

Team Tennis Program Application

Registration on TennisLink – For Teams or Programs

- Registrations can be completed by anyone.
- Players, parents, Captains, Coaches, Coordinators, all are able to complete registrations to put players on teams or in programs.
- Players, Parents, Coaches and Captains can register players with a team ID number assigned by the program coordinator, and a valid credit card.
- In some programs, Coaches/Captains will have the ability to create teams and then register players.
- If the program allows it, players can register for a Program without a Team ID number, they will designate only the division (i.e. 14 and under Intermediate) they wish to play.

Requirements:

1. All players registered will be charged a processing; the system cannot waive this fee
2. Players will need a USTA membership number or a Team Tennis Id number to register. **(In some Areas a current USTA membership may be required)**. If they don't have a membership number, and it is not required for the team, they are able to create a Team Tennis ID number on the registration page, a number will be assigned immediately.
3. To Create a Team on line, you have to be logged in as a Coach or Captain.
4. Players registering on Youth teams will be required to designate their school affiliation each time they register.

Process:

Registration without a login:

1. Go to the Team Tennis on TennisLink Home Page – <http://teamentnis.usta.com>
2. Click on Register for a team (right side menu at the top)
3. This brings up the Registration Page –players have 2 options.
 - a. Register for a team with a pre-assigned team number
 - Enter the Team number from your Coach/Captain or Coordinator
 - Enter a USTA membership number for the player, (If your team requires membership, that membership will have to be current through the entire season) or if they don't have a number, click on Don't Have a Number? and enter the information to create a Team Tennis Player ID number. (If your team requires membership, there will be a link to apply for a membership. Once that is completed, a USTA membership number will be assigned, close the membership registration window and enter the new number in the USTA # space). When the information is saved, the new number is created and entered on that line on the registration page.
 - Even if your team does not required a membership, the pop-up box that is completed for a Team Tennis ID number will have a link to allow the player to purchase a membership if they choose. However, it's just an option.
 - If registering for a youth team, you have the option to enter the school attended as well. **This is not required**. To do the search, click on Search next to the School

- field and find the school attended. If the school is not on the list, click on Add a New School (If a new school is added, it will be necessary to re-do the search for the new entry to appear on the list).
- Note: The Team ID column and the School column have an Auto-fill feature. Once a team number or school is entered, a click on that field in the next line will fill in the same information that is entered on the first line. If the team number is to be changed, unclick the Auto Fill, enter the new number on the appropriate line, then click on Auto Fill again, and the new number will be repeated with a click on that field for any subsequent lines. If the School information is different, simply do a new search for the school from the appropriate line.
 - Register as many players as you like, for one team or multiple teams within the same program. There are 5 lines provided, but if you need more lines, click on the Add More Players button.
 - To remove an entry, click on Remove to the right and the complete line will be deleted
 - When ready, click on Proceed to Checkout
 - If there are any errors, the system will return a page that states the problem, the registration system checks for: 1. Valid Id number 2. Valid team number 3. That registration is open for that program 4. For all youth divisions, it won't allow anyone 19 or over to register.
 - Correct any lines that have errors, either by correcting the number or removing the line to fix later
 - When ready, click again on Proceed to Checkout
 - At this point, a player may be prompted to designate their Ethnicity, they can choose the appropriate one or choose Prefer not to designate, and then submit the information. Either way, each player will only be prompted for this information 1 time, the next time they register for a team they will not see that screen.
 - At this point, once you submit, you may proceed to the Credit Card entry page, but if there is an issue with the membership ID numbers entered, another page will display
 - If the team requires membership and a membership number entered is expired or will expire during the season, you will be required to renew before you can proceed
 - If the team does not require membership and a number entered is expired or will expire during the season, you will be given an option to renew that membership before proceeding. However, if you check the box to continue without renewing, you can then Proceed to Checkout.
 - Very Important!! Once you get to the checkout page, Verify the names of players registered – make sure the players listed are the ones you intended to register on the team. If there are any that should not be there, click on remove and that player will be removed from the page.
 - Submit Credit Card information and click on Submit
 - When the Credit Card has processed, a confirmation page will display
 - Print out verification page (recommended, this is their receipt and once they leave it we can not recapture that page)

Register for a Team Tennis Program – Coordinators will move players to teams prior to creating schedules

- Select this option from the team registration page
- Search for the program, search by type of Program, Section, District, State. A quick search would be selecting a section and click go
- Available programs are displayed (Available means they allow open registration and the registration is still open for that program)
- Select the program you want
- A summary page displays with information and details about selected program
- There will be a Register Now link at the top if the program is open for registration
- Select the Division you are registering for
- Enter a USTA membership number, or if you don't have a number, click on "Don't Have a Number?" and enter the information to create a Team Tennis Player ID number – keep a record of the number generated. When the information is saved, the new number is created and entered on that line on the registration page
- If the Program and Division you are registering for requires a membership, that membership will have to be valid through the entire season. If player entered does not have a membership, instead of being allowed to setup a Team Tennis ID number to complete the registration, they will be prompted to apply for a membership, when they click on Don't have a number, then use the new valid membership to register for the program.
- If registering for a youth team, click on Search and find the school attended, if it's not on the list, you can Add a New School (If you add a new school you need to re-do the search for the new entry to appear on the list)
- Register as many players as you like, for one division or multiple divisions within the same program. There are 5 lines provided, but if more lines are needed, click on the Add More Players button.
- To remove an entry, click on Remove to the right and the complete line will be deleted
- When ready, click on Proceed to Checkout
- If there are any errors, the system will return a page that states the problem, the registration system checks for: 1. Valid Id number. 2. Valid team number and that registration is open for that program. 3. For all divisions, it won't allow anyone 19 or over to register.
- Correct any lines that have errors, either by correcting the number or removing the line to fix later
- When ready, click again on Proceed to Checkout
- At this point, a player may be prompted to designate their Ethnicity, they can choose the appropriate one or choose Prefer not to designate, and then submit the information. Either way, each player will only be prompted for this information 1 time only, the next time they register for a team they will not see that screen.

- At this point, once you submit, you may proceed to the Credit Card entry page, but if there is an issue with the membership ID numbers entered, another page will display.
 - If the team requires membership and a membership number entered is expired or will expire during the season, you will be required to renew before you can proceed
 - If the team does not require membership and a number entered is expired or will expire during the season, you will be given an option to renew that membership before proceeding. However, if you check the box to continue without renewing, you can then Proceed to Checkout.
- When ready, click again on Proceed to Checkout
- Very Important!! Verify the names of players registered – make sure the players listed are the ones you intended to register on the team
- Submit Credit Card information and click on Submit
- When the Credit Card has processed, a confirmation page will display
- Print out verification page (recommended, this is their receipt and once they leave it we can not recapture that page)

Registration with a Captain Login

A. Creating a team ID number then Registering

If the program or league allows it, individuals with the role and account of Coach/Captain can create a team id number themselves and then register players on the team. Creating a Team On-Line establishes the team in a division, not a flight. Once the team is created on-line, the Program Coordinator will be responsible for moving the team into the correct flight in the program.

The process for Creating a Team:

1. Go to the Team Tennis on TennisLink Home Page – <http://teamtennis.usta.com>
2. Click on Captain/Coordinator login, and enter USTA membership number or Team Tennis ID number and password. If the person logging in has several rolls, the Coach/Captain role must be selected to create a team – you can tell it is selected if the title is in Black
3. Once the Coach/Captain roll is activated, the captain can either:
 - a. Click on Register for a Team in the upper right menu on the Home Page, and then select Create a Team from the registration page. This brings up the search page, enter the Section, or Section and District and click on Go (You can search by type of Program, Section, District, State, but the quickest is selecting a section and click go, if that returns too many options, refine your search) Available programs are displayed (Available means they allow on-line-team creation and the registration is still open for that program). Select the program you want.
 - b. Click on Create a Team under My options (and do the search as described above)

Both a and b bring you to the **Create a Team** Page. Review the information to be sure the selected program is correct. The Team ID number will be listed, but is

not valid until you have saved the information. Complete the information requested, Fill in the Team Name, Select a Site/Facility the team is associated with and where they will likely play their home matches – this is optional. [Note: If the facility associated with the team is not available on the drop down list, you can complete the process without selecting a facility - then contact the Program Coordinator to have it added to the list, it can be added to the team at a later time] Select the Division the team will be playing in. Select Affiliations (these are Captain Affiliations) at the bottom of the page. Select as many as apply to the designated captain, but at least one must be selected.

A **Co-Captain** can be added to the team at this time (optional). Enter the login ID (Usta membership ID or the Team Tennis ID number) in the co-captain space, this person must already have a Coach/Captain account on team tennis. Click Get and the information fills in. Select Affiliation(s) for the co-captain

When the information is complete, click on the **Save** button in the upper right hand corner of the page, until this step is completed the team number is not actually created.

Captains can create as many team numbers as they need. If the players are registering themselves, the captain can simply give them the team number and registration instructions and players can begin to register themselves on the team.

Or:

The captain can click on [Register Players](#) on the saved Create a Team Page (a link is on the right side of the page). This brings up the Register Players screen with the newly created team number already entered in the Team ID Field on the first line.

From here follow the steps for Registration:

- Enter a USTA membership number for the player, or if you don't have a number, click on Don't Have a Number? and enter the information to create a Team Tennis Player ID number. When the information is saved, the new number is created and entered on that line on the registration page.
- If registering for a youth team, click on Search and find the school attended, if it's not on the list, you can Add a New School (If you add a new school you need to re-do the search for the new entry to appear on the list)
- Register as many players as you like, for one team or multiple teams within the same program. There are 5 lines provided, but if you need more lines, click on the Add More Players button.
- Note: The Team ID column and the School column have an Auto-fill feature. Once a team number or school is entered, a click on that field in the next line will fill in the same information that is entered on the first line. If the team number is to be changed, unclick the Auto Fill, enter the new number on the appropriate

- line, then click on Auto Fill again, the new number will be repeated with a click on that field for any subsequent lines. If the School information is different, simply do a new search for the school from the appropriate line.
- To remove an entry, click on Remove to the right and the complete line will be deleted
 - When ready, click on Proceed to Checkout
 - If there are any errors, the system will return a page that states the problem, the registration system checks for: 1. Valid Id number 2. Valid team number 3. That registration is open for that program 4. For 18 and under divisions, it won't allow anyone 19 or over to register.
 - Correct any lines that have errors, either by correcting the number or removing the line to fix later
 - When ready, click again on Proceed to Checkout
 - Very Important!! Verify the names of players registered – make sure the players listed are the ones you intended to register on the team
 - Submit Credit Card information and click on Submit
 - When the Credit Card has processed, a confirmation page will display
 - Print out verification page (recommended, this is their receipt and once they leave it we can not recapture that page)

B. Registering Players on Existing Teams

1. Click on Register for a Team and follow the steps listed on page 1.
OR:
2. **Quickest Way** - Click on Team under My Options, this displays the **Teams** page with all teams assigned to you as a captain.
 - a. Click on the Team Number for the appropriate team – this brings you to the team page for that team, which lists the information and all players already registered.
 - b. Click on Register Players – which brings you to the Player Registration page, with the team number for that team already entered on line one.
 - c. Follow steps for Registration listed above.