



Submitting Forms on IMLeagues

Step 1. Go to IMLeagues and select “Login”



Step 2. Select Stephen F. Austin State University and it should take you to sign in using mySFA

The image shows a dropdown menu with the text "Select School/Organization" and a downward arrow. Below the dropdown, the text "stephen|" is visible in the input field. At the bottom of the dropdown, "Stephen F Austin State University" is listed as a selection.

Step 3. On the Home screen, you should see a place to click “My Forms” near the top left



Step 4. After selecting my Forms, it should take you to a page where ALL the required forms should be listed.

The image shows a form titled "Form (New)" with buttons for "Download", "New Blank Form", and "Back". Below the title, there is a section for "Travel Request Form" with an "Upload" button. A message says "Please upload the form you fill out manually:" followed by an "Upload Document" button. At the bottom, there are three buttons: "Save as Draft", "Submit For Review", and "Cancel".

Step 6. You have two options to get the digital copy of the form you would like:
If you select “Download”, it will take you to a black digital copy or PDF’s of the forms can also be found on the Campus Recreation website under “Competitive Sports” and “Forms for Sport Club Members”

Step 7. Save the PDF to your computer and then upload it after selecting “Upload Document”

Step 8. Select “Submit for Review” and then Brandon will approve.

If you are submitting a reimbursement request for gas, YOU STILL NEED TO SUBMIT THE PHYSICAL COPY OF YOUR GAS RECEIPTS TO BRANDON