

Student Instructions to use **IMLeagues**
to reserve Spring Academic Classrooms

In an effort to offer students the opportunity to get together with friends to study, attend a class via zoom or to sign up to use the Life Sports Center, we are pleased to offer **IMLeagues**.

IMLeagues is a reservation system that allows students the opportunity to safely get together outside the dorm by restricting the number of students signing up while adhering to Covid capacity guidelines.

Before we start, there are a few very important details about **IMLeagues**.

- **Students are not permitted to sign up for more than 2 - 2 hour sessions per day.**
- **Students may sign up one week in advance.**
- **Classroom hours of availability vary. Please adhere to the hours available in IMLeagues. Please vacate when your time ends.**
- **Any student who does not adhere to this policy will be flagged and may lose their ability to book future reservations.**

To sign-up, simply log-on to the Muhlenberg application portal or the Berg app.

- Log-on to the Muhlenberg application portal
- Select the icon :

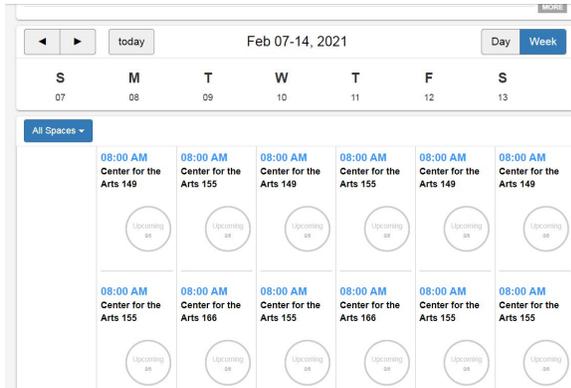


IMLeagues Reservations

- The first time you enter IMLeagues you will be required to answer a few general questions (confirm name, email, birthdate, etc). Once complete, you should not be prompted again.
- Once here, in the upper left corner next to the Muhlenberg icon you will find a drop down with two choices. Select the type of reservation from the drop-down.
 - Life Sports Center Reservations
 - Spring Academic Space Reservations

Let's use spring academic space reservations as an example.

- Scroll down below the Classroom Protocol and you will see a calendar.



- Here you may select by a certain date or a specific classroom (see the blue drop down box in the left corner to choose a different location).
- You can see by this example that there are 2 classrooms in the CA available. The information in the circle shows that a total of 5 students can sign up and so far there are 0 / 5 spaces filled.
- Once you request one of the time slots, you will be registered and a confirmation will be sent to your email.
- In the event the requested classroom is filled, there is an option to be placed on the waiting list if a cancellation occurs. You will be notified via email if a spot becomes available.
- Lastly, make sure that if you are unable to take your reserved spot to cancel in a timely manner. This will allow for someone to attend.