



TennisLink Help Guide

www.coloradotennis.com

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This help guide was prepared by USTA Colorado to assist in answering many of the routine questions that arise. Should you encounter any problems while using *TennisLink*, please call Dan Lewis at 303-695-4116 x207. USTA Colorado is committed to assisting you throughout this process and can seek assistance from the USTA *TennisLink* Team, if any problems occur with their program.

Getting Started

Step 1:

Go to <http://teamtennis.usta.com>. This will take you directly to the *TennisLink* Home page. See Page 3 for more information on the Home Page.

OR

Step 1:

Go to www.coloradotennis.com. (Shown in diagram below)

Step 2:

Click on the Helpful Links dropdown menu

Step 3:

Scroll down to TennisLink and click on Junior Leagues

USTA Colorado - the Colorado Tennis Association - Windows Internet Explorer

http://coloradotennis.com/cta/website.asp

File Edit View Favorites Tools Help

USTA Colorado - the Colorado Tennis Association

USTA COLORADO

NEWS JUNIORS ADULTS SENIORS NTRP COMMUNITY ABOUT CTA SUPPORT

Helpful Links

Helpful Links

CTA Search Tools

Find a Court

Find a Tourney

CTA Quicklinks

Leagues

Tournaments

Team Colorado

The Code

Advertising

Subscriptions

Contact Us

USTA.com

Home

Membership

The Rules

US Open

Intermtn Section

TennisLink

NTRP Search

Junior Leagues

Adult Leagues

World TT

Tournaments

CO Standings

Jr Divisions

NTRP Divisions

Age Divisions

USTA Colorado Celebrates Black History Month

Black History Month is an annual observance in February, celebrating the past and present achievements of African Americans. In 1926, Dr. Carter G. Woodson established a designated time to honor the history and contributions of African Americans. The observance is a time to reflect on the role of African Americans in American history and to recognize the many ways in which they have shaped our nation's identity and Black History Month is a time to reflect on the role of African Americans in American history and to recognize the many ways in which they have shaped our nation's identity.

and giving inspiration to the next generation of tennis players. Black History Month by recognizing the achievements of African American tennis pioneers, legends and current players.

1

2

3

4

5

6

1. Click on Helpful Links

2. Scroll down to TennisLink

3. Click on Junior Leagues

ment Rankings

Ranking system were available. Please contact your division you are interested in for more information. Email: usa@coloradotennis.com

Click on the following links to view the tentative 2009 rankings:

[NTRP - Singles/Doubles and Mixed](#)

[Senior - Singles/Doubles and Mixed](#)

[Family Doubles](#)

[Men's/Women's Championship - Singles/Doubles and Mixed](#)

[Junior Championship](#)

[Junior Satellite](#)

Internet 100%

start Microsoft Office... USTA Colorado - th... Search Results 2009 JTT-TL Help ... 10:14 AM

TennisLink Home Page

Team Tennis Home - Windows Internet Explorer
http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx

USTA.COM The Official Website of the United States Tennis Association

US Open Olympus US Open Series Pro Tennis Leagues & Tournaments Future Champions Play Now Parents Coaches Get Involved Improve Your Game TennisLink Membership

LEAGUES | FLEX LEAGUES | TOURNAMENTS | TEAM TENNIS

Coach/Coordinator Sign In | Questions? Advertisement

USTA Jr. Team Tennis
Win or Lose we play as one. THIS IS MY TEAM.

Register for a team

Login

Register to Play
This is where the net unites us.

Find a Program
Win or Lose we play as one.

Learn More

TennisLink View Team Tennis Stats and Standings MY TEAMS

Find Records by Player Name or Team Name

Find Player by... Find Team by...

Last Name: _____ Team Name: _____

First Name: _____

Exact Match **Find Player** **Find Team**

Look up standings, stats, or schedule by player name

Look up standings, stats, or schedule by team name

http://tennislink.usta.com/TEAMTENNIS/Main/Stats.aspx

Team Tennis Home - Windows Internet Explorer
http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx

TennisLink View Team Tennis Stats and Standings MY TEAMS

Welcome to USTA Team Tennis powered by active.com

If you love playing tennis ~ you're going to love it even more as part of a team. Even at the pro level, players like Andy, James, the Williams sisters and the Bryan brothers get especially fired up when they're part of a team effort.

Find Records by Player Name or Team Name

Find Player by... Find Team by...

Last Name: _____ Team Name: _____

First Name: _____

Exact Match **Find Player** **Find Team**

View Program Stats & Standings

USTA/Team Tennis Number: _____ Team Number: _____ Match Number: _____

Go **Go**

Advanced Search

League Advanced Search Championship Advanced Search

Options

- **Become a Coach/Manager**
- **Become a Coordinator**
- **Championship Registration**

Become a Coach/Manager or Coordinator

Look up stats & standings by team number or match number

Coach/Captain Menu Options

The "My Teams" feature allows you to quickly track the activity of your favorite teams without having to enter the team number every time you visit the site. Add as many teams as you wish. Click on Help for instructions.

Search By Player Name - Find records by player name [Help](#)

Last Name: First Name:

Search Type: Exact Match Name Starts With

Search By Team Name - Find records by team name [Help](#)

Team Name:

Division:

View Program Stats & Standings

USTA/Team Tennis Number:

Team Number:

Match Number:

League [Advanced Search](#)

Championship [Advanced Search](#)

To use TennisLink, cookies must be enabled in the user's browser. For more information, please go to your browser's help menu. To view reports you must disable your pop-up blocker.

Program Play

[Register for a Team](#)

[Become a Program Coord](#)

[Become a Coach/Captain](#)

USTA Membership

[Join the USTA](#)

[Renew your Membership](#)

Championships

[Register a Team](#)

My Profile

Welcome [Daniel Lewis](#)

[Logout](#)

My Role(s)

1) [District Coord](#)

--Intermountain|Colorado

2) [Area Coord](#)

--

Intermountain|Colorado|Metro Denver

3) [Area Coord](#)

--

Intermountain|Colorado|Norther Colorado

4) [Program Coord](#)

--Intermountain|Colorado

5) [Coach/Captain](#)

My Options

[Score Entry](#)

[Teams](#)

[Create New Team](#)

[Register Players](#)

[Learn More](#)

As a coach / captain, you will have the following menu options:

Score Entry:

Allows you to enter a score after a match has been completed or confirm or dispute scores for your team that have already been entered. See Score Entry for more information.

Teams:

This option will pull up a list of your teams along with other useful information.

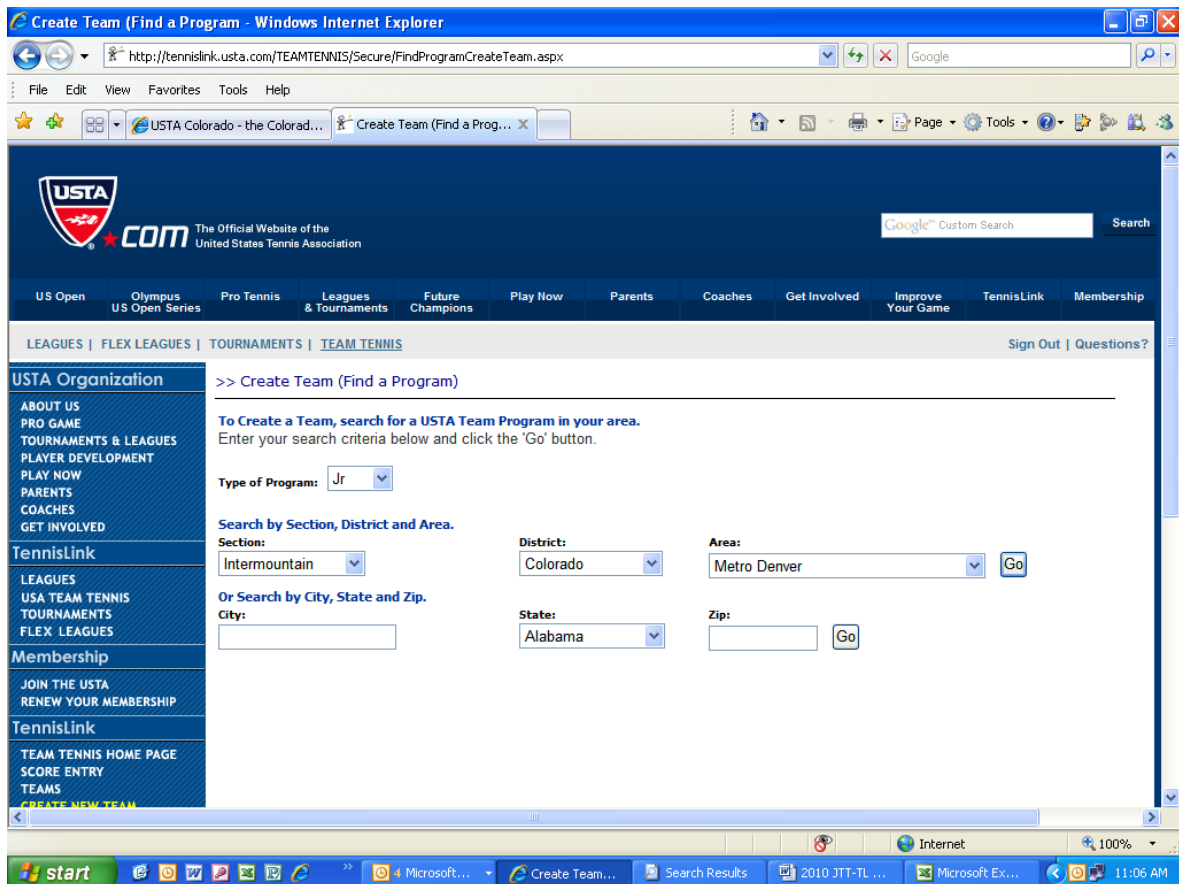
Create New Team:

This option is only available for Junior Team Tennis. See Creating Teams / Team Numbers.

Register Players:

Takes you to registration screen. See Registration for more information.

Creating Teams / Team Numbers



Step 1:

Using the drop down menus, select Jr, Intermountain Section, Colorado District, and the appropriate area. Ex. Metro Denver, Northern Colorado, Western Slope, Mountains, Steamboat Springs, or Colorado Springs. Then click Go.

Step 2:

At the next screen, click on the blue link labeled “Jr” next to the specific program for which you would like to create a team.

Creating Teams Continued

The screenshot shows a web browser window titled "Create Team - Microsoft Internet Explorer". The address bar shows the URL: <http://teamtennis.staging.usta.com/Secure/CreateTeam.aspx?LeagueID=7159&t=11%2f23%2f2005+12%3a30%3a29+PM>. The page content includes a sidebar with "CREATE NEW TEAM" and "REGISTER PLAYERS". The main form has the following fields and sections:

- Team Name:** [Text input field] [Save button]
- Team Number:** 257233086 (New Team)
- Site Facility:** [-select-]
- Division:** [-select-]
- Coach/Captain:** (Enter USTA or Team Tennis Number and click 'Get'): [Text input field] [Get button]. Fields include First Name: Jason, Last Name: Rogers, Address: 9426 W Nichols Pl, City: Littleton, State: Colorado, Zip: 80128, E-Mail: jason.rogers@coloradotennis.com, Phone: (303) 972-9921, DOB: 7/7/1975, Gender: Male, Ethnic Group: White.
- Affiliations (Check all that apply):** USPTA PTR HSC (High School Coach) PRI (Parks&Rec Instructor) Volunteer Parent Other
- Co-Captain (optional):** (Enter USTA or Team Tennis Number and click 'Get'): [Text input field] [Get button]. Fields include First Name, Last Name, Address, City, State, Zip, E-Mail, Phone, DOB, Gender, Ethnic Group.
- Affiliations (Check all that apply):** USPTA PTR HSC (High School Coach) PRI (Parks&Rec Instructor)

Step 3:

Fill in the team name (Be sure to include Facility Abbreviation, Boys or Girls, Age group, and Ability Level)

Example of Team Name for a Ken Caryl Boys 12 Challenger B team (please take the time to do this correctly):

KC B 12 CB

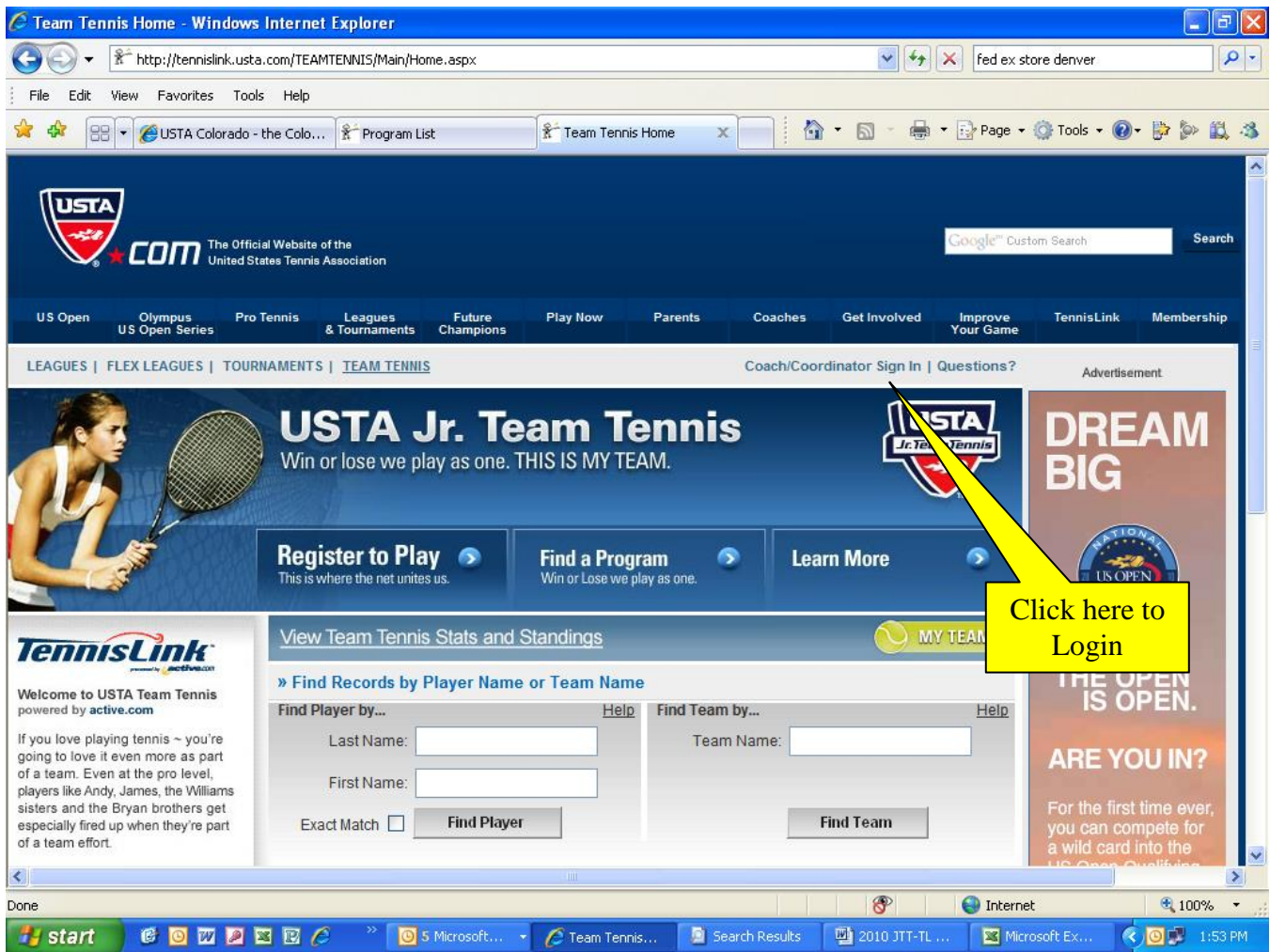
Using the drop down menus, select the Site Facility and the Division. Click on the boxes below to select the correct Affiliation and click on Save.

Step 4:

If you have a USTA number or Team Tennis ID number for a co-captain, you can enter it in the Co-Captain box and click Get. If you don't have a number, please see section on becoming a Coach/Captain.

Note: It is not a requirement to have a Co-Captain listed.

How to Log On to *TennisLink*



Step 1:

Click where it says “Click here to Login.”

Step 2:

Enter your USTA # or Team Tennis ID # and your password and click “Logon.”

Note: If you have problems getting logged on, call the USTA CO office for assistance.

Become a Program Coordinator

This is an unnecessary step. You will not have any useful options by signing up as a Program Coordinator. Please select “Become a Coach / Manager” as that has a menu of usable options. For more information or for questions, please call Dan Lewis at the USTA Colorado office, 303-695-4116 x207

Registration

DO NOT HIT THE BACK BUTTON!

register for a program at a given level and then be assigned to a team by the program coordinator.

Registration if you have a team number:
 (1) Enter the team number.
 (2) Enter USTA Membership # (Jr. Programs) or Team Tennis ID # or click "don't have a #?" (Adult programs)
 (3) Click "Submit".
 (4) Players registering for Official USTA Jr. Team Tennis Programs will be prompted to select a shirt size.
 (5) Click "Submit".

Registration for a Program if you don't have a team number:
[Click here to Register for a Team Tennis Program](#)

Coach/Captain, need to create a new team?
[Click here to create a new team](#)

The maximum number of players that can be registered at one time is 15

[+ Add More Players](#) [Submit](#)

	Team Number	USTA Membership #		
1 .	<input checked="" type="checkbox"/> AutoFill 2572123216	<input type="text"/>	Don't have a number?	Remove
2 .	<input type="text"/>	<input type="text"/>	Don't have a number?	Remove
3 .	<input type="text"/>	<input type="text"/>	Don't have a number?	Remove
4 .	<input type="text"/>	<input type="text"/>	Don't have a number?	Remove
5 .	<input type="text"/>	<input type="text"/>	Don't have a number?	Remove
6 .	<input type="text"/>	<input type="text"/>	Don't have a number?	Remove

Click here when you are finished entering players

Click here if you don't have a USTA Number or a Team Tennis Number

Click here to add more players

Before beginning registration, it is very important to have all information for the players you are registering. You can add additional players later if you need. Once you have started entering player information,

DO NOT HIT THE BACK BUTTON!

If you hit the Back button all information you have entered will be lost. There is no way to recover this information if it is lost.

The required information you will need for every player is listed below. Please make sure that you ask for all of this information on your registration sheets:

Required Fields

- | | |
|--------------|----------------|
| First Name | Zip |
| Last Name | Date of Birth |
| Address | Gender |
| City | State |
| Ethnicity | E-Mail Address |
| Phone Number | |

Registration Continued

Step 1:

If players participated last year, they were given a Team Tennis ID #. This information, if available, will reduce the number of steps you must take to register a player. If you can't locate your information, you can look up your rosters from last year by viewing your Teams from the previous year. Call the USTA Colorado office if you have questions.

Step 2:

From the home page, click on "Register for a Team." See the screen diagram on Registration if you need assistance finding these options.

Step 3:

Input the Player's USTA # or Team Tennis ID # in the first box. If the player does not have a USTA Number, click on the words, "Don't have a number?" See Step 5 (below) for more information.

Step 4:

Enter the team number you wish to assign this player to. If you are entering team numbers manually, be sure you have the correct team number.

Step 5:

Registering players who don't have a USTA Number. Click on the words, "Don't have a number?" Fill in ALL Required fields and click on Save. There is an example of this screen on the next page.

Note: It is a good idea to keep record of all Team Tennis Numbers that are generated. The Team Tennis Number is similar to a USTA Number.

Step 6:

Repeat this process until all players have been entered. If you need more lines, click on "+ Add More Players."

Step 7:

Once all players have been entered, click on "Submit." See Submit for more information on Checkout.

Step 8:

You may be prompted to select the ethnic group for some players who have been in the system. You can select "Prefer Not to Provide" if you don't know or don't want to answer.

Step 9:

You may come to a screen that says you have players with expired or expiring memberships. You can check the box that says "Register Without Renewing" and then click Proceed to Checkout if you do not want to renew the USTA membership at that time.

Submit

Player Registration - Windows Internet Explorer

https://tennislink.usta.com/TEAMTENNIS/Main/RegisterPlayers.aspx?TeamNumber=2572123216&Caller=TeamHome& escuela tlatelco denver

File Edit View Favorites Tools Help

USTA Colorado - the Colorad... Player Registration

PLAYER DEVELOPMENT
PLAY NOW
PARENTS
COACHES
GET INVOLVED

TennisLink

LEAGUES
USA TEAM TENNIS
TOURNAMENTS
FLEX LEAGUES

Membership

JOIN THE USTA
RENEW YOUR MEMBERSHIP

TennisLink

TEAM TENNIS HOME PAGE

Tennis Warehouse

Penn.

Nike

Enter Credit Card Information

Name on Card: Tennis Player Total Charge*: \$21.00

Credit Card Type: Visa Credit Card Number: 1234567891011

Expiration Date: 10 10 Zip Code: 80209

TennisLink Processed by Active.com

Yes! I want to sign up for:

USTA.com Newsletter: Free weekly enewsletter with tennis news, USTA updates, instructional video, shop discounts and more.

Active Tennis: Free monthly enewsletter with tennis, fitness and training tips, USTA updates and tournament listing.

Local Events: our free e-listing of sports and activities you can register for.

Enter Email Address: [Field]

* Subscription to email newsletters is optional and not required for registration. Remove your email address and click "Register Player" to complete registration without subscribing to newsletters.

* Adding your e-mail address will enable you to receive the Newsletters checked above.

Back Submit

Detail Summary

#	Player	Program	Division	Team Total Fee*	Member Shirt Size	Member Expire Date
1	Emily Strande	Colorado Junior Team Tennis - Denver Metro	18 and Under - Intermediate	test \$21.00		

Enter Credit Card information

Double check all your players' information

Click here when finished

If any player information is incorrect, click here

Step 9:

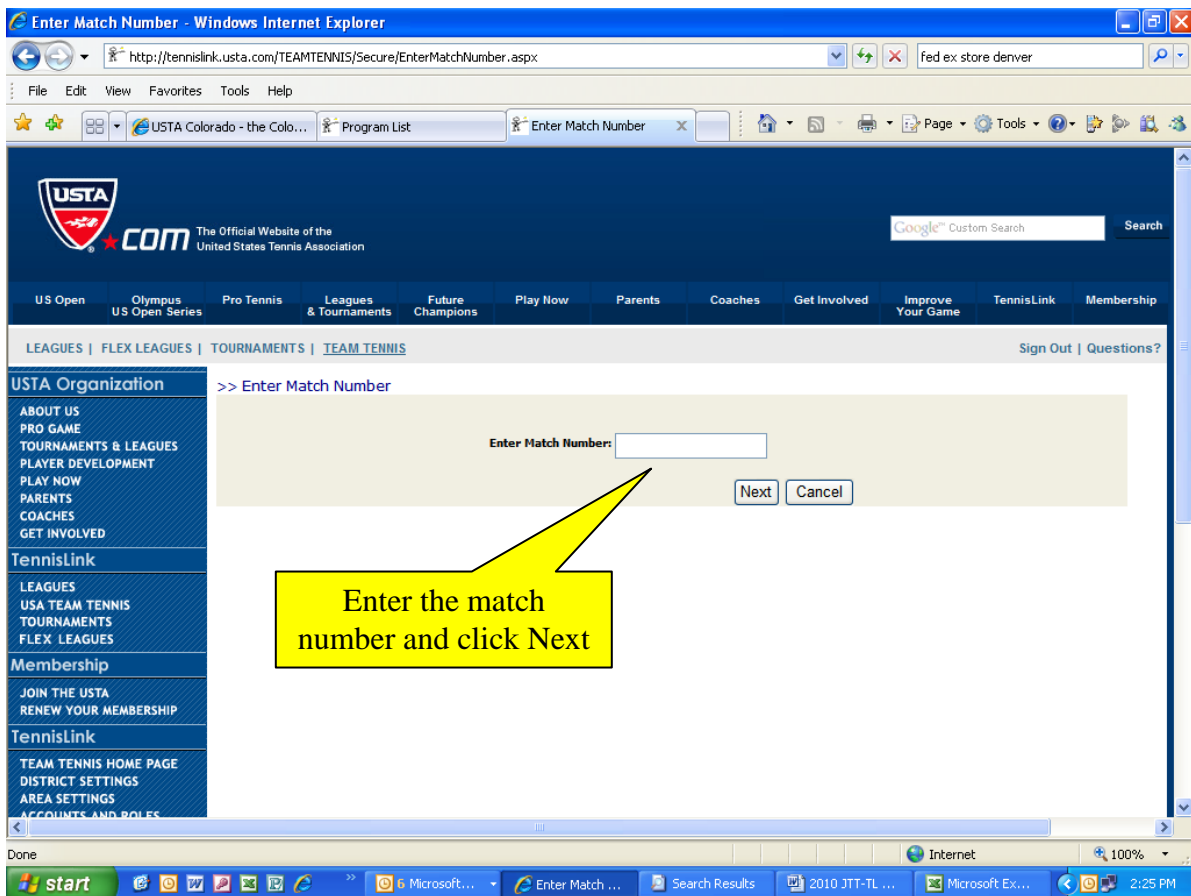
Enter the credit card information. Double check the Detail Summary to make sure you have registered everyone and in the right Division. If any of the information is incorrect, click on the Back button that is located next to the Submit button.

Step 10:

Once you are sure that all information is correct, Click on the Submit button. The screen will refresh (this will be your receipt). Be sure to print a copy of this screen and save it for your records.

Note: If a player is registered and then decides to withdraw from the league, the USTA Colorado office can refund the league fee. Any refund request must be made to the USTA Colorado office by the player deletion deadline. The \$3 TennisLink fee will not be refunded.

Score Entry



Step 1:

Start off by logging in (the system will not allow you to enter a score if you are not listed as the captain for that team. Once logged on, select “Score Entry” under My Options. See the Coach / Manager Menu Options section if you need information on the location of My Options.

Step 2:

Enter the match number and click Next. You will see the screen shown below. If this is the correct match, click Next again. If not, you can click Re-enter to change the match number.

Note: You can print a scorecard here also. If you don't have the match number, see your schedule. Information on schedules can be found on the next page.

Score Entry Continued

Match #719630 in 2009 SUN Middle School League 2009
 Guardian Angels [Team ID:257297387] Vs. St. Catherine [Team ID:257297390]
 Date Scheduled: 04/04/2009 9:00 AM Date Match Played(mm/dd/yyyy): 4/4/2009
 Match Win Criteria: Games won

Guardian Angels*	St. Catherine	Winning Team Score	Result/Winner
# 1 Mixed - Scoring Format: Match Tiebreaker			
Stephanie White	Mike Larson	6 - 1	Result: Completed
Gabriel Rodriguez	Nataly DeMendoza	6 - 2	Winner: St. Catherine
# 2 Mixed - Scoring Format: Match Tiebreaker			
Izaak Heier	Mona Magno	5 - 7	Result: Completed
Gabriel Rodriguez	Zach Young	6 - 2	Winner: Guardian Angels
# 3 Mixed - Scoring Format: Match Tiebreaker			
Matthew White	Gino Valdez	5 - 7	Result: Completed
Steven Ulibarri	Nataly DeMendoza	6 - 3	Winner: St. Catherine
		1 - 0	

Buttons: Cancel, Next

Step 3:

Enter the date of the Match.

Step 4:

Using the drop down menus, select the players for each position. Next, enter the score for each match, select the result of the match, and select the winner.

Step 5:

A confirmation screen will appear next. Verify the accuracy of the matches played and the scores. If correct, click on Finish. If anything is incorrect, click on Re-enter. After you click on finish, you will see the same screen.

Note: If a match goes to a third set (a tiebreaker is played in lieu of 3rd set), enter the score as 1-0. Otherwise it will say that an invalid score has been entered.

Stats, Standings & Schedules

The screenshot shows the USTA TennisLink website interface. At the top, there's a navigation bar with 'USTA Colorado - ...', 'Program List', and 'Team Tennis Ho...'. Below this is a banner for 'SPECIAL USTA OFFER League Players' with a 'RENEW NOW!' button. The main content area is titled 'USTA Team Reports - Team Level' and features a table with columns for Team, USTA Section, District/Area, Program, and Flight. The selected team is 'KC B 12 BLACK' in the 'INTERMOUNTAIN' section, 'COLORADO/METRO DENVER' district, 'Colorado Junior Team Tennis - Denver Metro' program, and 'BOYS 12 IB WEST' flight. Below the table are buttons for 'Team Summary', 'Match Summary', 'Match Schedule', 'Player Roster', and 'Blank Scorecard'. A 'Click here to add this team to "My Teams."' button is also visible. The 'Teams Summary' section shows details for the selected team, including Coach/Captain (Takaki) and Facility (Ken Car). The 'Teams Standings' section shows a table with columns for Team Name, Team Wins, Team Losses, Ind. Wins, Ind. Losses, Sets Won, Sets Lost, Games Won, and Games Lost. The selected team, 'MVCC B 12 IB', has 5 wins, 1 loss, 15 individual wins, 3 individual losses, 30 sets won, 8 sets lost, 196 games won, and 100 games lost. The bottom of the page shows the Windows taskbar with the start button and several open applications.

Step 1:

From the home page, enter the required information under either:

“Search by Player Name”

“Search by Team Name”

“Search by Team Tennis Number, Team Number, Match Number”

Step 2:

From the Team Summary page, you can click on the Players’ Names to see individual match statistics. The team standings are listed in the center of the screen, with the team match record at the bottom.

Step 3:

Click on Match Schedule to get the selected team’s schedule. Be sure you have the correct team selected before you click on Match Schedule. The team name will be listed at the top left corner above the Team Summary button.

Note: Team standings criteria are league specific. Please contact USTA Colorado if you are unsure of the standings criteria.

My Teams

My Teams is a very easy way to pull up the schedule, stats, and standings for any number of teams. First, you must set up My Teams:

Step 1:

Open up the team(s) Standings page. (See Stats, Standings, & Schedules Page for help)

Step 2:

Click on Add to My Teams, located near the top, right side of the screen. (See Stats, Standings, & Schedules Page for help)

Step 3:

Once you have selected all your teams, go to the home page. You will see all your teams in the middle of the screen. You can click on the team name to get to stats & standings more quickly and easily.

