



SOUTHERN CALIFORNIA

DE-MYSTIFYING TENNIS LINK (Please print out and use for future reference)

TO FIND TENNIS LINK....A couple of different ways:

Go to usta.com, click Tennis Link (top right), and then click on USTA Leagues.

Go to Tennislink.usta.com/leagues

Mark it as a FAVORITE because you will use it often. Familiarize yourself with all the functions.

HOW TO REGISTER FOR A TEAM.....

Click on Register for a Team (on right side of page) and follow the prompts:

Enter your USTA number (you must be a current member)

If you're a player, enter your TEAM ID number starting with 651....

If you're a captain, enter your CAPTAIN'S TEAM ID number. (You will be placed on your team later)

DO NOT check the Captain's Box

Enter your local phone number and click NEXT

If you have a current computer rating, it will take you to a page to enter your credit card information for payment.

If you do not have a current computer rating, you will need to **self-rate** by answering some questions regarding your tennis history background. The computer will then assign you a NTRP rating. If it's too low, choose the appropriate one. If it's too high, click on Appeal Rating and follow the prompts. Print your receipt (\$21.00 for players; \$3.00 for one captain per team).

HOW TO FIND INFO ON TEAMS AND SCHEDULE.....

Go to View League and Championship Stats and Standings - enter the team ID # and click Go. (If you click on "ADD TO MY TEAMS" (top right of page) your team will appear on Tennis Link and you won't have to enter the team ID # each time you access your team). At the top of the page are five boxes—Team Summary, Match Summary, Match Schedule, Player Roster, Blank Scorecard:

Team Summary – Summary of the team's activities.

Match Summary – Summary of team results, match #'s, date & time of match and the status of the match.

Match Schedule – Summary of match #'s, date & time of match, captain's information and match site.

Player Roster– Player roster plus player information if you are a captain.

Blank Scorecard - Follow the prompts to print a blank scorecard. When you click on a match # and print a scorecard, roster information including player's ratings from both teams will appear.

TO FIND MATCH SCHEDULE WITH CAPTAINS' PHONE NUMBERS....

Locate the Captains/Coordinators Log In box (right side of page), enter your USTA #, confirm your email address and then access your team. When you click Match Schedule the Captains' phone numbers should be available.

Team Captain's Report

Once you register and log in as a captain, enter your team's ID# and click GO. Click on the Flight and select Captains Report. You will have access to the names of the captains and their contact information provided they have registered and have been moved to their team.

TO RECORD A SCORE.....On right side of page click on Record A Score. Enter your Match ID # and follow the prompts. Be sure to enter two digits for the month and two digits for the day and four digits for the year. The players are in drop down boxes. Enter the score from the winner's perspective on each line. Be sure to click finish.

Note: Both Captains/Players must report/confirm the score within 48 hours. If scores are incorrect click DISPUTE and report error to your opponent and Area League Coordinator.

TO UPDATE YOUR CONTACT INFORMATION

Be sure your information in the Captain's Report is correct.....email address, address and phone number. If you need to update it go back to Tennis Link and click Renew Membership. The system will allow you to update your contact information.