GUIDE
TO
TENNISLINK
(for Coordinators)

COORDINATOR FUNCTIONS IN TENNISLINK

Creating a New Program in TennisLink
1. Log on to the TennisLink System and go to the Jr. Team Tennis module. On the right-hand side under "Options" click "Create new Program." You can also view an existing program list and click the "copy" icon on the left.
2. Select the correct Championship Year.
3. Enter in the Program Name (ex. GATA Jr. Team Tennis – Fall 2012)
4. Fill in the correct location information and dates for the program. All items with an asterisk (*) must be completed.
5. Click on Allow Online Team Creation if you want Coaches to register their own teams. Click on Allow Open Registration if Coordinator is going to place all players on teams. Do not click either box if players are to register after the Coordinator has assigned teams.
6. Enter your USTA or Team Tennis # and click "Get".

Details and Divisions
1. Enter the Match Criteria (games won, sets won, or individual matches won). You may find it easiest to mimic the match criteria of JTT State Championships for divisions that will advance to that event.
2. Enter the number of matches to be played at each position and the scoring format to be used for each match (ex. Male Singles #1 / Scoring Format: Total Games Won). You may find it easiest to mimic the match criteria of JTT State Championships for divisions that will advance to that event.
3. Select whether the fees will be collected locally by the Coordinator or by the TennisLink System. Coordinator collection will only apply if you are taking paper registrations locally.
4. Click on the boxes that pertain to the included fee.
5. Click on all divisions that will be playing in the league. Next, enter the fee in dollar amount (ex. $50.00). Note that the fee you enter will NOT include the automatic TennisLink processing fee that will be charged to each player upon registration. The TennisLink fee is $3.00 for program fees under $40.00 or 7.5% plus $0.50 for program fees over $40.00.
6. Click "Next" when finished.

Payee and Organization Information
1. Click on "Search Here" to locate your organization. You will be prompted to enter the following information: Organization Name, State, and Organization Type (Facility, School, NJTL, CTA).
2. Click "Search"
3. Click on correct highlighted organization to auto-fill your Organization Name and Type.
4. Complete Registration Fee Payee Information with name of coordinator, billing information, and account information. DOUBLE-CHECK THIS INFORMATION!!! INCORRECT INFORMATION WILL RESULT IN LOST FEES AUTOMATICALLY SENT TO USTA SOUTHERN.
5. Click "Next."

Site Facilities
1. Click on "Search Here" to select one or more play sites for your program.
2. Fill in Facility Name, State, and Zip and click "Find Facilities." Next, click on the correct facility.

3. If facility is not found in the TennisLink system, click "Add Facility," complete the information, and click "Submit."
4. If only one facility is being used for play, click "Next." If additional facilities will be used, click on "Search Here" to find the other facility and then click "Next."

Application Summary
1. Verify and/or correct the information listed. Click on "Submit" when complete.
2. Your information will be sent for review and approval by USTA SC.
3. Once the program is approved, you may begin creating flights, teams, and schedules.

Creating Flights
1. From the main Jr. Team Tennis module, click "Programs" under the red "My Options" bar.
2. Click on the blue hyperlink "Jr" next to your program name to access program information.
3. On the right-hand side under the blue "Administration" bar, click "Create New Flight."
4. Create a Flight Name. The flight name should have the age division within the name (ex. "12 & Under Beginners").
5. If you have more than one flight in a division, differentiate the two in the description (ex. "12U Beginners - West Ashley Group" and "12U Beginners – East Cooper Group").
6. Select the age and ability Division for the flight (ex. 12 & Under Beginner).
7. If needed, make changes to Season and Registration dates.
8. Enter the number of matches to be played at each position and the Scoring Format.
9. Indicate the gender of the team (all should be mixed) and Match Win Criteria (Games Won, Sets Won, Individual Matches Won.).
10. Click "Save."

Generating the Schedule
1. Once flights are entered in the system you can enter the schedule.
2. Under the blue "Administration" bar, click "Scheduler."
3. Enter the schedule settings: Start of Play, Complete Round Robins, Match Duration, Courts Required, and Round Robin Type.
4. Keep the Schedule Level at "Program".
5. Click on "Save Settings."
6. Click on "New Days" and enter information. Click on disk icon on left hand side to save information.
7. If you would like these settings to apply to all of your flights, click "Generate Schedule." If not, you can create settings for each flight independently.
8. Choose a Division under Schedule Level.
9. Click on "Get Program Settings". Changes can also be made at this time. Click on "Save Settings" to auto-populate the schedule settings.
10. Enter Start Time and click on Days of Week matches are to be played.
11. Click on "New Skip Days" if match days need to be skipped due to holidays, tournaments, etc.
12. Click on "Generate Schedule."
13. Note: If you are entering the schedule manually, you must still save default date/time settings for all flights. Your schedule will not publish if you do not save the default settings for all flights.

Editing the Schedule

1. Once the generic schedule is generated, you can edit it.
2. Select the flight you wish to view under "Schedule Level" in the upper right-hand corner.
3. Click the Match Listings tab to view the pre-generated schedule for that flight.
4. Click on "New Match" to add additional matches.
5. Click on the red "X" next to a match listing to delete a match.
6. Click on the Match ID# to edit match information such as date, site, teams, etc.
7. Click on "Publish Schedule" when you want matches to be published and viewed by players on TennisLink.
8. Note: If you are entering the schedule manually, you must still save default date/time settings for all flights. Your schedule will not publish if you do not save the default settings for all flights.

Moving Unassigned Players in TennisLink

If in setting up your program you check the box "Allow Open Registration," players will be able to register for your program without entering a team number.

If a player registers without a team number, he or she will automatically be placed in the correct age division, but they will show as "unassigned" for flight and team. This player will have to be manually moved by the coordinator onto the correct team.

Moving players

1. Log into TennisLink
2. Go to the JTT module
3. Go to your season's program home page
4. On the right-hand side, under the blue "Administration" box, clink on "Move Players". This will take you to the Move Players menu.
5. On the left-hand side, select a Division from the drop-down menu. Select "Unassigned" for the Flight and Team.
6. Any unassigned players for that age division will appear underneath the drop-down menus.
7. On the right-hand side, select the Division, Flight, and Team to which you wish to move your unassigned players. Once a team is selected, a list of currently registered team players will appear underneath the drop-down menus.
8. To move an unassigned player to a team, click the blue hyperlink arrow beside the player's name. TennisLink will confirm the move.
9. The unassigned player has now been assigned to a team. Repeat these steps with all necessary divisions.

Deleting Players or Teams in TennisLink

1. Log into TennisLink
2. Go to the JTT module
3. Go to your season's program home page
4. Click on the flight name to view the list of teams in the flight.
5. The team number, name, player count, and stats & standings will be listed at the bottom of the flight page.
   a. To delete a team, click the red X to the far right of the team's name.

6. Click on the team number to view the list of players on the team.
   a. To delete a player, click the red X to the far right of the player's name.

Setting up a schedule in TennisLink

1. On the right-hand side under Administration, click Scheduler.
2. Make sure you are on the Settings tab. On the right hand side, select Program from the drop down menu.
3. Choose the defaults for the program season, including Start of Play, Complete Round Robins (2), Match Duration (90 minutes), and Round Robin Type (Standard Round-Robin Schedule).
4. Click Save Settings.
5. Click New Days.
6. Pick the typical weekday of play (Saturday). Create a default time (10:00 AM). Click Save.
7. Click "Generate Schedule" to generate the schedule.
8. (If needed) Select a flight and click the Match Listings tab.
9. Click on each individual Match ID hotlink to edit the match.
10. Under Match Settings header, enter the Round Number, Match Date, Match Time, Match Duration, Courts Required (1), Home Team, Visiting Team, and Facility. Click Save.
11. When complete, click "Publish Schedule" to make it visible to all coaches.

STEPS TO SIGNING UP AS A COACH

Signing up as a Coach in TennisLink

You must register on TennisLink to become a team tennis captain. If you have a USTA number, you may use it. If you do not have a number, you can submit your personal information and TennisLink will give you a USTA Team Coach/Captain ID

- Go to: www.usta.com
- Across the top of the page, click on "TennisLink"
- Across the top of the next page, click on 'JR. TEAM TENNIS'
- Click on the bottom right of the page, under OPTIONS, where it says "Become a Coach/Manager".
- Next screen enter your USTA number and the system will pre-fill the rest from the National database. If you do not have a USTA number then complete the form with your contact information and press SUBMIT.
- Password Hint: I typically tell coaches just to make the password 'tennis' so when they forget it, I can simply tell them it's 'tennis'
    - **Keep this Team Coach/Captain ID and your password in a safe place as you will need this info in the future to access score entry, player and team information and to print scorecards.**
- Once you press 'submit' on that screen, you're done. Email me at: (your league email address), when you are done and include your USTA number or system assigned Team Coach/Captain ID. I will then associate you with your team.

Background Check and Safety Course Instructions:
- Visit www.usta.com/safeplay and go to the *Safe Play Process for Jr. Team Tennis* section. Please be sure to allow 10 business days for completion of required Steps 1 – 3, as described below:
    1. **Access the training video** through the links provided at the Safe Play Process overview page or directly at http://training.safesport.org. You will be prompted to create an account and take the Team USA – USTA Jr. Team Tennis SafeSport course. The course, with videos, takes about 35 minutes to complete; however, if you cannot complete the course in one visit, you save your progress and pick up where you left off when you return, using the account you created.
    2. **Review the USTA Protection Policies and Procedures for USTA Jr. Team Tennis** from the USTA Safe Play Process overview page or directly at http://bit.ly/1gVE6Ey, following successful completion of the video.
    3. **Complete Your Background Screen Application.** In the application, you will be required to certify and affirm that you have successfully completed (1) and (2) above. The USTA has retained the services of an independent third party, the National Center for Safety Initiatives (NCSI), to conduct background screenings of all applicants. Please begin your background screen through NCSI through the USTA Safe Play Process overview page or directly at https://www.ncsisafe.com/members/SelfRegLandingUSTAJTT.aspx.

- Once you have submitted your background screen information, results will be generated in approximately 10 business days. Please be sure to add @ncsisafe.com to your accepted email

domain list. Watch for an email from clientservices@ncsisafe.com in the days following your application; this will contain an Applicant ID number which can be used to check the status of your application on NCSI's website.

- NCSI may contact you within the 10 business day waiting period to request more information. You can confirm the legitimacy of the request by checking your status on NCSI's website using the Applicant ID number; your status will note the same request for information. Please watch for communications from NCSI as these emails may end up in your "spam" folder. This email message should come from compliance@ncsisafe.com.

- Following the above described waiting period, you will receive either a green or red light, based on the results of your application and the USTA's criteria. If you receive a green light, you will receive an email from the noreply@usta.com notifying you that you've been cleared through Safe Play with instructions on what to do next. This email will also include your NCSI Applicant ID#. You also will be listed on the results page of USTA.com: http://www.usta.com/About-USTA/background_screening_program_results/. If you received a red light, you will be notified by NCSI of your status and you will not be eligible to participate in Jr. Team Tennis.

- Following a green light, be sure to log into the Jr. Team Tennis area of TennisLink at http://tennislink.usta.com/TeamTennis/Main/Home.aspx to unlock JTT Team Coach/Captain/Manager access. Upon logging in, you may see a pop-up window requesting your NCSI Applicant ID. Submit your NCSI Applicant ID# (not your Team Tennis ID#) in order to fully unlock your administrator access.

ROSTERS, SCORES AND TEAM REPORTS

Reviewing your roster, schedule, and printing a scorecard from TennisLink

You will need your USTA Membership number or system assigned Team Coach/Captain ID and password before you begin.

- Go to: www.usta.com
- Across the top of the page, click on 'TennisLink'
- Across the top of the next page, click on 'JR. TEAM TENNIS'
- Across the top of the page, click 'Login'
- Next page should say:

Logging Into Your USTA Account

1. If you are not sure that you have a USTA account, try to login using your USTA Membership number or Team Coach/Captain ID, then follow the instructions.
2. If you have a USTA account, log in into your USTA account.
3. The next page will say: "Welcome to TennisLink USTA Team Tennis"
4. Down the right hand side, there will be three red bars. The middle red bar should say 'My Profile' with Welcome and your name underneath it. The next red bar says "My Options", click on Teams
5. On the next page, make sure the Championship Year is current (2013).
6. The next screen will display your teams for the Championship Year. If you do not have any teams, email me and I will associate you with your team and then it will display.
7. Click on the icon at the right hand side of the screen that looks like a piece of paper with its corner turned down.
8. The next screen will give you a 'team summary', 'team players', 'match schedule', and 'blank scorecard'.

Getting Team Contact Information

1. Log into TennisLink and access the "USTA Team Tennis" module (see above)
2. Click on the button that says 'Player Roster' to get your team's mailing addresses and phone numbers.
3. *To get email addresses*, click 'close', this will bring you back to the page that lists your team
   - Click on the team number in the left hand corner
   - On the next page, scroll down to the bottom of the page where your player names, USTA numbers and ages are...
   - Click on an individual player and their personal information will be displayed. If they entered an email address, you will find it here. There is no simpler way to see all players email addresses on one page in TennisLink.

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Getting Match ID Numbers
1. You will need match numbers for score entry and score confirmation.
2. Log into TennisLink and access the "USTA Team Tennis" module
3. Click on Teams
4. Select your Championship Year and appropriate team
5. Click on the icon at the right hand side of the screen that looks like a piece of paper with its corner turned down.
6. Click on "Match Schedule"
7. Print a "Match Schedule" report, which lists your matches along with their ID numbers. Save this for reference throughout the season.

Getting Blank Scorecards
- If while in Match Summary or Match Schedule you click on a match ID number, you can print a blank scorecard for the designated match.
- This blank scorecard will list the names of all registered players on both the home and visiting teams. Take this to the match for recording scores.

About Entering Scores

- Captains/Coaches or co-captains must log in to the TennisLink program for the System to recognize you as eligible to record scores for Team Matches.
- Captains/Coaches are eligible to record scores only for those teams that they are listed as the Coach or Captain or co-captain.
- Scores can be entered for completed matches only.
- The first captain going in to enter scores will record the match results.
- The opposing team's captain will be able to review the results but cannot edit the scores entered.

Entering Scores

You will need:
- Match ID# number
- Scores from the completed match

1. Go to http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx (HINT: bookmark this page)
2. Sign in above the JTT logo emblem – Coach/Coordinator Sign In link – You will need your USTA or Team Tennis Number and password.
3. On the right side of the page, under "My Options", select "Score Entry"
4. Enter the match number, select Next
5. Verify it's the correct match for which you wish to enter scores, select Next
6. Scorecard: Enter the date the match was played.
7. Select players in each position from the drop down list and enter scores; Put the winning score first then click on winner. Click Next.
8. Verify information entered is correct. If accurate, click Finish.

Confirming Scores

The opposing team usually confirms the scores to ensure entry accuracy.

You will need:
- Match number (Hint: Print a "Match Summary" report, which lists your match ID numbers. Save this for reference throughout the season.)
- Scores from match

1. Go to http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx (HINT: bookmark this page)
2. Sign in above the JTT logo emblem – Coach/Coordinator Sign In link – You will need your USTA or Team Tennis Number and password.
3. On the right side of the page, under "My Options", select Score Entry
4. Enter the match number, select Next
5. Verify it's the correct match for which you wish to enter scores, select Next
6. Verify that entered scores and names are correct.
7. Select <u>Confirm</u>, if accurate. Click <u>Dispute</u> if not accurate and contact the league coordinator for correction of scores.
8. Click <u>Finish</u> to complete the process

Viewing Standings & Match Summary
1. You will need match numbers for score entry and score confirmation.
2. Log into TennisLink and access the "USTA Team Tennis" module
3. Click on Teams
4. Select your Championship Year and appropriate team
5. Click on the icon at the right hand side of the screen that looks like a piece of paper with its corner turned down.
6. Click on "Match Summary" to view all your team's scores for the season.
7. In the upper right-hand corner under "Flight", click your flight name (ex. *10 & Under Intermediate*) to view the list of all teams in the flight.
8. At the top left, click "Team Standings" to view the standings of all teams in the flight.

Leveling
1. It is important to make sure that your players are playing at the correct ability level and age level, especially if they wish to attend JTT State Championships (see USTA Jr. Team Tennis National Regulations 2014, 3.03B(4) for more information on player disqualification and how it can affect your team). You can use the following resources to ensure your players are correctly leveled:
   - <u>Southern Regulations</u>: 1.04J - Players with a sectional standing (12-18's standings 1-300 and 10's standings 1-100) in any age group as of July 31 in the previous Championship year must enter at the Advanced level (NTRP 3.5 & above). 10 year olds with a 10's standing playing in the 12's, 14's or 18's may only play in Intermediates or Advanced, provided they do not have a standing of 1-300 in the 12's 14's and 18's. Players with a 1-100 standing in the 10's who are playing in the

10's must play Advanced. Standings are referring to results through July 31 date previous to the Championship year. **Find the list online at http://www.southcarolina.usta.com/Juniors/jr_team_tennis/regulations/.**

- o <u>South Carolina Regulations</u>: In addition to the methods outlined in National & Section guidelines for acceptable placement of Advanced players, USTA South Carolina will also make this determination through Adult League ratings for 17 or 18 year olds who participate in USTA Adult League play. If a player has an Adult League rating (computer rating or self-rating) of 3.5 and above they must play in the Advanced division of Jr. Team Tennis. **Search Adult NTRP ratings by USTA # or name at http://tennislink.usta.com/Leagues/Common/Default.aspx.**
- o Find the General Characteristics of Various Playing Levels at http://www.southcarolina.usta.com/Juniors/jr_team_tennis/regulations/.
- o Find the USTA Southern Leveling Players Tutorial at http://www.riskmanagementclassroom.org/USTA-Southern/default.asp.

Sportsmanship
Great sports make a sport great! Sportsmanship is important to us and is a vital part of the tennis experience, especially for children. Please encourage your parents, players, and fellow coaches to set a good example for each other.

- Review behavior expectations and local league rules with parents & players at the very first practice and before the first match.
- Reiterate and praise good sportsmanship throughout the season.
- Visit the Growing Champions for Life section on the USTA SC website monthly to find fresh new resources on principle-centered athletics including videos, webinars, articles and newsletters. Find it at http://www.southcarolina.usta.com/Juniors/growing_champions_for_life/.