Create A Team On-Line Instructions

This feature on TennisLink allows captains or co-captains to register teams themselves. To use this on-line feature:

1. A captain and co-captain must be a current USTA member through the league season; and

2. The captain and co-captain <u>must have a USTA Account</u>; and

3. The captain or co-captain MUST BE on the player roster.

All teams must have a captain or co-captain designated to receive league communication via email. A mailing address is required to receive Ball Pickup Voucher and Captain's gift card.

Note: A USTA Account is required to enter match scores.

<u>To Setup Your USTA Account</u>

Go to TennisLink at http://national.usta.com. Click on the "My Tennis Page" tab. Follow the instructions on the next screen.

If you have any problems call the toll free number 1 800-990-8782, Monday – Saturday 8 am to midnight, and Sunday 8 am to 10 pm EST.

<u>How to Create a Team On-Line</u>

1. Have your credit card ready. A team number will not be issued unless the captain or co-captain pays his/her player registration fee.

2. Go to TennisLink at http://national.usta.com. Click on "My Tennis Page" and login to your USTA Account.

3. Click on the "USTA League" gray navigation bar near the top of the screen.

4. In the USTA League page, click on "On-Line Team Creation", located on the right side of screen under "My Quick Links".

5. In the Section box, click on "Hawaii Pacific".

6. In the District box, click on "Oahu".

7. In the League box, click on the League your team will be playing.

8. In the Flight box, click on the NTRP/Gender level for your team. .

9. In the next screen, enter your "Team Name". Do not select a facility.

10. Click on the "Create A Team" button.

11. The next window is "Player Registration". The assigned team number will appear in the Team Number box. **Write down the Team Number**.

12. Enter your USTA number, and click on "Yes". Click on either the "Captain" or "Co-Captain" box.

13. Click on "Next Step" to complete credit card information.

14. Print your Registration page. Exit the module.

15. In the TennisLink main screen, go to "Stats & Standings". Input your "Team Number". Verify team name and that your name appears on the team roster. Contact the coordinator to correct any errors.

16. Distribute the team number to your players so they can register on the team.

17. Teams using private courts should email the coordinator with court name, contact information, and available dates and court times. We require written confirmation from the manager/supervisor of the court facility.

Contact the league coordinator if you experience any problems.