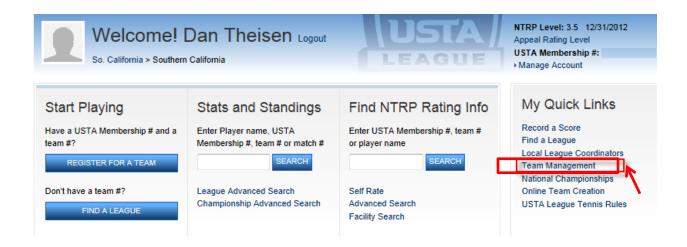
Team Management- Player

Accessing the Tool

The Team Management tool is listed under the "My Quick Links" area on TennisLink Leagues. Users must be logged into their USTA account to access Team Management.

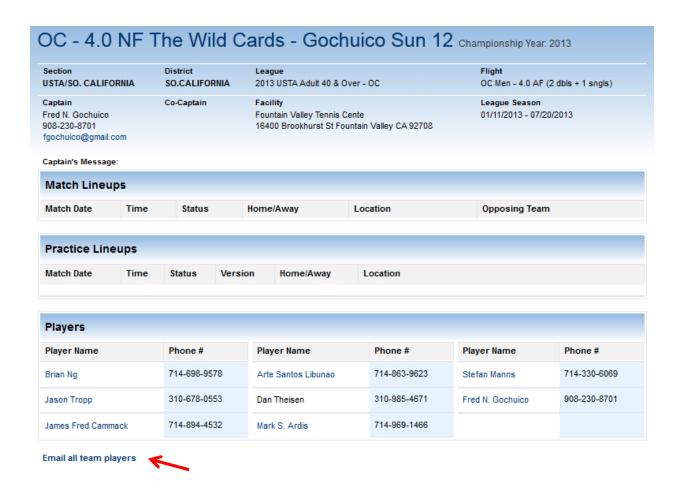


Clicking on "Team Management" will take a user to their personalized Team Management page. All teams associated with the number used to log in are displayed in the "My Teams" area, displayed below.

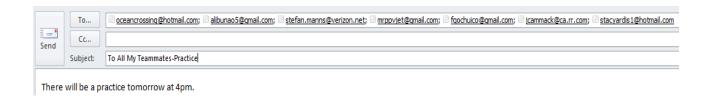
My Teams			
Team Name/Team #	Champ Year	League	Flight
OC - 4.0 NF The Wild Cards - Gochuico Sun 12 6517834175	2013	2013 USTA Adult 40 & Over - OC	OC Men - 4.0 AF (2 dbls + 1 sngls)
OC - Moods and Dudes-El Dorado TC-Atienza-Sat 1pm 6517834177	2013	2013 USTA Mixed Doubles 18 & Over - OC	OC - 8.0 WE - Weekend Mixed Doubles
OC The Wild Cards FVTC - Gochuico - Sat 12 or 2pm 6517806775	2012	2012 SCTA Doubles - Orange County	OC Men - 4.0
OC - Lower Peters Canyon - Morris Sat 3:00 pm 6517779673	2012	2012 Adult Spring - Orange County	OC Men - 3.5

Email Players Feature

Users can click on a team name to view more information about that team including match lineups, roster, facility information, and other details. They will also find the email features here.

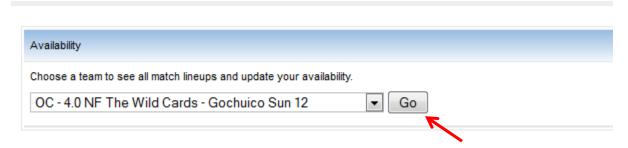


Players can click on the "Email all team players" link to send a blast email to teammates or click on a player's name to send an email to that player only. This feature will pull up the user's default email program, a blank email, and all team player addresses will be added to the "To" field. The user can then compose an email to their team or a team mate.



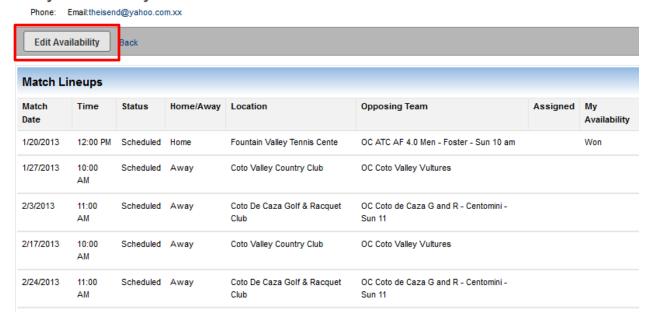
Setting Availability

Users can navigate to the "Availability" area. Players have the option to set availability for each team for which they are registered by choosing a team in the drop-down and then selecting "Go" to access the "Availability" page.

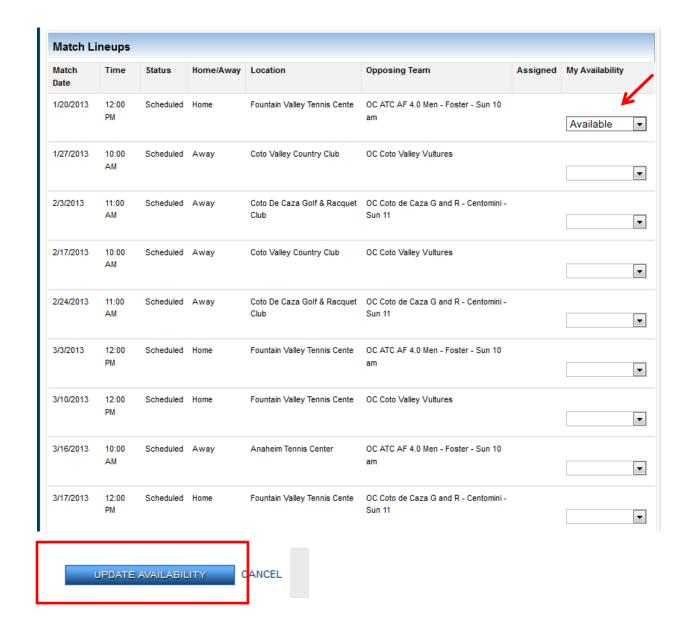


All matches are displayed with the time, date and location listed. This information is populated from what has been scheduled in the League tree. Players can edit their availability by clicking the "Edit Availability" button on the top which takes players to the screen shown below.

My Availability



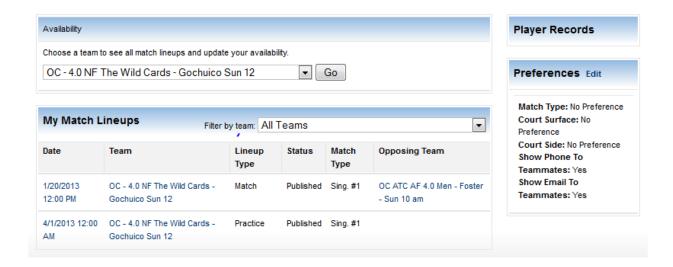
Players indicate availability for a match by clicking into the drop down box under "My Availability." If there are two match times for a match, players have the option to select "available for first match time only" or "available for second match time only."



It is important that players choose "Update Availability" when finished to save changes.

Viewing Published Line Ups

Published match lineups will show on the bottom of the Team Management page.



When a captain publishes a lineup, players may receive an email with content similar to that in the screen shot below. They will need to be logged into TennisLink before clicking the link provided to view the lineup.

The Match team lineup has been published for 3/29/2013 at 11:00 AM. Please log-in to <u>TennisLink</u> and click on the <u>link</u> below to see the lineup.

http://tennislink.staging.usta.com/leagues/Tools/ViewLineup.aspx?

TeamMatchID=1003405869&TeamID=856643&LineupID=11244&LineupTypeID=1

Thanks

Regards,

Captain: Stuart Kamelhar Team Name: Team 2