Program Pyramid - How Programs are set up in TennisLink

Program	Your League name.
Divisions	Level 1 Red Ball Grades K-1 Level 2 Red Ball Grades 2-3 Level 3 Orange Ball Grades 4-5
Flights	Groups of teams where every team in that flight plays each other. This can be separated by division or you may have such a large division you would need to separate it into multiple flights; ex: Level 1 Red Ball Wednesday, Level 1 Red Ball Saturday, Level 1 Red Ball Sunday
Teams	Groups of players. Suggested: 4,5,or 6 players per team.
Players	USTA membership is not required.

Procedure for completing the required background check.

 The 3 steps outlined below must be fulfilled to be eligible to serve as a Jr. Team Tennis coach/manager, co-manager, or local/area coordinator. *Please allow 10 business days for completion.*

Step 1: View training video: http://training.safesport.org You will be prompted to create an account. The video is 30 minutes long. If you are unable to complete the course at one time, you can return and continue using the account you created.

Step 2: Read the Youth Protection Policies and Procedures for USTA Jr. Team Tennis. Click here to download: http://assets.usta.com/assets/1/15/Youth_Protection_Policies_and_Procedures_for_USTA_Jr_-_2-22-13_Clean.pdf)

Step 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: https://www.ncsisafe.com/members/SelfRegLandingUSTAJTT.aspx

Once you submit your application, you will receive your NCSI Applicant ID number on the screen. **You will this number to check the status of your background screen (see (a) below) as well as when you login to TennisLink for the first time.**
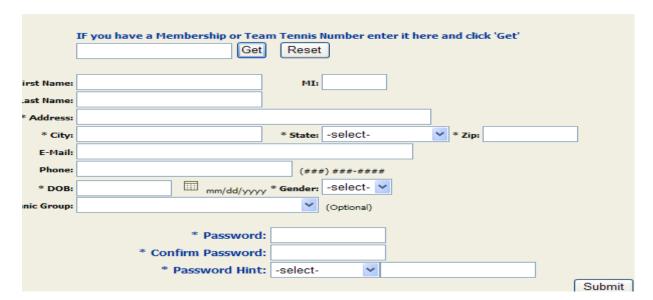
My NCSI Applicant ID Number is: _____

First time users, please follow the steps below. If you are a returning user and do not remember your User ID or Password, please email Meghan Goodwin at Goodwin@ms.usta.com or call 484.302.0756

Registering as a Program Coordinator

Go to web page: http://teamtennis.usta.com

1. Scroll down to the bottom of the page and click on **"Become a Coordinator"** under "Options" on the bottom right.

2. If you are a USTA member:
   a. Enter your USTA Membership # and click **"Get".**
   b. Create and confirm a password to use when logging in.
   c. Click "Submit".

3. If you are NOT a USTA member, you will need to enter your information to get a Team Tennis ID#.
   a. Enter first name, last name, address, city, state, zip code, DOB, gender, email and phone number.
   b. Create and confirm a password.
   c. Click **"Submit".** You will be given a Team Tennis ID#. Be sure to write it down along with your password.
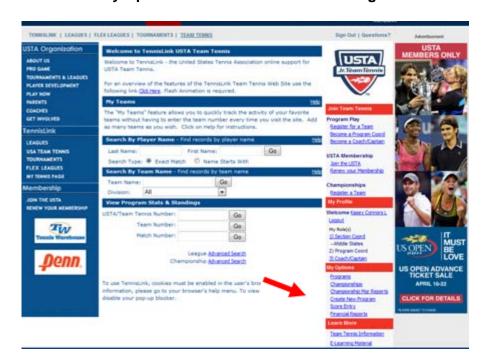
How to Set up a Program Shell

Setting up your Program Application

1. **Where do I go?** Log onto http://teamtennis.usta.com

2. **Log in.** Click on **"Login"** at the top right hand of your screen, and enter your USTA # or your Team Tennis number and password.

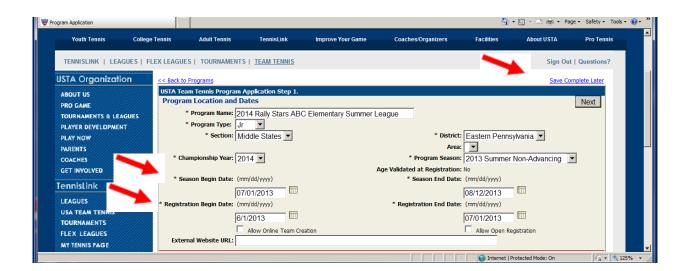3. **Under "My Options".** Click on **"Create New Program".**

4. **Step 1– Program Locations and Dates.**

a. Program Name: Year + Rally Stars + Your program + Season
       For Example: 2014 Rally Stars ABC Elementary School Summer League
b. Section: Middle States
c. District: NJ, DE, AMD, CPD, EPD or PATD
d. Championship Year: 2016
e. Season: From the drop down list choose Non-advancing option.
f. Please change your season and registration begin and end dates that you will be using. (You can adapt these if needed.)
g. Online Team Creation -. Do **Not** click this button
h. Online Registration – Do **Not** click this button
i. Click **"Next"**

(At any time in the process before you hit submit, you can click the save and complete later at the top right of the screen.)
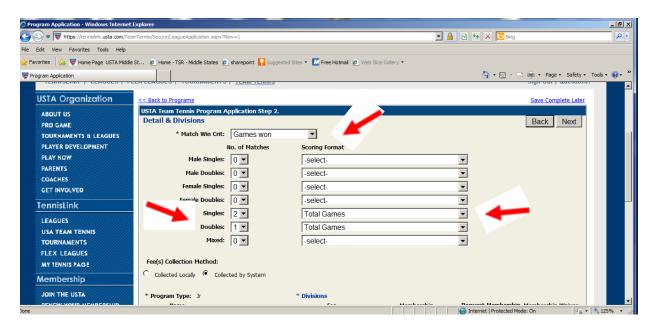
5. **Step 2—Details and Divisions**

a. Select Match Win Criteria: Total Games Won
b. Most Rally Stars programs will not be playing gender specific matches. Choose the # of singles & doubles matches your teams will play.
>   Suggested formats: 4 players per team – 2 singles/1 doubles
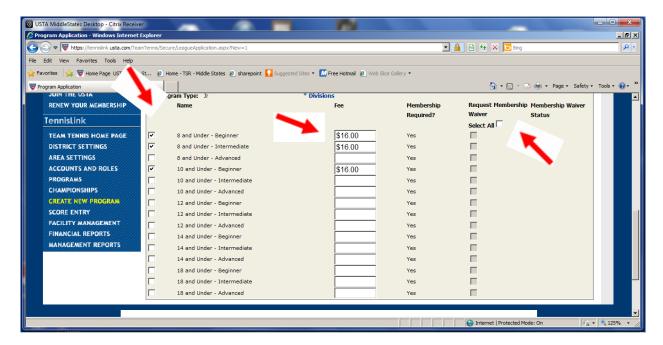>   5 players per team – 1 singles/2doubles or 3 singles/1 doubles
>   6 players per team – 2 singles/2 doubles.
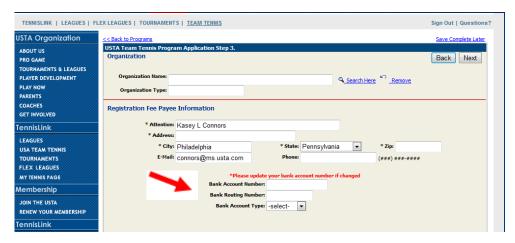c. Choose scoring format: For now, choose Total Games.

d. Age and Division: Click on the boxes on the left: 8U Beginner for Level 1 Red Ball, 8U Intermediate for Level 2 Red Ball, and either 10U Beginner/Intermediate for Level 3 Orange Ball
e. Fee: If you are just charging the Basic Cost of $20 per player, enter $16.00 in the Fee column. If you are charging another fee, please speak with your local Tennis Service Rep, to verify the amount you should enter
f. Check the Box "Allow Non Member Registrations."
g. Click **"Next"**

6. **Step 3—Organization**

a. Organization information is optional.
b. Please enter accurate bank information. This is where this money will be deposited
c. Click **"Next"**

7. **Step 4—Select Sites**

a. Click the **"Search Here"** link.
b. Enter in your facility name and state or search by zip code for where your team matches will be played.
c. If you see your facility, check the box next to your correct facility and click the **"Add Facilities"** button at   the bottom list.
d. If you don't see your facility after the search, the **"Add New Facility"** link.
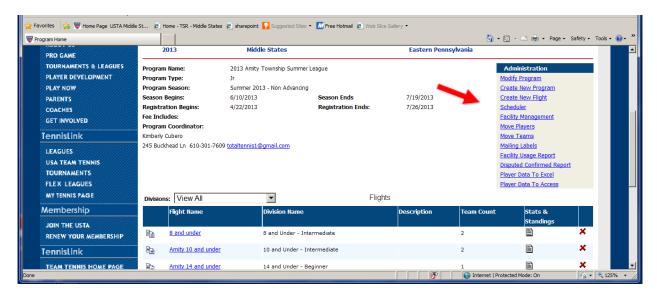e. Do this for all of your facilities.
f. Click **"Next"**

8. Step 5—Review all information and Click "Submit". You will receive an email when your program is approved.

Creating Flights

Once your Program is created and approved,
Flights (for separate divisions) need to be created:

1. **Where do I go?** Log onto teamtennis.usta.com.

2. Click on **"Login"** at the top right hand of your screen and enter your USTA # or your Team Tennis number and password.

3. Under **"My Options",** on the bottom right column of the page, click on **"Programs".** Then click on the ___JR___ next to the program you wish to enter. (Make sure you are in the correct championship year)

4. Once in your Program, click on **"Create New Flight",** which is in the **Administration Box** on the right side of the page.
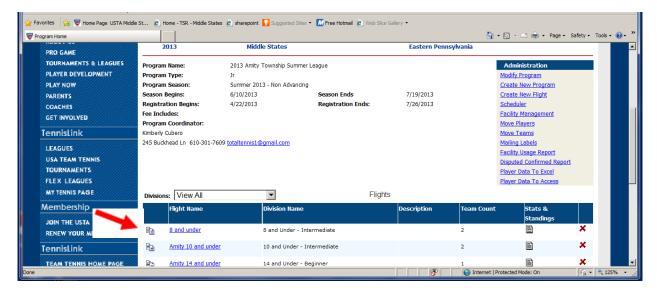

5. Flight Name. Type in the Flight name. Ex: Level 1 Red Ball Wednesday 5:00 – 6:00 pm.

6. Description. You can add a description to the flight. (Typically the Description is the same as the Flight Name).

7. Division. Pick the corresponding Division of play for that Flight, from the drop down box. (These are the divisions you choose when setting up your program. 8U Beginner, 8U Intermediate and 10U Beginner/Intermediate)

8. Dates. Dates are defaulted to your program setting, they can be altered for each flight if needed.

9. Format. Change the format of matches for each division.
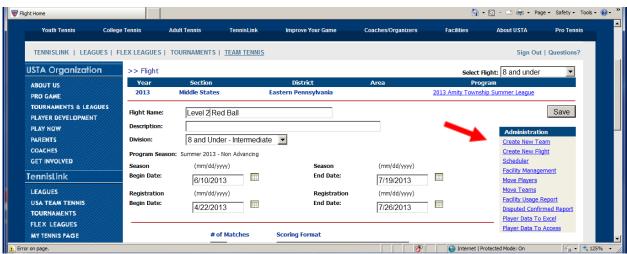   Suggested: Level 1 Red Ball: Short Set 2 of 3 sets 4 or 6 games
               Level 2 Red Ball: 8U (1 game 7 points. 2 of 3 sets)
               Level 3 Orange Ball: 10U (2 of 3, 4 game, 7 point Tiebreaker)

9. Click **"Save"** in top right hand corner.

10. Repeat until all flights are created.

1. Go to: http://teamtennis.usta.com

2. On the top right side of your computer screen, click on **"Login"** and enter your USTA # or your Team Tennis number and password.

3. Under **"My Options",** click on **"Programs".** Then click on the **JR** next to the program you wish to enter. (Make sure you are in the correct championship year.)

4. Once in your program, scroll down to see your flights listed. Click on the Flight you wish to create teams.

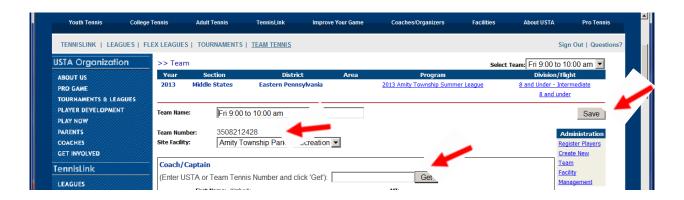5. Click on **"Create New Team",** which is located in the **Administration Box**.

6. Each team gets a unique Team Number. <u>Be sure to write it down</u>. This is the number you will put on the flyer, and parents will use to register their children.

7. Create a Team Name.
   o Since this is the team used for registration include the level of play and the day and time of practice/play. For examples: Red Ball Level 1 (K-1st grade) Monday, 7:00- 8:00 pm would be a Team Name. (It can be changed later)
   o .**<u>Write down your Team Number</u>**;

   Pick a site facility from the drop down box, where the matches will be played.

8. Enter yours or the Coach/Captain's TennisLink Log in # and click "**GO**". (This can be changed later on; see below).

9. Click **"Save"** in the upper right hand corner and repeat for each division and flight.

**Make sure you still have each coach register as a coach so they can be responsible for entering scores. You will need to put their information in as coach in order for them to be linked with their team.

All coaches MUST pass the background check. You can verify that your coach/captains have passed the background check:
http://www.usta.com/About-USTA/background_screening_program_results/

How to change a coach/captain of a team:

1. Follow steps 1-3 from above.
2. Click on the Flight Name where the team is located.
3. Click on the Team Name of the team you wish to change the coach.
4. Enter the new coach/captains TennisLink ID # in the **Coach/Captain** field and click **"Get".**
5. This will generate their information. (They have to be registered on TennisLink in order to be a coach/captain. See the next page for instructions on how to become a Coach/Captain.)
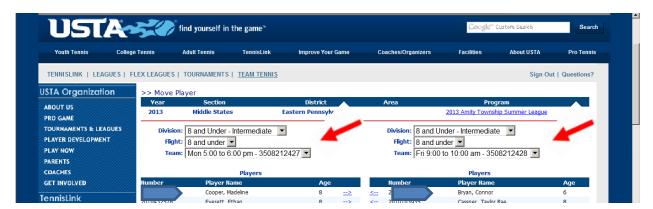6. Click **"Save"** in the upper right hand corner.

Players register themselves with a Team Number

These directions are listed on the Rally Stars flyer to be distributed to potential players.

1. Go to: www.rallystarstennis.com
2. Click on **"Register to Play"** located in the middle of the screen.
3. Enter your Team Number in the box and click **"Enter"** (The team number will be provided on the flyer.)
4. If player is not a USTA member, click "Join Today!" or, "Sign up as a Non-Member**"**.
   If you are registering more than one player, click on **"Add Another Player"** to this team.
5. Then click **"Proceed to Checkout**" located on the bottom of the screen. This will bring you to the payment page. You will have to use a credit card to pay for the registration fee.
6. Click **"SUBMIT".** If you need a receipt, print out the next page that comes up.

Once all players are registered, create teams for match play.

Step 1. Create teams. (follow steps above) Be creative with your names!
Step 2. Move players from the registration 'team' to their assigned team.
   a.   Click on the flight.
   b. Click on "move players", which is located in the Administration Box
   c. Choose the division, flight and registration team from the drop down menu on the left side.
   d. Choose the same division, same flight and team name for moving players to.
   e. Click on the arrow of the player and move them to the team.
   f. Complete this for all players on the registration team.

Create Your Schedule
Contact your local Tennis Service Representative.

Now we are ready to play!