



USTA Atlanta Adult 65 & Over Women Registration Information

Play begins Friday, February 16th, 2018 – City Finals play April 20th, 2018

Spring League Year 2018 League Information and Dates

- Team Match Format: Each team match consists of 3 doubles matches. Match format is best 2-of-3 sets with 10-point “super” tiebreaker in lieu of 3rd set.
- Division Levels: Playing levels offered are 3.0, 3.5, 4.0 and 9.0 combined. **Returning players must use their 2017 Year End Rating for the winter season which could be found in TennisLink. All players can appeal their rating by clicking the appeal rating button in TennisLink.**
- Registration Dates: Registration is open December 6th, 2017, with the deadline for team registration on February 2nd, 2018. **TennisLink will not allow for late team registrations.** Players can be added to teams through midnight the night before the last match of the round robin season.
- League Registration Fee (per player): The league fee is \$10 per player. All registration is done online. To create a team, visit www.ustaatlanta.com and go to “TennisLink” (step by step TennisLink instructions are included in this packet). TennisLink will show the \$5.00 local league fee, \$2.00 USTA Georgia administration fee and a \$3.00 TennisLink fee. **USTA Atlanta only receives the local fee portion.**
- Schedule Availability: Schedules will be available on TennisLink by Friday, February 9th. After schedules are posted, captains will receive an introductory letter from his or her Level Representative and/or Program Director.
- League Start Date: Play begins Friday, February 16th, 2018 at 10:00 AM.
- Playoffs and Local City Finals: Playoffs begin Friday, April 6th, 2018. City Finals take place at the higher seeded team’s home courts.
- USTA Georgia State Tournament: City Champions will be invited to attend the Adult 65 & Over State Tournament in October 2018.
- Contacts:
 - Sonya Peel, Program Director – peel-sonya@comcast.net or 770.337.2793.
 - Maegan Kulich, Director of Leagues – USTA Atlanta. maegan@ustaatlanta.com or 770.416.4333.
 - Chris Clayton, Adult Programs Coordinator – USTA Atlanta. cclayton@ustaatlanta.com or 770.416.4333.

Team Requirements

- Forming a Team: Teams need at least 6 eligible players registered by the deadline.
- Home Facility Requirements: Teams are required to provide two courts of the same surface at their location. All facilities must be located in Cobb, Dekalb, Fulton, Gwinnett, or Douglas, Paulding (East of Highway 61) Forsyth County. Captains at a new facility should contact USTA Atlanta (770-416-4333 or cclayton@ustaatlanta.com) to verify your facility is eligible for the USTA League Tennis program. The following information is required: facility name, address, number of courts and directions from I-285. The team can not register until the facility is processed.
- Captain Information: Captains must have a current email address in order to receive league information throughout the season. As captain, you are responsible to get all USTA Atlanta information to players. Please ENSURE that your e-mail and phone number are correct on TennisLink.



Player Requirements

- **New USTA Players and/or Self-Rate Players:** New players that do not have a NTRP rating must self-rate using the USTA League Self-Rating Guidelines as found on www.ustaatlanta.com. (Ratings > Self-Rate Guidelines) Individuals are required to answer a series of questions prior to self-rating. It is strongly recommended that self-rated players register at least 10 days prior to the registration deadline so any appeals can be handled before the close of registration. If a person has a computer rating generated 3 years ago (2 years ago for Adult 60+) s/he will be permitted to enter a new self-rating.
- **Age Eligibility:** Players must be 65 (or turn 65 during the 2018 calendar year) to be eligible for the Adult 65 & Over league.
- **USTA Membership:** All players must have a USTA membership that is current through April 2018. To join or renew a membership, go to www.usta.com or call 1-800-990-USTA. Current members can change contact information by calling Membership Services (number above) or emailing at memberservices@usta.com.
- Captains should check with all players before registering them for the team. Once payment has been made **no refunds** will be issued. We recommend that each player be responsible for registering themselves on a team.
- If you need additional players for your team, please visit the database of players looking for a team on our website at http://www.atlanta.usta.com/players/find_team/?intloc=headernav.

Other Important Information

- Teams that are formed outside of the USTA Atlanta boundaries (outside of Dekalb, Fulton, Gwinnett, Cobb, Douglas, Paulding (East of Highway 61) and Forsyth) are welcome to participate in the USTA Atlanta Adult 65 & Over league (if approved). **However, teams outside USTA Atlanta boundaries may be required to travel to more matches (but will be grouped with the teams in closest proximities as possible).**
- USTA Atlanta will make every effort to group teams within the closest proximities possible. Just because your team is closer to one facility does not necessarily mean you will be grouped in that sub-flight.
- TennisLink allows captains to view the "work in progress" that USTA Atlanta does when putting together schedules. In most cases, teams are shifted around in order to finalize other divisions. **PLEASE NO PHONE CALLS prior to schedules being posted.**

TennisLink instructions attached on next page!



NEW Instructions for Registering a Team
All team requirements must be met prior to starting registration.

“CREATING A TEAM”

- Login in to your TennisLink account (<http://tennislink.usta.com>) .
- If you are a Team Captain and want to register your team, proceed to Step 5. If you are a player and wish to register yourself, **you must get your team number from your captain**, then go to Step 6.
- **All Captains must create a new team number each season.** This step creates a team number *and* registers the captain on that team.
 - Select the **“Online Team Creation”** under the quick links section of the league page
 - Select Section (**USTA/Southern**)
 - Select District/Area (**GEORGIA**)
 - Select Area (**GA-ATLANTA 2018**)
 - Select League for (**Spring Adult 65 & Over Women**)
 - Select Flight (**ex: 3.5**)
 - Enter Team Name using this format: **Home Courts – (Captain's Full Name)**. *For example, Terrell Mill TC (Joe Smith)*
 - Select your Home Court Facility:
 - When you see Home Courts - Click **“Other Facility”** button.
 - A new screen called **“Facility Locator”** will pop up. In the **“Special Search”** box, use the arrow to drop down and select **“Atlanta League Facilities.”**
 - In the **“Facility Name”** box and type the first 3 or 4 letters of your facility name (i.e.: Hud for Hudlow) then State and click **“Search”**. **Do not fill in any other boxes.**
 - If your facility does not appear using the name search, take out the 3 letters of your facility and try using the facility zip code. The list may be long but your facility will be here.
 - Once your facility is located, **click on it once**, the Facility Locator screen will close and the facility name will pre-fill on the Online Team Creation page.
 - Click **“Create Team.”**
 - Follow the instructions on the screen for payment.
 - **Write down your team number.** Print a copy of your confirmation. You need the team number to give to your players so that they can register on your team.
 - 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.



“REGISTERING A PLAYER”

- Go to “Register for a Team.”
- Enter individual USTA membership number of the player (or players) starting on line # 1.
- Enter your **new** team number for **Spring 2018**.
- Enter your phone number. This option will allow you to override your membership information should you wish to use a **cell phone number** as your primary contact.
- Check the information carefully. If you register a person incorrectly you will forfeit the TennisLink fee.
- Click “Submit.”
- If a person does not have a computer rating the system will **prompt a series of questions to declare a self-rating**. Players should self-rate where they believe is correct and not just use the TennisLink assigned minimum level. If you choose a rating for another person and they do not agree with that rating it cannot be changed once a match is played. **If you self-rate for another person and a grievance is filed against that person for playing below their ability level, you may be held responsible as well.**
- Enter the credit card number on the secure site.
- When the confirmation page is displayed, you are registered!

“CHECKING YOUR TEAM ROSTER”

- Login in to your TennisLink account
 - Enter new Team Number and click “Go.”
 - Select “Player Roster.”
- Note: In navigating in the team summary report, use the “Back” button on the screen.

Save yourself time – after checking the team roster, click “add to my teams.” Now each time you visit TennisLink, this team will appear on your “My Teams” portion of the site and you will not have to enter the team number to access information. **Captain’s note: you will still have to enter your USTA number in the “Captains/Coordinators” Section to “log-in” to access captain’s information like your team’s player contact information or phone numbers of other captains.**