



## Instructions for Registering a Team

All team requirements must be met prior to starting registration.

### “CREATING A TEAM”

- **NEW:** As a captain, you **MUST** complete the background screening before you will have access to create a team in TennisLink. Visit [http://www.usta.com/About-USTA/usta\\_safe\\_play\\_screening/](http://www.usta.com/About-USTA/usta_safe_play_screening/).
- In order to “Create a Team”, you will need to become a coach/manager in Tennislink.
- Go to [www.ustaatlanta.com](http://www.ustaatlanta.com) and on the left hand side under “Juniors” click on “TennisLink”. Then scroll to the bottom of the page and click on “Become a Coach/Manager”, if you are not already set up as one.
- If you have a USTA membership number, enter and click “Get”. If you do not have a USTA membership, enter your contact information.
- Create a password, and insert a password hint to remember if you ever forget your password.
- Complete all requested information. **This is how other captains will contact you.**
- Click “Submit”. You will be assigned a Team Tennis # if you do not have a USTA membership number. **Make a note of this # and password.** This is what you will use to log in to the system (Unless you have a USTA Membership #).
- **All Captains must create a new team number each season.** This step creates a team number *and* registers the team.
  - Log in to TennisLink as captain (<http://tennislink.usta.com/TEAMTENNIS/Secure/logon.aspx?Caller=Login>)
  - Click on “Register for a Team”, and then click “Click here to create a new team”
  - Select Type of Program (**Jr**)
  - Select Section (**Southern**)
  - Select District (**Georgia**)
  - Select Area (**Atlanta - Juniors**)
  - Click “Go”
  - Select your correct age level (8U – 18U)
  - **Make a note of your new team number.**
  - Create team name (Facility name – Captain’s last name)
  - Select your Home Court Facility.
  - Select Division and check affiliations
  - Enter Co-captain Information, if applicable.
  - **Click on “Save”! The system will not create the team unless you hit save.**

## **“REGISTERING A PLAYER”**

- Go to Jr. Team Tennis TennisLink home page.
- Click on “Register to Play”.
- Enter the Team # of the team you are registering your child for.
- Enter in your child’s USTA membership #.
- Complete payment information.
- Check the information carefully. If you register your child incorrectly you will forfeit the TennisLink fee.
- Click “Submit”.

## **“CHECKING YOUR TEAM ROSTER”**

- Go to [www.ustaatlanta.com](http://www.ustaatlanta.com) and click on the “TennisLink” under “Juniors” on the left hand side of the page.
- Sign in as a Coach/Coordinator with your USTA # or Team Tennis #.
- Under “My Options”, click on “Teams”.
- Click on the notebook icon to the right of your team.
- Select “Player Roster.”
- This is also where you will view match schedule, get scorecards, etc.