



World Team Tennis CAPTAIN'S GUIDE TO



Team Tennis



What is TennisLink Team Tennis?

TennisLink is a user-friendly web-based system designed as a means to provide secure communication and flow of information between the USTA and its members via the Internet.

TennisLink Team Tennis allows users to:

- Register teams and players
- Enter and confirm World Team Tennis scores.
- Access team rosters, schedules, and standings.
- Apply for and renew USTA memberships.

Do I have to be a USTA member to play World Team Tennis?

No. USTA membership is not required to join World Team Tennis on *TennisLink Team Tennis*.

How do I access TennisLink Team Tennis?

To access *TennisLink Team Tennis*, go to the CTA website (www.coloradotennis.com), click on the TennisLink logo on the right of your screen, and click the link for World Team Tennis.

What if I don't have an NTRP rating?

Players without an NTRP rating should determine their rating before registering for a team. Guidelines for determining ratings are available on the CTA website. Click on "NTRP" tab at the top of the screen and then click "NTRP Characteristics".

How do I register for a team?

You will need to know the team number for the team you wish to join. Your local facility coordinator can provide you with this number.

Connect to *TennisLink Team Tennis* through the CTA website. Click on "Register for a Team" under Program Play. Enter the team number and your USTA number if you have one. If you are not a USTA member, click on "Don't Have a Number". Upon completing the online form you will be given your personal Team Tennis number. It is important to keep this number handy because you will use it to log into TennisLink to access your schedule, scores, etc.

VISA, MasterCard or American Express are the only forms of payment that TennisLink accepts. Once you have completed the payment instructions, you have been registered.

How do I report my WTT scores?

Both teams should be involved in score reporting. The home team reports the scores, and the away team should confirm or dispute the entered scores. Any registered player can report scores for their matches once they have logged in with their Team Tennis or USTA number.

After logging in, select "Score Entry" under My Options. Enter the match number and click Next. If the match information on the next screen is accurate, click Next again to get to the Match Scorecard.

First enter the date of the match. Since World Team Tennis match results are based on total games won it is only necessary to enter the final score of the match (from the bottom line of the WTT scorecard). Select any player from the dropdown list for each team, and enter the team scores. The winning team's score must be entered in the left score box (i.e. 36-10; not 10-36). In WTT, the match should always be reported as "Completed". A total team default results in the other team winning by a score of 36-0. Make sure you select the correct winner of the match and press Next. If the information on the confirmation screen is correct, click Finish to post the score.

How do I confirm my scores?

Click on "Score Entry" under My Options. Enter the match number and click Next. Review the scores. Select either confirm or dispute. Disputed scores will be researched and resolved by the CTA League Department.

How can I access information about my Team, Schedules, and Standings?

Once you are logged into *TennisLink Team Tennis*, select "Teams" under My Options. A page with a list of your WTT team(s) will come up. In the rightmost column next to your team, you will see an icon that looks like a sheet of paper. Click on this icon.

You are now viewing your league standings. At the top of the screen there are several buttons that let you access more information that will be important for your team.

Click Player Roster to view your players and their contact information.

Click on Match Schedule to view your team's schedule.

Click on Match Summary to view results of each match your team has played.

Whom can I contact if I have questions?

Alex Davydov, WTT League Coordinator

E:mail: alex@coloradotennis.com

Phone: (303) 965-4116 (x206)