



TEAM MANAGEMENT TOOL

CAPTAIN'S PERSPECTIVE

MANAGING YOUR TEAM

Welcome to our Team Management tool, which makes it easier than ever to manage your team. You'll find the link to the Team Management tool under "My Quick Links," in the right-hand column on the TennisLink Leagues page. (Note: To access your team, lineups, roster and related information, please make sure you are logged onto your USTA account.)



Welcome! Dan Theisen [Logout](#)

So. California > Southern California



NTRP Level: 3.5 12/31/2012
Appeal Rating Level
USTA Membership #:
[Manage Account](#)

Start Playing

Have a USTA Membership # and a team #?

[REGISTER FOR A TEAM](#)

Don't have a team #?

[FIND A LEAGUE](#)

Stats and Standings

Enter Player name, USTA Membership #, team # or match #

[SEARCH](#)

[League Advanced Search](#)
[Championship Advanced Search](#)

Find NTRP Rating Info

Enter USTA Membership #, team # or player name

[SEARCH](#)

[Self Rate](#)
[Advanced Search](#)
[Facility Search](#)

My Quick Links

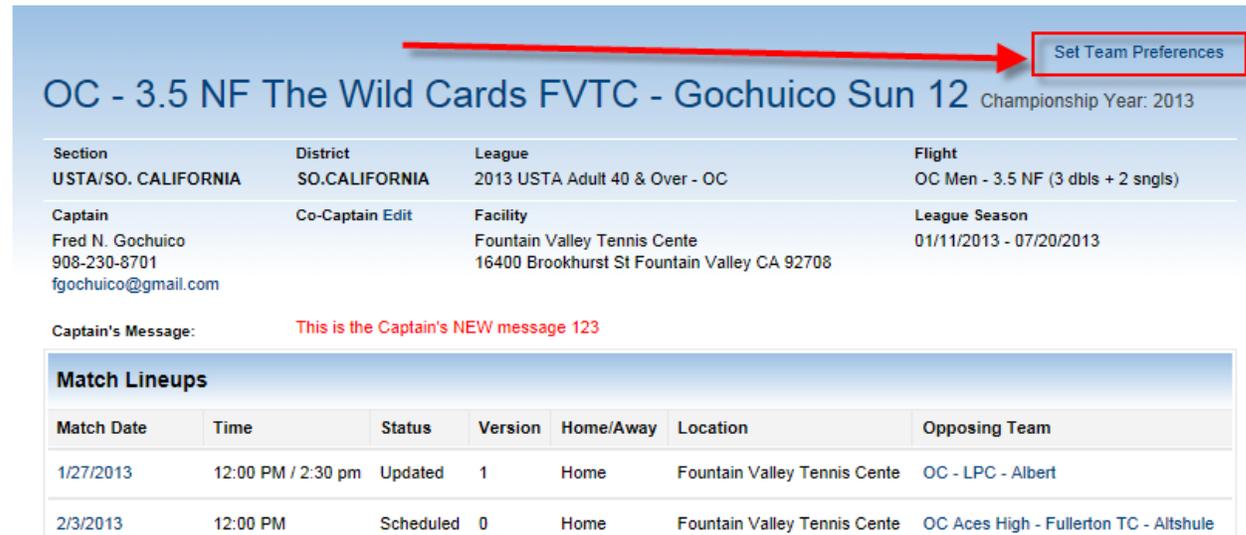
- [Record a Score](#)
- [Find a League](#)
- [Local League Coordinators](#)
- [Team Management](#)
- [National Championships](#)
- [Online Team Creation](#)
- [USTA League Tennis Rules](#)

Clicking on the "Team Management" link takes you to the captain's or co-captain's personalized Team Management page. All of the teams for which you are captain or co-captain are displayed.

Teams I Captain or Co-Captain					
Team Name/Team #	My Role	Champ Year	League	Flight	
OC - 3.5 NF The Wild Cards FVTC - Gochuico Sun 12 6517834179	Captain	2013	2013 USTA Adult 40 & Over - OC	OC Men - 3.5 NF (3 dbls + 2 sncls)	
OC - 4.0 NF The Wild Cards - Gochuico Sun 12 6517834175	Captain	2013	2013 USTA Adult 40 & Over - OC	OC Men - 4.0 AF (2 dbls + 1 sncls)	
OC The Wild Cards FVTC - Gochuico - Sat 12 or 2pm 6517806775	Captain	2012	2012 SCTA Doubles - Orange County	OC Men - 4.0	

SET TEAM PREFERENCES

As a captain, you can adjust settings and add messages by clicking on “Set Team Preferences” at the top right.



OC - 3.5 NF The Wild Cards FVTC - Gochuico Sun 12 Championship Year: 2013

Section USTA/SO. CALIFORNIA	District SO.CALIFORNIA	League 2013 USTA Adult 40 & Over - OC	Flight OC Men - 3.5 NF (3 dbls + 2 snpls)
Captain Fred N. Gochuico 908-230-8701 fgochuico@gmail.com	Co-Captain Edit	Facility Fountain Valley Tennis Cente 16400 Brookhurst St Fountain Valley CA 92708	League Season 01/11/2013 - 07/20/2013

Captain's Message: This is the Captain's NEW message 123

Match Lineups						
Match Date	Time	Status	Version	Home/Away	Location	Opposing Team
1/27/2013	12:00 PM / 2:30 pm	Updated	1	Home	Fountain Valley Tennis Cente	OC - LPC - Albert
2/3/2013	12:00 PM	Scheduled	0	Home	Fountain Valley Tennis Cente	OC Aces High - Fullerton TC - Altshule

Under “Team Preferences,” you can choose to create two separate messages: one for your team, and one for the public. Your “Captain’s Message” will appear on the team page, as shown above in red type (“This is the Captain’s NEW message 123”); it will also be included when you email match lineups to your players. Your “Message for Public” will be displayed on the “Match Summary” tab in Stats and Standings, and it will be visible to all users.



OC - 3.5 NF The Wild Cards FVTC - Gochuico Sun 12 Championship Year: 2013

Section USTA/SO. CALIFORNIA	District SO.CALIFORNIA	League 2013 USTA Adult 40 & Over - OC	Flight OC Men - 3.5 NF (3 dbls + 2 snpls)
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Team Preferences

Message for Team:

Message for Public:

Email published detail lineups: Scheduled Players Alternates Unassigned Players

Display detail lineups: Scheduled Players Alternates Unassigned Players

Reminder - Email detail lineups: Scheduled Players Alternates Unassigned Players

Days Before Match to Send Reminder: ▾

Below the message boxes, you can choose to email lineups automatically to Scheduled Players, Alternates and/or Unassigned Players when you publish detail lineups. If all of the boxes are checked, every player on the roster will receive the detail lineups email. If only one or two of the options are selected, only the indicated players will receive the email. You can also choose "Display detailed lineups" for Scheduled Players, Alternates and/or Unassigned Players. All players must be logged in to access the link in the notification email.

(Note: The settings for "Email published detail lineups" and "Display detail lineups" should match. For example, in the screen shot below, all players will receive an automatic email when the match lineup is published, but only Scheduled Players can view the detail lineup in the Team Management tool. In this scenario, when Alternates and Unassigned Players receive an email notifying them that a match lineup has been published, they will receive an access denied error message when they try to access the link, even if they are logged in.)



The system offers the ability to automatically send “reminder” emails to your team. You can choose to have this email sent between 1 and 7 days in advance. You can also select “0” if you wish to send a reminder email on the day of the match.

Remember: You must always click “Save Preferences” to save your changes.

Team Preferences

Message for Team:

Message for Public:

Email published detail lineups:	<input checked="" type="checkbox"/> Scheduled Players	<input checked="" type="checkbox"/> Alternates	<input checked="" type="checkbox"/> Unassigned Players
Display detail lineups:	<input checked="" type="checkbox"/> Scheduled Players	<input type="checkbox"/> Alternates	<input type="checkbox"/> Unassigned Players
Reminder - Email detail lineups:	<input checked="" type="checkbox"/> Scheduled Players	<input type="checkbox"/> Alternates	<input type="checkbox"/> Unassigned Players

Days Before Match to Send Reminder: ▾





Captains have the ability to use the “breadcrumbs” to go back to the team page.

Home > TennisLink > USTA League > Team Management > OC - 3.5 NF The Wild Cards FVTC - Gochuico Sun 12 > Edit Team Preferences

OC - 3.5 NF The Wild Cards FVTC - Gochuico Sun 12 Championship Year: 2013

Section	District	League	Flight
USTA/SO. CALIFORNIA	SO.CALIFORNIA	2013 USTA Adult 40 & Over - OC	OC Men - 3.5 NF (3 dbls + 2 snpls)

Team Preferences

Message for Team:

Message for Public:

Email published detail lineups: Scheduled Players Alternates Unassigned Players

Display detail lineups: Scheduled Players Alternates Unassigned Players

Reminder - Email detail lineups: Scheduled Players Alternates Unassigned Players

Days Before Match to Send Reminder: ▾



SETTING MATCH LINEUPS

You can click on the match date at the left to set or edit match lineups.

OC - 3.5 NF The Wild Cards FVTC - Gochuico Sun 12 Championship Year: 2013

Section USTA/SO. CALIFORNIA	District SO.CALIFORNIA	League 2013 USTA Adult 40 & Over - OC	Flight OC Men - 3.5 NF (3 dbls + 2 snpls)
Captain Fred N. Gochuico 908-230-8701 fgochuico@gmail.com	Co-Captain Edit	Facility Fountain Valley Tennis Cente 16400 Brookhurst St Fountain Valley CA 92708	League Season 01/11/2013 - 07/20/2013

Captain's Message: **This is the Captain's NEW message 123**

Match Lineups

Match Date	Time	Status	Version	Home/Away	Location	Opposing Team
1/27/2013	12:00 PM / 2:30 pm	Updated	1	Home	Fountain Valley Tennis Cente	OC - LPC - Albert
2/3/2013	12:00 PM	Scheduled	0	Home	Fountain Valley Tennis Cente	OC Aces High - Fullerton TC - Altshule - Sat 10 am
2/10/2013	9:00 AM	Scheduled	0	Away	Lower Peters Canyon Park	OC - LPC - Albert
2/17/2013	12:00 PM / 2:30 pm	Updated	1	Home	Fountain Valley Tennis Cente	OC Aces High - Fullerton TC - Altshule - Sat 10 am
2/23/2013	12:00 PM	Scheduled	0	Away	Fullerton Tennis Center	OC Aces High - Fullerton TC - Altshule - Sat 10 am
3/3/2013	12:00 PM / 3:00 pm	Updated	1	Home	Fountain Valley Tennis Cente	OC - LPC - Albert

The top portion of the lineup page enables you to enter "Announcements," which will appear in the email notifications sent to players when a lineup is published. There is also a field for "Rescheduled Message," so if you need to reschedule a match for any reason, you can include a brief explanation to your team. This will also be included in the automatically generated email that goes out to players when the schedule is republished.



Below the “Announcements” and “Rescheduled Message” fields are the “Match Details” fields:

- **Match Date:** Populated from the schedule in the League Tree. *(This field is NOT editable.)*
- **Start Time:** Populated from the schedule in the League Tree. *(This field is NOT editable.)*
- **Duration:** Populated from the schedule in the League Tree. *(This field is NOT editable.)*
- **# Matches 1st Time:** The captain can select how many matches will start at the first match time, if the match time is split in the schedule in the League Tree.
- **2nd Start Time:** The captain can choose the second start time if the match time is split in the schedule in the League Tree.
- **Indoor/Outdoor:** The captain can set whether it will be an indoor or outdoor match.
- **Court surface:** The captain can select the court surface.
- **Location:** Populated from the schedule in the League Tree. *(This field is NOT editable.)*
- **Opposing Team:** Populated from the schedule in the League Tree. *(This field is NOT editable.)*
- **Home/away:** Populated from the schedule in the League Tree. *(This field is NOT editable.)*
- **Importance:** Set at the discretion of the captain, using whatever criteria he or she chooses.

OC - 3.5 NF The Wild Cards FVTC - Gochuico Sun 12 Championship Year: 2013

Section	District	League	Flight
USTA/SO. CALIFORNIA	SO.CALIFORNIA	2013 USTA Adult 40 & Over - OC	OC Men - 3.5 NF (3 dbls + 2 sncls)

Match #: 1003366738 1/27/2013 12:00 PM Status: **Scheduled** Version: 1

Announcements

Rescheduled Message:

Match Details

Match Date:	1/27/2013	Start Time:	12:00 PM	Duration:	60 minutes
# Matches 1st Time:	1 ▾	2nd Start Time:	2:30 pm ▾		
Indoor/Outdoor:	Indoor ▾	Court Surface:	Indoor ▾	Location:	Fountain Valley Tennis Cente
Opposing Team:	OC - LPC - Albert	Home/Away:	Home	Importance:	<input type="text"/> ▾



Below the “Match Details” are the match positions for which the players can be selected.

Match Lineup		
Match Type	Start Time	Player(s)
Singles #1	2:30 pm	<input type="text"/> Choose
Singles #2	12:00 PM	<input type="text"/> Choose
		Player 1
Doubles #1	2:30 pm	<input type="text"/> Choose
		Player 2
Doubles #2	2:30 pm	<input type="text"/> Choose
Doubles #3	2:30 pm	<input type="text"/> Choose
Alternates		
Singles		<input type="text"/> Choose
Doubles		<input type="text"/> Choose
+ Add another alternate		

When you hover your cursor over “Choose,” a pop-up box will appear with all players on the team, categorized by the availability they have set using the Team Management tool. Their preferences will display beneath their name (if they were set). The number of matches in which they are currently scheduled will appear in parentheses after their name.

Opposing Team: OC - LPC - Albert Home/Away:

Match Lineup		
Match Type	Start Time	Player(s)
Singles #1	2:30 pm	<input type="text"/> Choose
Singles #2	12:00 PM	<input type="text"/> Choose
		Player 1
Doubles #1	2:30 pm	<input type="text"/> Choose
		Player 2
Doubles #2	2:30 pm	<input type="text"/> Choose

Available Players

- Jerry McCormick (0)
Pref:
- sean patrick mcdermott (0)
Pref:

Alternate

Maybe Available



Click the radio button to the left of the player's name and then click on "Choose" to commit the player to the corresponding line of the match. The entire lineup does not need to be completed for you to save the changes. (You must click the "Save" button at the bottom to save your work.)

Doubles #1 2:30 pm Choose Choose

Doubles #2 2:30 pm Choose Choose

Doubles #3 2:30 pm Choose Choose

Alternates

Singles Choose

Doubles Choose

+ Add another alternate

Save Cancel

Once saved, a match will offer the following options:

- Edit: Make changes to or complete the lineup.
- Delete: Remove the lineup.
- Copy: Make another copy of the match so you can create multiple versions of the lineup.
- Publish: Publishes the detail lineup in the Team Management tool and generates an email with a link to the lineup for selected players.
- Print: Print a copy of the lineup.
- Excel: Export the lineup to excel.

Match #: 1003366738 1/27/2013 12:00 PM Status: **Updated**

Your lineup has been saved. The status of your lineup is: Updated. Publish your lineup by clicking the Publish button below.

Edit Delete Copy Publish Print Excel Version 1



CREATE PRACTICE LINEUPS

You can create practice lineups by clicking “Add Practice Lineup.”

Practice Lineups					
Match Date	Time	Status	Version	Home/Away	Location
Add Practice Lineup					

The process is the same as setting a match lineup, with the exception of “Match Details.” Because match details populate from the League Tree and there are no practice lineups in the League Tree, all “Match Detail” fields are editable. You can complete these fields as necessary.

New Practice Lineup Version: 1

* Required field

Announcements	
<div style="border: 1px solid #ccc; height: 100px;"></div>	
Rescheduled Message: <input type="text"/>	
Match Details	
* Match Date: <input type="text"/>	* Start Time: <input type="text" value="12:00 midnight"/> Duration: <input type="text"/> Min.
# Matches 1st Time: <input type="text"/>	2nd Start Time: <input type="text"/>
Indoor/Outdoor: <input type="text" value="Indoor"/>	Court Surface: <input type="text" value="Indoor"/> Location: <input type="text"/>
Home/Away: <input type="text" value="Home"/>	Importance: <input type="text"/>



EMAILING PLAYERS

There are two options for emailing players. They can be found in the bottom left corner of the team page.

Players						View Team Player Availability
Player Name	# Matches	Player Name	# Matches	Player Name	# Matches	
Jerry McCormick	0	Gary V Sager	0	David N. Seely	0	
Paul Youngerman	0	Fred N. Gochuico	0	sean patrick mcdermott	0	
Lyle S Johnson	0	Dennis M. Jones	0	Richard Wong	0	
robert chairez	0					

[Email all team players](#)
[Email Registration Notices](#)

The “Email all team players” link will pull up the user’s default email client and populate the “To:” field of a blank email with the email addresses of each player on the team. Any email address can be added, any unwanted address can be removed. To email only one specific player, the you can click on the player’s name in the “Players” box.

Untitled - Message (HTML)

File Message Insert Options Format Text Review

Clipboard Basic Text Names Include Tags Zoom

To... jerry@jerrymccormick.com; gsager1@mac.com; David.Seely@sbcglobal.net; youngerman@att.net; ffochuico@gmail.com; seanmcdermottster@...
 johnson2144@sbcglobal.net; djones5760@aol.com; mistowong@yahoo.com; rsea1@msn.com

Cc...

Subject: Test Email to My Team



You can click "Email Registration Notices" to email players from previous teams and encourage them to register for a current team. This link will present you with a pop-up box showing a list of the players' previous teams. You can select the team or teams for which you would like a list of players. Once the teams are selected, "Update Player List" will bring up a list of players on each of the teams selected. You can then manually select players individually or click the check box to the left of "Player Name" to email all players on the list. The system will send an email to each selected player, notifying them that a new team is open for registration. The email includes the team number as well as a link to registration.

Mail Players for upcoming registration

Captain's Teams:			
			Update Player List
<input type="checkbox"/>	Team Name	Team #	Champ Year
<input checked="" type="checkbox"/>	OC - 4.0 NF The Wild Cards - Gochuico Sun 12	6517834175	2013
<input type="checkbox"/>	OC - Fountain Valley TC - Gochuico	6517800826	2012
<input type="checkbox"/>	OC - The Wild Cards FVTC - Gochuico - Sun 3:30	6517801528	2012

Team Players:			
<input type="checkbox"/>	Player Name	Rating Type	NTRP Level
<input type="checkbox"/>	Arte Santos Libunao	C	4
<input type="checkbox"/>	Brian Ng	C	4
<input type="checkbox"/>	Dan Theisen	C	3.5
<input type="checkbox"/>	Fred N. Gochuico	C	3.5
<input type="checkbox"/>	James Fred Cammack	C	4



PLAYER AVAILABILITY

You can view and set player availability in the Team Management tool. To view player preference and availability details for only one player, hover your cursor over his or her name in the “Players” list.

[Add Practice Lineup](#)

Players		
Player Name	# Matches	Player Name
Jerry McCormick	0	Gary V Sager
Paul Youngerman	0	Fred N. Gochuk
Lyle S Johnson	0	Dennis M. Jones
robert chairez	0	

Gary V Sager

Player Preferences

Match Type: No Preference
Court Surface: No Preference
Court Side: No Preference
Show Phone To Teammates: Yes
Show Email To Teammates: Yes

Availability

1/27/2013:
 2/3/2013:
 2/10/2013:
 2/17/2013:

[Email all team players](#)

[Email Registration Notices](#)

To view availability in a grid format for multiple players, or to set player availability, click “View Team Player Availability.”

Players

[View Team Player Availability](#)

Player Name	# Matches	Player Name	# Matches	Player Name	# Matches
Jerry McCormick	0	Gary V Sager	0	David N. Seely	0
Paul Youngerman	0	Fred N. Gochulco	0	sean patrick mcdermott	0
Lyle S Johnson	0	Dennis M. Jones	0	Richard Wong	0
robert chairez	0				

You should first select which players you would like to view for availability, then select the matches, and then select if you want to see availability or assignments, or both. “Show Results” will display the details you have selected.



Player Availability

Players

- All Players
- Jerry McCormick
- Gary V Sager
- David N. Seely

Match Lineups

- All Dates
- All MatchLineups
- All PracticeLineups
- 1/27/2013 12:00 PM(Match)

Availability

- Show Player Availability
- Show Player Assignment

[Show Results](#)

You can review the results by referring to the key below the grid, if needed.

Match Lineups

	1/27/2013(U) 12:00 PM	2/3/2013(S) 12:00 PM	2/10/2013(S) 9:00 AM	2/17/2013(U) 12:00 PM				
Click a player name to update their availability	Availability	Assigned	Availability	Assigned	Availability	Assigned	Availability	Assigned
Jerry McCormick	Y	Sing. #1	Y		Y		N	
Gary V Sager								
David N. Seely								
Paul Youngerman								
Fred N. Gochuico								
sean patrick mcdermott	Y*		Y*		Y*		Y*	

- Availability Legend:**
- N - Not Available
 - Y - Available
 - M - Maybe Available
 - A - Alternate
 - C - Call Last
 - 1 - First Time
 - 2 - Second Time
 - W - Won
 - L - Lost

- Lineup Status Legend:**
- S - Scheduled
 - U - Updated
 - P - Published
 - R - Rescheduled

* indicates that availability was last set by the captain

Note: Yellow background indicates there is a conflict between player availability and assignment



You can set a player's availability by clicking on his or her name in the grid and then clicking "Edit Availability."

Jerry McCormick's Availability

Phone: 714-328-8997 Email: jerry@jerrymccormick.com

Match Date	Time	# Matches 1st Time	2nd Start Time	Status	Home/Away	Location	Opposing Team	Assigned	Player Availability
1/27/2013	12:00 PM	1	2:30 pm	Updated	Home	Fountain Valley Tennis Centre	OC - LPC - Albert	Sing. #1	Available
2/3/2013	12:00 PM			Scheduled	Home	Fountain Valley Tennis Centre	OC Aces High - Fullerton TC - Altshule - Sat 10 am		Available
2/10/2013	9:00 AM			Scheduled	Away	Lower Peters Canyon Park	OC - LPC - Albert		Available
2/17/2013	12:00 PM	2	2:30 pm	Updated	Home	Fountain Valley Tennis Centre	OC Aces High - Fullerton TC - Altshule - Sat 10 am		Not Available

From the next screen, you can set the selected player's availability.

Match Date	Time	# Matches 1st Time	2nd Start Time	Status	Home/Away	Location	Opposing Team	Assigned	Player Availability
1/27/2013	12:00 PM	1	2:30 pm	Updated	Home	Fountain Valley Tennis Centre	OC - LPC - Albert	Sing. #1	Available
2/3/2013	12:00 PM			Scheduled	Home	Fountain Valley Tennis Centre	OC Aces High - Fullerton TC - Altshule - Sat 10 am		Available
2/10/2013	9:00 AM			Scheduled	Away	Lower Peters Canyon Park	OC - LPC - Albert		Available
2/17/2013	12:00 PM	2	2:30 pm	Updated	Home	Fountain Valley Tennis Centre	OC Aces High - Fullerton TC - Altshule - Sat 10 am		Not Available
2/23/2013	12:00 PM			Scheduled	Away	Fullerton Tennis Center	OC Aces High - Fullerton TC - Altshule - Sat 10 am		Maybe
3/3/2013	12:00 PM	1	3:00 pm	Updated	Home	Fountain Valley Tennis Centre	OC - LPC - Albert	Sing. #2	First Time
3/17/2013	9:00 AM			Scheduled	Away	Lower Peters Canyon Park	OC - LPC - Albert		
3/23/2013	12:00 PM			Scheduled	Away	Fullerton Tennis Center	OC Aces High - Fullerton TC - Altshule - Sat 10 am		



As always, it is important to click "Update Availability" to save your changes once they have been completed.

3/23/2013 12:00 PM Scheduled Away Fullerton Tennis Center OC Aces High - Fullerton TC - Allshule - Sat 10 am

Practice Lineups

Match Date	Time	# Matches	1st Time	2nd Start Time	Status	Home/Away	Location	Assigned	Player Availability
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Availability Legend:

- N - Not Available
- Y - Available
- M - Maybe Available
- A - Alternate
- C - Call Last
- 1 - First Time
- 2 - Second Time
- W - Won
- L - Lost

Lineup Status Legend:

- S - Scheduled
- U - Updated
- P - Published
- R - Rescheduled



* Indicates that availability was last set by the captain

For any additional Team Management questions, please email the USTA TennisLink Team at Linkteam@usta.com.

