A Guide to Using TennisLink

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About TennisLink

TennisLink is the official system for USTA Adult Leagues, USTA Tournaments, USTA Flex Leagues and USTA Junior Team Tennis. For the USTA Adult League the system is used to register players and teams. It is also the official system for reporting scores, providing standings for the League season and for all League championship advancement. If you are on the main TennisLink page (http://tennislink.usta.com/Dashboard/Main/Default.aspx) you will need to click on the "USTA League" tab to navigate to the USTA Adult League section of TennisLink.

Create a USTA Account

Captain must create a USTA Account. Players, however, do not have to create a USTA Account to register for a USTA team. Even though you do not have to create a USTA Account if you are not the captain of a team there are many benefits to creating an account. The benefits are listed by clicking the "CREATE A USTA ACCOUNT" button located on the TennisLink page for Leagues (http://tennislink.usta.com/leagues/).

   A. Call USTA Member Services (800-990-8782) during normal business hours. Have your USTA Member Number handy as you will be asked to provide that information.

   B. Create a USTA Account on-line*:
      1. Have your USTA Membership Number handy.
      2. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
      3. Click on the "CREATE A USTA ACCOUNT" box.
      4. On the page that comes up, click on the "CREATE ACCOUNT" box and follow the prompts.

*Note: If you are a captain, you MUST use your cell phone number for your phone number and your e-mail address to the one you want the USTA LLC and the other captains to use for this season. If you are part of a Family Membership each family member MUST use the same household address, but all other information can be individualized.

Login to TennisLink

   1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
   2. Click the "LOGIN" button on the top menu-bar or click the "Login to your USTA Account" located under the "CREATE A USTA ACCOUNT" box.
   3. Enter your USTA number or e-mail address in the box provided.
   4. Enter your password in the box provided.

Update your contact information on TennisLink

   A. Call USTA Member Services (800-990-8782) during normal business hours. Have your USTA Member Number handy as you will be asked to provide that information.

   B. Login to your USTA account on-line*:
      1. Have your USTA Membership Number handy.
      2. Go TennisLink for Leagues (http://tennislink.usta.com/leagues/).
      3. Click on "Login to your USTA Account" located under the "CREATE A USTA ACCOUNT" box.
      4. On the page that comes up, enter the information asked for in the "Login to Your USTA Account" box.
      5. Click on the "Login" button.

*Note: When a captain logs into their USTA account the system automatically recognizes them as a captain if they checked the "captain" button when they originally registered for their team or the USTA LLC changed their status on TennisLink to captain. Check your team's homepage to see if you are listed as the captain of your team (Refer to the "Find your team's homepage if you are logged onto TennisLink" section of this document to get to your team's homepage).

Register for a team roster using TennisLink

The registration fee to play on a USTA tennis team for 2015 is $23.00 per player, per roster for all Central Carolina USTA Leagues. The fees are comprised of a $6.00 NCTA Head Tax, a $3.00 TennisLink user fee and a $14.00 WWTA fee. You do not need a USTA Account to register for a team.

You will need the following to register in the Central Carolina USTA League:

➢ A Team ID Number – DO NOT generate your own Team ID Number by clicking on "Create a Team". Facilities or the USTA LLC generate the Team ID Numbers and will distribute to the captains. The captain will distribute them to their players.
➢ Your USTA number - If you need to join the USTA or renew your membership, go to the USTA website (www.usta.com). Click the "JOIN TODAY OR RENEW" box located at the very top of the page.
➢ A NTRP computer rating or a self-rating (self-rating is done when registering for a team) - See the NTRP section of the WWTA website for more information about self-rating. Leagues>Play Adult League Tennis>NTRP
➢ Telephone Number
➢ Credit Card Number/Expiration Date

To register on a team roster follow the steps below:

1. Go to TennisLink (http://tennislink.usta.com/leagues/).
2. Under the caption "Start Playing" click on "REGISTER FOR A TEAM".
3. Enter your USTA membership number.
4. Enter the information asked for and click "CONTINUE". If you have logged onto TennisLink some of the information will automatically be entered.
5. The "Checkout" Screen will display your team and the fees. Check to make sure you are registering for the correct team. Enter your Credit Card information in the boxes provided.
6. Click "Submit".
7. Print a copy of your registration for your records.

Find a player's homepage/team's homepage

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
2. Under the caption "Stats and Standing", enter the name of the player in the box provided and click "SEARCH".
3. The page that comes up is the player's homepage. Here is a list of teams the player is currently on or has been a member of in the past few years. Click on any one of the teams and it will take you to that team's homepage.

Find your team's homepage

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document). See "Find a player's homepage/team's" section above if you are not the captain and do not want to create a USTA Account.
3. Under the caption "My Teams" click the team name.

Get a list of NTRP ratings for all your facility's players

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
2. Under the caption "Find NTRP Rating Info" click on "Facility Search".

3. On the page that comes up enter your facility number into the box provide or click "Lookup..." and enter the first 4 letters of the name of the facility in the space provided next to "Facility Name".
4. Choose "North Carolina" from the "Select a State" drill-down box.
5. Click "Search".
6. On the page that comes up click on your facility's name.
7. The system will refresh to the previous page and fill in your facility number.
8. Click "Search".

Find out what teams are registered to play

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
2. Under the caption "Stats and Standings" click "League Advanced Search".
3. On the page that comes up, click on "SEARCH FOR TEAMS, FLIGHTS OR LEAGUES"
4. Fill in the drop-down boxes as follows:
    I. Select Championship year – 2015
    II. Select a League Type from below:
        ▪ Adult 18 & Over - Adult 18 & Over
        ▪ Adult 40 & Over - Adult 40 & Over
        ▪ Adult 55 & Over – Adult 55 & Over
        ▪ Adult 65 & Over – Adult 65 & Over
        ▪ Mixed 18 & Over – Mixed 18 & Over
        ▪ Mixed 40 & Over – Mixed 40 & Over
        ▪ Mixed 55 & Over – Mixed Other
        ▪ Mixed 65 & Over – Mixed Other
        ▪ Combo (All Age Groups) – Combo
        ▪ Tri-Level 18 & Over – Tri-Level 18 & Over
        ▪ Tri-Level 40 & Over – Tri-Level 40 & Over
        ▪ Singles (All Age Groups) – Adult Other
    III. Select a Section – USTA/SOUTHERN
    IV. Select a District – NORTH CAROLINA
    V. Select an Area – NC - CENTRAL CAROLINA (Cary)
5. Select a League (ex. If you selected Adult 55 & Over you could choose 2015 CTRL Spring Adult 55 & Over)
6. Click the "Find Stats And Standings For League" button or continue to drill-down to the flight you want to view.

Print a blank scorecard

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Under the heading "My Teams", click on the team you want to print the scorecard for.
4. The system will navigate you to the team's homepage. Cursor over the match date in the "Date" Column under the "Team Matches" section and select "Print Blank Scorecard"
5. The printed scorecard will include the current team roster for both teams and a time-stamp of when it was printed.

Enter a match score on TennisLink

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "Record a Score" located under "Stats and Standings"
4. On the page that comes up enter the Match ID Number located at the top of the scorecard and click "Next".
5. From drop-down box, select players for each position

6. Click on the "Winner" button located below the player who won the individual match.
7. Enter the scores for each individual match and
8. Make the appropriate choice from the drop down box under "MATCH STATUS"
9. Review your selections and click "Next".
10. On the page that comes up, review the scores again and if correct, click "FINISH"

Scoring notes:
➢ When entering the scores, the game score of the winner of the **individual** match goes first for each set.
➢ If a 7-point Set Coman Tiebreaker determined who won a set, it is scored as one game (either 7-6 or 6-7 depending on who wins the individual match)
➢ If a 10-point Match Coman Tiebreaker determined who won the match, it is scored as 1-0.

Note: Purposely entering incorrect match data, including the date the match was played (finished if playing individual courts), is cheating and will result in a grievance being filed against the captain or co-captain who entered the scores.

Confirm/Dispute a match score on TennisLink

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "Record a Score" located under "Stats and Standings"
4. Enter the Match ID Number located at the top of the scorecard and click "Next"
5. Review the scores and click "Confirm" or "Dispute".

Find the Match ID Number for a local playoff match

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Under the heading "My Teams", click on the team you want to find the Match ID Number for.
4. The system will navigate you to the team's homepage. Click the "Playoff" you need the Match ID Number for. It is located at the bottom of the page under the caption "Championship Advancements".
5. For a single elimination, the match number is located above each bracket.
6. For a round robin, you are now on the "Team Standings Page". Click the "Match Summary" tab located in the middle of the page. The match numbers are located on the left-hand side of the page in the "Match ID" column.

Information available to players if they login to TennisLink

➢ Quick access to your USTA number, NTRP rating and contact information.
➢ Record/Verify/Dispute a score for your team.
➢ Use of the Team Management Tool (TMT).

Additional information available to captains if they login to TennisLink

➢ "Player Roster" tab - USTA membership number, expiration date of USTA membership, street address, phone number, NTRP/Rating Date, # of matches played and wins by default for each player on your roster.
➢ "Captain's Report" tab – Team names and Team ID Numbers for all the teams in your flight. E-mail addresses and phone numbers for all the captains and co-captains of the teams in your flight.

Team Management Tool (TMT)

Users can access the Team Management Tool by logging into your USTA account. Under My Quick Links click the "Team Management" option.

Captains can:

➢ Appoint/change your co-captain
➢ Build lineups for matches
➢ Build lineups for practices
➢ View and update player availability
➢ View players preferences and statistics
➢ Create match announcements

Players can:

➢ View published lineups for matches
➢ View published lineups for practices
➢ View and update their availability
➢ Update their preferences
➢ View their statistics

Add or change the co-captain

1. Go to TennisLink (http://tennislink.usta.com/Leagues/Common/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "Team Management" under the heading "Quick Hits"
4. On the page that comes up, click on your team under the heading "Team Name/Team #"
5. You are now on the team's management homepage. Cursor on "Edit" next to Co-Captain and make the changes via the drop-down box that appears.

Note: You must be listed on TennisLink as the captain of the team to add or change the co-captain.

NTRP Rating

- ➢ An individual must play at their published Computer or Self Rate NTRP or higher.
- ➢ Appealing will NOT reveal your rating in 100th of a point.
- ➢ No championship (State, Sectional or National) benchmark rating may be appealed the first year received except for medical reasons.

Appeal your Computer NTRP:

- ➢ You will receive an automatic response advising whether your appeal is Granted or Denied.
- ➢ Once you select UP or DOWN and click "SUBMIT" at the bottom of the appeal page your request is final. **You cannot go back. You cannot reappeal.**
- ➢ When appealing UP, the player's rating is compared to the player's current play level to see if it is within range.
- ➢ When appealing DOWN, the player's rating is compared to the next play level below the player's level to see if it is within range.

Steps to Appeal:

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/)
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click "Appeal Rating Level" located under your "NTRP Level" at the top right-hand side of the page
4. On the page that comes up click UP or DOWN under the caption "Select to Appeal Rating Up or Down"
5. Click the "Submit" button
6. An automatic response of "Granted" or "Denied" will be given.

Appeal your Self Rate NTRP:

- ➢ When appealing UP, your appeal will be automatically granted and your request is final. You cannot go back.
- ➢ When appealing DOWN, you will be required to fill out a background history form. The Southern Section NTRP Self-Rate Appeal Committee will review your information and you will be notified by the committee if they grant or deny your appeal.

Steps to Appeal:

1. Go to TennisLink for Leagues (http://tennislink.usta.com/leagues/)
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click "Appeal Rating Level" located under your NTRP Level at the top right-hand side of the page
4. On the page that comes up click UP or DOWN under the caption "Select to Appeal Rating Up or Down"
5. Choose your desired rating.
6. Click the "Submit" button
7. An automatic response of "Granted" will be given if you appealed your self-rating UP
8. A background history form will appear if you appealed your self-rating DOWN
9. Fill out the form and click the "Submit" button.