

2018 USTA CAPTAIN INFORMATION

Create your team online: go to www.nctennis.com. Under Quick Hits, click on TennisLink, login in using your USTA Account info (email address & your password), your account page will come up, to the right under “My Quick Links”, click on “Online Team Creation”. Then select USTA/Southern, District is North Carolina, sub -area is NC -Western NC (Mtn). Select the league (age division) in which you wish to register and then the flight level. Note, some flight levels have choice options for time of play: morning, evening, or weekend (Saturday or Sunday).

Your team name is a team code plus your name. The 1st letter is “W” for Western NC, 2nd letter is first letter of your first name, and last two are the first 2 letters of your last name (example Joe Jones’ team would be WJJO Jones). Choose your home facility, if it does not appear in the drop down box, choose “Other Facility” and search for the facility, click on name when it appears in the search results, then “assign” this facility to your team. If you have problems, choose independent and contact the coordinator to assign your facility.

Write down your team number as soon as it shows on TennisLink! Print out your receipt also. Give the team number to your players to register for the team. Players should register for themselves. Players who are self-rating must do this – no one else should answer the self-rate questions. As captain, you must also register yourself as a player, you will need your credit card and USTA membership number ready prior to applying for the team number.

Non-playing captain, contact the coordinator to set up your team.

Number of Players: All teams must have a minimum number of players registered on TennisLink by the league registration close date. For minimum and maximum roster numbers of players allowed in the league, please refer to your Local League Regulations for the specific league.

PLAYER REGISTRATION:

Players’ USTA membership should be current through the end of the applicable league season in which they are registering . To register for a team go to www.nctennis.com, under “Quick

Hits”, click on “TennisLink”, on the left-hand side of the screen is “Start Playing”, click on “Register for a Team”,

player will need their USTA number and team number, follow the drop down procedures for registration and pay the league fee with your credit card. Note to join the USTA, you may click on “join USTA membership” under “Start Playing.” (Note, the procedure is the same if you have logged into your USTA account page – the “Start Playing” options are on the left-hand side of the screen.

HOW TO PRINT A BLANK SCORECARD:

Go to www.nctennis.com, under Quick Hits, click on TennisLink, login in to your “USTA Account”, scroll down to “My Teams”, click on the team name, click on the match, and the next page will give you an option to print a blank scorecard.

Prior to login to your USTA account, you may also search by your name, click on the team name, the schedule for that team will show below, click on the match to be played and click on “print blank scorecard”.

HOW TO RECORD A MATCH SCORE:

Go to www.nctennis.com, under Quick Hits, click on TennisLink, log in to your USTA account, click on "Enter Scores", enter the match number then next page, use the pull down boxes to select the names of players (both teams) and key in scores. 1-0 is used for the third set tiebreaker. Click the circle to designate the winner and click the status of the match (completed, default, etc.) SCORES SHOULD BE ENTERED WITHIN 48 HOURS OF A COMPLETED MATCH. Non-winning captain may enter scores if necessary. Non-winning captain must confirm scores within 48 hours.

Update your USTA information: If you are a captain, you must update your phone number (your cell phone) and your email address to the ones you want the Local League Coordinator and the other captains to use for this season. If you are part of a family membership, you must use the same household address, but all other information may be individualized. Have your

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players update their information also so you may contact them! TennisLink now has a new app for captains/ players - see Team Availability Reports below..

Access Team Roster & Team Captain Report:

League Team Captains (and only Team Captains) may access a TennisLink report that lists the name, home address and telephone number for every player on their

team roster. Captains can also access a TennisLink report that lists the name, home address, telephone number, and e-mail address for every other team captain in their league. Both reports can be exported to Excel and saved on one's hard drive, or simply printed and kept in one's tennis bag.

- Go to TennisLink.
- Click on the "Create a USTA Account" button or "Login to your USTA Account?" located under the "Create a USTA Account" button.
- On the page that comes up:
 - If you have not created an account, follow the prompts to create your account.
 - If you have an account, put your USTA number and your password in the appropriate boxes and the system will automatically recognize you as a captain. The system will navigate you to your "USTA League Page". This is NOT your "My Tennis Page". You want to stay on your "USTA League Page". The "USTA League Page" will display "Welcome! Jane Doe" at the top of the page and below it the following headings are displayed: "Start Playing", "Stats and Standings", "Find NTRP Rating Info." and "My Quick Links".

Scroll down and you will see the "My Team" section of the page.

- Click on your team name. On the page that comes up, click the "Player Roster" button and you will see the contact information for the players on your team.
- Click "Match Schedule" and you will see the phone numbers of your opponent's team captain.
- Click on the level you play, located under "Flight/Sub flight" box on the right hand side of the page, on the page that comes up you will see the "Team Captains Report". Listed here are phone numbers and e-mail addresses for all the captains in your league.
- Click on "Manage Account" located under your USTA Membership # on the right-hand side of the page if you need to update any of your account information. The system will navigate you to your "My Tennis Page".

Team Availability Reports:

Once the team schedule is published on TennisLink, players may report on TennisLink their availability to the

captain: (1) go to the USTA website and login to your account; (2) go to USTA league, on the mid-right hand side in blue you will see the option "Team Management" in small print; (3) click on Team Management; (4) scroll to bottom and under availability - choose your team to see all the match line-ups and update your availability; (5) under "My Availability" click on "Edit Availability"; (6) after you input your availability, click UPDATE at the bottom

Important Reminders!

- **NTRP Grievances, NTRP Appeals and Medical Appeals** are NOT handled by the Local League Coordinator. Go to www.nctennis.com, click on NTRP Ratings under "Quick Hits", read the applicable information and follow the instructions.
- Confirm your **court reservations** at your facility for matches PRIOR to the match date. Do not wait until the day and time of the match to confirm that courts are available.
- Read THE CODE and be familiar with the etiquette of tennis, and encourage your players to do the same.
- Volunteer with your local Community Tennis Association or get involved and help form one! The sport we love only grows when players are willing to share their time, money and experience to grow the game.