USTA | CITA ADULT LEAGUES

How to Print a Scorecard
Reporting Scores after Match

Both teams must be involved in reporting match scores
Both Captains are responsible for reporting match scores. The first Captain to go in TennisLink/Leagues will report the scores; the second Captain to sign on in TennisLink will verify or dispute the scores. All scores should be reported and verified within 48 hours of the completion of the match. The captains can determine amongst them who will enter scores when signing scorecards at the end of the matches.

Failure to report a match score within 48 hours of the completion of the match will result in the following consequences: Per the Greater Indianapolis Local League Rules, “FAILURE TO REPORT SCORES MAY RESULT IN A TEAM FORFEIT.”

To print a blank scorecard prior to your match

- Go to the USTA TennisLink website directly at [http://tennislink.usta.com/LEAGUES](http://tennislink.usta.com/LEAGUES)
- Login to your USTA Account
- Under the My Teams tab double click on your team. This will take you to the Tennis Link League Reports-Team Level.
- Scroll down to find the date of the match you are playing and double click on it.
- Scroll down to the bottom and click on the button Print Blank Scorecard.
- In the upper right-hand corner there is a choice in blue asking you to SEND TO EXCEL/PRINT SCORECARD. Select Print Scorecard to send to your printer.

To enter scores after a match is complete

- Do the first two entries the same as above
- Under My Quick Links choose Record a Score to input your match scores.
- Input the correct match number and click next.
- Select the correct players from the drop down menu for each team. Confirm the correct players name again.
- Click the WINNER button for each court.
- Enter the scores for each court from the WINNERS point of view. Enter a full set that ended in a tie-break at 7-6 or 6-7, do not enter the tie-break score. 3rd set tiebreakers are entered as 1-0.
- Select the final outcome for each match from the Completed drop down list (Completed, Retired, Default, or Double default).
- When you have completed entering the results, click NEXT and the system will check to see if your entries comply with the USTA scoring rules. If parts of the entries are incomplete, you need to click the BACK button and make the corrections.

To confirm a match already entered

- After entering the match number, see that the match scores have already been entered, then review the scores for accuracy and select either CONFIRM OR DISPUTE.

Report to Local League Coordinator any disputed matches

- If you dispute a match, please email your local league coordinator and report why you are disputing the match, the match # and what you think needs to be changed.
- For the Greater Indianapolis Local League, send your disputed email and information to: kimberly@centralindianatennis.com, USTA League Assistant

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