

# TL New Team Management

## PLAYER PERSPECTIVE


### Navigating to New Team Management

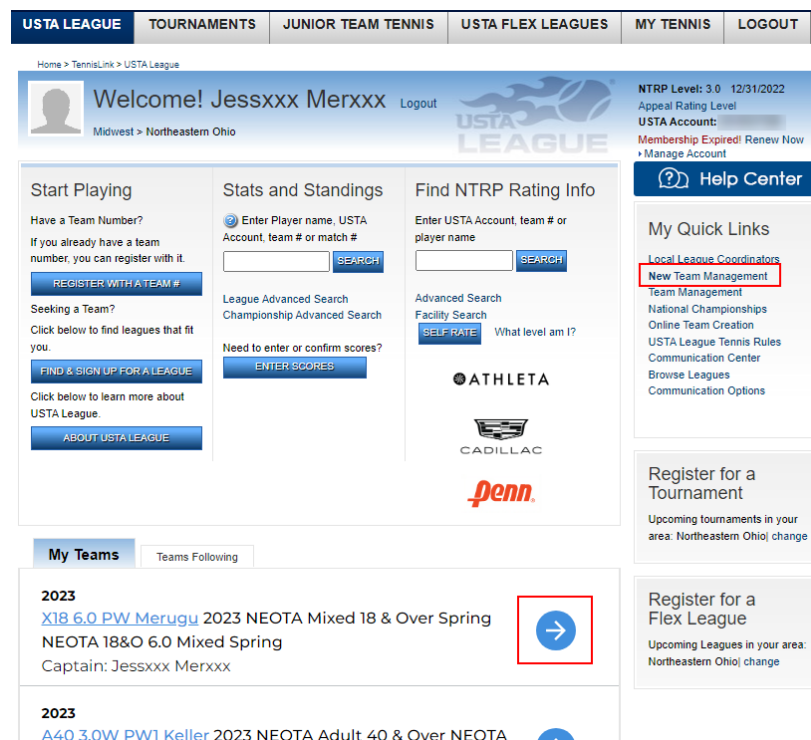
Welcome to our New Team Management tool, which makes it easy to access your team information.

(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 shows the USTA League website interface. At the top, there is a navigation bar with links for USTA LEAGUE, TOURNAMENTS, JUNIOR TEAM TENNIS, USTA FLEX LEAGUES, MY TENNIS, and LOGOUT. Below this, a user is logged in as 'Jessxxx Merxxx' with a 'Logout' link. The main content area is divided into several sections: 'Start Playing' with options to register with a team or find a team; 'Stats and Standings' with search filters; 'Find NTRP Rating Info' with a search box; and 'My Quick Links' on the right side. In the 'My Quick Links' section, 'New Team Management' is highlighted with a red box. Below this, there is a 'My Teams' section showing two teams for 2023. The first team, 'X18 6.0 PW Merugu', has a blue arrow icon next to it, which is also highlighted with a red box. The second team, 'A40 3.0W PW1 Keller', also has a blue arrow icon. On the right side, there are two 'Register for a...' sections for tournaments and flex leagues.

(3) You can also login into [Tennislink.usta.com](https://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
- Preferences
- Matches/Printing Scorecards/Entering Scores

## AVAILABILITY

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



### Team Details

Team





2023 - A40 3.0W AO Standish - 2023 NEOTA Adult 40 & Over NEOTA A40&O 3.0 Women

Captain  
Kelly [redacted]@gmail.com

Co-Captain(s)  
Lynn [redacted]@gmail.com

 Availability  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)

You can change your league availability to Available, Not Available, or Not Sure 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.

## Availability

F 3.0S/6.0D PW Merugu

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

	9/21/2023 vs F 3.0S/6.0D MV U ng 9:00 am	9/21/2023 vs F 3.0S/6.0D MV U ng 9:00 am	9/29/2023 vs F 3.0S/6.0D MV U ng 2:00 pm
 Jxxx Kennxxx 12	 ▼		 ▼

## 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.

### Team Details

**Team**  
 2023 - A40 3.0W AO Standish - 2023 NEOTA Adult 40 & Over NEOTA A40&O 3.0 Women

**Captain**  
 Kelly [redacted]@gmail.com

**Co-Captain(s)**  
 Lynn [redacted]@gmail.com

**Availability** **Preferences**

**Preferences** ✕

**Singles vs Doubles**  
 No Preference ▼

**Side of Court**  
 No Preference ▼

**Time of Day**  
 No Preference ▼

**Partner**  
 No Preference ▼

**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, enter scores, and print scorecards.

**Matches**

> **Scores Confirmed** HOME  
 Sep 21  
[F 3.0S/6.0D MV Ung](#)  
 Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145 Get Directions

▾ **Published Lineup** AWAY  
 Sep 21  
[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	X 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

  
**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 onto 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](#). They are your best point of contact and will be able to best assist you with your league questions.

### Matches

> **Scores Confirmed**

Sep 21 HOME  
[F 3.0S/6.0D MV Ung](#)  
 Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145 Get Directions ↗

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▾ **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 Sxxx Schuxxx (SP) 21	Chips and salsa	✗ Not Available
9:00 AM	1FD	Jessxxx Merxxx 17 Chexxx Trzcinxxx 19	Water and Balls	✓ Confirmed
9:00 AM	1MX	Jxxx Kelxxx 20 Kexxx Hxxx 15	Margaritas	✓ Confirmed

  
**Enter Scores**

  
**Print Scorecard**

### PRINT SCORE CARD

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

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

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	Jessxxx Merxxx 11	Water and Balls	✓ Confirmed
		Chexxx Trzcxxxx 19		✓ Confirmed
9:00 AM	1MX	Jxxx Kelxxx 20	Margaritas	
		Kexxx Hxxx 15		✓ Confirmed

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

<b>Match #1009912526</b>	F 3.0S/6.0D MV Ung Team ID: *****	Vs.	F 3.0S/6.0D PW Merugu Team ID: 8564837394
<b>Match Win Criteria:</b>	Date Scheduled: 9/21/2023 12:00 AM # Matches 1st Time: 0		2nd Start Time:
	Team Wins		

	Home Team	Visiting Team	Score
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: 3 <sup>rd</sup> Set Tie Break		

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 onto 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 - C 5.5W PW2 Merugu - 2023 NEOTA Combo Fall NEOTA 5.5 Combo W Fall

**Captain** Jessxxx Merxxx      **Co-Captain(s)** Julie

 Availability      
  Preferences

---

**Matches**

> Scores Confirmed

**Sep 17** HOME

[C 5.5W FRR Dworakowski](#)

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145 Get Directions

> Scores Confirmed

**Sep 24** AWAY

[C 5.5W CC2 Wotawa](#)

Center Court Tennis Club 1 Eagle Valley Ct Broadview Heights OH 44147 Get Directions

> Scores Confirmed

**Oct 1** HOME

[C 5.5W MM Bode](#)


Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145 Get Directions


**Standings**

Team	Wins	Losses
C 5.5W MM Bode	4	0
C 5.5W PW1 Hensley	2	1
C 5.5W PW2 Merugu	2	2
C 5.5W FRR Dworakowski	1	2
C 5.5W CC2 Wotawa	0	4


EXPAND

**Team Roster**

 Jennifer 11 >

 Therese 12 >

**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.





## STANDINGS

The team standings is a great tool to view your leagues 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 - C 5.5W PW2 Merugu - 2023 NEOTA Combo Fall NEOTA 5.5 Combo W Fall

Captain

Jessxxx Merxxx

Co-Captain(s)

Julie



Availability



Preferences

#### Matches

#### Standings

Scores Confirmed

Sep 17

[C 5.5W FRR Dworakowski](#)

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Get Directions

HOME

Team	Wins	Losses
C 5.5W MM Bode	4	0
C 5.5W PW1 Hensley	2	1
C 5.5W PW2 Merugu	2	2
C 5.5W FRR Dworakowski	1	2
C 5.5W CC2 Wotawa	0	4

Scores Confirmed

Sep 24

[C 5.5W CC2 Wotawa](#)

Center Court Tennis Club 1 Eagle Valley Ct Broadview Heights OH 44147

Get Directions

AWAY

EXPAND

For any additional Team Management questions, please email the USTA Tennislink Team at [Linkteam@usta.com](mailto:Linkteam@usta.com).