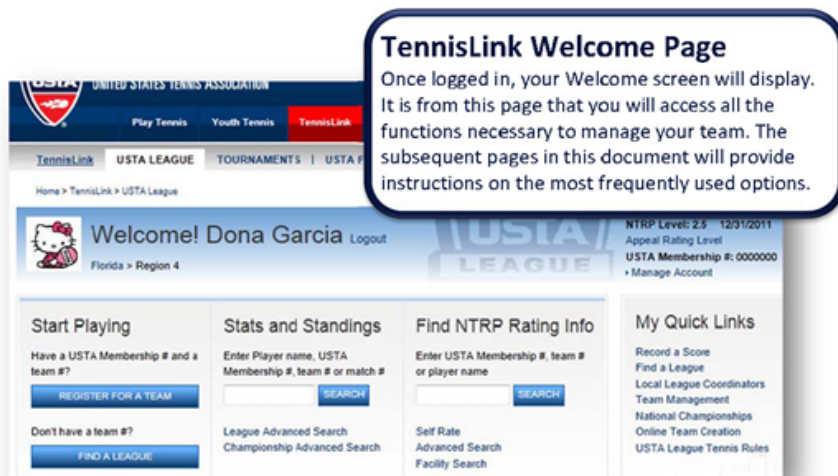


## TennisLink – Contact Your Regional League Coordinator For The Following

1. Correct incorrect scorecards.
2. Change dates and times of matches on TennisLink.
3. Move players from one team to another (once a player has played a match for that team this is no longer an option).
4. TennisLink examples:

**TennisLink Welcome Page**  
Once logged in, your Welcome screen will display. It is from this page that you will access all the functions necessary to manage your team. The subsequent pages in this document will provide instructions on the most frequently used options.



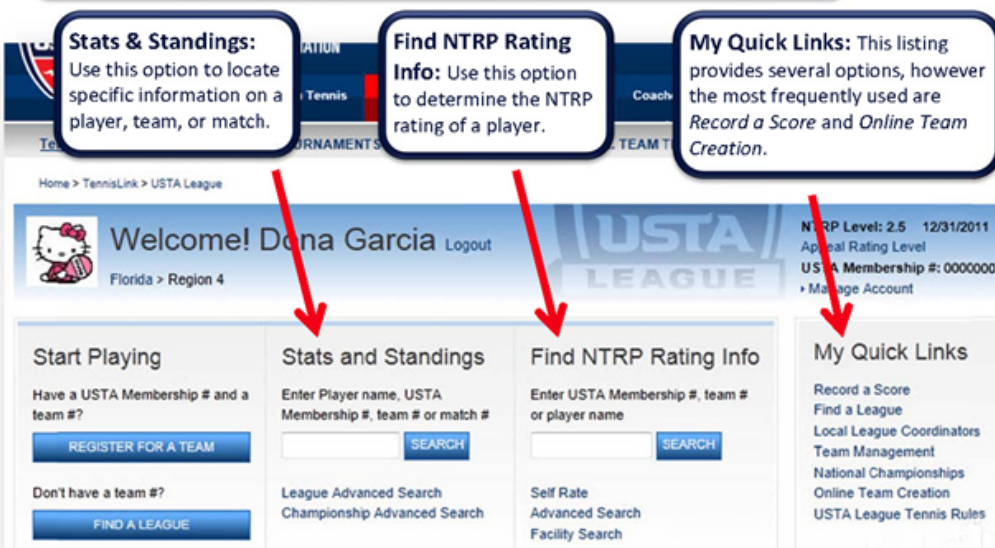
### **Welcome Page**

Listed below are some of the essential functions that may be accessed from this screen.


**Stats & Standings:** Use this option to locate specific information on a player, team, or match.

**Find NTRP Rating Info:** Use this option to determine the NTRP rating of a player.

**My Quick Links:** This listing provides several options, however the most frequently used are *Record a Score* and *Online Team Creation*.



Home > TennisLink > USTA League



Welcome! Dona Garcia Logout

Florida > Region 4

**USTA LEAGUE**

NTRP Level: 2.5 12/31/2011  
Appeal Rating Level  
USTA Membership #: 0000000  
Manage Account

**Start Playing**

Have a USTA Membership # and a team #?

REGISTER FOR A TEAM

Don't have a team #?

FIND A LEAGUE

**Stats and Standings**

Enter Player name, USTA Membership #, team # or match #

SEARCH

League Advanced Search  
Championship Advanced Search

**Team Information**

Working again from the *Welcome* page, click on your team name. The screen on the next page will display listing your team name, facility, captain and flight. It is from this screen that you will perform the majority of your tasks as captain.

**My Teams**

Teams Following

Year	Team	League	Flight
2011	2.5 ladies - Garcia/FTC	2011 Daytona Adult Women	2.5 Women

**Team: 2.5 ladies - Garcia/FTC**

Section: USTA/FLORIDA  
District/Area: REGION\_4 - VOLUSIA/FLAGLER COUNTY

Captain: Dona Garcia  
306.671.8936  
garcia@florida.usta.com

Co-Captain:

**Team Summary**

Match Summary Match Schedule Player Roster Captain's Report

**Team Standings**

Team Name	Wins	Losses	Indiv. Wins	Indiv. Losses	Sets Lost	Games Lost
2.5 ladies - Garcia/FTC	6	0	17	1		
2.5 ladies - Osborne/FTC	3	3	7			
2.5 ladies - Workowski/FTC	2	4	7			
2.5 ladies - Holmes/Spruce Creek	1	5	5			

**Team Matches**

Date	Opponent	Result	Date	Opponent	Result
5/25/2011	2.5 ladies - Workowski/FTC	Won 2-1 Confirmed	6/15/2011	2.5 ladies - Osborne/FTC	Won 3-0 Confirmed
6/1/2011	2.5 ladies - Osborne/FTC	Won 3-0 Confirmed	6/22/2011	2.5 ladies - Holmes/Spruce Creek	Won 3-0 Confirmed
6/8/2011	2.5 ladies - Holmes/Spruce Creek	Won 3-0 Confirmed	6/29/2011	2.5 ladies - Holmes/Spruce Creek	Won 3-0 Confirmed

**Players**

Player Name	NTRP	Player Name	NTRP	Player Name	NTRP
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**Team Information**

The *Team* page is divided into 3 sections. The header displays team name, facility, captain and flight details.

**Team Standing:** lists all the teams in the flight and their standing.

**Team Matches:** lists matches and their results.

**Players lists:** the players on this team and their rating

Tabs across the center allow you to access:

- Match Summary
- Match Schedule
- Player Roster
- Blank Score Sheet

Team Captains Report is also accessed from this screen.

## Example of a Scorecard printed from the Match Schedule tab

Captains need to print a scorecard before the match.

Match #	Home Team	Vs.	Visiting Team	Score												
2.5 ladies - Garcia/FTC #1002357833 Team ID: 1534686602			2.5 ladies - Workowski/FTC Team ID: 1534686071													
<table border="0"> <tr> <td>#1 Singles</td> <td>Name: <input type="text"/></td> <td>Vs. Name: <input type="text"/></td> <td><input type="text"/> - <input type="text"/></td> </tr> <tr> <td></td> <td>Date: <input type="text"/></td> <td>Winner: <input type="radio"/></td> <td>Winner: <input type="radio"/> Status: <input type="text"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="text"/> - <input type="text"/></td> </tr> </table>					#1 Singles	Name: <input type="text"/>	Vs. Name: <input type="text"/>	<input type="text"/> - <input type="text"/>		Date: <input type="text"/>	Winner: <input type="radio"/>	Winner: <input type="radio"/> Status: <input type="text"/>				<input type="text"/> - <input type="text"/>
#1 Singles	Name: <input type="text"/>	Vs. Name: <input type="text"/>	<input type="text"/> - <input type="text"/>													
	Date: <input type="text"/>	Winner: <input type="radio"/>	Winner: <input type="radio"/> Status: <input type="text"/>													
			<input type="text"/> - <input type="text"/>													
<table border="0"> <tr> <td>#1 Doubles</td> <td>Name: <input type="text"/></td> <td>Vs. Name: <input type="text"/></td> <td><input type="text"/> - <input type="text"/></td> </tr> <tr> <td></td> <td>Name: <input type="text"/></td> <td>Name: <input type="text"/></td> <td><input type="text"/> - <input type="text"/></td> </tr> <tr> <td></td> <td>Date: <input type="text"/></td> <td>Winner: <input type="radio"/></td> <td>Winner: <input type="radio"/> Status: <input type="text"/></td> </tr> </table>					#1 Doubles	Name: <input type="text"/>	Vs. Name: <input type="text"/>	<input type="text"/> - <input type="text"/>		Name: <input type="text"/>	Name: <input type="text"/>	<input type="text"/> - <input type="text"/>		Date: <input type="text"/>	Winner: <input type="radio"/>	Winner: <input type="radio"/> Status: <input type="text"/>
#1 Doubles	Name: <input type="text"/>	Vs. Name: <input type="text"/>	<input type="text"/> - <input type="text"/>													
	Name: <input type="text"/>	Name: <input type="text"/>	<input type="text"/> - <input type="text"/>													
	Date: <input type="text"/>	Winner: <input type="radio"/>	Winner: <input type="radio"/> Status: <input type="text"/>													
<table border="0"> <tr> <td>#2 Doubles</td> <td>Name: <input type="text"/></td> <td>Vs. Name: <input type="text"/></td> <td><input type="text"/> - <input type="text"/></td> </tr> <tr> <td></td> <td>Name: <input type="text"/></td> <td>Name: <input type="text"/></td> <td><input type="text"/> - <input type="text"/></td> </tr> <tr> <td></td> <td>Date: <input type="text"/></td> <td>Winner: <input type="radio"/></td> <td>Winner: <input type="radio"/> Status: <input type="text"/></td> </tr> </table>					#2 Doubles	Name: <input type="text"/>	Vs. Name: <input type="text"/>	<input type="text"/> - <input type="text"/>		Name: <input type="text"/>	Name: <input type="text"/>	<input type="text"/> - <input type="text"/>		Date: <input type="text"/>	Winner: <input type="radio"/>	Winner: <input type="radio"/> Status: <input type="text"/>
#2 Doubles	Name: <input type="text"/>	Vs. Name: <input type="text"/>	<input type="text"/> - <input type="text"/>													
	Name: <input type="text"/>	Name: <input type="text"/>	<input type="text"/> - <input type="text"/>													
	Date: <input type="text"/>	Winner: <input type="radio"/>	Winner: <input type="radio"/> Status: <input type="text"/>													
<b>2.5 ladies - Garcia/FTC Members in Home Team:</b> (11)Fabulich, Samantha [2.5]   (12)DeJulio, Lisa J [2.5]   (13)Wustro (15)Behnke, Susan Kay [2.5]   (16)Bayuk, Ellen [2.5]   (17)Wheeler [2.5]																
<b>2.5 ladies - Workowski/FTC Members in Visiting Team:</b> (11)Wescoat, Lauren [2.5]   (12)Gelmovitch, Valerie [2.5]   (13)Be (15)Workowski, Amy M. [2.5]   (16)Enger, Dianne Linda [2.5]																

The scorecard provides your team match Home and Visiting team information and spaces to write in players' names and scores. At the bottom of the scorecard is the current roster for both teams. All players must be registered in TennisLink in order to play on the team. If a player played a match without being registered in advance, the match will be disqualified and the individual match win will go to the other team (regardless of who wins the individual match). It is also recommended that both captains exchange line-ups with each other at the same time. Once line-ups are exchanged, no changes may be made. *(Please refer to rules and regulations for specific information on player substitutions.)*

## Report Scores

Captains must input final scores within 48 hours of play. The *winning captain* is responsible for entering scores. From the Welcome page, click on *Record a Score*. The screen below displays. Enter in the Match Id# and click on *Next*.

