

## HOW TO SIGN UP FOR A CDTA JUNIOR TOURNAMENT

### FINDING THE TOURNAMENT TO REGISTER

Go to [www.chicago.usta.com](http://www.chicago.usta.com).

Click on Junior Tournaments on the Main page and click on the appropriate tournament & month you want to play  
On the right click on "Register online"

Open the tournament and look for "Register Now" on the right in red on the next page enter your USTA number

**Register player page**-enter the USTA number of the person you wish to register for the tournament. The registration system will validate the player's eligibility and USTA membership status and will only allow entry into the appropriate events/divisions. If the player is not a member, or the membership is expired, you must apply or renew the membership which a link can be found on this page.

\*If you are a Non-Member you can register on this page by clicking the appropriate link. (For Non-Ranking Tournaments) You will be required to create an Account and either log in to register or enter your Non-Member ID.

**Choose event page**-verify that the information about the selected player is accurate. If not, follow the instructions to contact the USTA Membership Dept. Then select the events/divisions that you wish to register for, taking note of the message regarding the number of events for which one player can enter. NOTE: if entering a doubles event, you may choose to enter and pay for your doubles partner, or simply select your partner, and not pay, and have your partner come into the system to register and pay for their half of the entry. Continue

**Cart Summary page**-shows a summary of the entries and the costs. If you wish to edit your entry, or continue searching for another tournament to register, you may click the appropriate button and do so. Otherwise, click Proceed to Checkout.

**Credit card page**-input the cardholder name, credit card type and number, and expiration date, and the statement mailing address zip code. Then place the order. While waiting for the card to process, please be patient. Your credit card will only be charged if you are accepted into the draw.

**Confirmation page**-this page requires that the player acknowledge that they must print the confirmation page or write down the confirmation number. It will be used if the player wants to withdraw or change an entry.

### HOW TO WITHDRAW FROM A TOURNAMENT

If registration is already closed for an event you will need to contact the tournament organizer to withdraw and receive any applicable refund.

If registration is still open please follow the steps below. If you need your confirmation number you can locate the number by following the steps outlined at the bottom of this page.

#### To withdraw from an event please do the following:

1. Go to [Http://tournaments.usta.com](http://tournaments.usta.com)
2. Choose the edit registration link from the right side of the screen
3. Choose the withdraw link from the left navigation menu
4. Enter the USTA # or Non-Member ID of the person you wish to withdraw. Note that only eligible events will display.
5. Enter the confirmation number of the event(s) you wish to withdraw from. Enter the number as such: 123456-01. Choose withdraw.
6. You will receive a message indicating that the withdrawal was successful.

If you do not have your confirmation number follows Steps 1 & 2. Then do the following:

Choose the locate confirmation number on the left navigation

Enter the USTA number/Non-Member ID and the Zip Code used at registration.

Choose Continue.

A list of events and the corresponding charge and confirmation numbers will be displayed.