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TENNISLINK 101

- Registration of USTA Jr. Team Tennis participants **must** be done using the TennisLink registration system. The Program Coordinator is responsible for providing registration instructions to team captains, coaches or individual players. The TennisLink site is encrypted and password protected for security and privacy reasons. USTA MAS & National USTA staff will have access to all registered information. There is TennisLink support staff and E-Learning available to individual users of the TennisLink system. Technical support is available through staff at USTA MAS. National assistance is available by emailing linkteam@usta.com. TennisLink fees on player registrations are calculated per person per season. The amount is the greater of \$3 or 7.5% plus \$.50. The system calculates the processing fee and adds it to the mandatory team jersey fee which is then added to the local league fee (optional) and shown as one single fee at the time of registration.

- **TENNISLINK INSTRUCTIONS FOR PROGRAM COORDINATORS**

Putting your league on-line

1. **Where do I go?** Log onto <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>.
2. **How do I get started?** Click on become a program coordinator. Enter in your USTA number or pertinent information if you are not a USTA member. Create a password, confirm it, and then make up a password hint in case you forget it. Click submit and write down your team tennis ID # if you are not a USTA number.
3. **How do I get my program on the system?** Click on create new program. Fill out the program application. On the summary page at the end you will need to click on submit.
4. **What do I do after I submit my program?** Your application will be listed as submitted until it is reviewed and approved by your District or Section Coordinator.

Registering Teams

1. **Where do I go?** Log onto: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>
2. **How do I get started?** Log in as a Program Coordinator. Click on "programs" under my options.
3. Click on "JR" next to your program name. That will take you to your program homepage. You will see administration options on the right side of the page. You will first need to create flights in each division.
4. After you have created a flight you click on the flight name and then you will see "create new team" in the administration box. If you then click on the team name within the flight you can add players.
5. If you want the coaches or players to register themselves you will need to copy their team numbers.

● TENNISLINK INSTRUCTIONS FOR COACHES/CAPTAINS

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”. These instructions and steps may be completed by your Area League Coordinator. Check with your coordinator before going further.

Registering as a Coach or Captain

(If this is your first time coaching a team and using TennisLink, you will need to register as a Coach or Captain).

1. Go to: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>
2. Click on “Become a Coach/Manager” located on the bottom right side of your computer screen under “Options”
3. Fill in the necessary information and select a password
4. Click “SUBMIT” (Write down your number and password, you will need this every time you use TennisLink)
5. You are now an official Jr. Team Tennis Coach/Manager!



Registering Your Team

1. Go to: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>
2. On the top right corner of your computer screen, click the link that says “Coach/Coordinator Sign In” to log in.



USTA Organization >> Login


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TennisLink

LEAGUES
 USA TEAM TENNIS
 TOURNAMENTS

Enter Your USTA or Team Tennis Number:
 (Not Your Team #)
 Enter Password:

If you forgot your password, enter your Password Hint below.
 Select your Password Hint: Nick Name
 Enter your Password Hint:



- To log in, enter your USTA number or your Team Tennis number. (This is the number you created when you became a coach/manager). Enter your Password and click "Logon".
- Next click on "Create New Team" located on the right side of your computer screen under the red bar heading "My Options".

Team Number:
 Match Number:

League [Advanced Search](#)
 Championship [Advanced Search](#)

My Role(s)
 1) Coach/Captain
My Options
[Score Entry](#)
[Teams](#)
[Create New Team](#) ←
[Register Players](#)
Learn More

To use TennisLink, cookies must be enabled in the user's browser. For more information, please go to your browser's help menu. To view reports you must

- Under the section drop-down menu, click on "Mid-Atlantic", choose your district and then click on "Go".

>> Create Team (Find a Program)

To Create a Team, search for a USTA Team Program in your area. Enter your search criteria below and click the 'Go' button.

Type of Program: (All)

Search by Section, District and Area.

Section: Mid-Atlantic
 District: Virginia
 Area: (All)

Or Search by City, State and Zip.

City:
 State: Alabama
 Zip:

- 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 Alanna at Broderick@mas.usta.com).

LEAGUES | FLEX LEAGUES | TOURNAMENTS | TEAM TENNIS






Sign Out | Questions? [Create New Program](#)

USTA Organization >> Programs
 ABOUT US
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 PARENTS
 COACHES
 GET I

Section: Mid-Atlantic
 District: (All)
 Area:

Championship Year: 2011
 Type: (All)
 Status: (All)

Rows (1 to 8) of 8

Type	Status	Program Name	Champ. Year	Section	District	Area
	Approved	2010-2011 Fall/Winter USTA JTT League of NOVA	2011	Mid-Atlantic	Virginia	NOVA
	Approved	2010-Fall Roanoke Junior Team Tennis	2011	Mid-Atlantic	Virginia	Roanoke
	Approved	2011 (Va Beach) Oceanfront JTT Spring League	2011	Mid-Atlantic	Virginia	Virginia Beach
	Approved	2011 Fall Salisbury Jr Team Tennis	2011	Mid-Atlantic	Maryland	Wicomico County
	Approved	ALL BOY 10/11 Fall/Winter USTA JTT League Of NOVA	2011	Mid-Atlantic	Virginia	NOVA

LEAGUES
USA TEAM TENNIS
TOURNAMENTS
FLEX LEAGUES

- Enter the necessary information: Team Name; Write down your Team Number; Host Site. Try to use your facility host site name in your team name.

*If your name as the captain does not show up under coach/captain, please enter your USTA number or your Team Tennis number and click "GET".

8. Click "Save" located next to where you entered your team name.

9. You have now completed the team registration part. If you have multiple teams, you will have to repeat steps 4-8.

Registering Players on Your Team

1. You will need to know your Team Number and the player's USTA Number.

2. Go to: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>

3. Click on "Register to Play"



4. Enter your team ID number, Click Enter. The team number is the number the coach received when they registered the team. Then enter your USTA membership number.

5. If you are registering more than one player, continue with step 4 for every player. (If you have a pop up blocker turned on, you will have to turn it off to register the players.)

6. Then click "Proceed to Checkout".

7. 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.

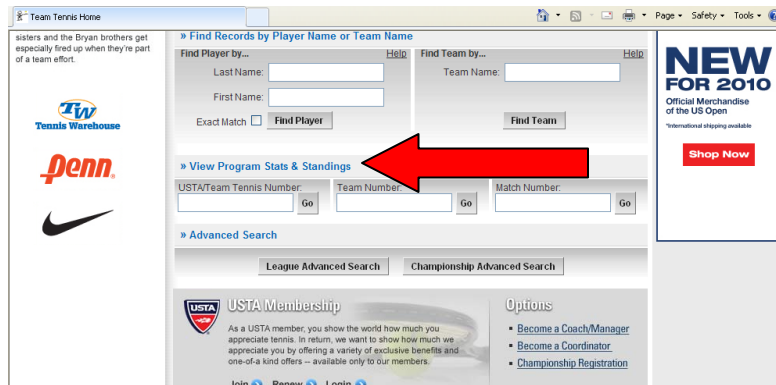
If they do not have USTA number click on "Don't have a number?" You will have to fill out the player's info and click Save. The player will be given a USTA Team tennis ID Number. Enter the Team Number. Click on "Search" to enter the school that the player attends. Enter in the name of school, state, and zip and then click search. Click on the school name. (School information is not required.) After the player information is complete on the roster, click on "proceed to check out". You will then pay the program fees;

***Please Note:** If a program coordinator already set up your team then you click on "register for a team" on the home page. Then you will put in the team number and player information.

Printing a Blank Scorecard Before a Team Match

1. Go to: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>

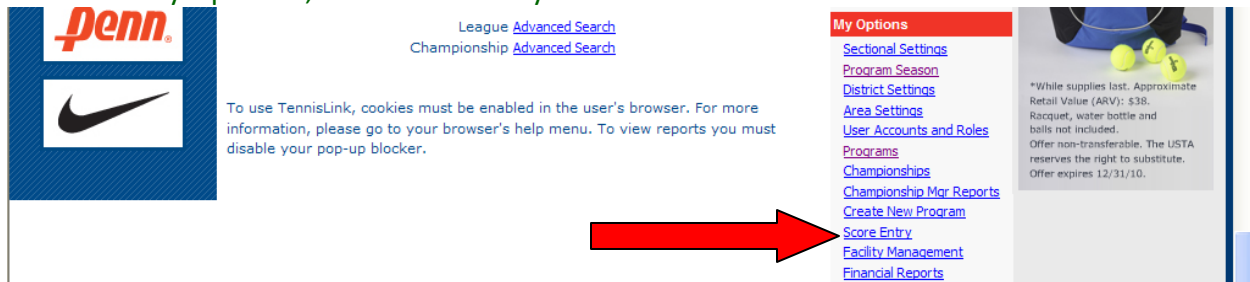
2. Under "View Program Stats and Standings (in the middle of the page), type in your Team Number. This will bring you to your team report page.



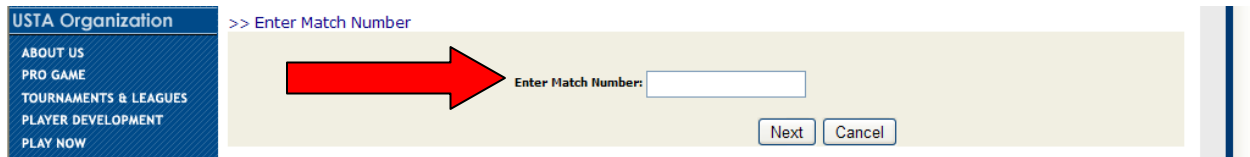
3. You can either click on “Blank Scorecard” to print off a blank one or you can click on “Match Schedule” and then click on a specific Match ID Number to get a scorecard for a particular match.

Entering Scores After a Match

1. Go to : <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>
2. Click “Coach/Coordinator Sign In”
3. After hitting “Click Here”, you will get a login page. 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. Under “My Options”, click “Score Entry”

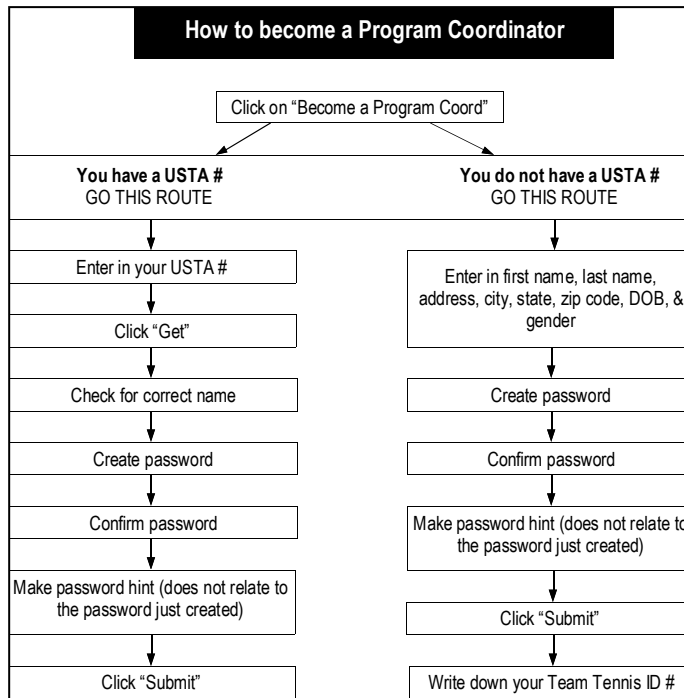


5. Enter the match number and click “Next”



6. Enter the date the match was played
7. Enter match results and click “Next”
8. Review the information and if it is correct, click “Finish”
9. The visiting team captain should go into the match to “Confirm” the scores.

FOR COORDINATORS



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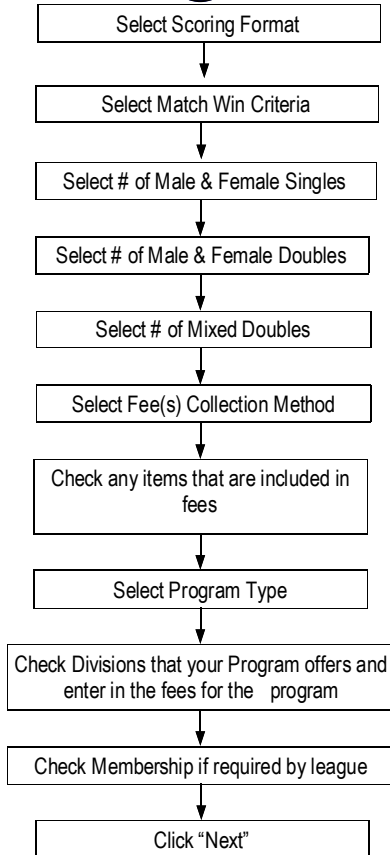
Go to www.usta.com, click on "Junior Team Tennis" under TennisLink and click "Enter now" next to Team Tennis

4

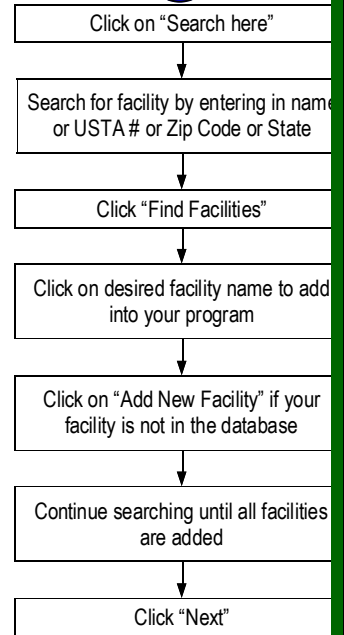
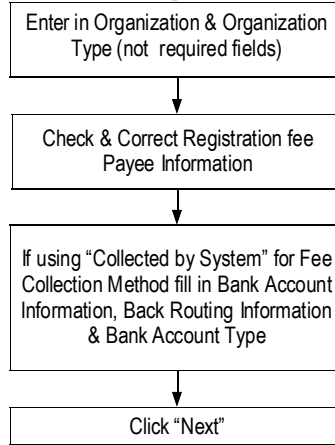


Setting Up a Program

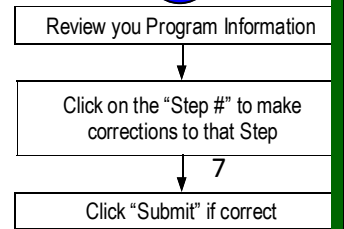
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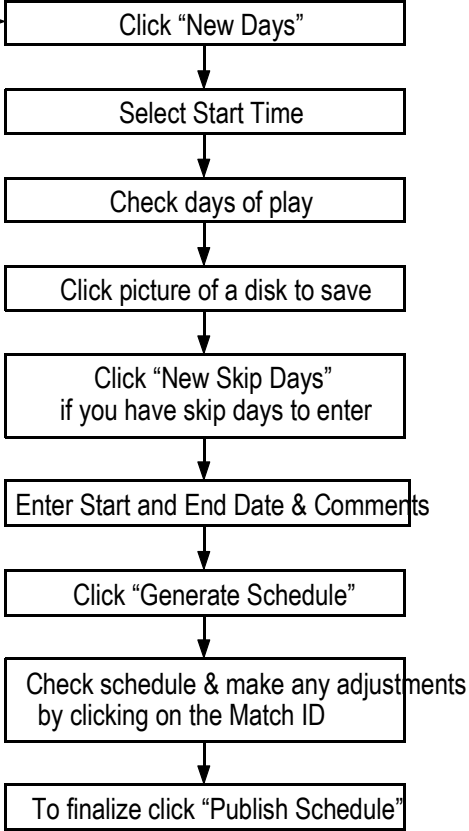
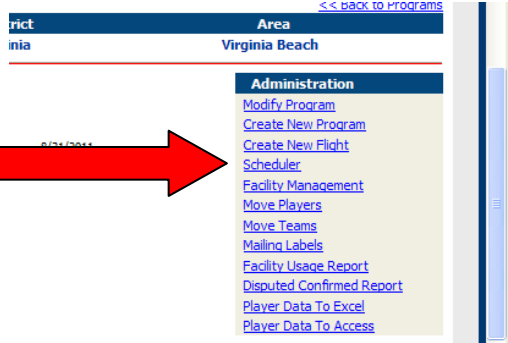
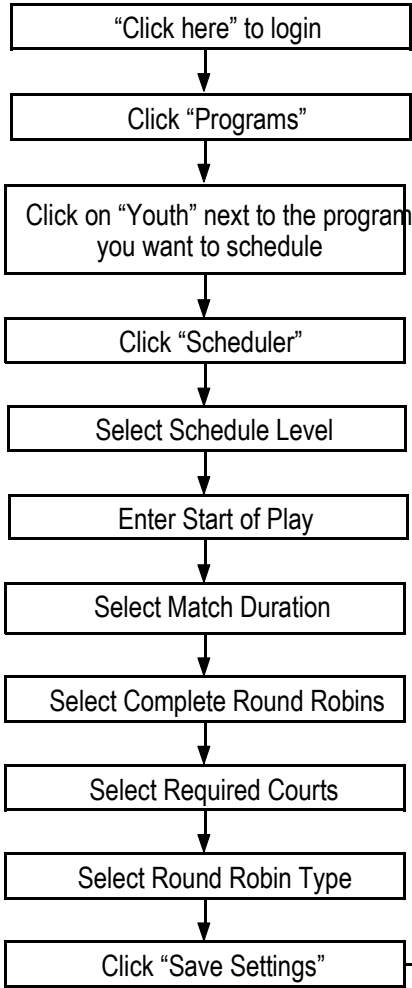


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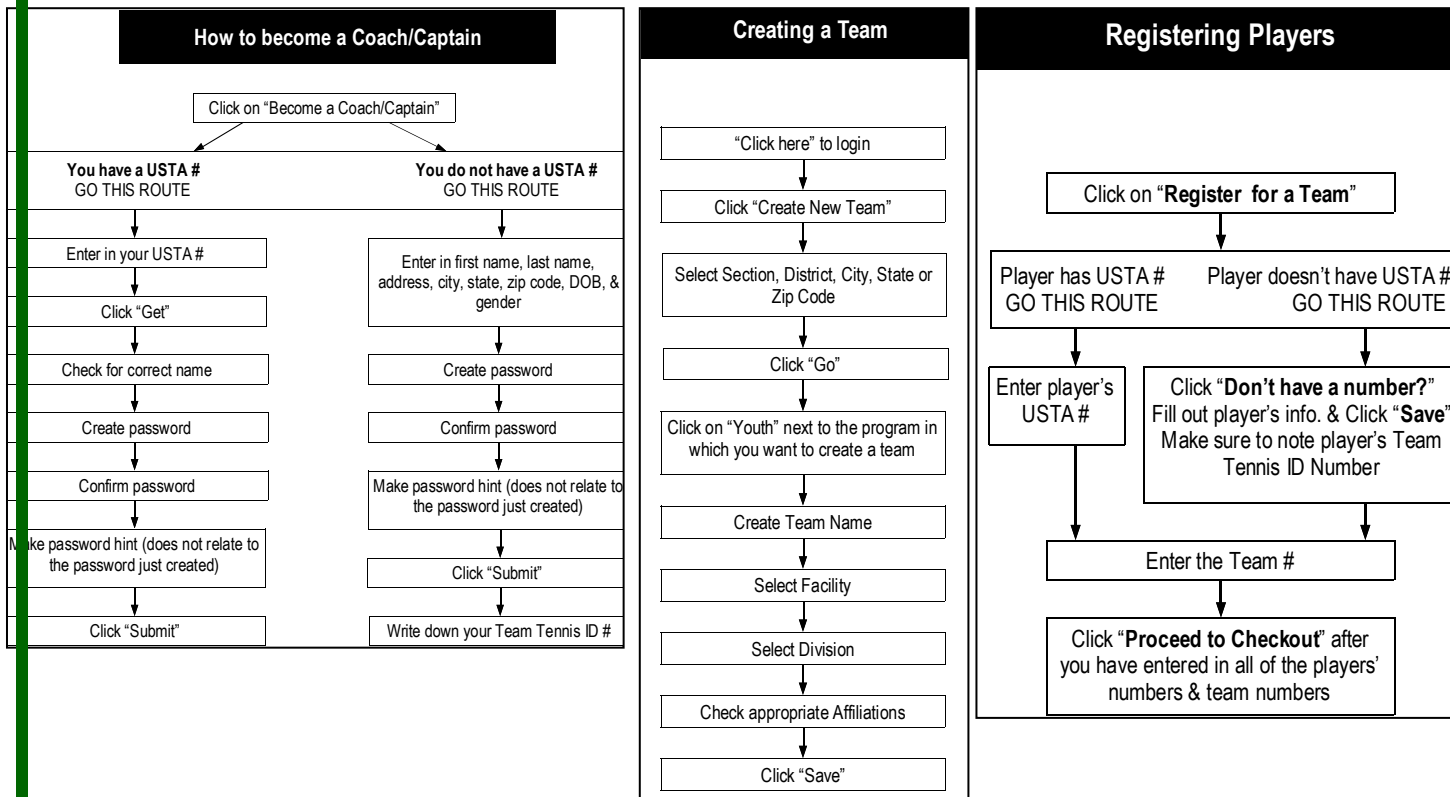


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How to use the Scheduler



FOR COACHES/CAPTAINS



JR. TEAM TENNIS REGISTRATION FOR PARENTS INSTRUCTIONS

Parents,
Thank you for participating in Junior Team Tennis. To register your child on our team, please follow the instructions below. The process is simple and easy but make sure you have the team number before you start. Thanks!

