HOW TO PRINT A SCORECARD PRIOR TO YOUR MATCH

1. Go to our web site www.centralindianatennis.com and choose “TennisLink” from the task bar on the left. Go to the right on the top task bar to TennisLink, click on USTA Leagues.  
   (Shortcut – Go straight to: http://national.usta.com)

2. On the right, in the section labeled “Captains and Coordinators” enter your USTA number and click “Go.”

3. Verify your e-mail address and click “Continue.”

4. On the right, in the section labeled “League Players” select “Record a Score.”

5. Enter the match number from the schedule and click “Next.”

6. Verify match information and click “Print Scorecard.”

7. Scorecard will appear on your screen. Use the print option from your browser to print the scorecard.

HOW TO REPORT A SCORE AFTER YOUR MATCH

1. Go to our web site www.centralindianatennis.com and choose “TennisLink” from the task bar on the left. Go to the right on the top task bar to TennisLink, click on USTA Leagues.  
   (Shortcut – Go straight to: http://national.usta.com)

2. On the right, in the section labeled “Captains and Coordinators” enter your USTA number, click “Go.”

3. Verify your e-mail address and click “Continue.”

4. On the right, in the section labeled “League Players” select “Record a Score.”

5. Enter the correct match number from the schedule and click “Next.”

6. Verify match information and click “Next.”

7. Enter all of the information correctly from the match scorecard and click “Next.”

   - Don’t forget to select the appropriate winner (program defaults to the home team if you don’t change it.)
   - Don’t forget to pull down the “Completed” box and choose a different option if a match ended in a retirement, default, double default, or because time was called - timed match.
   - Always select the player’s name from the roster, be careful to click on the correct name
   - Always enter the scores from the winner’s perspective, even if you’re not the winning team.
   - Always 6-3 6-3, never 3-6 3-6.
   - Enter a full set that ended in a tie-break as 7-6 or 6-7, do not enter the tie-break score.
   - If a match tie-break is played in lieu of a third set, enter the score as 1-0.
   - Example: 6-3 3-6 1-0

8. Verify that the information you entered is correct and click “Finish.” If there is an error, click “Re-enter,” make the change and then complete step 8.

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Holly Brannon
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