USTA LEAGUE CAPTAIN ADMINISTRATION INFORMATION

TO ENTER SCORES IN TENNISLINK

Go to  http://tennislink.usta.com/leagues/

At the top right hand side of the web page, click on "Report a Score".

Click on "Next".

Type in your USTA number.

Type in the Match number.

Hit "Next".

Type in the date the match was played.

For each court, select the player for both teams.

Enter the scores from the perspective of the winner.

Under the player’s names, select who the winner was.

Continue to add the information for each court played.

When, done, select "Next".

Review scores. If all looks good select, “Finish”.

TO VIEW TEAM ROSTER

1. Go to:  http://tennislink.usta.com/Leagues/
2. At the bottom, you will see Report Drill-Down.
3. Click on Advance Search
4. Select 2011 for year
5. Select USTA/Pacific NW for "Section"
6. Select NW Washington for "Select a District"
7. Select NW Adult League
8. For Flight, Select your level of play (Men or Women)
9. Press "Go"
10. Select your Subflight (A, B, etc.) Press "Go"
11. Select your team. Press "Go".
12. Click on "View Report" on Team Roster by Team.

TO ACCESS A BLANK SCORECARD

1. Go to: http://tennislink.usta.com/Leagues/
2. At the bottom, you will see Report Drill-Down.
3. Click on Advance Search
4. Select 2011 for year
5. Select USTA/Pacific NW for "Section"
6. Select NW Washington for "Select a District"
7. Select NW Adult League
8. For Flight, Select your level of play (Men or Women)
9. Press "Go"
10. Select your Subflight (A, B, etc..)
11. Select your team. Press "Go".
12. Click on "View Report" on Blank Scorecard