Welcome, and thanks for taking time to learn how to send a tournament media report to journalists.

Step 1: Open your web browser and copy and paste the following link into your address bar: https://tennislink.usta.com/Dashboard/Main/Login.aspx?App=5

TennisLink should open in a new browser tab, and your screen should look like this:

Log in to your USTA account, the one you use as a tournament director. Your page should now say “Welcome! Your Name.”
Scroll down on the page, and look for the “Administration” tab in the right-hand column. Then click on “My Tournaments”.

Your page should look like this:
Now find your tournament, and click on the “TDM” button on the same line as your tournament name.

For this example, we clicked on the “TDM” button on the same line as “The Championships at Legend Oaks Plantation.”
Now click on the “Reports” headline in the top right of your screen.

You should see this screen:
Locate “Media Report” in the drop-down menu, and click on that.

Your screen should look like this:
You will now decide what information your report will display alongside the players’ names. Be sure to check the boxes for “City, State on Singles” and for “City, State on Doubles”. You can click on more options as well. For instance, if your tournament has several international players, you might want to check the box for “Country on Singles” as well. Checking that additional box will generate a report that displays the players’ home country as well.

Now click the “GENERATE REPORT” button.
A preview of the report will come up:

Click the button on the top right of the preview box, “Publish To Web” button. Clicking this will automatically publish the report to your tournament homepage on TennisLink.
Once your report is published on the web, a confirmation screen will pop up. Click OK, and you’re almost done. Now click on the second button on the top left of the preview box, the one with an arrow coming out of a box. You are clicking to export the report. Once you have exported the report, you can send it to journalists who could publicize your tournament and all the fun that everyone had.

Click on the drop-down menu, and click on Microsoft Word (1997-2003), if you have it, or click on “PDF”. You are choosing the type of file in which you would like to download the report.
Once you’ve selected the file format, click on the “Export” button near the bottom right of the box.

The report should start downloading, and a status bar should appear in the lower left of your browser. Once it’s finished downloading, left click on the report to open it.
The report should pop up on your screen.

If you’re in Word, go to File, click “Save As”, and save the document as “Tournament Name Final Results” so journalists know what you’re sending them. I also saved our example as “Word 97-2003 Document.” If you have Microsoft Word, save the report as a Word document.
Now that you have saved the media report as a Word document or PDF, you will want to email it to journalists and move on. Open your email and compose a new message, saying something along the lines of:

Greetings,

This is “Your Name” with “Your Tournament Name”. Attached are the final results from the “Your Tournament Name.” Please call me know if you have any questions. My cell number is 803-555-5555. Have a great weekend!

Make sure you have all the email addresses of the editors and reporters entered correctly. Make sure you CC “braden@sctennis.com”. Click send.

Congrats! You did it.