A Guide to Using TennisLink

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About TennisLink

TennisLink is the official system for USTA Adult Leagues, USTA Tournaments, USTA Flex Leagues and USTA Junior Team Tennis. For the USTA Adult League, the system is used to register players and teams. It is also the official system for reporting scores, providing standings for the League season and for all League championship advancement. If you are on the main TennisLink page (http://tennislink.usta.com/Dashboard/Main/Default.aspx) you will need to click on the "USTA League" tab to navigate to the USTA Adult League section of TennisLink.

Create a USTA Account

Captain must create a USTA Account. Players, however, do not have to create a USTA Account to register for a USTA team. All players do have to have a current USTA membership, which can be attained through the USTA website. Even though you do not have to create a USTA Account if you are not the captain of a team there are many benefits to creating an account. The benefits are listed by clicking the "CREATE A USTA ACCOUNT" button located on the TennisLink page for Leagues (http://tennislink.usta.com/leagues/).

A. Call USTA Member Services (800-990-8782) during normal business hours. Have your USTA Member Number handy as you will be asked to provide that information.

B. Create a USTA Account on-line*:

1. Have your USTA Membership Number handy.
2. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues/).
3. Click on the "CREATE A USTA ACCOUNT" box.
4. On the page that comes up, click on the "CREATE ACCOUNT" box and follow the prompts.

*Note: If you are a captain, you MUST use your cell phone number for your phone number and your e-mail address to the one you want the local league coordinator and the other captains to use for this season.

Information available to players and captains if they login to TennisLink

➢ Quick access to your USTA number, NTRP rating and contact information.
➢ You can record a score for your team.
➢ Use of the Team Management Tool (TMT).

Additional information available to captains if they login to TennisLink

➢ "Player Roster" tab - USTA membership number, expiration date of USTA membership, street address, phone number, NTRP/Rating Date, # of matches played and wins by default for each player on your roster.
➢ "Captain's Report" tab – Team names and Team ID Numbers for all the teams in your flight. E-mail addresses and phone numbers for all the captains and co-captains of the teams in your flight.

Login to TennisLink

1. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues/).
2. Click the "LOGIN" button on the menu-bar or click the "Login to your USTA Account" located under the "CREATE A USTA ACCOUNT" box.
3. Enter your USTA number or e-mail address in the box provided.
4. Enter your password in the box provided.

Update your contact information on TennisLink

A. Call USTA Member Services (800-990-8782) during normal business hours. Have your USTA Member Number handy as you will be asked to provide that information.

B. Login to your USTA account on-line*:

   1. Have your USTA Membership Number handy.
   2. Go Tennislink for Leagues (http://tennislink.usta.com/leagues/).
   3. Click on "Login to your USTA Account" located under the "CREATE A USTA ACCOUNT" box.
   4. On the page that comes up, enter the information asked for in the "Login to Your USTA Account" box.
   5. Click on the "Login" button.
   6. Click "Manage Account" under your USTA Membership # in right hand corner.
   7. Click on "Update My Personal Information"

*Note: When a captain logs into their USTA account the system automatically recognizes them as a captain if they checked the "captain" button when they originally registered for their team or the USTA LLC changed their status on TennisLink to captain. Check your team's homepage to see if you are listed as the captain of your team (Refer to the "Find your team's homepage if you are logged onto TennisLink" section of this document to get to your team's homepage).

Creating a team roster using TennisLink

The "online team creation" is not finalized until the person creating the team registers (pays) for the team. The registration fee to play on a USTA tennis team varies based on the Community Tennis Association (CTA) and the local league. The fees are comprised of a $3.00 TennisLink user fee plus League Fee. You must have a USTA Account to create a team. A new team number must be established each season.

You will need the following to create a team roster in a USTA League:

- Your USTA number - If you need to join the USTA or renew your membership, go to the USTA website (www.usta.com). Click the "JOIN TODAY OR RENEW" box located at the very top of the page.
- A NTRP computer rating or a self-rating (self-rating is done when registering for a team) - See the NTRP section for more information about self-rating.
- Telephone Number
- Credit Card Number/Expiration Date

To create a team roster and receive a team number, follow the steps below:

1. Go to Tennislink (http://tennislink.usta.com/leagues/).
2. Under "My Quick links"click on "ONLINE TEAM CREATION".
3. Select Section (USTA/Southern).
4. Select District/Area (South Carolina).
5. Select Area (Lexington).
6. Select League (League you are creating a team for).
7. Select Flight (Level your team will play at)
8. Enter Team Name
9. Select your Home Court Facility (if applicable)
   - When you see Home Courts click the "Other Facility" button
   - A new screen called "Facility Locator" will pop up. On the page that comes up click "Find…" and enter the Facility name in the space provided next to "Facility Name". Do not fill in any other boxes.
   - Once your facility is located, double click on it and the Facility Locator screen will close and the facility name will auto fill on the Online Team Creation page.
10. Click "Create Team".
11. Follow
12. The "Checkout" Screen will display your team and the fees. Write down your team number, as you need this to give to your players, so they can register for your team. Enter your Credit Card information in the boxes provided.
13. Click "Submit".
14. Print a copy of your registration for your records.
15. If you did not receive a "Congratulations" screen with an invoice number, then your team is not registered and the team number that you have is not valid.

Register for a team roster using TennisLink

The registration fee to play on a USTA tennis team varies based on the Community Tennis Association (CTA) and the local league. The fees are comprised of a $3.00 TennisLink user fee plus League Fee. You do not need a USTA Account to register for a team.

You will need the following to register in a USTA League:

- ➢ A Team ID Number - The captain will give you the Team ID Number.
- ▪ Your USTA number - If you need to join the USTA or renew your membership, go to the USTA website (www.usta.com). Click the "JOIN TODAY OR RENEW" box located at the very top of the page.
- ➢ A NTRP computer rating or a self-rating (self-rating is done when registering for a team) - See the NTRP section for more information about self-rating.
- ➢ Telephone Number
- ➢ Credit Card Number/Expiration Date

To register on a team roster follow the steps below:

1. Go to Tennislink (http://tennislink.usta.com/leagues/).
2. Under the caption "Start Playing" click on "REGISTER FOR A TEAM".
3. Enter your USTA membership number.
4. Enter the information asked for and click "CONTINUE". If you have logged onto TennisLink some of the information will automatically be entered.
5. The "Checkout" Screen will display your team and the fees. Check to make sure you are registering for the correct team. Enter your Credit Card information in the boxes provided.
6. Click "Submit".
7. Print a copy of your registration for your records.

Find any player's homepage/team's homepage

1. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues/).
2. Under the caption "Stats and Standing", enter the name of the player in the box provided and click "SEARCH".
3. The page that comes up is the player's homepage. Here is a list of teams the player is currently on or has been a member of in the past few years. Click on any one of the teams and it will take you to that team's homepage.

Find your team's homepage if you are logged onto TennisLink

1. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Under the caption "My Teams" click the team name.

Get a list of NTRP ratings for all your facility's players

1. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues/).
2. Under the caption "Find NTRP Rating Info" click on "Facility Search".
3. On the page that comes up enter your facility number into the box provide or click "Find…" and enter the Facility name in the space provided next to "Facility Name".
4. Choose "South Carolina" from the "Select a State" drill-down box.
5. Click "Search".
6. On the page that comes up click on your facility's name.
7. The system will refresh to the previous page and fill in your facility number.
8. Click "Search".

Find out what teams are registered to play

1. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues/).
2. Under the caption "Stats and Standings" click "League Advanced Search".
3. On the page that comes up, click on "SEARCH FOR TEAMS, FLIGHTS OR LEAGUES"
4. Fill in the drop-down boxes as follows:
    I. Select Championship year
    II. Select a League Type from below:
       - Adult 18 & Over - Adult 18 & Over
       - Adult 40 & Over - Adult 40 & Over
       - Adult 55 & Over – Adult 55 & Over
       - Adult 65 & Over – Adult 65 & Over
       - Mixed 18 & Over – Mixed 18 & Over
       - Mixed 40 & Over – Mixed 40 & Over
       - Mixed 55 & Over – Mixed Other
       - Mixed 65 & Over – Mixed Other
       - Combo – All Age Groups – Combo
       - Tri-Level 18 & Over – Tri-Level 18 & Over
       - Tri-Level 40 & Over – Tri-Level 40 & Over
       - Singles – All Age Groups – Adult Other
    III. Select a Section – USTA/SOUTHERN

    V. Select an Area – SC – LATA & LEAGUE
5. Select a League (e.g. If you selected Adult 55 & Over you could choose 20?? LATA Spring Adult 55 & Over)
6. Click the "Find Stats And Standings For League" button or continue to drill-down to the flight you want to view.

Print a blank scorecard

1. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Under the heading "My Teams", click on the team name you want to print the scorecard for.
4. The system will navigate you to the team's homepage. Click on the "Match Schedule" tab.
5. Under the column titled "Match ID", click on the match you want to print the blank match scorecard for.
6. On the page that comes up click the "Print Blank Scorecard" button. The scorecard will include the current team roster for both teams.

Enter a match score on TennisLink

1. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "Record a Score" located under "My Quick Links"
4. On the page that comes up enter the Match ID Number located at the top of the scorecard and click "Next".
5. From drop-down box, select players for each position
6. Click on the "Winner" button located below the player who won the individual match.
7. Enter the scores for each individual match and
8. Make the appropriate choice from the drop down box under "MATCH STATUS"
9. Review your selections and click "Next".
10. On the page that comes up, review the scores again and if correct, click "FINISH"

Scoring notes:
- When entering the scores, the game score of the winner of the **individual** match goes first for each set.
- If a 7-point Set Coman Tiebreaker determined who won a set, it is scored as one game (either 7-6 or 6-7 depending on who wins the individual match)
- If a 10-point Match Coman Tiebreaker determined who won the match, it is scored as 1-0.

Note: Purposely entering incorrect match data, including the date the match was played (finished, if playing individual courts), is cheating and will result in a grievance being filed against the captain or co-captain who entered the scores.

Confirm/Dispute a match score on TennisLink

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "Record a Score" located under "My Quick Links"
4. Enter the Match ID Number located at the top of the scorecard and click "Next"
5. Review the scores and click "Confirm" or "Dispute".

Find the Match ID Number for a local playoff match

1. Go to Tennislink for Leagues (http://tennislink.usta.com/leagues).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Under the heading "My Teams", click on the team you want to find the Match ID Number for.
4. The system will navigate you to the team's homepage. Click the "Playoff" you need the Match ID Number for. It is located at the bottom of the page under the caption "Championship Advancements".
5. For a single elimination, the match number is located above each bracket.
6. For a round robin, you are now on the "Team Standings Page". Click the "Match Summary" tab located in the middle of the page. The match numbers are located on the left-hand side of the page in the "Match ID" column.

Team Management Tool (TMT)

Users can access the Team Management Tool by logging into your USTA account. Under Quick Links click the "Team Management" option.

Captains can:

➢ Appoint/change your co-captain
➢ Build lineups for matches
➢ Build lineups for practices
➢ View and update player availability
➢ View players preferences and statistics
➢ Create match announcements

Players can:

➢ View published lineups for matches
➢ View published lineups for practices
➢ View and update their availability
➢ Update their preferences
➢ View their statistics

Add or change the co-captain

1. Go to TennisLink (http://TennisLink.usta.com/Leagues/Common/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "Team Management" under the heading "Quick Hits"
4. On the page that comes up, click on your team under the heading "Team Name/Team #"
5. You are now on the team's management homepage. Cursor on "Edit" next to "Co-Captain" and make the changes via the drop-down box that appears.

Note: You must be listed on TennisLink as the captain of the team to add or change the co-captain.

NTRP rating

- ➢ An individual must play at their published Computer or Self Rate NTRP or higher.
- ➢ Appealing will NOT reveal your rating in 100th of a point.
- ➢ No championship (State, Sectional or National) benchmark rating may be appealed the first year received except for medical reasons.

Appeal your Self Rate NTRP:

- ➢ When appealing UP, your appeal will be automatically granted and your request is final. You cannot go back.
- ➢ When appealing DOWN, you will be required to fill out a background history form. The Southern Section NTRP Self-Rate Appeal Committee will review your information and you will be notified by the committee if they grant or deny your appeal.

Steps to Appeal:

1. Go to TennisLink for Leagues (http://TennisLink.usta.com/leagues/)
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click "Appeal Rating Level" located under your NTRP Level at the top right-hand side of the page
4. On the page that comes up click UP or DOWN under the caption "Select to Appeal Rating Up or Down"
5. Choose your desired rating.
6. Click the "Submit" button
7. An automatic response of "Granted" will be given if you appealed your self-rating UP
8. A background history form will appear if you appealed your self-rating DOWN
9. Fill out the form and click the "Submit" button.

Appeal your Computer NTRP:

- ➢ You will receive an automatic response advising whether Granted or Denied.
- ➢ Once you select UP or DOWN and click SUBMIT at the bottom of the appeal page your request is final. **You cannot go back. You cannot re-appeal.**
- ➢ When appealing UP, the player's rating is compared to the player's current play level to see if it is within range.
- ➢ When appealing DOWN, the player's rating is compared to the next play level below the player's level to see if it is within range.

Steps to Appeal:

1. Go to TennisLink for Leagues (http://TennisLink.usta.com/leagues/)
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click "Appeal Rating Level" located under your "NTRP Level" at the top right-hand side of the page
4. On the page that comes up click UP or DOWN under the caption "Select to Appeal Rating Up or Down"
5. Click the "Submit" button
6. An automatic response of "Granted" or "Denied" will be given.