



XREC Intramurals NEW League Registration Process

Step by Step Process – How to Register a Team, Join a Team, or Join as a Free agent

Introduction

Last year XREC launched the XREC Self Service portal so students could participate in daily activities like fitness centre sessions, pickleball, drop in basketball, and the racquetball courts.

This year we are expanding the functionality of the XREC Self Service portal by having our Intramural participants register for leagues, tournaments, and events using the online service. You will be able to create a team for a league and then have your friends join your team by registering through the portal.

Are you a free agent looking for a team? Join the Free agent team and our Intramural team will try to assign you to a team looking for more participants!

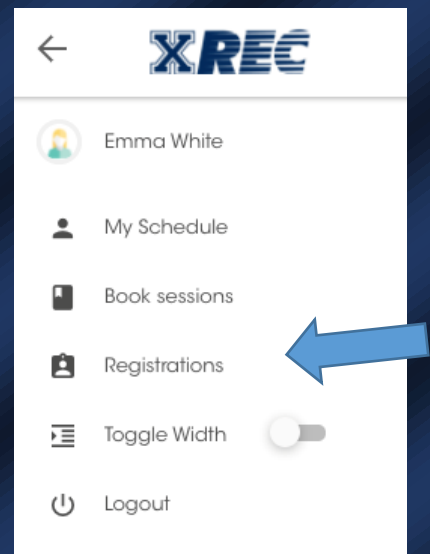
Step by Step Process – How to Register a Team, Join a Team, or Join as a Free agent

Step 1: Activate your XREC Student membership and create your XREC Self Service portal

1. Activate your XREC Student membership at the welcome desk located in the Amelia Saputo Centre (Aquatic Centre)
2. Once your membership is activated you will receive an email from the Welcome Desk to create a unique USERNAME and PASSWORD for the XREC Self Service portal

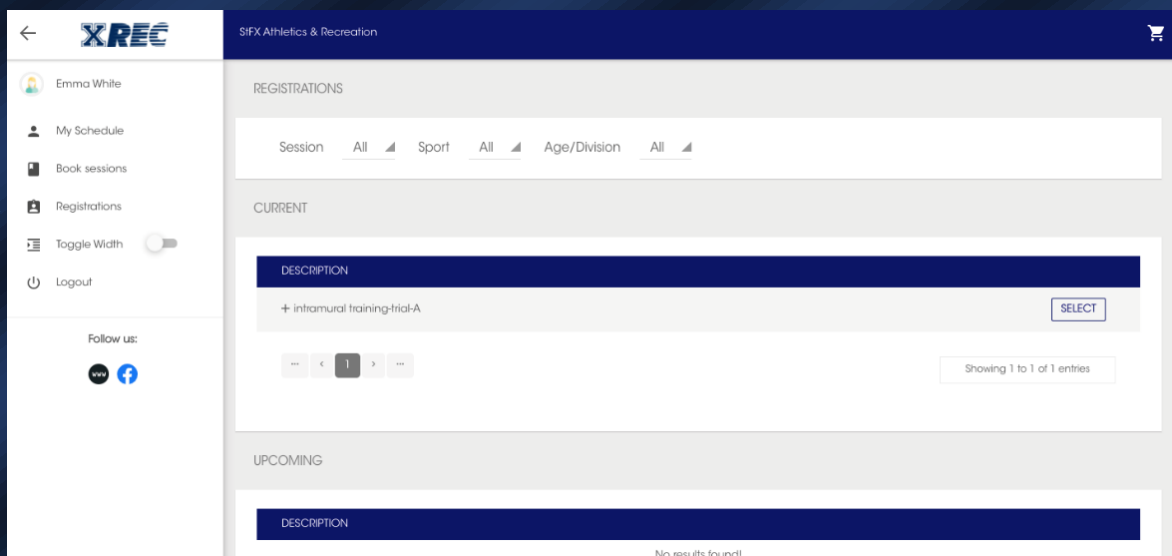
Tip: Book mark the Self Service portal login link onto your phone or computer – [click here](#)

3. Log in to the XREC self-service portal using your username and password (on the top left panel you will see your name, this means you have successfully signed in!)



Step 2: Register for your Leagues

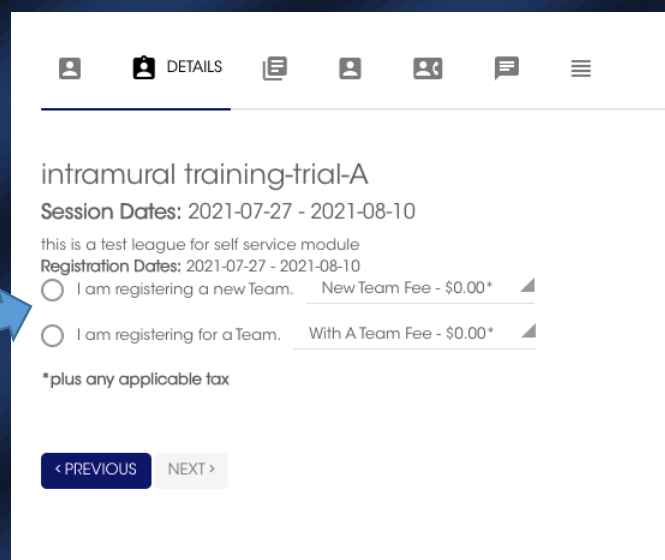
By clicking on the **Registrations** tab on the left side panel, you will see the current Intramural events/activities, upcoming Intramural events/activities and closed events/activities.



HOW TO REGISTER AND CREATE "A TEAM"

By creating and registering a team, you are also agreeing to be the **team captain**. (Team captain duties include; manage roster, attend league meetings, communicate on behalf of intramurals to teammates on scheduling). **Please only register one team**

1. *Step 1*, Register a team by clicking on the **SELECT** button for the League in which you want to participant in
2. *Step 2*, Choose the option "**I am registering a new team**" by clicking on the circle. Proceed to next step by clicking on the *next* button on bottom of page



3. *Step 3*, Read thoroughly and carefully, the terms and conditions of the Assumption of Risk and Liability Waiver. Proceed to next step by clicking on box accepting the terms and conditions and then clicking on the *next* button on bottom of page

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THIS RELEASE AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS RELEASE AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGN AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.

XREC STAFF and fellow participants may take pictures during the Recreation events. These photos could be used in our promotional or educational materials. By accepting the terms and conditions you are granting permission to SIFX Recreation (XREC) to use still photographs and video footage for these purposes.

By registering, you also agree to receive emails from SIFX Athletics & Recreation.

I accept the terms & conditions.

< PREVIOUS NEXT >

4. *Step 4*, Create a team name and review profile information

Important profile information: On first profile information page please ensure you have the correct emergency contact information before proceeding to the next page. Click **NEXT**.

On second profile information page please ensure **email address** (STFX email and regular email), residence, student ID and phone number is correct before proceeding to the next page. Click **NEXT**.

5. *Step 5*, Comment section page, is where you can leave any special requests, special circumstances or questions you may have for the Intramural Staff. One of your Intramural Staff members will get back to you!

If you have no questions, comments or concerns, click **NEXT**.

COMMENTS

Please enter notes for special circumstances or comments to our staff here.

< PREVIOUS NEXT >

6. *Step 6*, 'PURCHASE' your team here. Click on **BUY button**, and then in next window on far-right side of the page and click **Complete Checkout**

Important: Intramural hockey and Basketball have associated registration team fees. Intramural coordinators will send a copy of the invoice to be paid at XREC Welcome desk.

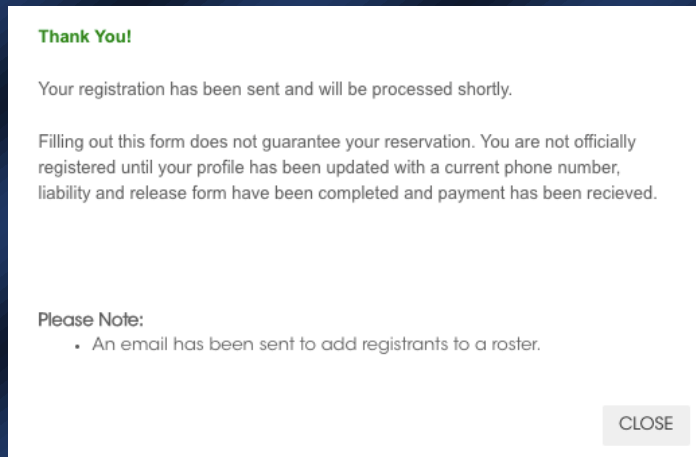
SUMMARY

Registration for: Emma White
Location: SIFX Athletics & Recreation
Registration: intramural training-trial-A
Registration Type: I am registering a new Team. - New Team fee - \$0.00
Session Dates: 2021-07-27 - 2021-08-10

BUY ADD TO CART

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7. After the process is complete, you will receive a confirmation email regarding your team. **IMPORTANT:** If you did NOT receive an email, please check your junk mail.



NOW, tell your friends to go sign up on your team (give team name) at the self-service portal!

Only manage your roster with the sent link, we want individuals to register using their accounts to avoid duplications of profiles!

HOW TO REGISTER AND “JOIN A TEAM”

Your friend has created a team using the Self-Service portal and they have asked you join their team! How do I do join their team?

Or

I am a looking to participate, but I do not have a team. How can I join as a “FREE AGENT”?

1. *Step 1*, If you have not already done so activate XREC student membership at Welcome desk, and then create a Self Service portal profile (username and password)
2. *Step 2*, Register for a team by clicking on the **SELECT** button for the League in which you want to participant in
3. *Step 3*, Choose the option “***I am registering a team***” by clicking on the circle. Proceed to next step by clicking on the *next* button on bottom of page



DETAILS

intramural training-trial-A

Session Dates: 2021-07-27 - 2021-08-10

this is a test league for self service module

Registration Dates: 2021-07-27 - 2021-08-10

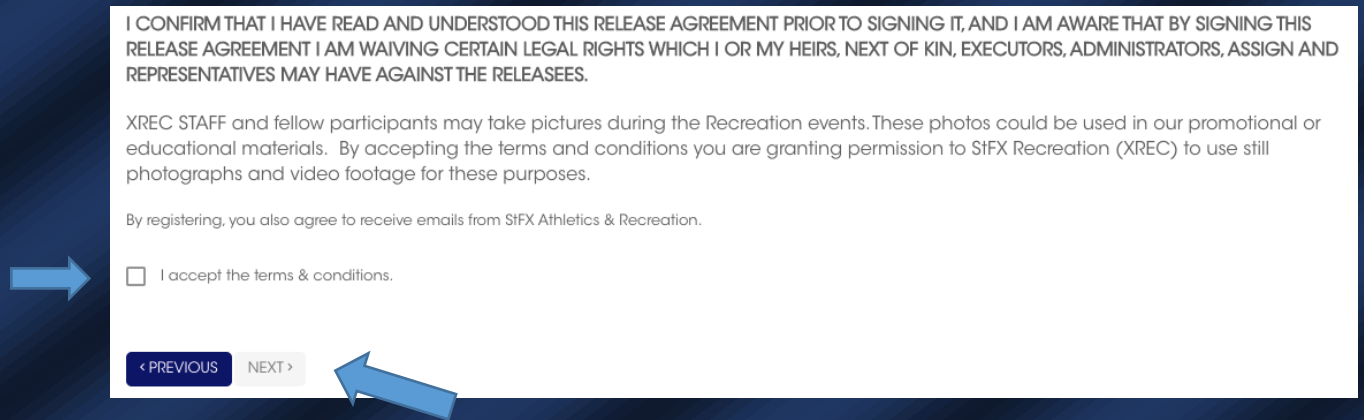
I am registering a new Team. New Team Fee - \$0.00*

I am registering for a Team. With A Team Fee - \$0.00*

*plus any applicable tax

< PREVIOUS NEXT >

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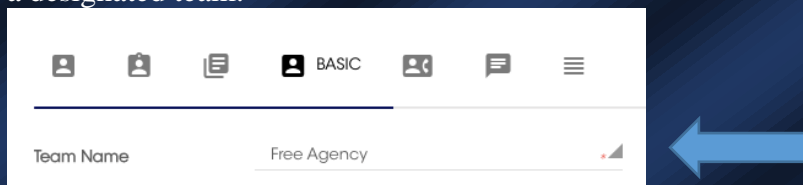
I accept the terms & conditions.

< PREVIOUS NEXT >

4. *Step 5*, Choose your team you would like to join and review profile information

Select the correct team name that you wish to join and make sure all your profile information is correct before continuing. **Team names can be close in similarity. Please make sure you are registering for the correct team**

Use the small triangle as a drop-down window to select which team you wish to join. A Free Agency Team is available for each league for students wish to play and do not have a designated team.



Team Name Free Agency

FREE AGENT

If you are a student that wants to play but does not have a team, we have the option for you to join a Free Agent Team.

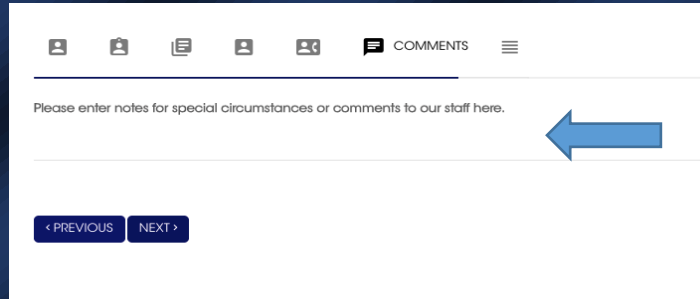
If there is enough players to form a team then the intramural staff will reach out to select a team captain and create a team name. If there is not enough players to form a team, the Intramural staff will try to assign players to teams with low registration numbers

5. *Step 6*, **important profile information:** On first profile information page please ensure you have the correct emergency contact information before proceeding to the next page. Click **NEXT**.

On second profile information page please ensure **email address** (STFX email and regular email), residence, student ID and phone number is correct before proceeding to the next page. Click **NEXT**.

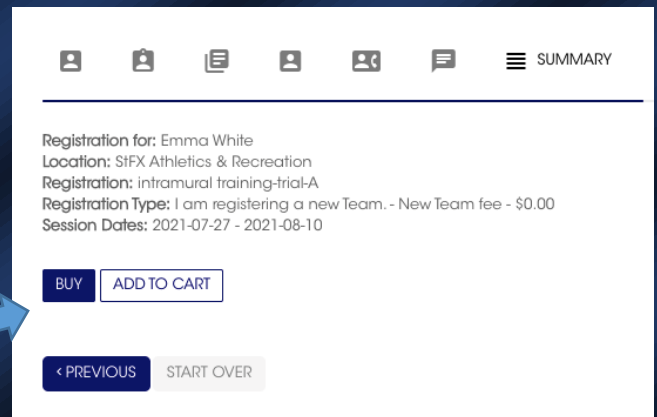
6. *Step 7, Comment section page*, is where you can leave any special requests, special circumstances or questions you may have for the Intramural Staff. One of your Intramural Staff members will get back to you!

If you have no questions, comments or concerns, click **NEXT**.



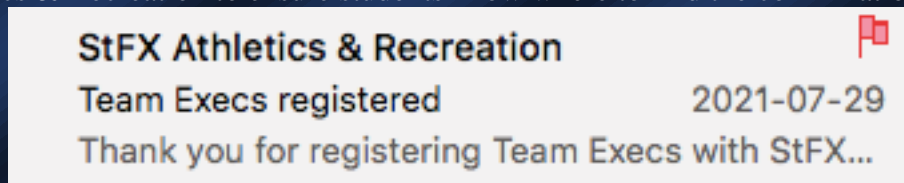
8. Step 6, 'PURCHASE' your team here. Click on **BUY button**, and then in next window on far-right side of the page and click **Complete Checkout**

Important: Intramural hockey and Basketball have associated registration team fees. Your team captain will collect fees to pay for the League.



9. Step 7, After the process is complete, you will receive a confirmation email regarding your team. **IMPORTANT:** If you did **NOT** receive an email, please check your junk mail.

We recommended that once you receive the email, you **FLAG** the email from STFX Athletics & Recreation to ensure students know where to find the confirmation email



10. Remember to follow up with your team captain to ensure you are on their roster, and to stay informed when the Games begin!

You can also visit the <https://www.goxgo.ca/recreation/intramurals/index> website for the league schedule as well as the Intramural Facebook and Instagram pages @stfxintramurals

Frequently Asked Questions

Question: Can I create more than one team?

Answer: Please only register for ONE team! You can only be on one roster when participating! If you are registered for more than one team you will be removed from the other teams and ineligible to play.

Question? What do I do if I register for the wrong team?

Answer: If you registered for the wrong team by accident, please email stu_int@stfx.ca with an explanation and with what team you would like to be removed from and we will assign you to the appropriate team.

Question? I want to play in the league, but I do not have a team to join. Can I still play?

Answer: If you do not have a team to join for any league, please register under Free Agency. This will allow you to play with other students who do not have a team and wish to play in the league.

Question? Can I captain more than one team for my residence?

Answer: Each team must only have ONE captain. This captain is responsible for managing the team roster and being the team rep for the Intramural leagues. As well, the captain keeps teammates up to date with the league news, schedule and rules.