

EXAMPLE A

BECOMING A COACH/CAPTAIN (GENERATING A TEAM NUMBER)

1. Go to www.louisianatennis.com
2. Select “**Junior Tennis**”- located in the dark navy blue box at the top, under the USTA logo. From the drop-down box, select **Junior Team Tennis**. This will open a new tab.
3. If this is your first time serving as a captain, under the heading “**More Information About Joining a Junior Tennis Team**”, select “**Become a Coach or Captain**” and go to step 5.
4. If you have previously served as a junior captain select “**Create a Team (existing Coaches and Captains only)**” enter your USTA number or Team Tennis number, and password. Then, on the right side under the Red headings, find the one that says “My Options”. Under this will be one that says “Create a New Team”. Click on this and it will open a DIFFERENT screen in a new tab. Go to step 6.
5. The next screen will give you two options:
 - If you have a USTA membership number, enter your number and choose “**GET**”
 - Review the information and make sure it is correct
 - Next set up your password. Be sure to WRITE it down somewhere
 - Enter & confirm your password. Set a hint to allow you to login even if you don’t remember your password. “Hint” is required.
 - Click on “**Submit**”
 - If you **DO NOT** have a USTA membership number, you can create an ID number for Team Tennis that will allow you to create your Coach/Captain Account
 - Fill in the necessary information in the boxes. Fields with * are required
 - Create a password and password hint information. Be sure to write it down.
 - Click on “**Submit**”
 - Your new Team Tennis ID number will be displayed. Make sure to WRITE IT DOWN as it will be used when recording scores. This number is used by non-USTA members only.
6. **The next screen will allow you to create a team/find a program**
 - a. Choose **Junior** as the type of program, **Southern** as the section, **Louisiana** as the district and **New Orleans** as the area
 - b. Select “GO”
 - c. Programs in New Orleans which are open for registration will be listed
 - d. Choose “**New Orleans Spring 2011 Jr. Team Tennis**” by clicking in the blue **Jr** under the heading of “**type**”
 - e. The name of the league and the program coordinator info will be shown in the first area and **your team number** will be displayed below. The team

number will begin with 7037. WRITE IT DOWN. It will be needed to register team members and to enter scores.

- f. Enter your **team name** above the team number
- g. Select facility for home matches
- h. Select the age division and level (beginner, intermediate, or advanced) from the drop-down menu
- i. The next information box will be the team coach/captain info
- j. You must choose an “affiliation”
- k. Team Shirts
 - **You will need to choose a team shirt color** before you can save the information you have selected
 - Enter the shipping info requested as the shirts will be shipped to the address supplied
 - **SAVE** the information