Managing Your Team

Welcome to our new Team Management tool, which makes it easier than ever to manage your team. You’ll find the link to the Team Management tool under “My Quick Links,” in the right-hand column on the TennisLink Leagues page. (Note: To access your team, lineups, roster and related information, please make sure you are logged onto your USTA account.)

Clicking on the “Team Management” link will take you to your personalized Team Management page. All of the teams associated with your log-in number will be displayed in the “My Teams” section.
Email Team Players

Click on a team name, and you will be provided with detailed information about the team, including match lineups, the roster of players and facility information. You will also find an “Email all team players” feature.

By clicking on the “Email all team players” link, you will be able to send a blast email to all of your teammates; to send an email to an individual player only, click on the player’s name. The email feature pulls up your default email program and creates a blank email, with the address of each player added to the “To” field. You can then compose an email to your entire team or to an individual teammate.
**Setting Availability**

Players have the option to set their availability for each team for which they are registered. In the “Availability” area, they can choose a team in the drop-down menu and then select “Go” to access the “Availability” page.

![Availability Image]

All matches are displayed, listing the date, time and location. The displayed information reflects what has been scheduled in the League tree. Players can edit their availability by clicking the “Edit Availability” button, which takes players to the screen shown below.

![My Availability Image]

Players indicate their availability for a match by clicking the drop-down menu in the “My Availability” column. If there are two match times for a given match, players have the option to select “Available for first match time only” or “Available for second match time only.”
To save their changes, players must choose “Update Availability” after they have finished entering their selections.
Viewing Published Lineups

Published match lineups appear at the bottom of the Team Management page.

When a captain publishes a lineup, the players may receive an email with content similar to what is shown in the screen shot below. To view the lineup, players will need to be logged into TennisLink before clicking the link provided.

The Match team lineup has been published for 3/29/2013 at 11:00 AM. Please log in to TennisLink and click on the link below to see the lineup.

http://tennislink staging uspta.com/leagues/Tools/ViewLineup.aspx?
TeamMatchID=1003405869&TeamID=856643&LineupID=11244&LineupTypeID=1

Thanks

Regards,
Captain: Stuart Kamelhar
Team Name: Team 2