

Intramural Registration Step-By-Step Instructions

Step 1: Creating a Membership

1. Navigate to the DSE online dashboard
 - a. <https://villanova.dserec.com/online/dashboard>
2. Select the membership tab
3. Select Intramurals
4. Select the current school year
5. Select Sign Up
6. Confirm the correct membership dates as well as your name
7. Upload the IM Waiver
 - a. Instructions listed
 - b. Click Next
8. Click Confirm
9. Check your account that all info is completed and waiver was properly uploaded
 - a. All waivers will be checked for correct submission

Step 2: Registering your Team

1. Navigate to the DSE online dashboard
 - a. <https://villanova.dserec.com/online/dashboard>
2. Select Intramural Sports
3. Select which sport you are trying to register for
4. Select which league you want to participate in
5. Select “Register Your Team” or “Register as Free Agent”
6. Input team name
7. Hit create

Step 3: Invite Teammates

1. Select “Add by Email” or “Add from Free Agents” to invite team members
 - a. Note all team members must complete the “Creating a Membership” portion before being able to join a created team
2. Have invited members follow the emailed instructions

Step 4: Pay your forfeit fee

1. To pay online, you must pay with NovaBucks.
2. Click here to add NovaBuck through credit Card:
<https://get.cbord.com/villanovadining/full/prelogin.php>
3. Contact us to coordinate an in-person payment.