



TennisLink Instructions

STEP #1

Registering as a Coach/Captain

- Team Tennis requires that all teams have a designated Coach /Captain.
- For the System to recognize you as a Coach /Captain you will have to log in to identify yourself as Coach/Captain.
- This will be required to: Record Scores for your Team Matches or Create your own team number.

From the Team Tennis Home Page <http://teamtennis.usta.com> Click on Become a Coach/Captain.

You have 2 options:

1. If you have a USTA Membership ID number (does not have to be a current)
 - a. Enter your number -and click Get
 - b. Review the information to make sure it is correct
 - c. Setup your password - Enter and confirm the password you wish to use
 - d. Enter a password hint that will allow you to log in even if you don't remember your password, Select the type (Nickname, Birth Place, Favorite Movie) and enter the hint. You may want to write down your selections for password and hint
 - e. Click on Submit

That saves your information and creates an account for you as a Coach/Captain in the TennisLink Team Tennis System

Or:

2. If you do not have a USTA Membership ID number, you can create an ID number for Team Tennis that will allow you to create your Coach/Captain Account
 - a. Fill in the information, Fields with * are all required
 - b. Phone number and Email address are not required, but providing them will give your Team Tennis coordinator or other captains a means of contacting you
 - c. Enter your Password and Password Hint information
 - d. And click on Submit

Your new Team Tennis ID number will be displayed

Make sure you write it down for use when registering players or recording scores

STEP #2

Creating a team ID number

Individuals with the role and account of Coach/Captain can create a team ID number themselves and then register players on the team. Creating a Team On-Line establishes the team in a division, not a flight. Once the team is created on-line, the Program Coordinator will be responsible for moving the team into the correct flight in the program.

The process for Creating a Team:

1. Go to the Team Tennis on TennisLink Home Page – <http://teamentnis.usta.com>
2. Click on Captain/Coordinator login, and enter USTA membership number or Team Tennis ID number and password.
3. Once the Coach/Captain role is activated, the coach can either:
 - a. Click on Register for a Team in the upper right menu on the Home Page, and then select Create a Team from the registration page. This brings up the search page, enter the Section, or Section and District and click on Go (You can search by type of Program, Section, District, State, but the quickest is selecting a section and click go, if that returns too many options, refine your search) Available programs are displayed (Available means they allow on-line-team creation and the registration is still open for that program). Select the program you want.
 - b. Click on Create a Team under My options (and do the search as described above)

Both a and b bring you to the **Create a Team** Page. Review the information to be sure the selected program is correct. The team ID number will be listed, but is not valid until you have saved the information. Complete the information requested, Fill in the Team Name, Select (Hawaii Pacific Section) as the Site/Facility. Select the Division the team will be playing in. Select Affiliations (these are Captain Affiliations) at the bottom of the page. Select as many as apply to the designated captain, but at least one must be selected.

When the information is complete, click on the **Save** button in the upper right hand corner of the page, until this step is completed the team number is not actually created.

The captain can click on Register Players on the saved Create a Team Page (a link is on the right side of the page). This brings up the Register Players screen with the newly created team number already entered in the Team ID Field on the first line.

STEP #3

Registering players

1. Enter a USTA membership number for the player, or if you don't have a number, click on Don't Have a Number? and enter the information to create a Team Tennis Player ID number. When the information is saved, the new number is created and entered on that line on the registration page.
2. Register as many players as you like, for one team or multiple teams within the same program. There are 5 lines provided, but if you need more lines, click on the Add More Players button.
3. To remove an entry, click on Remove to the right and the complete line will be deleted
4. When ready, click on Proceed to Checkout
5. If there are any errors, the system will return a page that states the problem, the registration system checks for: 1. Valid ID number, 2. Valid team number, 3. That registration is open for that program, 4. For 18 and under divisions, it won't allow anyone 19 or over to register.
6. Correct any lines that have errors, either by correcting the number or removing the line to fix later
7. When ready, click again on Proceed to Checkout
8. Very Important!! Verify the names of players registered – make sure the players listed are the ones you intended to register on the team
9. Submit Credit Card information and click on Submit
10. When the Credit Card has processed, a confirmation page will display
11. Print out verification page (recommended, this is their receipt and once they leave it we can not recapture that page)

Registering Players on Existing Teams

Click on Team under My Options, this displays the **Teams** page with all teams assigned to you as a captain.

1. Click on the Team Number for the appropriate team – this brings you to the team page for that team, which lists the information and all players already registered.
2. Click on Register Players – which brings you to the Player Registration page, with the team number for that team already entered on line one.
3. Follow steps for Registration listed above.