With effect from 17th May 2011, players will be able to register for a Seniors IPIN.

For all tournaments taking place in 2012 onwards, all players on the ITF Seniors Circuit are required to register for an IPIN Membership before being allowed to play. A player's IPIN (International Player Identification Number) allows him/her to be uniquely identified.

The introduction of Seniors IPIN has allowed the ITF to develop a unique Online Entry Service for the ITF Seniors Circuit, which will allow players to enter and withdraw from any tournament via their own personal online IPIN account.

During the remainder of 2011, players on the ITF Seniors Circuit will be able to use the IPIN service to obtain the latest calendar and tournament information including any changes that may occur. In addition to this, they will find up to date Regulations.

From November 2011, players will be able to enter all tournaments on the 2012 ITF Seniors Circuit online via their IPIN account.

This simple step-by-step guide will assist you to register for your IPIN via the ITF Tennis website.

If you are having difficulty in registering for your IPIN or experience trouble with the website after reading this document, please contact the ITF via e-mail: ipinseniors@itftennis.com
STEP 1
Go to the ITF Tennis IPIN website, which is www.itftennis.com/ipin (see picture below). To move to the next step, click on the following link –

STEP 2
Choose the appropriate language that you would like to view the website in.
STEP 3
Click on the following link to continue the IPIN registration process:

[Image of the IPIN registration page]

STEP 4
The next screen asks you to input your e-mail address. It must be a valid e-mail address as an automated e-mail will be sent to you to verify your e-mail and continue with the process. An e-mail address can only be used once in registering an IPIN, so if you are trying to register IPINs for multiple people, you will need to create separate e-mail addresses for each player.

[Image of the IPIN registration page with the e-mail input field highlighted]
This screen will then be viewed for information purposes only

STEP 5
Within a few minutes, you should receive an e-mail from the IPIN service asking you to verify your e-mail address. Open the e-mail and click on the link provided.

If due to the settings of your email Inbox you cannot click on this link, please copy and paste the entire link into the web browser address bar.
STEP 6
The e-mail link will now take you back to the IPIN registration page and ask you to complete the following fields – Family Name (Only 1st letter in Upper Case), Gender, Nation and Date of Birth. Press the “Submit” button once you have completed these fields. Please do not input à, â, ñ, é, ö or any other letter that is not part of the English alphabet.

STEP 7 – Only if your player record is not found (if your player record is found, go to Step 8) After you press the submit button, you might receive a message saying that your player record cannot be found, which is normal if you haven’t played in a Seniors or Pro Circuit tournament before or received any points at ITF level. See below for the message you will receive.

If your player record is not found, click on the “Request an IPIN” link at the bottom of the message to move to the next screen.
Next screen:

Complete the form to request an IPIN, completing each field that is marked with an (*) and click the submit button at the bottom of the page. Please note only 1st letter of First/Given name and Family name should be in Upper Case.

You will now see a message saying that your request for an IPIN has been received and that your request will be answered shortly (screenshot above).
Your request for an IPIN may take up to 72 hours depending on the time of week that you request your IPIN. During the week, an e-mail confirming your request will normally be sent within 24 hours.

Once you have received the e-mail confirmation (above) from the ITF saying your request has been confirmed, follow the instructions in the e-mail and go to Step 10 and continue from there.
STEP 8 – If your player record is found
Once you have completed the fields in Step 6 and your player record has been found, you should see a message similar to the one below.

If the player record is the correct one, click the circular button to the left of your name and hit the submit button, which will become active.
STEP 9
Once you have hit the submit button in Step 8, you will need to confirm that your personal details are correct. To do this, tick the box at the bottom of the page and hit the submit button.

STEP 10
You will now need to choose the password that you will use to log in to your IPIN account. Make sure it is something simple that you will always remember.
In case you forget your password in the future, to recover a new password, the ITF will ask you the answer to your secret question. Choose the type of question from the drop-down box, type in your secret answer and hit the submit button.

**STEP 11**
The next screen will ask you to enter your contact details. Complete all the required fields and hit the submit button at the bottom of the screen.
STEP 12
You will now be given a choice as to which IPIN account you would like to register for, either a Seniors IPIN only or both a Pro Circuit IPIN and Seniors IPIN.

The Seniors IPIN is Free of Charge if a player signs up before 31st October 2011. A payment of US $20 will be charged for 2012 after this date.

The Pro Circuit IPIN costs US $55.00 per year and should only be chosen if you intend to play on the Women’s or Men’s Professional Circuit.

PLEASE ENSURE YOU TICK THE CORRECT OPTION.

If you only register for the Seniors IPIN now and then wish to participate in a Pro Circuit event, you can upgrade to a Pro Circuit IPIN later by logging into your account and paying the US$55.00 fee.

Hit the “submit” button once you have chosen which IPIN account you would like to register for.
STEP 13
You will now see a Player Welfare Statement – Please read it attentively.

Tick the box at the end of the page and Click on Confirm
STEP 14
Read the terms and conditions specified in the screen below and tick the box at the end to confirm that you agree with them.

Please confirm the Terms & Conditions by ticking the box and then pressing ‘Confirm’.

STEP 15
You will see the screen below – Click Ok to confirm. You will shortly receive an email confirming your IPIN Number.
You will now see the screen below to confirm that you would like to pay the IPIN fee when you sign in for your next tournament. Press the “confirm” button to pay in cash at the next tournament or click the link underneath the confirm button to return to the option to pay by credit card.

**STEP 16**
If you receive the message below, congratulations, you have now successfully registered for your IPIN.

You should receive an e-mail similar to the one below in the next 24 to 48 hours to confirm that the registration has gone through.

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Subject: UAT TESTING ONLY, PLEASE IGNORE OTHERWISE - IPIN Membership - Registration Confirmation (DO NOT DELETE)

Dear Lucas,

You have successfully registered for your IPIN Membership and now have access to the IPIN Online Service. Your membership details appear below.

IPIN: SMI13890261
Given Name: Lucas
Family Name: SMITH
Email Address: lguil11@itftennis.com
Registration Date: 11 May 2011
Expiry Date: 31 Dec 2012
IPIN Membership: Seniors Circuits
Payment Reference: N/A
Amount Owed: USD 0.00
```
STEP 17
When you receive the confirmation e-mail that your IPIN has been registered, go to the ITF IPIN website – www.itftennis.com/ipin to login to your account.

When you reach the login page, input your IPIN and password and hit the “submit” button. Your IPIN home page should look like the screen shot on the next page.
The latest tournament calendar, any circuit announcements, and copies of rules and regulations documents will now be available to you via your IPIN account.

Once again, if you experience any problems with your IPIN account, please contact the ITF via e-mail: ipinseniors@itftennis.com.