### To Join USTA

https://tennislink.usta.com/Dashboard/Main/default.aspx

On right side of screen you will see **JOIN USTA** 

## **To Create an USTA Account:**

After you join go back to main screen and you will see in red

Don't have a USTA Account? Click here to create

#### To Self Rate

https://www.usta.com/en/home.html

Click Tennis Link

Click USTA League Page

Look to the right middle of page and you will see:

# **Find NTRP Rating Info**

Enter your USTA Account, team # or player name

player name

Advanced Search

Facility Search

#### **SELF RATE - BUTTON**

Click on Self Rate button and answer questions After you answer the questions it will give you a rating

After you register for membership you will need to set up an account.

## To Register for Flex League

logged onto usta.com- https://www.usta.com/en/home.html

Clicked Tennis link- https://tennislink.usta.com/Dashboard/Main/default.aspx

Signed into my account

Click USTA Flex leagues at top of screen

Click Register for a League on left hand side

Division: Pick Adult Womens Singles

State: LA

Metro Area: Shreveport Click SEARCH or Find

Click Details for Level and register

## To Register for Spring/Tri-Level/Mixed/Combo Leagues

Log onto usta.com- https://www.usta.com/en/home.html

Clicked Tennis link- https://tennislink.usta.com/Dashboard/Main/default.aspx

Signed into my account

Start Plaving

Have a USTA Account and a team #?

REGISTER FOR A TEAM

Enter Team # given to you by YOUR CAPTAIN

If you are registering for more than 1 team click +Add and enter your USTA # again and the additional Team # Click Continue

Double check Team Name to make sure you entered right Team #

Enter Payment information and hit SUBMIT

#### To Create Team for Spring/Tri-Level/Mixed/Combo Leagues

#### Best to use a laptop or desktop

Log onto <u>usta.com</u>- <u>https://www.usta.com/en/home.html</u>

Clicked Tennis link-https://tennislink.usta.com/Dashboard/Main/default.aspx

Signed into my account using Login

On right hand side you will see Start Playing

Under that click REGISTER WITH A TEAM #

At the top you will see Register for a Team

To Register for a team you will need a USTA Account and a team # provided by a Team Captain or Local League Coordinator. <u>If you need to create a new team # online</u>, <u>click here</u>.

Section: USTA Southern

District: LA

Metro Area: Shreveport

League: Click Type of Team you want to set up ie., 2018 Shrev-Boss Mixed 18 & Over

Flight: Select Flight

Team Name: Enter Your Name

Home Courts: Select Facility You are playing out of

IF Facility doesn't appear in drop down box to the right select OTHER FACILITY

Facility Name: Enter Facility USTA: enter # below that is your facility

State: LA

Search

Name will pop up click on and hit save

Create Team

#### **Please Note:**

When you choose the **Create team button**, you will be taken to the registration page where a team number and your USTA number will appear. This team number is valid **ONLY** if you pay for at least one registration. The valid team number will be displayed again upon completion of the registration. If you choose not to proceed with the registration, the team information will be lost.

### Tennis Center Names and Site # when registering Teams NEED FACILITY ASSOCIATION

Pierremont Oaks Tennis Club	919359301
East Ridge Country Club	919359719
Bossier Tennis Center	2002314601
Cockrell Tennis Center	920202902
Southern Hills Tennis Center SPAR	919367641
Southern Trace Country Club	919367674
Querbes Tennis Center SPAR	919664305

# To Record Scores on USTA Mobile App

**Click on Your App** 

Leagues

**Schedule** 

Click on down arrow to show

**Click Add Scores** 

Actual Date: Please tap and choose date

**Continue** 

Click on Player and enter names

**Enter scores** 

Where it says WIN click check next to person that won

**Click completed** 

**Review** 

**Finish** 

# **Notes on Tennis Link**

Tennis Link likes to use pop-up windows be sure and check that.

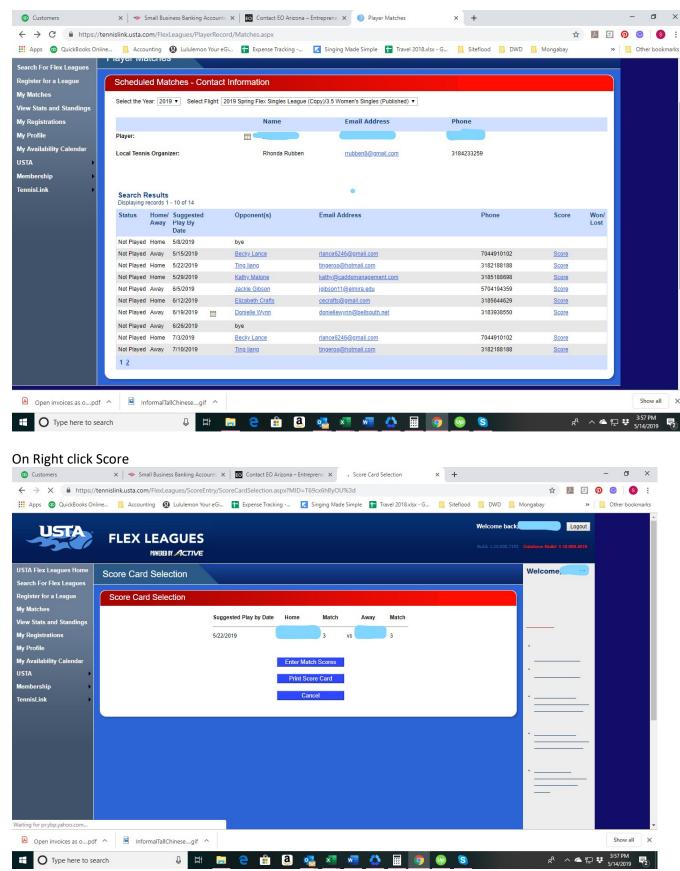
Tennis Link is picky to which computers and web browsers it functions well with.

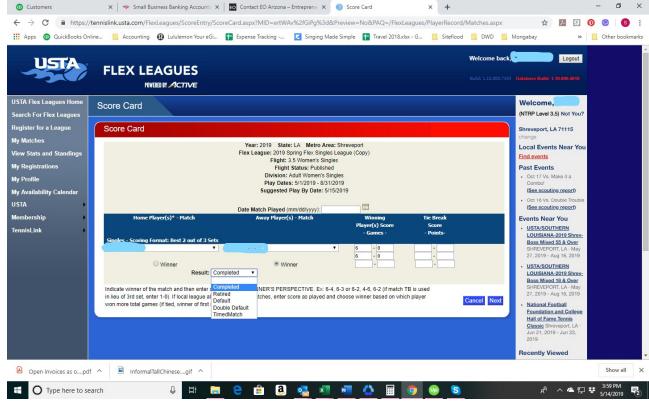
Make sure to use a PC and preferably Windows Explorer or Firefox.

You may have issues if you try to to self-rate on a smart phone or tablet a problem.

# To Record Scores for FLEX

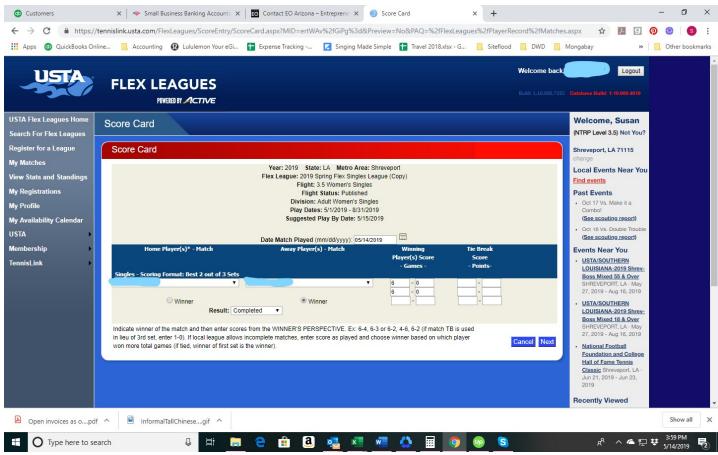
USTA website Click Tennis Link at top of screen On Right click LOG IN Type in your ID/PW and log in At top click USTA FLEX LEAGUES

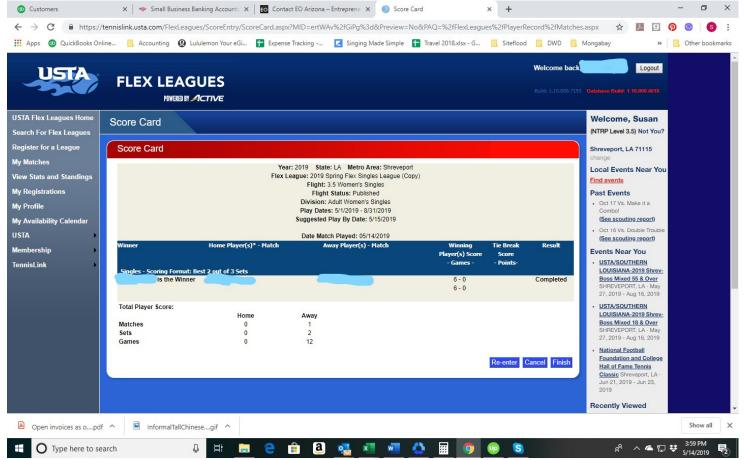




Select Players

Enter Scores – Please note enter score as played and choose winner under name based on which player won





Review again Click Finish