

TennisLink Instructions for USTA Junior Team Tennis

Becoming a Coach/Captain...

1. **Where do I go?** Go to teamtennis.usta.com.
2. **How do I get started?** Click on become coach/captain. Enter in your USTA number or player information if you are not a member. Create a password, confirm it, and then make up a password hint in case you forget. Click submit.

Registering Teams and Players...

1. **Where do I go?** Go to teamtennis.usta.com.
2. **How do I get started?** Log into the system as a coach/captain.
3. **Team Registration** – Click on “create new team”. Select Section, District and then click go. Click on “youth” next to the program in which you want to create a team. Create team name, select facility, select division, check affiliations, and then click save.
4. **Player Registration-** Click on register players. If the player has a USTA number enter it in. If they do not have a membership or need to renew their membership you can go back to the home page and click on join USTA or renew membership. The player will be given a membership number after the purchase is made. Enter the Team Number. After the player information is complete on the roster, click on “proceed to check out”. You will then pay the program fees, and /or the \$2.00 TennisLink registration fee.
5. ***NOTE*** All players in the 10, 12, 14, and 18 and Under divisions in the USTA Southern Section must be USTA Members or they will not be able to proceed to register. All Ralleyball participants do not have to be USTA Members. When registering a Ralleyball participant without a USTA number click on “do not have a number”. They will be given a Team Tennis number.

Entering Match Scores...

1. **Where do I go?** Go to teamtennis.usta.com.
2. Log into the system as a coach/captain.
3. Click on “score entry” under the my options heading.
4. Enter in the match number and click “next”. The match number can be found on the schedule.
5. Enter the date of the match at the top and then the match results. Click “next” and review the information. Click “finish” when you are done.

How to find your Match Schedule and Additional Reports...

1. **Where do I go?** Go to teamtennis.usta.com.
2. Log into the system as a coach/captain. Click on “teams” under my options.
3. Click on the stats and standing icon to the right of the team name. You will then see: team summary, match schedule, player roster, and blank scorecard.