



TennisLink Instructions

“CREATING A TEAM”

- As a captain, you **MUST** complete the background screening before you will have access to create a team in TennisLink. If you are a returning captain, your screening is good for 2 years. Please check your expiration date as you will be **LOCKED OUT** of TennisLink if you don't renew before the expiration date. Visit http://activesupport.force.com/usta/articles/en_US/Manual_User_Guide/Net-Generation-Help-Guide and follow the steps in Net Generation to complete the background screening.
- In order to “Create a Team”, you will need to become a coach/manager in TennisLink.
- If you need to become a JTT captain, follow these steps:
- Go to TennisLink – <http://tennislink.usta.com/teamtennis> - Then scroll to the bottom of the page and click on ‘Become a Coach/Manager’.
- You will follow the necessary prompts depending on whether you have a USTA number or need to create an account. (There is no cost to create an account.)
- Once you have completed these steps, you can register your team.
- **All Captains must create a new team number each season.** This step creates a team number *and* registers the team.
 - Log in to TennisLink as captain (<http://tennislink.usta.com/TEAMTENNIS/Secure/logon.aspx?Caller=Login>)
 - Click on “Register for a Team”, and then click “Click here to create a new team”
 - Select Type of Program (**Jr**)
 - Select Section (**Southern**)
 - Select District (**Georgia**)
 - Select Area (**USTA Atlanta - Juniors**)
 - Click “Go”
 - Select appropriate program.
 - **Make a note of your new team number.**
 - Create team name (Facility name – Captain’s last name)
 - Select your Home Court Facility.
 - Select Division and check affiliations.
 - Enter Co-captain Information, if applicable.
 - **Click on “Save”! The system will not create the team unless you hit save.**

“REGISTERING A PLAYER”

- *Double check the [summer eligibility guidelines](#) for each level before registering your child to a team. No refunds will be given to ineligible players that register to a team.
- Go to Jr. Team Tennis TennisLink home page - <http://tennislink.usta.com/TeamTennis/Main/Home.aspx>
- Click on “Have a Team ID?”.
- Enter the Team # of the team you are registering your child for.
- Enter in your child’s USTA membership #.
- *Please note: The system will now prompt you to self-rate if you are registering for a 12U-18U team without a rating. **Double check the [summer level eligibility guidelines](#) before self-rating.
- Check the information carefully. If you register your child incorrectly you will forfeit the TennisLink fee.
- Complete payment information.
- Click “Submit”.

“CHECKING YOUR TEAM ROSTER”

- Go to <http://tennislink.usta.com/teamtennis>.
- Sign in as a Coach/Coordinator with your email address.
- Under “My Options”, click on “Teams”.
- Don’t see your team? Be sure the championship year is designated as **2018**.
- Click on the notebook icon to the right of your team.
- Select “Player Roster.”
- This is also where you will view match schedule, get scorecards, etc.