



MIDDLE STATES

2011 USTA Middle States
Jr. Team Tennis
TennisLink



USTA Jr. Team Tennis E-Learning Materials for TennisLink

This website offers online tutorials for TennisLink

Go to: <http://usta.com/lrc>

1. Create a Login
2. Click on Tennis Specific
3. Click on TennisLink Learning and Resources
4. Click on USTA Jr. Team Tennis
5. Choose which course you would like take: Introduction, Coach/Captain/Program Coordinator

Descriptions of Tutorials offered:

Introduction to USTA Jr. Team Tennis Course - Whether you are new to the program or need a refresher, this course will give you a general overview of TennisLink Team Tennis application, roles and responsibilities and other basic functions of the system.

Coach/Captain - The Coach/Captain course will show you how to create a Coach/Captain account, identify components in the Coach/Captain area, register a team, enter scores and access team and players reports.

Program Coordinator - The Program Coordinator course will show you how to apply for and set up a Jr. Team Tennis Program, manage the program, and schedule matches.



Program Pyramid-How Programs are set up in TennisLink

1. **Program:** Your League
2. **Divisions:** Groups of age and skill levels, example 14 intermediate would be a division.
3. **Flights:** Groups of teams where every team in that flight plays each other. This can be separated by division or you may have such a large division you would need to separate it into multiple flights.
4. **Teams:** Groups of players
5. **Players**

Important Things to Think About Before Setting Up Your Program:

1. **Program Dates**
2. **Divisions Being offered**
3. **Season Start and Registration Dates (Jerseys are shipped 10 days prior to Season Start Date)**



First time users, please follow the steps below. If you have been a coach/captain before on the TennisLink system, please jump down to "Registering your Team". If you do not remember your User ID or Password, please email Kasey Connors at Connors@ms.usta.com or call 610-935-5000 ex. 231.

Registering as a Program Coordinator

Go to web page: <http://teamtennis.usta.com>

1. Scroll down to the bottom of the page and Click on "Become a Coordinator" on the bottom right.
2. If you are a USTA member:
 - a. Enter your USTA Membership # and click "Get".
 - b. Create and confirm a password to use when logging in.
 - c. Click submit.
3. If you are NOT a USTA member, you will need to enter your information to get a Team Tennis ID#.
 - a. Enter first name, last name, address, city, state, zip code, DOB, gender, email and phone number.
 - b. Create and confirm a password.
 - c. Click "Submit". You will be given a Team Tennis ID#. Write it down along with your password.

A screenshot of a web registration form. At the top, it says "IF you have a Membership or Team Tennis Number enter it here and click 'Get'". Below this is a text input field, a "Get" button, and a "Reset" button. The form then asks for "first Name:" and "MI:" (Middle Initial) with input fields. "Last Name:" is also requested with an input field. "Address:" is a required field. "City:", "State:" (a dropdown menu with "-select-" selected), and "Zip:" are also required fields. "E-Mail:" and "Phone:" (with a format hint "(###) ###-####") are optional fields. "DOB:" (Date of Birth) is a required field with a calendar icon and a format hint "mm/dd/yyyy". "Gender:" is a required dropdown menu with "-select-" selected. "Tennis Group:" is an optional dropdown menu with "(Optional)" next to it. At the bottom, there are three required fields: "Password:", "Confirm Password:", and "Password Hint:" (a dropdown menu with "-select-" selected). A "Submit" button is located at the bottom right of the form.



How to Set up a Program Shell

Setting up your program

1. **Where do I go?** Log onto teamtennis.usta.com.
2. **Log in.** Click on the “coach/coordinator sign in” at the top right hand of your screen. (In blue next to Questions?)
3. **Go to My Options.** And click on create new program. (At any time in the process before you hit submit, you can click the save and complete later at the top right of the screen.)
4. **Program Step 1.** Program Name and Dates.
 - a. Program Name: Your city + Season + Jr. Team Tennis
 - b. Section: Middle States
 - c. District: NJ, DE, AMD, CPD, EPD or PATD
 - d. Championship Year: 2010
 - e. Season: Choose season and QuickStart is the non-advancing option
 - f. Please change your season and registration begin and end dates that you will be using. (You can adapt these if needed.)
 - g. Online Team Creation - Click this button if the coaches are going to set up their own teams.
 - h. Online Registration - Click this button if you want to have players that come across your program online be able to register without having a team.
 - i. Hit Next
5. **Step 2: Details and Divisions**
 - a. Choose # of matches you will be playing. Typical format is 1 boys singles, 1 girls singles, 1 girls doubles, 1 boys doubles and 1 mixed doubles. If you are not going to be gender specific, you can just use the singles and doubles options.
 - b. Choose scoring format.
 - c. Age and Division: Click on the boxes on the left of the age and divisions for your program.
 - d. Fee: If you are collecting a fee to cover your costs, enter it next to each division you selected. (This is just the fee for you or your organization and separate from other fees)
 - e. If your league is non advancing and is choosing not to buy the jerseys and require USTA membership you must click under Request Membership Waiver “Select ALL”
 - f. Hit Next



6. Step 3

- a. Organization information is optional.
- b. If you will be collecting a fee when they register online, enter in your bank information where this money will be sent. If you are not charging a fee leave this blank.
- c. Hit Next

7. Step 4: Select Sites

- a. Click the search here button.
- b. Enter in your facility name and state or search by zip code for where your team matches will be played.
- c. If you see your facility, check the box next to your correct facility and click the add facility button at the bottom the list.
- d. If you don't see your facility after the search, click add new facility.
- e. Do this for all of your facilities.
- f. Hit next

Review all information and hit submit. You will receive an email when your program is approved.



Program Set Up Continued

Once your program is created, flights (for separate divisions) need to be created:

Creating Flights

- 1. Where do I go?** Log onto teamtennis.usta.com.
- 2. Log in.** Click on the "coach/coordinator sign in" at the top right hand of your screen. (In blue next to Questions?)
- 3. Go to My Options and click on Programs.** Then click on the JR next to the program you wish to enter (Make sure you are in the correct championship year)
- 4. Once in your program, Click on Create New Flight**, which is under the Administration tabs on the right hand side.
- 5. Flight Name.** Type in Flight name. Ex. 14 Intermediate Wednesday.
- 6. Description.** You can add a description to the flight.
- 7. Division.** Pick the Corresponding Division from the drop down box. (These are the divisions you choose when setting up your program.)
- 8. Dates, Format.** Dates and Format are defaulted to your program settings and can be altered for each flight if needed.
- 9. Hit Save in top right hand corner.**
- 10. Repeat until all flights are created.**

*****Flights must be created before teams can register.**



Setting up Teams:

There are 2 options for setting up teams:

Option A. Program Coordinator creates teams and gives each coach their Team number and then replaces coach information once coach is registered. (With this option team jerseys will be sent to coordinator.)

Option B. Coach is responsible for registering themselves as a coach as well as creating their own team number. (With this option coach enters address where jerseys will be shipped.)



Option A: Program Coordinator Creating Teams:

1. **Go to:** <http://teamtennis.usta.com>
2. On the top right side of your computer screen, click on "Coach/coordinator log in."
3. **Go to My Options and click on Programs.** Then click on the JR next to the program you wish to enter (Make sure you are in the correct championship year.)
4. **Once in your program, Click on the Flight you wish to create teams in.** Scroll down to see your flights listed.
5. **Click on Create New Team**-which is located under the Administration tab.
6. **Write down the Team Number.** Each team gets a unique team number
7. **Pick a site facility that the matches will be played at.**
8. **Enter your TennisLink Log in # for Coach/Captain** or if you have the actual coaches information enter it here and hit GO. (This can be changed.)
9. **Pick the color of the jersey for each team,** if you don't the system will default to one and once one player registers that color is set and CANNOT be changed.
10. Enter the Address that the Team Jerseys will be shipped.
11. Hit Save in the upper right hand corner and repeat for each division and flight.

**Make sure you still have each coach register as a coach so they can be responsible for entering scores. You will need to put their information in as coach in order for them to be linked with their team.

How to switch a coach/captain of a team:

1. **Go to:** <http://teamtennis.usta.com>
2. On the top right side of your computer screen, click on "Coach/coordinator log in" and log in.
3. **Go to My Options and click on Programs.** Then click on the JR next to the program you wish to enter (Make sure you are in the correct championship year.)
4. **Click on the Flight Name that the team is in.**
5. **Click on the Team Name of the team you wish to change the coach of.**
6. Enter the new coach/captains TennisLink ID # in the Coach/Captain field and hit Get.
7. This will generate their information. (They have to be registered on TennisLink in order to be a coach/captain.)
8. Hit the save button in the upper right hand corner.



Option B: Have coaches follow the instructions below.

How to Become a Coach/Captain

Go to the web page: <http://teamentennis.usta.com>

1. Click on "Become a Coach/Captain" in the bottom right hand corner.
2. Enter first name, last name, address, city, state, zip code, DOB, gender, email and phone number.
3. Create a password.
4. Confirm the password.
5. Make a password (Tip: This does not relate to the password just created).
6. Click "Submit".
7. Write down your Team Tennis ID # and password.

Instructions for Coaches to Create a Team and Get a Team Number

1. Go to: <http://teamentennis.usta.com>
2. On the top right side of your computer screen, click on "Coach/coordinator log in."
3. To log in, enter your USTA number or your Team Tennis number. (This is the number you created when you became a coach/captain). Enter your Password and click "Logon".
4. Click on "Create New Team" located on the right side of your computer screen under the red bar heading "My Options".
5. Under the section drop-down menu, click on "Middle States" and then click on "Go".
6. Click on "Jr" next to the program you wish to register a team for (If you have questions on what program you want, please contact Kasey Connors at Connors@ms.usta.com).
7. Enter the necessary information: Team Name; **Write down your Team Number**; this number is different than your TennisLink log in #. **Make sure to pick a site facility as well as the division your team will play in. ex. 18 U Intermediate.**

*Host Site. If your host site is not listed, you will need to contact your program coordinator for them to add it.

8. **You need to pick the color of the jersey for your team**, if you don't the system will default to one and once one player registers that color is set and CANNOT be changed. Talk with you coordinator to make sure you don't have the same color jersey as another team.
9. Enter the Address that the Team Jerseys will be shipped.
10. To order a coach/captain shirt: check the "Order Captain's Shirt" box. Select size, and click "Order Shirts". This will lead you to enter the credit card information and process payment.
11. To order a co-coach/captain shirt: You must have entered co-captain information when you registered the team. Once that information is entered, check the "Order Co-Captain's Shirt" box. Select the size and click "Order Shirts". *Both the captain's and co-captain's shirts may be ordered at a later time.

**Please note Jerseys are shipped to the address linked with each team. Jerseys are shipped out 10 days prior to the season start date and then on a weekly basis.



How to Register Players : There are 2 ways to register players

Option A: Players can register themselves with the team number given them by the coach. This is the preferred way in case there is any error with the players membership and this way players pick their own jersey size.

Option B: A coach can register his own players by collecting their money ahead of time as well as their shirt sizes.

Option A: How players can register themselves with a team number:

1. All participants in USTA Jr. Team Tennis must be current USTA members for the duration of the local league season.
2. Go to: <http://teamentennis.usta.com>
3. Click on "Register to Play" located on the top left side of the screen.
4. Enter your team number in the box and hit "Enter" (The team number is usually provided by your coach or captain.)
5. This will bring up the page with your Program information. Enter in the players USTA # and pick the size of the uniform. (They tend to run true to the size chart so please look at it.)
6. If you are registering more than one player, click on add another player to this team.
7. Then click "Proceed to Checkout" located on the bottom of the screen. This will bring you to the payment page. You will have to use a credit card to pay for the registration fee.
8. Click "SUBMIT", if you need a receipt, print out the next page that comes up.

Option B: How coaches can register their own players for their team:

1. Go to: <http://teamentennis.usta.com>
2. On the top right side of your computer screen, click on "Coach/coordinator log in."
3. To log in, enter your USTA number or your Team Tennis number. (This is the number you created when you became a coach/captain). Enter your Password and click "Logon".
4. On the right side you will see a red tab that says My Options.
5. Click on register players.
6. Enter the team number.
7. Enter USTA Membership # or Team Tennis ID # or click "don't have a #?"
8. Click "Submit".
9. Players registering for Official USTA Jr. Team Tennis Programs will be prompted to select a shirt size.
10. Click "Submit".



Instructions on Score Entry

Printing a Blank Scorecard Before a Team Match

1. Go to: <http://teamtennis.usta.com>
2. Log in as a coach/coordinator.
3. Under "View Program Stats and Standings (in the middle of the page), type in your Team Number. And hit GO. This will bring you to your team report page.
4. You can either click on "Blank Scorecard" to print off a blank one or you can click on "Match Schedule" and then click on a specific Match ID Number to get a scorecard for a particular match.

Entering Scores After a Match

1. Go to: <http://teamtennis.usta.com>
2. Log in as a coach/coordinator.
3. Under "My Options", click "Score Entry".
4. Enter the match number and click "Next" to bring up the scorecard.
5. Enter the date the match was played.
6. Enter match results by picking players names in drop down and entering match score.
7. Wining score is always on the left.
8. Click "Next".
9. Review the information and if it is correct, click "Finish".
10. The visiting team captain should go into the match to "Confirm" the scores.



TENNISLINK JR. TEAM TENNIS SCORING OPTIONS

Format	Description
2 of 3 sets	Best 2 of 3 sets.
Match Tiebreaker	In the first 2 sets, the max score is 7-6. In the 3 rd set, a tiebreaker is played. The only permissible score is 1-0.
Pro-Set (6, 7, 8 or 10 games)	1 set of play. Option of 6, 7, 8 or 10 games. Must win by 2 games.
Short Set (4 or 6 games).	Must win by 2 games. In a 4 game set, a tiebreaker is played at 3-3...thus the winner is 4-3. In a 6 set format, tie-breaker is played at 5-5.
Short Set – 2 of 3 sets (4 or 6 games)	Option of 4 or 6 game sets. In a 4 game set, a tie-breaker is played at 3-3...thus the winner is 4-3. In a 6 set format, tie-breaker is played at 5-5.
Short Set – 2 of 3 sets Match Tie-breaker (4 or 6 games)	Option of 4 or 6 game sets in the first two sets. In the 3 rd set, a tiebreaker is played. The only permissible score is 1-0. In a 4 game set, a tiebreaker is played at 3-3...thus the winner is 4-3. In a 6 set format, tie-breaker is played at 5-5.
Short Set – 2 Sets (4 or 6 games)	Option of 4 or 6 game sets. Cumulative score wins. In a 4 game set, a tiebreaker is played at 3-3...thus the winner is 4-3. In a 6 set format, tie-breaker is played at 5-5.
Short Set - Match Tiebreaker (4 or 6 games)	Option of 4 or 6 game set. 1 set of play. Must win by 2 games or reach max score. In a 4 game set, a tie-breaker is played at 4-4...thus the winner is 5-4. In a 6 set format, tie-breaker is played at 7-6.
Rallyball	3 10 minute sets. 1 point for each shot across the net. Winning team is the one with the most points (cumulative of the 3 sets).
Total Game	One set played. Winning team has won more games. Can play an unlimited number of games.
Best of 8	A single set of 8 games is played.

