

## **TENNISLINK INSTRUCTIONS FOR COORDINATORS/COACHES**

### **Registering Your 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. 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](mailto: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 uniform for your team, if you don't the system will default to one and once one player registers that color is set and can NOT be changes.

\*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".

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

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