

USTA Junior Team Tennis: Getting Started for Coach/Captain

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Team Tennis Overview

This guide will assist new Junior Team Tennis Coaches/Captains in navigating the Junior Team Tennis application on TennisLink in addition to explaining key functions that are used in the course of a season.

Navigating to Team Tennis

Log in to Junior Team Tennis Application

Navigate to **TennisLink** Homepage: tennislink.usta.com

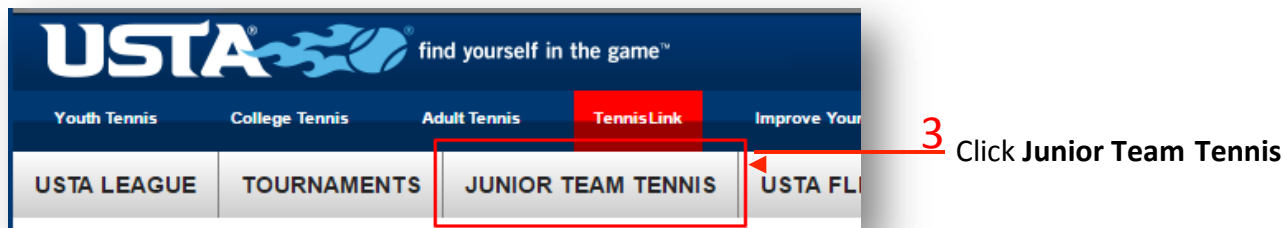


← 1 Click **Login**

← 2 Enter your **Email Address** or **USTA Account #** and **Password**

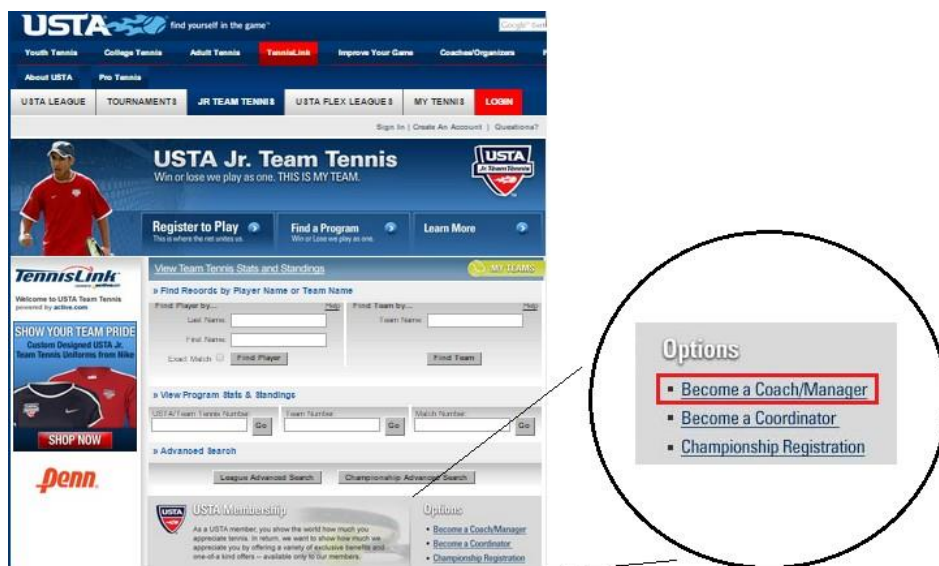
Note: If your password is not working, please click "I Forgot my Password"

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Become a Junior Team Tennis Coach/Captain

1. Navigate to [Junior Team Tennis](#) homepage
2. Scroll down to bottom of page, click **Become a Coach/Manager**



3. Complete **Coach/Captain** form

ⓘ **Note:** If you have a Membership or Team Tennis Number, enter it and click **Get** to pull up your existing account information

4. Choose and confirm **Password**
5. Click **Submit**

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- **Note:** If you did not have an existing account, the system will assign you a unique Junior Team Tennis ID number. You will use this number to login and access your team(s) moving forward
- **Note:** USTA requires that all Coach/Captains comply with the Youth Protection Policies and Procedures for USTA Junior Team Tennis by completing a background screening through [National Center for Safety Initiatives \(NCSI\) website](#). Once your background check screening is completed, write down your assigned **16-digit applicant ID**. You will need to use this number during your initial login to TennisLink

Site Navigation as Coach/Captain

The screenshot shows the USTA Junior Team Tennis website. At the top, there is a red-bordered box with a notice about compliance with USTA Safe Play policies as of October 1, 2013. Below this, the main navigation area is divided into two columns. The left column contains links for 'Welcome to TennisLink USTA Team Tennis', 'My Teams', 'Search By Player Name', 'Find a Youth Progression Level', 'Search By Team Name', and 'View Program Stats & Standings'. The right column contains links for 'Join Team Tennis', 'Program Play', 'USTA Membership', 'Championships', 'My Profile', and 'My Options'. The 'My Profile' section is highlighted with a red background and shows the user's role as 'Coach/Captain'. The 'My Options' section is also highlighted and contains links for 'Score Entry', 'Find A Junior Rating Level', 'Help Center', 'Teams', 'Create New Team', and 'Register Players'. A red arrow points from the 'My Profile' section to the text 'Change profile information & role'.

As of October 1, 2013, all USTA Jr. Team Tennis local/area coordinators, coaches/managers and co-managers must be in compliance with USTA Safe Play before they are able to participate. The process involves reading the Youth Protection Policies and Procedures for USTA Jr. Team Tennis, participating in the online training video, and taking a background screen. Local/Area coordinators, coaches/managers and co-managers can begin the process as of August 1. More information will be available August 1.

Welcome to TennisLink USTA Team Tennis

Welcome to TennisLink - the United States Tennis Association online support for USTA Team Tennis.

For an overview of the features of the TennisLink Team Tennis Web Site use the following link [Click Here](#). Flash Animation is required.

My Teams [Help](#)

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 the site. Add as many teams as you wish. Click on Help for instructions.

Search By Player Name - Find records by player name [Help](#)

Last Name: First Name:

Search Type: ☒ Exact Match ☐ Name Starts With

Find a Youth Progression Level

Enter a USTA Account #, TT ID or player name

Search By Team Name - Find records by team name [Help](#)

Team Name:

Division:

View Program Stats & Standings

USTA/Team Tennis Number:

Team Number:

Match Number:

Join Team Tennis

Program Play

[Register for a Team](#)

[Become a Program Coord](#)

[Become a Coach/Captain](#)

USTA Membership

[Join the USTA](#)

[Renew your Membership](#)

Championships

[Register a Team](#)

My Profile

Welcome

[Logout](#)

My Role(s)

1) Coach/Captain

My Options

[Score Entry](#)

[Find A Junior Rating Level](#)

[Help Center](#)

[Teams](#)

[Create New Team](#)

[Register Players](#)

Change profile
information & role

- **Score Entry:** enter match # to input team scores
- **Teams:** View your team, team #, roster, stats/standings, match schedule(s), etc.
- **Create New Team:** Set up your new team(s) here
- **Register Players:** Allows bulk entry of up to 15 players
Note: You will need the Team Number & Players USTA Account #

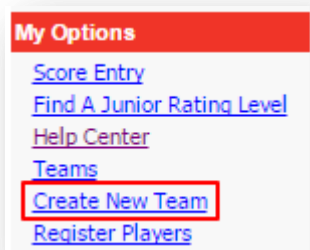
Create New Team

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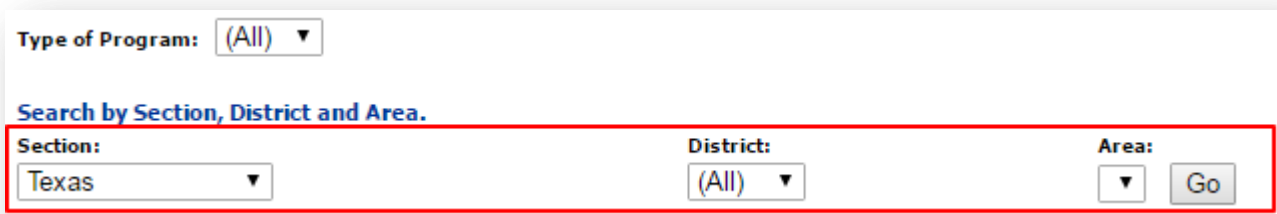
1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab




3. Click **Create New Team** under **My Options**



4. Select your **Section, District, & Area** from dropdown list

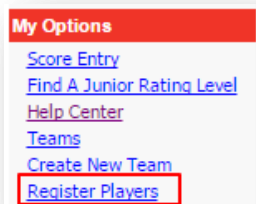


5. Click **Go**
6. Click **Jr** next to desired program
7. Enter **Team Name**
8. Select **Site Facility & Division**
9. Enter **Co-Captain** USTA Account #
10. Click **Get**
 **Note:** You will not be able to add them if they have not completed the **Safe Play** process
11. Click **Save**

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Bulk Player Registration

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab
3. Click **Register Players** under **My Options**



4. Enter **Team Number**
5. Enter player's **USTA Account** number

| | Team Number | USTA Account | | | |
|-----|----------------------|----------------------|--|------------------------|--|
| 1 . | <input type="text"/> | <input type="text"/> | Don't have a USTA Account? | Remove | |
| 2 . | <input type="text"/> | <input type="text"/> | Don't have a USTA Account? | Remove | |
| 3 . | <input type="text"/> | <input type="text"/> | Don't have a USTA Account? | Remove | |
| 4 . | <input type="text"/> | <input type="text"/> | Don't have a USTA Account? | Remove | |
| 5 . | <input type="text"/> | <input type="text"/> | Don't have a USTA Account? | Remove | |

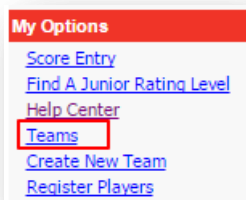
 **Note:** Click on + **Add More Players** to register up to 15 players at a time

6. Click **Submit** when done
7. Follow prompts to checkout page

Find Team Schedules, Rosters, Stats and Standing & Blank Scorecards

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab
3. Click **Teams** under **My Options**

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4. Click **paper** icon next to team
5. Choose desired function
 - **Team Summary**
 - **Match Summary**
 - **Match Schedule**
 - **Player Roster**
 - **Blank Scorecard**

USTA Team Tennis Reports - Team Level

| Team | USTA Section | District/Area | Program |
|--|--------------|---------------|---|
| Lost Creek Crushers | TEXAS | TEXAS/AUSTIN | CATA Junior Team Tennis Spring 2016 |
| <div> Team Summary Match Summary Match Schedule Player Roster Blank Scorecard </div> | | | |

Reading a Team Schedule

| Match Schedule By Team | | | | | | | | | |
|-------------------------|---------------|---------------|--|-------------------------------------|--------------------|-------------------------------------|-----------------------------|--------------------|-------------------------|
| USTA Section | | USTA District | | Division/Local Program | | | Flight Name | | |
| Texas | | Texas | | CATA Junior Team Tennis Spring 2016 | | | 10U Orange Beginner Rookies | | |
| Match ID | Schedule Date | Schedule Time | Home Team | Coach/Captain Phone | CoCaptain Phone | Visiting Team | Coach/Captain Phone | CoCaptain Phone | Facility / Match Site |
| 1765048 | 02/28/2016 | 12:00 noon | Georgetown Orange | Reagan R. Willman | | Lost Creek Crushers | Chad Loup | Kathryn A. Stelzer | Georgetown Country Club |
| 1765050 | 03/06/2016 | 1:00 pm | Lost Creek Crushers | Chad Loup | Kathryn A. Stelzer | Cimarron Bulls | Garrett Pekar | | Lost Creek Country Club |
| 1765057 | 04/10/2016 | 2:00 pm | Caswell Orange Fireballs | Katie O'Riley | | Lost Creek Crushers | Chad Loup | Kathryn A. Stelzer | Caswell Tennis Center |
| 1765053 | 04/17/2016 | 1:00 pm | Lost Creek Crushers | Chad Loup | Kathryn A. Stelzer | Polo Orange | Kolby Kilgo | | Lost Creek Country Club |

Match ID

Match Date
& Time

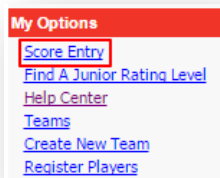
Opponent
Team Name &
Captain Info

Match
Location

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Enter Match Score

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** tab
3. Click **Score Entry** under **My Options**



4. Enter **Match Number**, click **Next**

A screenshot of a web form titled 'Enter Match Number:'. It features a single-line text input field. Below the input field are two buttons: 'Next' and 'Cancel'.

5. Confirm match details are correct, click **Next**

A screenshot of a match confirmation screen. At the top, it displays 'Match #1765050 in 2016 CATA Junior Team Tennis Spring 2016' and 'Flight: 10U Orange Beginner Rookies'. Below this, it shows the matchup 'Lost Creek Crushers Vs. Cimarron Bulls'. A message states 'Scores have not been entered for this match'. At the bottom, there is a line of text: 'If Correct, choose "Next" to continue, if incorrect, select the "Re-enter" button.' Below this text are four buttons: 'Next', 'Re-enter', 'Reset Match', and 'PrintScoreCard'. The 'Next' button is highlighted with a red rectangular box.

6. Enter **Date Match Played (mm/dd/yyyy)**
7. Select match players from dropdown list
8. Enter **Winning Team Score**
 - **Note:** Score must be entered from the winner's perspective, ex. 8-4
9. Select winning team into **Winner** dropdown
10. Repeat steps 7-9 for each line

| Match #1765050 in 2016 CATA Junior Team Tennis Spring 2016 | | | |
|--|----------------------|---|--|
| Lost Creek Crushers [Team ID:8096289270] | | Vs. Cimarron Bulls [Team ID:8096289674] | |
| Date Scheduled: 03/06/2016 1:00 PM | | Date Match Played(mm/dd/yyyy): <input type="text"/> | |
| Match Win Criteria: Individual Matches won | | | |
| Lost Creek Crushers* | Cimarron Bulls | Winning Team Score | Result/Winner |
| # 1 Singles - Scoring Format: Short Set (4 Games) | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> - <input type="text"/> | Result: Completed Winner: <input type="text"/> |

11. Click **Next** to confirm scores