



A CAPTAIN'S GUIDE To

TennisLink



What is TennisLink?

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 allows captains to:

- Register teams
- Enter and confirm scores.
- Access team rosters, standings, schedules and blank scorecards.
- Renew USTA memberships.

How do I access TennisLink?

TennisLink can be accessed by clicking on the Helpful Links drop down menu along the upper left portion of any page on COLORADOTENNIS.com.

What do I need to do to register for a league?

A current USTA membership number is needed to register for league tennis. Memberships must be current through the league season. VISA, MasterCard or American Express are the only forms of payment that TennisLink accepts for league registration.

Go to the TennisLink webpage (via COLORADOTENNIS.com). Click on Register for a Team. Enter your USTA number and team number in the space provided. Be sure to click on Yes if you will be the Captain. Click on Next Step and follow the payment instructions.

What if I don't have a NTRP rating?

Players without a published NTRP rating from any of the past three years (2 years if you are 60 or older) must declare a self-rating when registering for a team. Follow the self-rating guidelines to accurately determine your rating for the upcoming season.

How do I report scores on TennisLink?

Both teams should be involved in the reporting of scores. One team reports the scores; the other team should confirm or dispute the entered scores.

Any registered team member may enter scores. From the TennisLink page, click on Record a Score. (A message will appear if the scorecard is in use.) Type in the match number.

On the blank scorecard, enter the scheduled date of the match. Select players from the drop down list for home and visiting teams. Click the winner button identifying the winning team for each court. Enter the scores for each match from the winner's perspective (6-4, 6-3 not 4-6, 3-6). Select the final outcome (completed, retired, default, double default) for each match from the completed drop-down list.

When finished entering the results, click next and TennisLink will verify that the entries comply with the league scoring rules. If incomplete, a prompt will instruct you to click the back button and resubmit the results.

It's important that the finish button be clicked once all scores are entered. Once finish has been clicked, the scorecard cannot be changed, except by the CTA League Department. If you realize that you made a mistake after the finish button has been clicked, please contact the CTA League Department for assistance in correcting the mistake.

How do I confirm my scores?

Completed scorecards can be accessed through Record a Score.

Enter the match number and click on Go. Review the scores. Click either confirm or dispute. Disputed scorecards will be researched and resolved by the CTA League Department.

How do I view a team roster?

Rosters containing detailed player's information including addresses, telephone numbers, USTA numbers, player numbers, NTRP ratings and

number of matches played are available to team captains for their specific team only.

To access, enter your USTA number at the prompt on the TennisLink webpage. Enter your team number and click on Go. Select the Player Roster option.

How do I print a blank scorecard?

Enter your USTA number at the prompt on TennisLink. Enter your team number and click on Go. Select the Blank Scorecard option. All players currently registered on the team will appear on the scorecard. Print a new scorecard when additional players are registered. The scorecard is not specific to any match.

How do I view my team's schedule?

Enter your USTA number at the prompt on TennisLink. Enter your team number and click on Go. Select the Match Summary or Match Schedule option. Refer to each league's operating procedures for the date the completed schedule will be available on TennisLink.

How do I view team standings?

Team standings within a flight or sub-flight can be accessed by entering your team number and by clicking on Go. Click on Flight or Sub-Flight. Click on Team Standings.

Who do I contact if I have a question?

COLORADO TENNIS ASSOCIATION

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www.COLORADOTENNIS.com