

HOW DO I ENTER SCORES INTO TENNIS LINK?

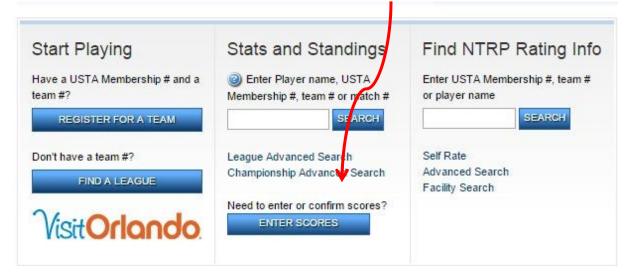
SOUTHERN TENNESSEE

Start at Tennis Link:

When you get to Tennis Link you should Log In with your USTA Number and Password.

ogin to Your USTA Account	Create Your USTA Account
Email Address or USTA Membership #:	Do you have a USTA Membership but not a USTA Account?
assword:	CREATE ACCOUNT
Keep me logged in	Do you play in a USTA program (Team Tennis, USTA Flex Leagues, Tournaments) without a USTA Membership?
 ▶ I forgot my USTA Membership # ▶ I forgot my Password ▶ Not sure if you have a USTA Account? ▶ Do you have an existing TennisLink ID or login? 	CREATE ACCOUNT

Click on "Enter Scores" in the middle column of the screen.



Enter the match number and click next. (Match numbers will appear in the schedule on your roster page.)

Record	
To record a Leagu	gue or championship Scorecard, enter a match #(League or Championship Match), then hit 'Next' to continue.
* Match #:	
Next	

HOW DO I FILL OUT THE DIGITAL SCORE CARD?

- 1. Enter the date the match was played at the top
- 2. Choose the correct players for each court from the pull down menus.
- 3. Click on the arrow and the entire team roster will appear. You can select the correct player
- 4. ALWAYS enter the scores for each court with the winning team (for that court) scores listed FIRST.
- 5. Make sure you click on the Winner circle below the names of the players to indicate who won each court
- 6. If a player retires in the middle of a match, record the score exactly as it was at the time of the retirement
- 7. If one court is forfeited, you will enter only the names of the winning players. Leave the forfeiting team's names blank. Record the score as 6-0, 6-0 and click on the winner circle below the winning names. Then select "Default" from the pull-down menu to the right of the scores.
- 8. Third set tiebreak is recorded as 1-0. A match that was won in the third set tiebreak where the winning team lost the first set, but went on to win the second set and the tiebreak would look like 2-6, 6-4, 1-0.
- 9. You have 48 hours to enter a score. EITHER captain can record a score. BOTH captains should confirm online that the scores are correct.
- 10. If you disagree with a score that has been recorded, click on "dispute."
- 11. If you dispute a score, please send an email to <u>tarawilliams@ustatn.com</u> with an explanation of your problem with the recorded score.
- 12. If you make an error recording a score, it can always be fixed!! Just send an email and explanation to tarawilliams@ustatn.com