

2010 Captain's Guide to TennisLink

HOW DO I REGISTER ON TENNISLINK?

A current USTA membership number is needed to register for league tennis. Memberships must be current through the end of the league season. VISA, MasterCard or American Express is the only form of payment that TennisLink accepts for league registration.

Connect directly to the TennisLink web page by typing in national.usta.com (do not preface with www.) Click on Register for a Team. Enter your USTA number and team number in the space provided. Be sure to click on YES if you will be the Captain. Click on Next Step and follow the payment instructions.

WHAT DO I DO IF I DON'T HAVE AN NTRP RATING?

Players who do not have a computer rating (Players who are less than 60 years old during the 2010 championship year will have their most current computer rating on file in TennisLink. They must self-rate if their NTRP rating is older than 3 years. Players who will be 60 years or older during the 2010 championship year will have their most current computer ratings on file in TennisLink. They must self-rate if their NTRP rating is older than 2 years) must self-rate themselves in accordance with the NTRP Guidelines and declare their self-rating on TennisLink. If you are unfamiliar with NTRP Guidelines click on NTRP Ratings Help or About Self-Rate under TennisLink – Leagues.

HOW DO I REPORT SCORES?

Both teams should be involved in the reporting of scores. One team reports the scores; the other team should confirm or dispute the entered scores.

Any registered team member may enter scores. From the TennisLink page click on Record a Score. (A message will appear if the scorecard is in use.) Type in the match number.

If the scorecard is blank, enter the scheduled date of the match. Select players from the drop down list for home and visiting teams. Click the winner button identifying the winning team for each court. **Enter the scores for each match from the winner's perspective** (6-4, 6-3 not 4-6, 3-6). Select the final outcome (completed, retired, default, double default) for each match from the completed drop down list.

When finished entering the results, click next and TennisLink will verify that the entries comply with USTA scoring rules. If incomplete, a prompt will instruct you to click the back button and resubmit the results.

It's important that the finish button be clicked once all scores are entered. Once finish has been clicked, the scorecard cannot be changed, except by the USTA-Nevada District League Coordinator. If you realize you've made a mistake after the finish button has been clicked, please contact Mary Maragos at adults@ustanevada.com with the following information for assistance:

- Match number
- Two teams participating in the match
- The reason for the dispute
- The corrections that need to be made

HOW DO I CONFIRM SCORES?

Completed scorecards can be accessed through Record a Score.

Enter the match number and click on go. Review the scores. Click either confirm or dispute. Disputed scorecards will be researched and resolved by the USTA-Nevada District League Coordinator.

HOW DO I VIEW A TEAM ROSTER?

Rosters containing detailed player's information including addresses, telephone numbers, USTA numbers, player numbers, NTRP ratings and number of matches played is available to that team's captain only.

To access, enter your USTA number at the prompt on the TennisLink webpage. Enter your team number and click on go. Select the Player roster option.

HOW DO I PRINT A BLANK SCORECARD?

MATCH SPECIFIC SCORECARD

On TennisLink click on Leagues. Under (View League and Championship Stats and Standings) enter match number and click on go. Click on Print Blank Scorecard. This scorecard will list eligible players for both teams for this specific match.

TEAM SCORECARD

Under TennisLink click on Leagues. Under (View League and Championship Stats and Standings) enter team number and click on go. In the gray bar at the top of the screen click on Blank Scorecard. This scorecard is team specific and can be used for any match.

HOW DO I VIEW MY TEAM'S SCHEDULE?

Correct schedules **must be** retrieved from **www.ustanevada.com**. For Ladies Weekday League, Summer League, Fall Adult League and Fall Senior League schedules, click on Adults/Seniors at the left side of the screen, on the right side of the screen click on the drop-down menu, click on schedules for the appropriate league. For USTA's Senior League, Adult League, Mixed Doubles League and Super Senior League schedules click on USTA Leagues at the left side of the screen, on the right side of the screen click on the drop-down menu, click on schedules for the appropriate league.

HOW DO I VIEW TEAM STANDINGS?

Team standings within a flight or sub-flight can be accessed by entering your team number and by clicking on go. Click on flight or Sub-flight. Then click on Team Standings.

WHAT IS TENNISLINK?

TennisLink is a user-friendly Web-based system designed as a means to provide secure communication and flow of information between USTA personnel and members via the Internet. TennisLink allows captains to:

- Register teams
- Enter and confirm scores
- Access team rosters, standings, schedules and blank scorecards
- Renew USTA memberships

HOW DO I ACCESS TENNISLINK?

TennisLink can be accessed by logging on to the Internet and typing in national.usta.com. Do not type in www. first. You can also access TennisLink by going to www.usta.com and clicking on Leagues.

WHO DO I CONTACT IF I HAVE A QUESTION?

USTA-Nevada Tennis Association

District League Coordinator: Mary Maragos

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Phone (702) 792.8384 Fax (702) 792.8737

Email: adults@ustanevada.com