

Online Sanction Application Instructions

Note: The online sanction form will be the information used for your tournament homepage and the TDM program. It is VERY important to confirm that the information is correct!

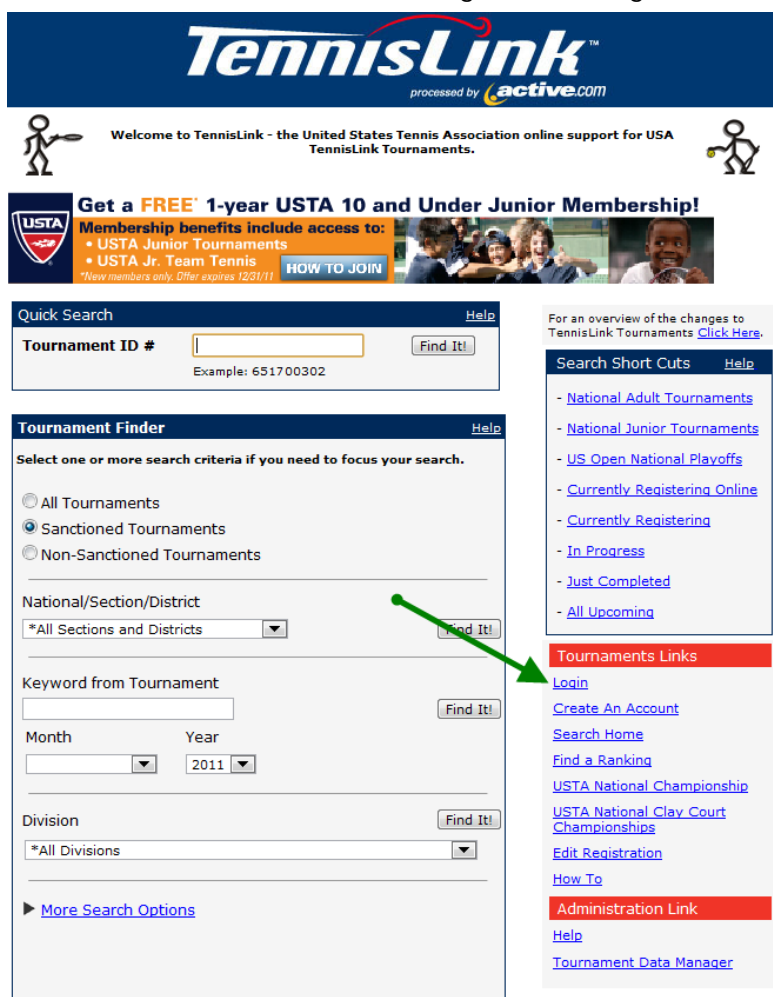
Begin by going to www.ustaflorida.com

Login

1. Start by hovering your mouse over "Tournament" on the top menu bar. A drop down menu will appear.



2. Click on "TennisLink Searchable Schedule" in the drop down menu.
3. Tennis Link Searchable Schedule page opens
4. Click on the Tournaments Link – "Login" on the right.



- a. If previously accessed, use either tournament director's USTA number or the tournament site's USTA organizational USTA number with password on file.
- b. If the tournament director has not been registered as a tournament director previously contact USTA Florida office to register: brown@florida.usta.com
- c. If the tournament director has not logged into their USTA account they will need to create an account before continuing.

TENNISLINK | USTA LEAGUE | TOURNAMENTS | USTA FLEX LEAGUES | JR. TEAM TENNIS | MY TENNIS PAGE | LOGIN



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Login or Create Your USTA Account

Create a USTA Account to:

- ▶ Access TennisLink & USTA Membership with a single login
- ▶ Have a personalized "My Tennis Page"
- ▶ Get a NTRP rating (Self Rate) without joining a USTA League team
- ▶ Learn about additional relevant play opportunities

Login to Your USTA Account

Email Address or USTA Membership #:

Password:

Keep me logged in

[LOGIN](#)

▶ I forgot my USTA Membership # ▶ I forgot my Password
▶ Not sure if you have a USTA Account?
▶ Do you have an existing TennisLink ID or login?

Create Your USTA Account

Do you have a USTA Membership but not a USTA Account?
[CREATE ACCOUNT](#)

Do you play in a USTA program (Team Tennis, USTA Flex Leagues, Tournaments) without a USTA Membership?
[CREATE ACCOUNT](#)

Need help? Call USTA Member Services at 1-800-990-USTA(8782) M-F 9:00 am - 9:00 pm ET, Sat 10:00 am - 6:30 pm

5. When login is successful a list of assigned 2011 tournaments will appear.
6. If you were not a tournament director in 2011 this page will be blank.
7. If there is a tournament from the prior year listed on the tournament page that is desired for next year, please press the "Copy" link (to the left of the date). The copy process will save from having to fill out a completely new sanction form.



❖ **TOURNAMENT LIST** Id#: [Find It](#) Administrator: **Ann Brown**

Section/District: Schedule Year:

Schedule Period: Category: Status:

Sanction Period From: **7/1/2009** To: **9/1/2009**

[Division Abbreviation Legend](#) [TDM Help](#)

Action	Date	Tournament Name	Events	Status	Tournament ID
Delete Copy	1/2/2010	Gainesville January Super Series	BG(18-12)sd,SE	Approved	150400410
Delete Copy	1/2/2010	Plantation Holiday Super Series	BG(18-14)sd,SE;	Approved	150700510
Delete Copy	1/2/2010	40th Annual Dade County Open	M(Op,30)s,FMLC; W(Op)s,FMLC	Approved	150911110

Copy Tournament

1. Choose Copy under the action options.
2. A popup window will appear and in this window the date of the tournament has already been populated.
3. The dates have been adjusted to the following year (ex: Saturday, May 7, 2011 will be Saturday, May 5, 2012).
4. The dates can be modified as necessary. Complete or modify the necessary fields within the screen.
5. Any field marked with a red asterisk is required to move on to the next page.
5. Choose continue when complete. (See image below).

6. The entire online sanction form will be available to complete or modify the necessary fields. **Make sure to go through each tab of the application to confirm information is accurate, including the notes section. You will need to input new banking information if you want entry fees to be directly deposited into your account. This information does not copy year to year.**

New Sanction Form

When submitting a new tournament, click on "New Sanction Form" on the left menu bar and follow the directions provided. From your list of 2011 tournaments.

If there are questions or a need for clarification of the Sanction Form look for "Ace" on each page of the Sanction Form. This is a power point presentation guiding you through the process page by page. Some of the instructions in this power point do not pertain directly with Florida tournaments as the sanction is used Nationally by all sections.



Screen 1

New Sanction Form page

Fill out:

1. Tournament name –
 - a. Junior tournaments must have level of tournament in the title; i.e. "Local" Junior Championship of Daytona Beach etc....
2. Start Date
3. Organizational USTA number must be current through the last day of the tournament submitted
 - a. To look it up, click on the magnifying glass icon and type in the name of organizational membership.
4. Tournament Director's personal USTA number
 - a. If not a registered tournament director contact Section office brown@florida.usta.com
 - b. To look it up, click on the magnifying glass icon and type in the name. Tournament director's USTA membership must be current through the last day of the tournament.
5. Click Continue

TOURNAMENTS - NEW SANCTION FORM

Tournament Name:

Start Date: 

Organization USTA #: 

Tournament Director USTA #: 

Continue

Screen 2

Summary Form Summary page:

1. Includes information about tournament
2. When updating tournament this summary page will change.
3. When finished with sanction application please print the summary page for records.
4. Whenever leaving the sanction form click on the "Click here to finish" hyper link to save information. This appears on all pages of the sanction form.



USTA Organization

TOURNAMENTS - SANCTION FORM SUMMARY

Tournament Name: **Volusia County Junior Rookies** ID: **151601708**

ORGANIZATION INFORMATION

Organization	Courts
USTA #: 922038247	Outdoor Hard:
Name: Florida Tennis Center	Outdoor Clay: 24
Address: Ste 200	Outdoor Grass:
1 Deuce Ct	Lighted Hard:
City/State/Zip: Daytona Beach FL 32124	Lighted Clay:
Phone: (386)671-8901	Lighted Grass:
Fax: (386)671-8905	Indoor Hard:
Website:	Indoor Clay:
	Other:
Section: Florida	Total Courts: 24
District: Region 4	

CONTACTS

Click on the Organization tab to continue...

Screen 3

Organizational Information page:

1. If correct information is to show online, make sure the information provided is accurate.
2. If corrections need to be made, please contact memberservices@usta.com or call 1-800-990-8782.
3. Information listed with a red tennis ball in a house will be posted on the tournament website.



NOTE: There is an automatic default check mark in the box that says "Check the box for automatic update from membership". If this box is checked, the membership will update each day to correspond with Membership information on file with the USTA. If this box is not checked with a check mark, then it will not be linked with Membership, and the information will not update with Membership. It is very important to keep the information file updated with Membership. The organization must be current through the end date of the tournament, otherwise the sanction will not submit for approval.

Click on the Contacts tab to continue...

Screen 4

Contacts information page:

1. Make sure the Tournament Director's membership information is correct.
2. If corrections need to be made, please contact memberservices@usta.com or call 1-800-990-8782.
3. If a new tournament director contact: brown@florida.usta.com
4. Referee information is not mandatory on QuickStart, Rookie, or Local tournaments although it is requested if available.
5. Super Series, Designated, and Sectional tournaments referee information is mandatory.

TOURNAMENTS - SANCTION FORM ORGANIZATION

[Click here to finish.](#)

TOURNAMENTS - SANCTION FORM CONTACTS

[Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO EVENTS GENERAL SANCTION FEE

HELP



Tournament Name: **Volusia County Junior Rookies** ID: **151601708**

Tournament Director	
USTA #:	919278521 Change Director Remove Director
Name:	David A. Brown
Address:	Ste 200 1 Deuce Ct
City/State/Zip:	Daytona Beach FL 32124
Office Phone:	(386) 671-8903
Home Phone:	
Fax:	
Other Phone:	
Cell Phone:	
Email:	
<small>Note: The default information is generated by the USTA membership database. If this information is incorrect, please contact memberservices@usta.com or call 1-800-990-USTA to correct. Changes made to the text fields will not affect the USTA membership database.</small>	

To duplicate Tournament Director information for the Organizer [click here.](#)

Organizer (only if applicable)	
Name:	
Address:	
City:	
State/Zip:	
Office Phone:	
Home Phone:	
Fax:	
Other Phone:	
Cell Phone:	
Email:	

Referee	
USTA #:	Change Referee Remove Referee
Name:	

Click on the Dates tab to continue...

Screen 5

Dates page:

1. Fill in all required fields denoted by the * asterisk.
2. Include a second choice start and end date.
3. A third choice is optional.
4. If a second choice start date and end date is not listed, the assumption will be there is no second choice.
5. All entries close times will be listed as 11:59PM.

TOURNAMENTS - SANCTION FORM DATES

[Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO EVENTS GENERAL SANCTION FEE

HELP



Tournament Name: **Plantation Bay Rock'n Rookies** ID: **153413610**

Tournament Dates	
* Start Date: 5/15/2010	* Entries Open: 4/11/2010
Breaks On:	* Entries Close: 5/13/2010
Resumes On:	* Time: 05:00 PM
* End Date: 5/16/2010	* Time Zone: Eastern Time (GMT -05:00)
Start Date (2nd choice):	Draws Posted:
End Date (2nd choice):	
Start Date (3rd choice):	
End Date (3rd choice):	

← Contacts Entry Info →

* Denotes a required field.

Denotes a Tournament Home Page field.

Click on the entry info tab to continue...

Screen 6

Entry info page:

1. Fees:
 - a. Fee Description:
 - i. When the tournament is approved the Link Team will fill in the fee description with the Active.com registration fee included. \$3.00 for fees below \$35 and 7.5% for fees higher than \$35. The fee description is what the player will see on the tournament home page. *The tournament director does not fill in the Fee Description box.*
 - b. Flat Fee:
 - i. Fee includes both singles and doubles in a single fee.
 - ii. Used for all junior tournaments.
 - c. First/Additional:
 - i. A different fee for both singles and doubles.
 - d. Please note the doubles fee is per person. (Charges each player so if the charge is \$30 per team, put in \$15)
 - i. Used for most Adult and NTRP events.
 - e. By Event:
 - i. Specify a different amount for each event listed.
 - ii. Apply a different amount for singles, doubles, and mixed doubles.
 - iii. Input amounts in the Events page.
 - iv. Adult tournaments
 - f. Fee Table:
 - i. Used for different fees for each entry description
 - ii. Adult tournaments
2. Entry Limits:
 - a. Entry limits is used to restrict the number of events a player can participate.
 - b. "Require Partner # During Doubles Registration". Checking the box will make it mandatory with online registration to require a partner when registering for doubles. If not checked; will need to contact the player to confirm partner.
3. Check NTRP rating will check the rating when the player registers for NTRP tournament to make sure they are in correct division. It will only work for computer rated players.
4. Other:
 - a. When the TennisLink online registration box is checked, the online registration link will be generated automatically according to the Entries Open date.
 - b. Adult Competitive Council has made it mandatory to offer online registration for all Adult tournaments.
 - c. Junior Competitive Council has mandated that all Junior tournaments have online registration only.
 - d. Entry Type please select: Open.
 - e. Player Selection Type please select: "Tournament Director Selection Process."

TOURNAMENTS - SANCTION FORM ENTRY INFO [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO EVENTS GENERAL SANCTION FEE

Tournament Name: **Plantation Bay Rock'n Rookies** ID: 153413610

Fees

Entry Fee Description: **\$28 per player**

*Entry Fee Method: Flat Fee

*Flat Fee: 25

Entry Limits

Maximum Singles: 1

Maximum Gender Doubles: 0

Maximum Mixed Doubles: 0

Maximum Total Doubles: 0

Maximum Events: 1

Check NTRP Ratings:

Allow NTRP Juniors:

Require Partner# During Doubles Registration:

Hide Applicant List:

Other

TennisLink Online Registration: If you do not wish to use online registration, uncheck this box.

Collect External Ranking Information: (ATP, ITF, etc.)

Mail/Phone Entry:

Make Entry Checks Payable To: []

Send Entry Checks To: []

*Entry Type: Open

Player Selection Type: **Tournament Director Selection Process**

Collect T-Shirt Sizes:

Youth: S M L

Adult: S M L XL XXL

Banking:

- f. If the tournament director and/or site want to have entry monies directly deposited into a bank account check the "Direct Deposit button."
 - i. Make sure the correct bank information is listed.
 - ii. It is the tournament director's responsibility to input the correct bank information on TennisLink.
 - iii. Direct deposit takes 3 to 5 business days for the monies to be deposited.
- g. If the tournament director and/or the tournament site want to have the entry monies sent by check; check the "Pay by Check" button.
 - i. Make sure the information is filled in correctly; i.e. to whom the check is payable and address to be sent.
 - ii. All fields marked with a red * asterisk are mandatory.
 - iii. Pay by Check takes 2 to 3 weeks to be delivered.

TOURNAMENTS - SANCTION FORM ENTRY INFO [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES **ENTRY INFO** EVENTS GENERAL SANCTION FEE

Tournament Name: **Plantation Bay Spring NTRP** ID: **153413510**

Fees

Entry Fee Description: **\$38.13 for singles, \$23 per player per doubles**

*Entry Fee Method:

*First Singles: Additional Singles:

*First Doubles: Additional Doubles:

Maximum Fee:

Entry Limits	Other
Maximum Singles: <input type="text" value="1"/>	TennisLink Online Registration: <input checked="" type="checkbox"/> <i>If you do not wish to use online registration, uncheck this box.</i>
Maximum Gender Doubles: <input type="text" value="1"/>	Collect External Ranking Information: <input type="checkbox"/>
Maximum Mixed Doubles: <input type="text" value="1"/>	Mail/Phone Entry: <input type="checkbox"/>
Maximum Total Doubles: <input type="text" value="2"/>	Make Entry Checks Payable To: <input type="text"/>
Maximum Events: <input type="text" value="2"/>	Send Entry Checks To: <input type="text"/>
Check NTRP Ratings: <input checked="" type="checkbox"/>	*Entry Type: <input type="text" value="Open"/> Description
Allow NTRP Juniors: <input type="checkbox"/>	Player Selection Type: Tournament Director Selection Process Description
Require Partner# During Doubles Registration: <input checked="" type="checkbox"/>	
Hide Applicant List: <input type="checkbox"/>	
	Collect T-Shirt Sizes:
	Youth: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L
	Adult: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL

Bank Information

For direct deposit/ACH, bank information must be applicable towards ACH Transfers. If the bank information you enter is not appropriate for ACH Transfers there may be a delay in receipt of funds. Funds will be sent via ACH transfer to your account within 3 to 5 business days after the tournament has closed for online registration or entrants have been processed. ACH payments may take an additional 3-5 business days to appear in your account.

If you elect to receive a check for the funds collected from online registration, please note that you need to allow up to 30 days for receipt of the check.

Account type: Direct Deposit ← Pay by check

* Bank Name: Bank name/Payment form must be entered.

* Account Name: Account name/Payee must be entered.

* Account Number: Bank account number must be entered.

* Routing Number: Bank routing number must be entered.

* Address:
 Bank address must be entered.

* City: Bank city must be entered.

* State: * Zip Code: Bank state must be selected. Bank zip must be entered.

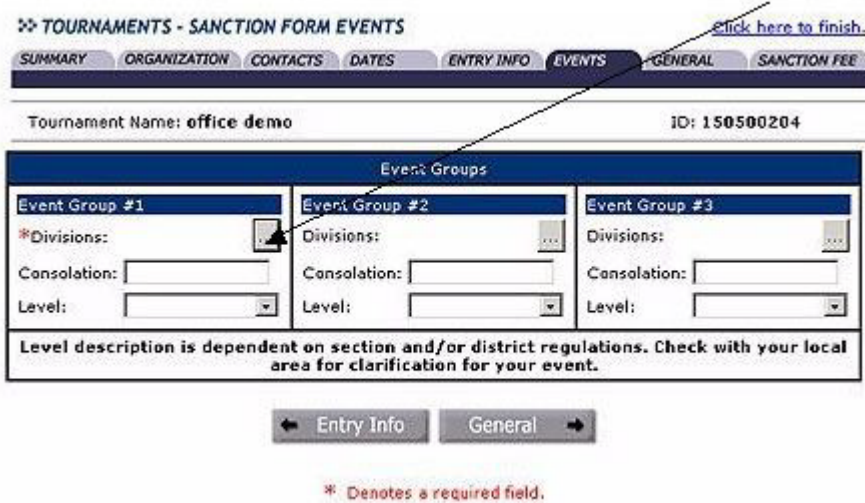
This information is used for the transfer of funds from online registration. Please obtain your routing number from your financial institution or from a check, not a deposit slip.

← Dates Events →

Click on the Events tab to continue...

Screen 7
Events page:

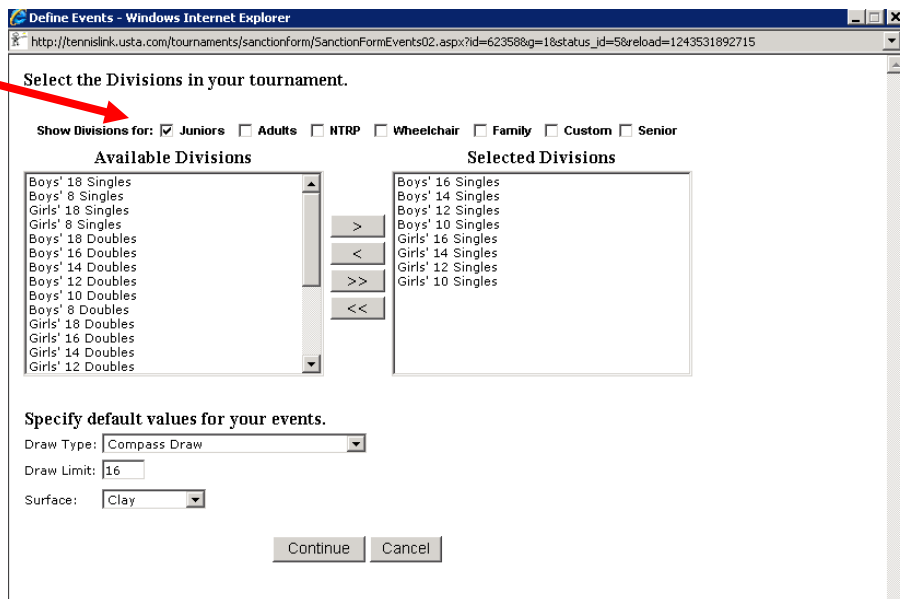
1. Submitting the divisions requested for the tournament.
2. Click on the gray box to the right of Divisions under Event Group #1



Screen 7a

1. Click on the appropriate box for the type of tournament; i.e. Adult, Junior, NTRP, Family, Wheelchair, etc...
2. When hosting an NTRP or Adult tournament and including Family divisions; put the NTRP or Adult request in Event Group # 1(see screen 7 above), and the Family divisions in Event Group # 2.
3. Choose from the available divisions box the events by highlighting divisions, and use the single arrow to move events to the 'Selected Divisions' box.
4. Please specify surface type. In order for surface choice to show online specify the type of surface on the next screen as well; see screen 7b.
5. Click Continue to save information (pressing Cancel the information will be deleted).

7a 1.



Screen 7b

1. The surface type chosen for a specific division will not be viewable to the player. However if two surfaces are chosen (hard and clay), the tournament website will show having both surfaces.
 - a. **Example:** Tournament Director chooses Boys 18s to play on hard and Boys 16s to play on Clay. Viewer will only see surface type = Hard, Clay.
2. Draw Limit can be inputted, but it does not affect the system at this time.

7b 1.

Division	Draw Type	Draw Limit	Surface
Boys' 18 Singles	First Match Losers Consolation		Hard
Boys' 16 Singles	First Match Losers Consolation		Hard
Girls' 18 Singles	First Match Losers Consolation		Hard
Girls' 16 Singles	First Match Losers Consolation		Hard

After completing screen 7b; click "Save and Continue."

- Returns to the Event' page. This page will show what divisions were chosen. If it does not appear correctly, click the gray box and review process (see steps above).

TOURNAMENTS - SANCTION FORM EVENTS [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO **EVENTS** GENERAL SANCTION FEE

Tournament Name: **Volusia County Junior Rookies** ID: **151601708**

Event Groups		
Event Group #1 *Divisions: BG(16-10) s,COMP Consolation: <input type="text"/> Level: <input type="text"/>	Event Group #2 Divisions: <input type="text"/> Consolation: <input type="text"/> Level: <input type="text"/>	Event Group #3 Divisions: <input type="text"/> Consolation: <input type="text"/> Level: <input type="text"/>

Level description is dependent on section and/or district regulations. Check with your local area for clarification for your event.

← Entry Info General →

* Denotes a required field.
 Denotes a Tournament Home Page field.

Click on the General tab to continue...

Screen 8
General page:

- Name of the tournament: When applying for a junior tournament the tournament name **must** include the level of the tournament being submitted; Rookie, Local, Super Series, Designated, or Sectional.
- Adult and NTRP should have levels; Designated, State Championship, or USTA National in the title submitted.
- Notes: The information the player will need to know before the tournament starts; special room rates from host hotels, directions, player party, etc....
- If the tournament or facility has a separate website the link is posted on this page. There will be a link on the tournament home page.
- Tournament Type is "Non-Team" Event" for USTA Florida sanctioned tournaments, unless specially noted through the USTA Florida office
- Check the Box marked "TDM User."
- The Action Category is set to "Section Event." for all USTA Florida tournaments. Click on "Add Category" and select "Section Event" in the drop down box.
- If the tournament is to be another category; i.e. "Category 2" this will be selected by USTA Florida office.
- Action Messages can be added, but only the login used when the message was created can maintain or delete. These messages will carry over to copied sanctions from year to year.

TOURNAMENTS - SANCTION FORM GENERAL [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO EVENTS **GENERAL** SANCTION FEE

Tournament Name: **Volusia County Junior Rookies** ID: **151601708**

General	
*Name:	Volusia County Junior Rookies
ID:	151601708
Tell visitors to your Tournament Home Page something about this tournament.	
Notes:	This is a one day tournament! You will get lots of tennis with our non-elimination format.
Tournament Website:	floridatenniscenterdaytona.com
*Tournament Type:	Non-Team Event
Team Event Level:	<input type="text"/>
<input checked="" type="checkbox"/> TDM User	

Action Category

Action	Category
	Section Event
	* Add Category

Click on Sanction Fee to continue...

Screen 9

Sanction Fee page:

1. Mark tournament as a sanctioned event.
2. Click on link to enter credit card information.
3. A drop down box will appear to enter credit card information, click "save" when finished.
4. Make sure a credit card that will be current through the end of the year is used as the sanctioning process may take several months to finish.
5. Click on "Submit." A dialog box will appear "Please click ok to submit tournament for approval." Click ok and tournament will be submitted for approval.
6. If any part of the sanction form is incomplete a warning message will appear with a list of what is wrong in a link. When clicking on the link it will return to the page that needs correcting.
7. If everything is correct the system will return to the tournament list with the tournament listed as "pending."

TOURNAMENTS - SANCTION FORM FEE [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO EVENTS GENERAL **SANCTION FEE**

Tournament Name: aabb ID: 153405107

Sanction Information	Approval Information
This tournament is: <input checked="" type="radio"/> Sanctioned <input type="radio"/> Non-Sanctioned	Tournament Status: Incomplete
Sanction Period From: 7/1/2006 To: 9/1/2006	Hide Homepage: <input type="checkbox"/>
Sanction Fee**: \$53.00	The following approvals are required for this tournament:
Enter specific sanction fee <input type="checkbox"/>	SUBMIT
**Includes a non-refundable processing fee	
Enter credit card information.*	

General

Approval Process

The Sanction and Selection Committees for both Junior and Adult tournaments will meet several weeks after the September 1st deadline.

A facility will be limited to one (1) USTA Florida junior sanctioned tournament per month, subject to approval (Rookie, Local, Super Series, does not include Designated or Sectional events). A second tournament can be applied for and approved as long as it is a different level and it does not overlap with another event within the same region, either the week before or week after. Tournament director's, who submit more than one request during a month, must send an e-mail or written explanation to USTA Florida and/or the Sanctioning Committee, listing the order of preference. If a facility/tournament director submits more than 2 applications for the same month, a written request for an exception must be submitted detailing the reasons to the Sanctioning Committee for approval.

These are some of the criteria used in making the selections:

1. History of the tournament site and/or tournament director
 - a. Number of players in past tournaments
 - b. Experience of tournament director and staff
 - c. Knowledgeable in the USTA Florida Rules and Regulations
 - d. Tournament director has run successful events – highly recommended by players, parents, and coaches.
2. 2011 Survey results
3. Meets the criteria listed in the "Standards of Excellence" – as of now Junior tournaments only
4. Submitted the mandatory Tournament Director Comprehensive Test for review: [2012 Tournament Director Quiz](#)
5. Levels of tournaments are determined:
 - a. Experience of tournament director
 - b. Quality of all tournament sites used, including satellite not just home site
 - c. Criteria of Standards of Excellence exceeded
6. New tournament sites and/or tournament director may receive after review 1 Junior tournament and 1 Adult tournament for 2012 to be determined by the Sanction and Selection Committee.
7. How many tournaments are in the Region based on population of tournament players.

8. Once the committees have made their decision the approval process starts and the tournaments will appear in the tournament director/tournament site administration website as:
 1. Approved
 2. Rejected

9. When tournament is listed as "Rejected" click on the "Rejected" link and the information as to why the tournament was rejected will be listed. It may be rejected for various reasons:
 - a. Not a fit for the schedule
 - b. Too many tournaments in the Region
 - c. Not enough player participation in region to quantify level of tournament.
 - d. Credit Card declined – please contact the section office if you see this
 - e. Did not submit Tournament Director Comprehensive Test

If there are any tournaments listed as "Incomplete" this means something is missing in the sanction form and it will not be considered for sanctioning. All tournaments being submitted for review must be listed as "pending."

Thank you for your interest in becoming one of the tournament directors and/or tournament sites for the 2012 tournament season. We look forward to working with you to make your tournament a great experience for the tournament players of the USTA Florida.



FLORIDA