



Regional Tournament Registration

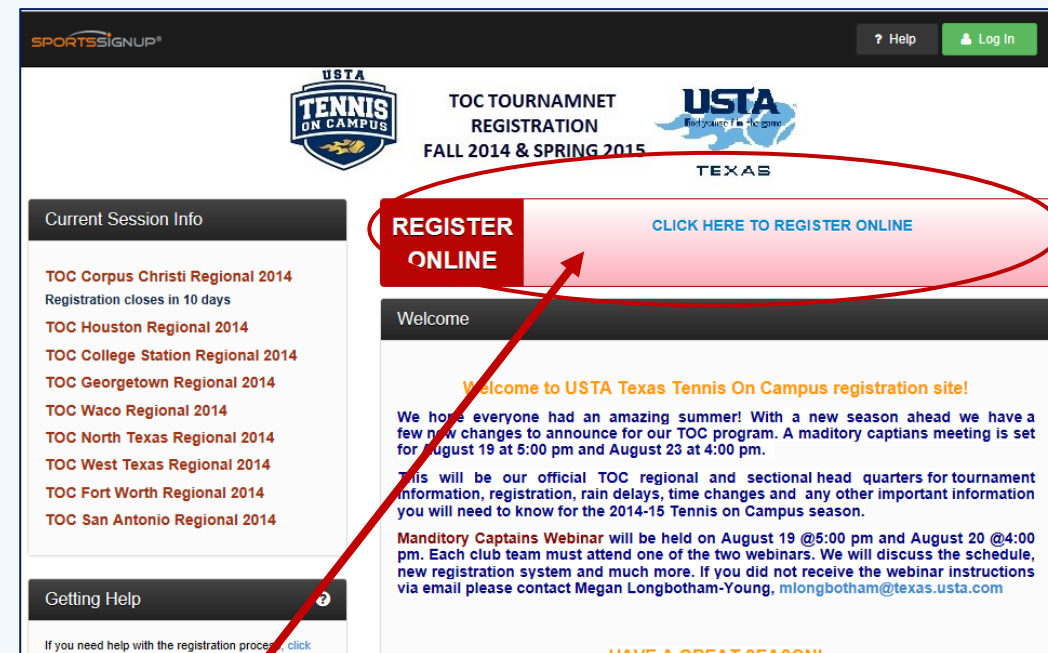
2015 Tennis On Campus



- 1.) Go to texas.usta.com
- 2.) Click on **Collegiate** and the drop down **Tennis On Campus**.



- 3.) Scroll down to **Register For Upcoming Event**.



- 4.) This takes you to the Registration Home Page.
- 5.) Click on **Register Online**

6.) Click on **Create Account**

This account will be a Test Account

Create Account or Cancel

By creating an account, I agree to SportsSignup's Terms of Use and Privacy Policy.

7.) Put in your personal information.

The person who is registering the tournaments will be the ADMIN on this account.

The password and personal email can be changed anytime if needed.

USTA Texas Tennis On Campus

Create Test Account

Login Information
The test account you are about to create will be linked to your Login Email.

Personal Information
Enter the account owner's information.

First Name* Last Name*
Megan Young

Street
8105 Exchange Dr.

City State Zip
Austin TX 78754

Phone Phone Type
5124431334 Work

Phone should be in the format of 555-555-5555x555

☐ Please email sports-related info, tips, and offers for families, coaches and players from SportsSignup.

Need Help?
[Get help](#) with registration

10:47 AM 8/21/2014

8.) Next it will take you to the WELCOME HOME PAGE.

Click on the **Register your Team**

TEXAS

Help with this Page Logout Home Exit Test

Welcome - Megan

You are logged into a TEST ACCOUNT.

Recent Registrations

You have no current registrations.

[Register your Team](#)

Account Options

- Account Settings
- Order History

Get Text Messages

Your account IS NOT set up to receive text messages from USTA Texas Tennis On Campus or your Coaches!

[Enable Text Messaging](#)

9.) Under the Registrants you will only have the option to choose **New Team**.

But once a team is created it will always appear in this section. You will be able to add or change the rooster at any time.

USTA
TENNIS
ON CAMPUS

TOC TOURNAMNET
REGISTRATION
FALL 2014 & SPRING 2015

USTA
Find your way to the game
TEXAS

Help with this Page Logout Home Exit Test

Choose Registrant

You are logged into a TEST ACCOUNT.

Registrants

☐ New Team

[Register Now](#) or [Cancel](#)

Need Help?

Get [help](#) with registration

10.) Next you will create the **Team Name, Rank of the Team,** and the **University/College.**

Help with this PageLogoutHome

Create Team

You are logged into a TEST ACCOUNT.

General Information

Team Name*

Which Rank Team is this? *

University/College Name: *

11.) Then you will be asked who your Club President or Leader is even if it is the ADMIN registering the teams.

The second question is **“Do you have a university assigned coach?”**

If **YES** you will then have to list his or her name.

If **NO** please select no.

Create Team

You are logged into a TEST ACCOUNT.

Additional Account Information

Extra Information

Tennis on Campus Leader Information: *

(President, Vice President)

Do you have a university assigned coach? *

Assigned Coach's Name *

or [Cancel](#)

Create Team

You are logged into a TEST ACCOUNT.

Additional Account Information

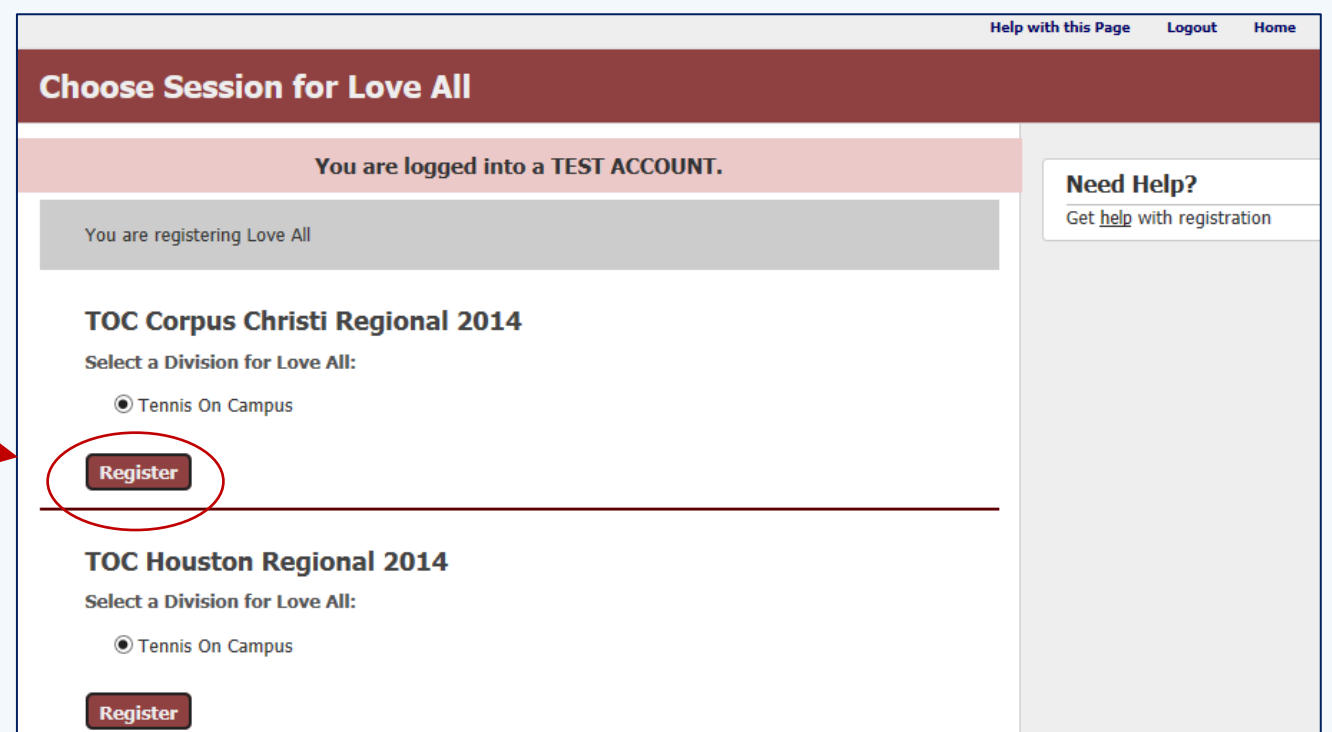
Extra Information

Tennis on Campus Leader Information: *

Do you have a university assigned coach? *

or [Cancel](#)

12.) You will then find the regional tournament your team would like to attend and choose **Register**



Help with this Page Logout Home

Choose Session for Love All

You are logged into a TEST ACCOUNT.

You are registering Love All

TOC Corpus Christi Regional 2014

Select a Division for Love All:

☒ Tennis On Campus

Register

TOC Houston Regional 2014

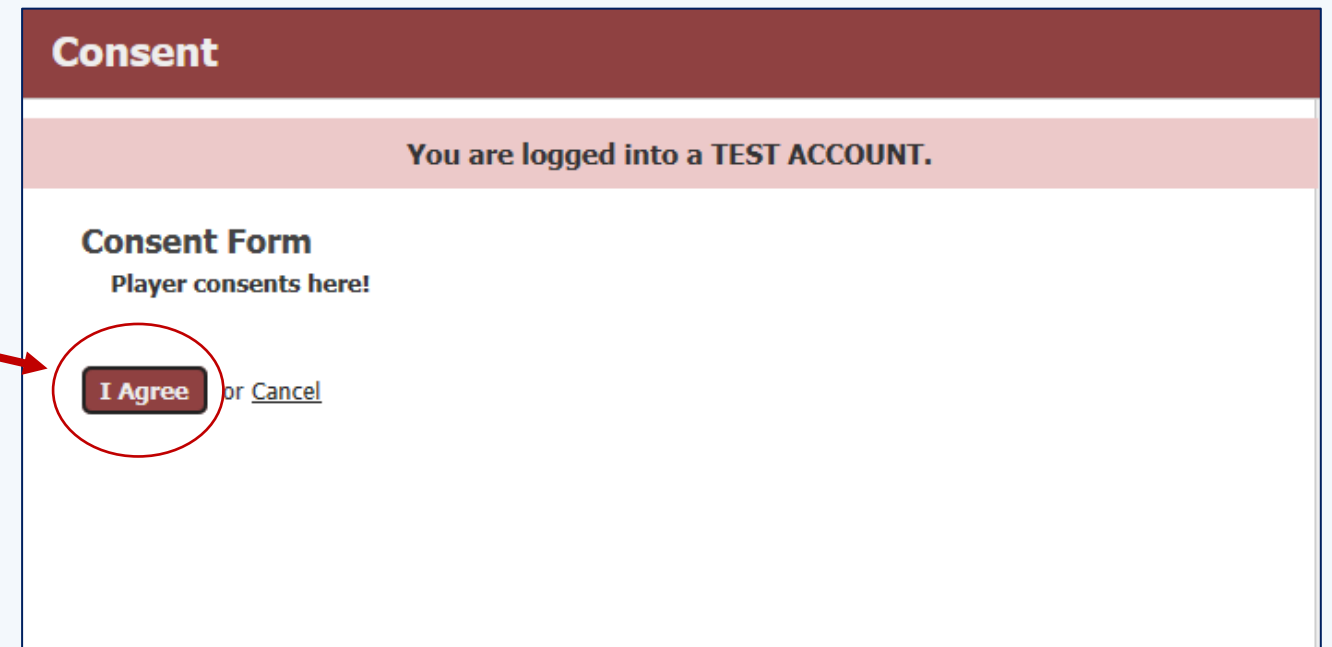
Select a Division for Love All:

☒ Tennis On Campus

Register

Need Help?
Get [help](#) with registration

13.) The next page is a consent form in which you must choose **I Agree**.
(will be uploaded when available)



Consent

You are logged into a TEST ACCOUNT.

Consent Form

Player consents here!

I Agree or [Cancel](#)

14.) Now you will be taken to the **Create Roster** page. You will go to this page to edit your roster whether it is a new team or a new player.

- You will find the ADMIN has already been added to the “**Volunteer**” portion of the Roster.
- If the ADMIN is a **Captain** choose **Captain** from the drop down. If not, list them as **Volunteer** or **Coach** and add another **Captain** in the **Volunteer Section**. Click the “**New Volunteer**” button to do so. Once you have added them it will take you to the roster screen again where it will ask you for there **NTRP Rating** and **T-Shirt Size**.
- That person will remain in the **Volunteer Section** as **Captain** for the remainder of the season. If they are not going to be a **Captain Drop** them down into the **Locker Room**.
- If they are not going to be captain but will participate in the tournament create a **New Player** profile for them.

USTA Texas Tennis On Campus

Create Roster

Editing Roster: Love All - TOC Corpus Christi Regional 2014

There must be between 1 and 18 Players

#	Name	Role
1	Young, Megan	Captain

Drop

New Volunteer

New Player

Continue

15.) Next you will add your players to the roster.

- Add players by clicking the **New Player** button. It will take you to the screen to put their basic personal info.
- Then once you press save the **New Player** will show up in the player section of the roster. There, you will add their **Email**, **Estimated Graduation Year**, **NTRP Rating** and **T-shirt Size**.
- All players will stay in the player section of the roster which means they will be participating in the regional tournament. If they are on the roster but are NOT attending that particular tournament **Drop** them in the **Locker Room**.

USTA Texas Tennis On Campus

Love All

Editing Roster: Love All - TOC Corpus Christi Regional 2014

#	Name	Role	NTRP Rating	T-Shirt Size	
1	Young, Megan	Captain	-select-	-select-	Drop
2	Carter, Mike	Captain	-select-	-select-	Drop
New Volunteer					

#	Name	Age	Player Email	Estimated Graduation Year	NTRP Rating	T-Shirt Size	
1	Farmer, Sarah	20	<input type="text" value="s@mail.com"/>	<input type="text" value="2017"/>	4.0	Adult Small	Drop
2	Jumpstone, Frank	24	<input type="text" value="f@mail.com"/>	<input type="text" value="2015"/>	4.5	Adult Medium	Drop
3	Long, Sam	18	<input type="text" value="s@mail.com"/>	<input type="text" value="2020"/>	3.5	Adult Large	Drop
New Player							

Check your rating here!

Extra Information for the Roster:

- Once you have added your new players you click on their name at any time and adjust their personal info. Also you can include a picture!
- Again, the **Locker Room** is the area you will **Drop** the players and volunteer captains that will not be attending the TOC tournament.

USTA Texas Tennis Or

New Volunteer

#	Name	Age	Player Email	Estimated Graduation Year	NTRP Rating	T-Shirt Size	
1	Farmer, Sarah	20	<input type="text"/>	<input type="text"/>	<div>-select-</div>	<div>-select-</div>	Drop
2	Jumpstone, Frank	24	<input type="text"/>	<input type="text"/>	<div>-select-</div>	<div>-select-</div>	Drop
3	Long, Sam	18	<input type="text"/>	<input type="text"/>	<div>-select-</div>	<div>-select-</div>	Drop

New Player

Locker Room

#	Name	Age	Type	
1	Rainwater, Skyler	18	Player	<div>Add Remove</div>
2	Young, Megan	18	Volunteer	<div>Add Remove</div>

General Information

First Name (Legal)

Skyler

Last Name

Rainwater

Nickname - The name this person goes by

Sky

Birth Date* - Format: MM/DD/YYYY


7/11/1996

Gender*

Male

Female

Person Image



Add Image

16.) Press **Continue** on the roster page and it will bring you to the items in your **Shopping Cart**.

You can register another team for the same regional tournament or for a different tournament. If you are done press **Checkout**.

You can also **View** the items listed on the side and change them if needed.

The screenshot shows a web interface titled "Item Added To Shopping Cart". At the top, a dark red banner contains the title. Below it, a light red bar states "You are logged into a TEST ACCOUNT.". The main content area has the heading "Your order is NOT yet complete." and two buttons: a dark red "Checkout" button with the text "- I'm finished shopping" and a light gray "Register" button with the text "- Add another registration to your shopping cart". On the right side, there is a "Shopping Cart" sidebar. It lists "Teams" with "Love All" and a "Total" of "\$75.00". At the bottom of the sidebar is a "View" button. Red arrows originate from the text blocks on the left: one points to the "Checkout" button, another points to the "Register" button, and a third points to the "View" button in the sidebar.

17.) Next you will choose your method of payment. If you are paying by check it will explain the direction on the follow page.

The screenshot shows a web interface titled "Choose Payment Method". At the top, a dark red banner contains the title. Below it, a light red bar states "You are logged into a TEST ACCOUNT.". The main content area has the heading "Payment Options" and two radio button options: "Pay By Credit/Debit Card" (with "MasterCard, Visa" in smaller text) and "Pay By Check" (with "- You'll be instructed where to mail your check" in smaller text). Below these options are "Continue" and "Cancel" buttons. On the right side, there is a "Shopping Cart" sidebar. It lists "Teams" with "Love All" and a "Total" of "\$75.00". At the bottom of the sidebar is a "View" button. A red arrow points from the text block on the left to the "Pay By Check" radio button option.

18.) Review and Place your Order.

Almost Done...

You are logged into a TEST ACCOUNT.

Review and place your order

By placing this order you are agreeing to the refund policy.

[Place Order](#) or [Return to Shopping Cart](#)

Payment Information

Payment Method: Check
Amount: \$75.00
[Change](#)

Shopping Cart

Registrations			
Love All	Team Registration	TOC Corpus Christi Regional 2014	\$75.00
			Edit Roster
Edit			
Total:			\$75.00

Refund Policy

All sales are final.

19.) Now your order is complete! You will receive a receipt via email but you can always go into your account and print a receipt.

Also, remind other teams or your university that you will be attending that regional tournament by sharing what on social media!

Order Complete

You are logged into a TEST ACCOUNT.

Order Information

Follow these 3 steps below to pay by check:

1. Make check payable to **USTA Texas Tennis On Campus** for the amount of **\$75.00**.
2. Put the Reference Number **T6676764** on your check.
3. Mail check to:

8105 Exchange Dr.
Austin, TX 78754

You will be notified by email when your check is received.

Help us spread the word!

Click to *instantly* share:

Thank you for registering with USTA Texas Tennis on Campus!

Contact Information

Megan Young
8105 Exchange Dr.
Austin TX 78754
mlongbotham@texas.usta.com
Phone: (512) 4431334 (O)
[Edit](#)

Registrant Information

Love All
Team Rank: A Team
University/College Name: USTA Texas
[Edit](#)

Welcome - Megan

You are logged into a TEST ACCOUNT.

Important Information

You owe \$75.00 on one or more orders. [Pay Now](#)



View your roster, chat with your Team, and more.

Team Session

[Love All](#) TOC Corpus Christi Regional 2014 (Tennis On Campus)

[View TeamWall](#)

Recent Registrations

[Love All](#) TOC Corpus Christi Regional 2014 (Tennis On Campus)

[Register your Team](#)

[Receipt](#)

Account Options

- ▶ [Account Settings](#)
- ▶ [Order History](#)
- ▶ [Family Schedule](#)

Get Text Messages

Your account IS NOT set up to receive text messages from USTA Texas Tennis On Campus or your Coaches!

[Enable Text Messaging](#)

20.) After you have completed your order you can go to your **Team Wall**.

ADMIN, you can:

- View regional tournaments you have registered for.
- Change **Account Settings**
- See what you may still owe for the tournaments.
- Register for more tournaments.
- Print your receipts

Remember to **ENABLE TEXT MESSAGING PLEASE!**

TeamWALL

You are logged into a TEST ACCOUNT.

Love All

Session: TOC Corpus Christi Regional 2014
Division: Tennis On Campus

Volunteers

Smith, Sylvia (Captain)

Players

Farmer, Sarah
Jumpstone, Frank
Long, Sam

[Go Home](#)



Communicate

- ▶ [Email Team](#)

Manage

- ▶ [View Roster](#)
- ▶ [Print Roster](#)
- ▶ [Edit Roster](#)
- ▶ [Edit Team Name](#)

21.) If you do need to update the roster after paying for the tournament you can go to the **Team Wall** choose the **Team** and it will take you to the screen that allows you to:

- Email Team
- View Roster
- Print Roster
- Edit Roster
- Edit Team Name