THE DEADLINE FOR THAT SPORT (i.e. if you stated on your form you could play on Tuesday nights but no longer can, you have until the deadline to inform us of that correction).
 - b. Also once we have your accepted roster form, the only way to add players to your team is at a regular season game via a roster add form that you can get from the on-site supervisor. Please do not contact us via email with roster additions.
5. Each team must then send one representative to the captains meeting for their sport (date/time/location posted on the page for each IM sport). Teams who do not send a representative will forfeit the right to request schedule changes that season and will be unable to veto schedule changes proposed at the meeting itself.

Free Agent Registration Options

1. Individuals can view the online free agent list (available on the main IM Sports webpage) prior to the registration deadline (and prior to registration filling) and contact people about forming and submitting a team for the league
2. Add your name to the free agent list (available on the main IM Sports webpage) and hope to be contacted by an existing team
 - a. Please be aware that we here at BUIM Sports will not be personally forming teams from this list, this is simply a forum for people who want to play to find each other and form teams themselves.