

TL New Team Management

CAPTAIN PERSPECTIVE


Managing Your Team

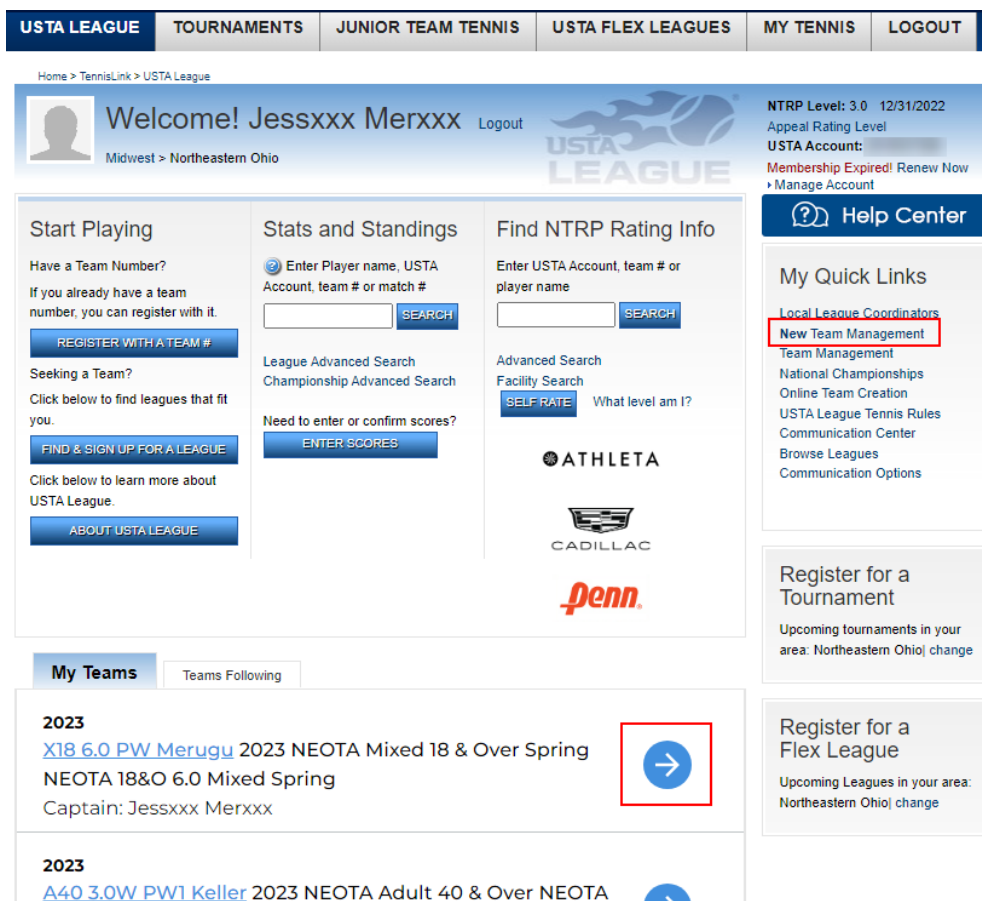
Welcome to our *New Team Management* tool, which makes it easy to manage your team.

(Note: To access your team, lineups, roster, and related information, please make sure you are logged onto your USTA account.)

There are three ways to access the *New Team Management* tool. Below are the steps on how to do so:

1. Login to [USTA League](#)
2. (1) Under My Quick Links click *new* team management

(2) Or you can click the blue arrow  next to your team under My Teams to go to the team management page for that specific team



The screenshot displays the USTA League website interface. At the top, there are navigation tabs: USTA LEAGUE, TOURNAMENTS, JUNIOR TEAM TENNIS, USTA FLEX LEAGUES, MY TENNIS, and LOGOUT. Below the navigation is a user profile section for 'Jessxxx Merxxx' with a 'Logout' button and account details including NTRP Level (3.0), Appeal Rating Level, and USTA Account information. A 'Membership Expired! Renew Now' notice is also present. The main content area is divided into several sections: 'Start Playing' with options to register with a team number or find a team; 'Stats and Standings' with search fields for player name, USTA account, team #, or match #; 'Find NTRP Rating Info' with search fields for USTA account, team #, or player name; and 'My Quick Links' which includes 'Local League Coordinators' and 'New Team Management' (highlighted with a red box). Below these are sections for 'Register for a Tournament' and 'Register for a Flex League'. At the bottom, the 'My Teams' section shows a list of teams for 2023, with a blue arrow icon (highlighted with a red box) next to the team 'X18 6.0 PW Merugu 2023 NEOTA Mixed 18 & Over Spring'.



(3) You can also login into Tennislink.usta.com, which will automatically bring you to the My Tennis page. Towards the bottom of the page is My Match Calendar that contains all your published scheduled team matches. Click on one of the matches to navigate to the Team Details page located in New Team Management.

My Match Calendar

< Jun 2023 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	01 A40 3.0W P...	02	03	04
05	06	07	08 A40 3.0W P...	09	10	11

TEAM DETAILS

Clicking on the “New Team Management” link takes you to the Team Details page where you can select the team you want to manage in the drop-down menu. All the teams for which you are currently registered are displayed.

Team Details

Team

Please select a team ▲

- 2023 - X18 6.0 PW Merugu - 2023 NEOTA Mixed 18 & Over Spring NEOTA 18&O 6.0 Mixed Spring
- 2023 - A40 3.0W PW1 Keller - 2023 NEOTA Adult 40 & Over NEOTA A40&O 3.0 Women
- 2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

This page will assist you with navigating to:

- Team Standings
- Team Roster
- Availability
- Email/Text
- Alert Settings
- Preferences
- Matches/Creating/Editing Lineups
- Add Co-captain to team

VIEW TEAM PLAYERS' AVAILABILITY

To view your team's availability, choose your team on the Team Details page and click the "Availability" icon.

Team Details

Team
2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

Captain
Jessxxx Merxxx

Co-Captain(s)
Unassigned

Availability Email/Text Alert Settings Preferences

You can review the results by referring to the key towards the top of the page, if needed.

= Available
 = Not Available
 = Not Sure
 — = Blank (No Response yet)

As the captain, you can also adjust a player's league availability to Available, Not Available, or Not Sure if assistance is needed by clicking on the ▼ icon underneath each match column. If the images are greyed out and the ▼ icon is unavailable, this means the scores for that match have already been entered. Clicking on the link associated with the match will take you to the team summary page where you can view your team standings, team matches, players, etc.

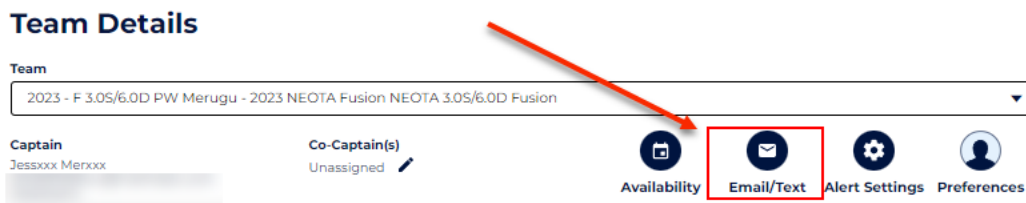
	9/21/2023 vs F 3.0S/6.0D MV U DQ 9:00 am	9/21/2023 vs F 3.0S/6.0D MV U DQ 9:00 am	9/29/2023 vs F 3.0S/6.0D MV U DQ 2:00 pm
 Chexxx Trzcxxxx 19			
 Jennixxx Schxxx 18			—
 Jessxxx Merxxx 11			—
 Jxxx Kelxxx 20			—



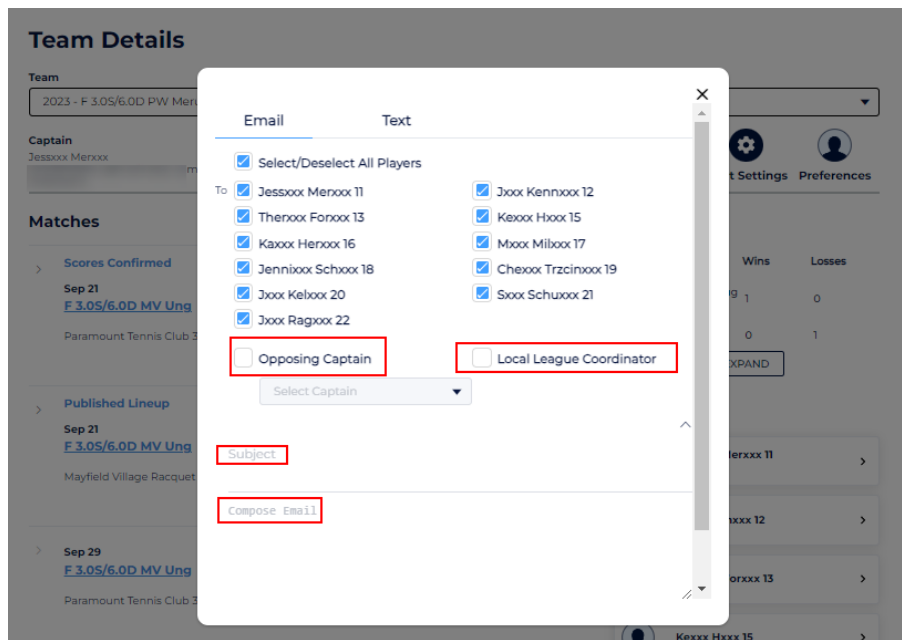
COMMUNICATION - EMAIL/TEXT

You can easily communicate with your teammates, opposing captain, or Local League Coordinator via email and/or text by clicking the Email/Text icon on the Team Details page.

Note: You will only be able to contact players in the current league championship year or the next championship year (if you are registered for a league in the next championship year). Your previous teams/leagues will not be available to view or contact in the team management tool.



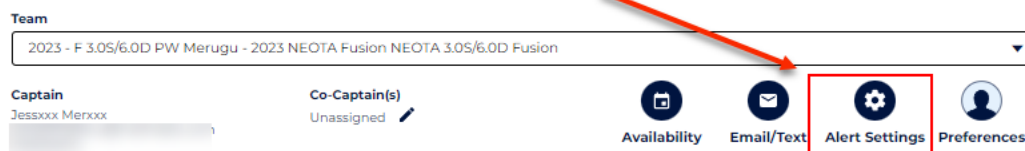
You can select all players or specific players to communicate with by checking the box next to their name.



ALERT SETTINGS

As a league captain, you can set team availability/alerts indicating when players will get reminders to update their availability or send auto-reminders to players who have not yet confirmed their spot in a match lineup.

Team Details



You can choose whether captains can only view player availability, or if everyone on the team can view all players' availability.

Send auto reminders via email or text 'x' number of days before a match to remind players to update their availability or confirm the match lineup.

Choose the alert frequency to be alerted via email and/or text each time a player changes their availability or chooses not to receive any alerts.

Make sure to click Save in the bottom right each time a change is made.

Team Availability/Alerts - F 3.05/6.0D PW Merugu X

Who can view players' availability? Captain(s) Only Everyone

Auto-Reminders

Email players with no availability set
 day(s) before match

Email Message
 Eg. Looking to create a lineup by this weekend. Please set your availability at your earliest convenience... thanks! - MS
 0/300

Text players with no availability set
 day(s) before match

Text Message
 Eg. Please set your availability ASAP...thanks! - MS
 0/300

Text unconfirmed players in a lineup
 day(s) before match

Text Message
 Eg. Please confirm you saw the lineup...thanks! - MS
 0/300

Alert Frequency

- Alert me only when a player in a lineup changes their availability
- Alert me to any availability changes
- Do not send me alerts

Send Me Alerts Via

- Email
- Text

SAVE

SET TEAM PREFERENCES

As a USTA League player, you can add your team preferences by clicking on “Preferences” at the top right. Preferences are updated at the team level, so you will need to update them for each team you are registered for to ensure they are applied for each league.

LEAGUES MY TENNIS

Team Details

Team

2023 - X18 6.0 PW Merugu - 2023 NEOTA Mixed 18 & Over Spring NEOTA 18&O 6.0 Mixed Spring

Captain
 Jessxxx Merxxx
 xxx@mailinator.com

Co-Captain(s)
 Unassigned

Availability

Email/Text

Alert Settings

Preferences

Preferences ×

Singles vs Doubles

Side of Court

Time of Day

Partner

SAVE

Under "**Preferences**," you can choose if you want to play:

- **Singles vs. Doubles** (Singles, Doubles, Mixed or no preference)
- **Side of Court** (Ad, Deuce, or no preference),
- **Time of Day** (Morning, Afternoon, Evening, or no preference),
- **Preferred partner**

Please remember to click '**Save**' after making any changes to your preferences.

MATCHES

You can view your team's upcoming matches on the Team Details page below the captains' details. The matches section will show the match details, the facility where the match will be played (Home/Away), how to get directions, edit/view match lineup, enter scores, and print scorecards.



Team Details

Team

2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

Captain

Jessxxx Merxxx

Co-Captain(s)

Mxxx Milxxx



Availability

Matches

> **Scores Confirmed**

Sep 21

HOME

[F 3.0S/6.0D MV Ung](#)

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Get Directions

> **Published Lineup**

Sep 21

AWAY

[F 3.0S/6.0D MV Ung](#)

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

Get Directions

> **Sep 29**

HOME

[F 3.0S/6.0D MV Ung](#)

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Get Directions



Create Lineup

SETTING MATCH LINEUPS

You can click on the pencil icon to Create Lineup, add custom messages, and send the lineup via email and/or text once published. This icon will be located under any matches that do not have a lineup already created.

Team Details

Team
2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

Captain
Jessxxx Merxxx

Co-Captain(s)
Unassigned

Availability | Email/Text | Alert Settings | Preferences

Matches

Scores Confirmed

Sep 21
F 3.0S/6.0D MV Ung
Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145
Get Directions

Published Lineup

Sep 21
F 3.0S/6.0D MV Ung
Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143
Get Directions

Sep 29
F 3.0S/6.0D MV Ung
Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145
Get Directions

Create Lineup

Standings

Team	Wins	Losses
F 3.0S/6.0D PW Merugu	1	0
F 3.0S/6.0D MV Ung	0	1

EXPAND

Team Roster

- Jessxxx Merxxx 11 Captain
- Jxxx Kennxxx 12
- Therxxx Forxxx 13
- Kexxx Hxxx 15
- Kaxxx Herxxx 16

To edit the players on each line, click '>'.

Create a Lineup

F 3.0S/6.0D PW Merugu

Sep 29, 2023 vs F 3.0S/6.0D MV Ung

Start Time	Line	Player(s)	What To Bring
2:00 PM	1 Male Singles	Choose Player >	chips and salsa
2:00 PM	1 Female Singles	Choose Player >	water
2:00 PM	1 Male Doubles	Therxxx Forxxx... [F][3.0] > Choose Player >	margaritas

To make changes to any selected players, click '>'. Here you can see your teammates' play preferences, preferred partner, etc. and choose a player accordingly. You can also see who has confirmed as NOT AVAILABLE, NO REPLY, AVAILABLE, or NOT SURE.

AVAILABLE	NAME	GENDER	NTRP	WIN / LOSS	MATCHES PLAYED	PLAY PREFERENCES	PREFERRED PARTNER
NOT SURE	Jennixx Schxxx 18	F	2.5	1/0	1	Doubles Ad No Preference	No Preference
NOT AVAILABLE	Chexxx Trzcixxx 19	F	3.0	0/0	0	Doubles Deuce Morning	No Preference
NO REPLY	Therxxx Forxxx 13	F	3.0	0/1	1	No Preference No Preference No Preference	No Preference
	Kaxxx Herxxx 16	F	3.0	0/0	0	No Preference No Preference No Preference	No Preference

The right portion of the lineup page enables you to enter “What to Bring,” which will appear in the notifications sent to players when a lineup is published. You can edit the field to notify players to bring items like water, balls, etc. This field is not required.

F 3.0S/6.0D PW Merugu

Sep 21, 2023 vs **F 3.0S/6.0D MV Ung**

Start Time	Line	Player(s)	What To Bring
9:00 AM	1 Male Singles	Jxxx Kelxxx 2... [M][3.0] >	Water and Balls
9:00 AM	1 Female Singles	Therxxx Forxx... [F][3.0] >	Margaritas
9:00 AM	1 Male Doubles	Mxxx Milxxx 1... [M][3.0] > Sxxx Schuxxx ... [M][3.0] >	Chips and salsa
9:00 AM	1 Female Doubles	Jessxxx Merxx... [F][3.0] > Chexxx Trzcix... [F][3.0] >	Water and Balls
9:00 AM	1 Mixed Doubles	Jxxx Kelxxx 2... [M][3.0] > Kexxx Hxxx 15 [F][3.0] >	Margaritas

Under the match lineups is the “Send Lineup To” section where you can communicate with your teammates regarding the lineup or any changes that have been made. You can choose to send an email, text message or both to the players in the lineup, the entire team, or only selected players. If you don’t want to send the message yet and want to come back to it later, you can click Save Draft at the bottom right. Once you are ready to send the message, click Send to Players at the bottom right.

Send Lineup To:

- Players in Lineup
- Team
- Select Players

Subject

Lineup for Sep 16, 2023 - F 3.0S/6.0D PW Merugu vs F 3.0S/6.0D MV Ung

69/200

Message

Hope this is last lineup change!

32/2000

Send via Email

Send via Text

The suspended players will not receive email/text message.

SAVE DRAFT

SEND TO PLAYERS

EDIT MATCH LINEUPS

If a match has not yet been played, you can edit the match lineup in case any changes need to be made. You can do so by selecting the team using the 'Team' drop down and clicking the '>' next to "Published Lineup" and clicking "Edit Lineup". A new notification will be sent once a change has been made to a lineup. You will not have the option to Edit Lineup, Enter Scores, or Print Scorecard for a match once scores have been entered.

Once a lineup is published, you can click on the drop-down menu next to Published Lineup to view match times, what to bring, and if players are unavailable/confirmed to play in the match.

Published Lineup

Sep 21 AWAY

F 3.0S/6.0D MV Ung

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

Get Directions


Published Lineup

Sep 21 AWAY


[F 3.0S/6.0D MV Ung](#)

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143 Get Directions


Time	Line	Player(s)	What to Bring	
9:00 AM	1MS	Jxxx Kelxxx 20	Water and Balls	✓ Confirmed
9:00 AM	1FS	Therxxx Forxxx 13	Margaritas	✓ Confirmed
9:00 AM	1MD	Mxxx Milxxx 17	Chips and salsa	✗ Not Available
		Sxxx Schuxxx (SP) 21		
9:00 AM	1FD	Jesxxx Merxxx 11	Water and Balls	✓ Confirmed
		Chexxx Trzcinxxx 19		✓ Confirmed
9:00 AM	1MX	Jxxx Kelxxx 20	Margaritas	
		Kexxx Hxxx 15		✓ Confirmed



Edit Lineup



Enter Scores



Print Scorecard

ENTER SCORES

You can only enter scores if a lineup is published. When entering scores, the published lineup is used to automatically add the player's names to the scorecard. To enter scores, click on the drop-down menu next to Published Lineup and click on the Enter Scores icon.

- o The player names can be changed before printing the blank scorecard or entering the scores.
- o The opposing team's players are not automatically defaulted onto the scorecard.

Note: If you need help entering scores or need to edit, update, or dispute a match score please reach out to your Local League Coordinator (refer to the Communication - Email/Text section of this document). They are your best point of contact and will be able to best assist you with your league questions.

Published Lineup AWAY

Sep 21 F 3.05/6.0D MV Ung

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143 Get Directions

Time	Line	Player(s)	What to Bring	
9:00 AM	1MS	Jxxx Kelxxx 20	Water and Balls	✓ Confirmed
9:00 AM	1FS	Therxxx Forxxx 13	Margaritas	✓ Confirmed
9:00 AM	1MD	Mxxx Milxxx 17 Sxxx Schuxxx (SP) 21	Chips and salsa	✗ Not Available
9:00 AM	1FD	Jesxxx Merxxx 11 Chexxx Trzcinxxx 19	Water and Balls	✓ Confirmed
9:00 AM	1MX	Jxxx Kelxxx 20 Kexxx Hxxx 15	Margaritas	✓ Confirmed

Edit Lineup
Enter Scores
Print Scorecard

PRINT SCORECARD

A lineup must be published to print a scorecard. To print a scorecard, click on the drop-down menu next to Published Lineup and click on the Print Scorecard icon on the bottom right.

Published Lineup AWAY

Sep 21 F 3.05/6.0D MV Ung

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143 Get Directions

Time	Line	Player(s)	What to Bring	
9:00 AM	1MS	Jxxx Kelxxx 20	Water and Balls	✓ Confirmed
9:00 AM	1FS	Therxxx Forxxx 13	Margaritas	✓ Confirmed
9:00 AM	1MD	Mxxx Milxxx 17 Sxxx Schuxxx (SP) 21	Chips and salsa	✗ Not Available
9:00 AM	1FD	Jesxxx Merxxx 11 Chexxx Trzcinxxx 19	Water and Balls	✓ Confirmed
9:00 AM	1MX	Jxxx Kelxxx 20 Kexxx Hxxx 15	Margaritas	✓ Confirmed

Edit Lineup
Enter Scores
Print Scorecard

A separate window will appear with the scorecard. Right-click on the page and click "Print". If the additional window doesn't appear, please refer to [Disable Pop-Up Blocker in Browser](#) to make sure your web browser allows for pop-ups.

Flight	USTA Section	District/Area	League
NEOTA 3.0S/6.0D Fusion	USTA/MIDWEST	NORTHEASTERN OHIO	2023 NEOTA Fusion

Match	Home Team	Visiting Team	Score
#1009912526	F 3.0S/6.0D MV Ung Team ID: *****	vs. F 3.0S/6.0D PW Merugu Team ID: 8564837394	
Match Win Criteria:	Date Scheduled: 9/21/2023 12:00 AM # Matches 1st Time: 0		2nd Start Time:
	Team Wins		
1 Male Singles	Scoring Form		
Name:	<input type="text"/>		<input type="text"/> - <input type="text"/>
Date:	<input type="text"/>		<input type="text"/> - <input type="text"/>
1 Female Singles	Scoring Form		
Name:	<input type="text"/>		<input type="text"/> - <input type="text"/>
Date:	<input type="text"/>		<input type="text"/> - <input type="text"/>
1 Male Doubles	Scoring Format: 3rd Set Tie Break		

- Back Alt+Left Arrow
- Forward Alt+Right Arrow
- Reload Ctrl+R
- Save as... Ctrl+S
- Print...** Ctrl+P
- Cast...
- Search images with Google
- Create QR Code for this page
- Translate to English
- Get image descriptions from Google
- View page source Ctrl+U
- Inspect

When printing the scorecard, the published lineup is used to automatically add the player's names onto the scorecard.

- o The player names can be changed before printing the blank scorecard or entering the scores.
- o The opposing team's players are not automatically added to the scorecard.

TEAM ROSTER

View your team roster on the right of the Team Details page. You can view each individual player's league player record. The player record will reflect all leagues a specified player is registered for in the current/upcoming championship year.

Team Details

Team
 2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

Captain
 Jessxxx Merxxx

Co-Captain(s)
 Unassigned

Availability
 Email/Text
 Alert Settings
 Preferences

Matches

> **Scores Confirmed**

Sep 21
[F 3.0S/6.0D MV Ung](#)

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

> **Published Lineup**

Sep 21
[F 3.0S/6.0D MV Ung](#)

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

> **Sep 29**

[F 3.0S/6.0D MV Ung](#)

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Standings

Team	Wins	Losses
F 3.0S/6.0D PW Merugu	1	0
F 3.0S/6.0D MV Ung	0	1

Team Roster

- Jessxxx Merxxx 11 Captain >
- Jxxx Kennxxx 12 >
- Therxxx Forxxx 13 >

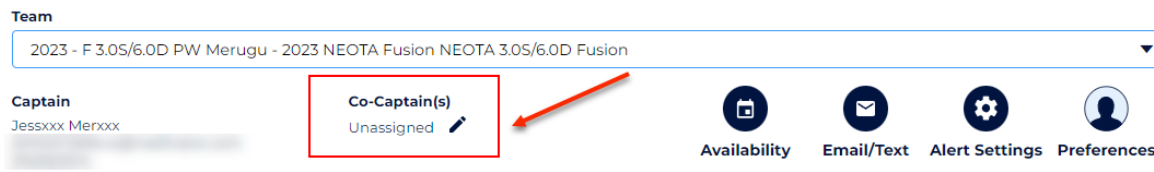
Note: The numbers listed to the right of a player's name are assigned to the player when they register for a team. There are cases where more than one player has the same exact name (i.e., father and son, Senior and junior). The numbers to the right help choose the correct player to include in the correct match lineup, communication, etc.

ASSIGN CO-CAPTAIN TO TEAM

As a captain, you can assign a co-captain to your team. This is useful if a player forgot to check the 'Captain' box at the time of registration, they can reach out to you to be added after registering.

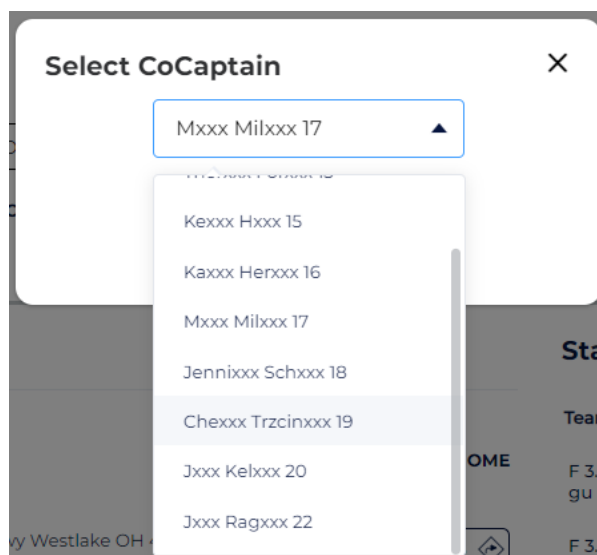
Click the pencil icon under Co-Captain to add or edit the existing Co-Captain.

Team Details



You can then choose a player on your team using the drop-down menu and assign them as co-captain. You can also go back and change the co-captain the same way if needed.

Note: The assigned co-captain will have the same team management permissions as the captain of the team EXCEPT the option to edit captains.



STANDINGS

The team standings is a great tool to view your league's wins/losses. View your teams standing on the right side of the Team Details page. Click Expand to go to the Team Summary page to find more team, player and league play information.



Team Details

Team

2023 - X18 6.0 PW Merugu - 2023 NEOTA Mixed 18 & Over Spring NEOTA 18&O 6.0 Mixed Spring

Captain

Jessxxx Merxxx

Co-Captain(s)

Unassigned



Availability



Email/Text



Alert Settings



Preferences

Matches

> Scores Confirmed

Feb 5

[X18 6.0 MV1 Beebe](#)

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

Get Directions

AWAY

> Scores Confirmed

Feb 12

[X18 6.0 CC Dixon](#)

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Get Directions

HOME

Standings

Team	Wins	Losses
X18 6.0 CC Dixon	9	1
X18 6.0 MV3 Nine	7	3
X18 6.0 MV2 Haught	6	4
X18 6.0 PW Merugu	4	6
X18 6.0 MV1 Beebe	3	7
X18 6.0 CV Carroll	1	9

EXPAND

For any additional Team Management questions, please email the USTA Tennislink Team at Linkteam@usta.com.