

Team Tennis Program Application -Entering Scores for completed matches

- Captains/Coaches or co-captains need to log in to the Team Tennis 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 “other” captain will be able to review the results but not edit the scores entered

Steps for Recording Scores

1. Login to the program as a Captain [Enter your USTA membership number and Password]-and click Logon
2. You now have additional menu options Click on Score Entry
3. Enter the Match ID number and click next
4. Review the data on the screen to verify you have the correct match

Note: From here you can display and print a blank Scorecard for this match, which lists players registered on both teams involved in this match. It can be printed and taken to the match.

5. Click Next to Record the Scores for this Match
6. Enter the Date Played
7. Select the players for each line – all players registered on the team will display in the pull-down
8. Enter the Scores – Scores are entered from the winners’ perspective – regardless of home/away status
9. Select the Result – (Completed/Retired/Timed Match/Default/Double Default)
10. Select the winner
11. Click Next and a Summary Page will Display
12. Review the information and verify the information is correct
13. If there is an error Click on Re-Enter to return to the Match Entry screen and edit the wrong data
14. If the information is now correct, click Finish

The score is now recorded and Team Standings for that flight will be updated

If scores have already been recorded for your match

1. Follow these steps 1-3 through entering the Match ID number
2. Screen displays message that match has been entered.
3. Review the information entered
4. If you disagree with the scores as entered Click Dispute and then Finish
The match will then be listed as Disputed in the Match Summary Report
5. If you agree with the scores as entered Click Agree and then Finish