

## SOUTHERN

## **Junior Team Tennis Score Entry Process**

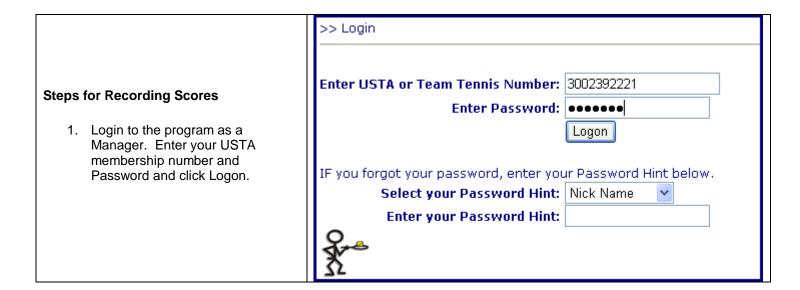
- Schedules created in the Program by the Coordinator create the Match numbers used to record scores.
- Information setup in each flight screen creates the structure and parameters for entering scores.
- Program Coordinators, Managers/Coaches or co-managers need to log in to the Team Tennis program for the System to recognize them as eligible to record scores for Team Matches.
- Managers/Coaches are eligible to record scores only for those teams that they are listed as the Coach or Manager or co-manager.
- Program Coordinators can enter scores for any matches in their programs.
- Scores can be entered for completed matches only.
- The first manager going in to enter scores will record the match results.
- The "other" manager will be able to review the results, and either "confirm" or "dispute" but not edit the scores entered.
- Only coordinators can edit or reset (delete) scorecards that have been entered.
- Standings are updated immediately when the match is first entered

Managers and Coordinators must Welcome to TennisLink USTA Team Tennis login to Team Tennis to record Welcome to TennisLink - the United States Tennis Association online support Match Scores. for USTA Team Tennis. Jr.TeamTennis For an overview of the features of the TennisLink Team Tennis Web Site use the following link <u>Click Here</u>. Flash Animation is required. My Teams - New To TennisLink Go to the Team Tennis Home The "My Teams" feature allows you to quickly track the activity of your favorite teams without having to enter the team number every time you visit Join Team Tennis Page and click on Click Here to the site. Add as many teams as you wish. Click on Help for instructions. **Program Play** login Search By Player Name - Find records by player name Register for a Team Become a Program Coord Go Last Name: First Name: Become a Coach/Captain. Search Type: 

Exact Match Name Starts With USTA Membership Search By Team Name - Find records by team name Join the USTA Renew your Membership Go Team Name: Championships Division: Register a Team View Program Stats & Standings Captains & Coordinators Click here to login. Go USTA/Team Tennis Number: Learn More Team Number: Go Team Tennis Information Match Number: League Advanced Search Championship Advanced Search

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To use TennisLink, cookies must be enabled in the user's browser. For more information, please go to your browser's help menu. To view reports you must



Search By Team Name - Find records by team name Renew your Membership Go Team Name: Championships ΑII Division: 2. The user is returned to the Team Register a Team View Program Stats & Standings My Profile Tennis Home Page, under My Welcome Program Options – select Score entry USTA/Team Tennis Number: Coordinator Logout Go Team Number: My Role(s) Match Number: 1) Program Coord My Options League Advanced Search <u>Programs</u> <u>Championships</u> <u>Championship Mgr Reports</u> Championship Advanced Search Create New Program use TennisLink, cookies must be enabled in the user's browser. For more Score Entry formation, please go to your browser's help menu. To view reports you must Financial Reports >> Enter Match Number 3. Enter the Match ID for the match and click on Next Enter Match Number: 283453 Next Cancel

A screen displays that will confirm the information about the teams playing the match. If this is not the correct match you can click on Re-enter and correct the Match ID.

Clicking on Print ScoreCard will display a blank scorecard that displays the names of players on both teams and can be printed.

Click Next to proceed with entering scores



The Scorecard displays with the number of singles and Doubles lines that were setup in the Flight setup page in the Program. The Scoring format and Match Win Criteria are also displayed and also comes from the Flight setup page in the Program.

Neither of these can be changed if Matches have been recorded.

The scores should always be entered from the perspective of the Winning Team.

4. Enter the date the Match was played.



 Click on the drop down menu on each line. All players registered for that team are listed. Select the players from each team that played on that court.



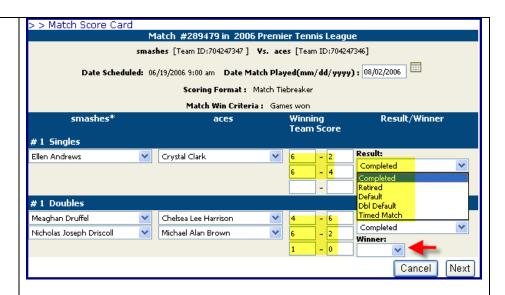
- 6. Enter the scores from each match/court (from the winners' perspective).
- 7. Select from the drop down the most appropriate Result for the match from the list. Those entered are Completed Matches for the format.

Other Result Options are:

Retired - Enter score exactly as it was when the player retired, from the perspective of the no-retiring player. Default - Enter players only for the team that showed up. No scores are entered. Double Default - No Players and No Scores are entered.

Timed Match – Scores entered as they were when match play was suspended.

8. Select the winning team for each match - No winner is an option in many cases.



 Once all match information is entered, review the data and click on Next to proceed to the Summary Page.



10. Review the information on the summary page, verify the correct players and scores have been entered and the totals are correct. If there is a problem, click on Reenter to return to the previous page. If the match should not have been entered, click on Cancel. If everything is correct, click on Finish to complete the process and update the Standings.

The following message will confirm the process is completed successfully

