

USTA Self-Rating Guidelines and How-To Instructions

Do you need to self-rate? If you are asked to self-rate, it is because your rating has either expired or is not valid for the league team onto which you are trying to roster. If you are having problems, please call the NorCal office – 510.748.7373. We are here to help you!

You will need:

1. Your USTA membership number
2. Your password for the **national** (TennisLink) website. (This is not necessarily the same password as your NorCal password!)
3. **If the self-rate button does not work for you**, then you will need to use the “backdoor method” with the FAKE TEAM NUMBERS to get yourself self-rated. Your other option is to call us at this point for further assistance.

Gentlemen: Your fake team number is **5083207415**

Ladies: Your team number is **5083207417**

Start by going to the [National Website](#).

1. **Can you log in?** You MUST be able to log in to your National Account in order to self-rate. National controls this process tightly because they want you and only you to be able to access your account!

NorCal staff will not be able to obtain your password information.

-At the [National Website](#), click on **LOGIN** in the grey toolbar



- Use your login information (USTA Membership number and password) to access your account. Please make sure you are using your **NATIONAL** password, NOT the NorCal password.

If you cannot log in, did you forget your password?

How to retrieve your Password:

- Click on “**Click here to login**” below the big picture on the website.
- Next, click on “**I forgot my password.**” After answering some personal information, reset instructions will be sent to the email address on file for national. If you do not receive this

email, check your spam folder or check to see if the email address on file at national is different by calling National USTA at 1-800-990-8782.

If you can't log in and you do not have a password, did you ever set up a national account with a password in the first place?

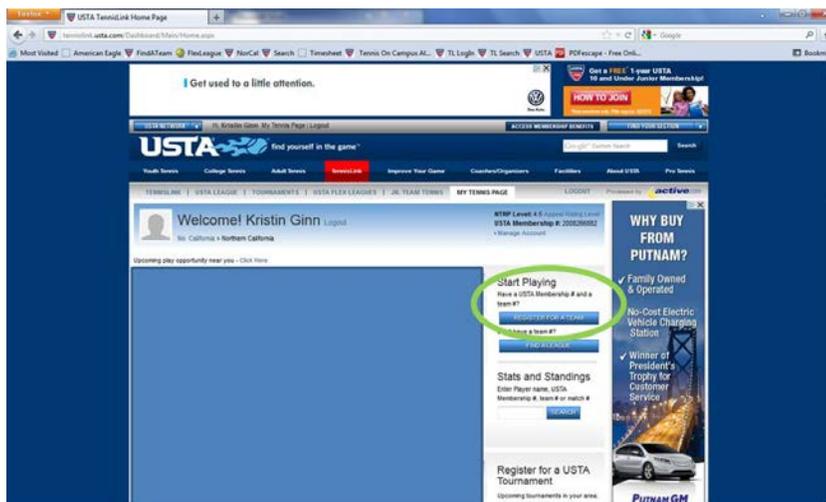
How to Create a NEW national account

-Please click on **“Learn more and create one today”** to create your national account



-Click on **“Create Account”** and follow the instructions on the screen. You will create a new national account and be able to enter a password to use.

2. **Once you can log in, look for the self-rate link below “Find NTRP rating information”. TRY this LINK first. If it works for you and your browser, that is wonderful! Then proceed to #4.**
3. **If the self-rate button doesn't work or says that you are “not eligible”, we will need to go through a “back door process”. Proceed to find the blue button that says “Register for a Team”.**



-When you click on this button, you will get a screen with all of your information on it except for a “team number”. You will need to enter the **fake team number** here to able to proceed.

- o **Ladies:** remember your number is **5083207417**
- o **Gentlemen;** your number is **5083207415**

-Hit the continue button and you should get **two red error messages**. Please go to the **second** one! Look closely at this second error message and then click on the “**Click here to Self-Rate this player**” link to proceed.

4. **Proceed to self-rate by reading the information page, affirming that you will answer all questions truthfully and accurately, and then proceeding forward with the self-rate questions.**

5. Eventually you will get to a **summary** page that has a lot of questions on it that you may not have seen. Here you will see two buttons – one will allow you to continue, the other will allow you to start over if you made a mistake in the answering of the form. If you need to start over, press the “start over” button and you will have an opportunity to correct your answers and go through this entire process again. Once you are finished, press the “continue” button and you will be offered three options in your self-rating:

- **Accept the rating:** the process will give you a **minimum guideline** at which to self-rate based on your answers to the self-rate questions. This **minimum guideline** is not necessarily the correct level for you though. Generally a player will not be able to come in lower than his last valid rating if he has one in the system. You may know that you need to adjust this level up or down because of your own experiences.
- **Appeal your Rating UP:** If you should be playing higher based on potential ability, athletic prowess, past tennis experience, or knowledge that you will be taking lots of lessons and you have that competitive mind-set, by all means consider putting your rating at a higher more appropriate level. Don't jeopardize yourself, your captains, or your teams by under-rating! Also remember that if you happen to improve beyond your wildest expectations, you may always appeal your self-rating up at any time during the year by using the automatic appeal process.
- **Appeal your Rating DOWN:** If you are convinced that the generated rating does NOT even closely reflect your skill level, you may select the “appeal down” button. Select the rating that best represents your ability and you will then be able to submit an appeal form to a committee. If your appeal is granted, you will be notified by email and your rating will then be changed. It is always best to appeal your rating down **before** you play. If you have been playing, do not expect the committee to hear your self-rate appeal.

Submit your rating. Remember that your rating will take one full business day to transfer from the national website to the NorCal website before you can roster. If you are appealing down, remember that it will take the committee more time to make a decision on your appeal.

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