

How to Use *TennisLink*

Tennislink is the web-based registration and score reporting system for all USTA League Tennis. The *TennisLink* website address is:

<http://tennislink.usta.com/leagues/>.

Players may use *TennisLink* for:

- Tracking league standings using My Teams
- Registering for teams
- Finding ratings
- Self-rating for leagues
- Joining USTA, renewing membership, updating membership information

Captains use *TennisLink* for:

- Printing captain contact lists (Captain Reports)
- Printing match scorecards with rosters
- Entering match scores
- Confirming or Disputing match scores

My Teams on *TennisLink* homepage

The "My Teams" feature allows you to track the activity of your favorite teams quickly without having to enter the team number every time you visit the site. Teams can be added to this list while viewing the Team Summary Page. On that page, click on "Add to My Teams" in the upper right hand corner. This adds the selected team to your "My Teams" list and is available to view immediately on this page. Add as many teams as you wish. To locate the Team Summary Page use one of the search options on this page or enter the team number for direct access.

Note: Keep in mind, the information for the team is stored as a "Cookie" on your computer, if you routinely delete your Cookies, those links will disappear and you will have to set them up again. (For more information about cookies check out the Leagues FAQ)

The next instructions are only one way to get the information you need – there are many other methods. Please look around in the *TennisLink* program and find the method that you prefer. **Please remember that captains must be logged in with their USTA number in order to view and print captain reports and match scorecards.**

Registering for a Team

1. In order to register for a team, you must have a Team Number. Local League Coordinators assign Team Numbers to each team and distribute them to Team Captains at the beginning of the season. Players should get their Team Number from their captain.
2. Have your USTA membership number and a credit card ready. Your USTA membership must be valid through the end of the local league season. If your membership expires during the league season, *TennisLink* will not allow you to register until the membership has been renewed.
3. Go to the *TennisLink* website – www.tennislink.usta.com/leagues
4. Look on the right hand side of the leagues home page under League Players, and click on Register for a Team.

5. *TennisLink* will prompt you through the registration process. All league fees are paid in *TennisLink* when you register.
6. Team Captains must click on the “Yes” box indicating they are the Team Captain. If you do not click on that box, you will not be listed in the Captains Report (contact list).

Printing the Captains Report (Captain Contact List)

1. On the right side of your screen under Captains & Coordinators, type in your USTA number and click GO.
2. Confirm your email address and click CONTINUE.
3. Find your team by entering your name under “Search by Player Name”. Then click on the Flight / Subflight (upper right corner) and you will come to the Flight Summary page.
4. Click on the Team Captains Report button and your flight’s Captains Report will appear. To print the report, select PRINT REPORT, located near the top on the right side of your screen.

Important Notes to all Team Captains regarding Captains Reports!

- **All captains must check the box indicating they are the team captain when registering in *TennisLink*. If they do not check the box, their information will not be included in the Captains Report (Contact List).**
- ***TennisLink* pulls team captain contact information for the Captains Report from the USTA membership database. Captains are responsible for making sure their contact information is up to date for the Captains Report. To update your membership information, click on the Renew Your Membership selection under League Players, USTA Membership on the *TennisLink* homepage. You will need to create a login and password if you have not already done so. You may also call USTA membership at 1-800-990-USTA (8782).**
- **Please use the best contact phone number and email address for your USTA membership information.**

Printing A Match Scorecard

1. On the right side of your screen, under Captains & Coordinators, type in your USTA number and click GO.
2. Confirm your email address and click CONTINUE.
3. Click on your team name under My Teams and you will come to your Team Summary page. **(For instructions on how to list your team under “My Teams” go to page one of this document.)**
4. Scroll down and you will see a list of your team matches with dates. Click on the match date and a screen will pop up with a button to Print Blank Scorecard.
5. Click on Print Blank Scorecard and a match scorecard with the *TennisLink* match number and both team rosters will pop up. Click on PRINT REPORT, located near the top on the right side of your screen.

Entering a Match Score (either captain may enter scores)

1. On the right side of your screen, under Captains & Coordinators, type in your USTA number and click GO.
2. Confirm your email address and click CONTINUE.
3. Under League Players, League Play (on the right side of My Teams) choose RECORD A SCORE.
4. Your USTA number should already be filled in because you signed in upon entering the *TennisLink*. Enter the Match Number (found on the Match Scorecard) and click NEXT.
5. Confirm that the match information is correct and click NEXT.
6. Enter the date that the match was played. If a match was delayed and/or split up into individual matches, use the date of the last outstanding match for the match date. For example, if #1 doubles was played on 06/01/08, #2 doubles was played on 06/02/08, and #3 doubles was played on 06/04/08, use 06/04/2008 as the match date.
7. Using the drop down menus, choose the appropriate players and enter the scores from the WINNER'S point of view. Underneath the winner's name, select WINNER.
8. If the match was completed, leave COMPLETED in the drop down menu beneath the scores. If the match was defaulted, use the drop down menu and select DEFAULT. If the match was retired, select RETIRED. If the match was a double default, select DOUBLE DEFAULT. The TIMED MATCH option is not used for any Richmond USTA league except for the Winter Indoor Adult Mixed League.
9. If the match was played with a match tiebreak, enter the 3rd set score as 1-0.
10. Click NEXT after scores have been entered for all matches.
11. Confirm that your entries are correct and select FINISH.

Both captains are responsible for making sure match scores are entered within 72 hours of match completion. Do not assume that the winning captain will enter scores. The non-reporting captain has 48 hours to confirm the match scores after they have been entered.

Confirming Match Scores

1. Follow the procedure of going to RECORD A SCORE, entering the match number and follow the steps necessary to CONFIRM/DISPUTE the match scores.
2. If a score is not correct, click on Dispute Score.
3. Contact the local league coordinator by email explaining why you Disputed the score. Copy the opposing captain on the email.