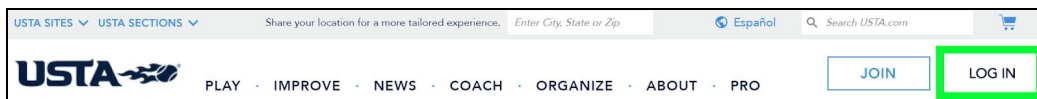


# School PE Class Registration

If you have any questions during this process feel free to reach out to your local USTA office or email the Schools Support Team at [NetGenerationSchools@usta.com](mailto:NetGenerationSchools@usta.com)

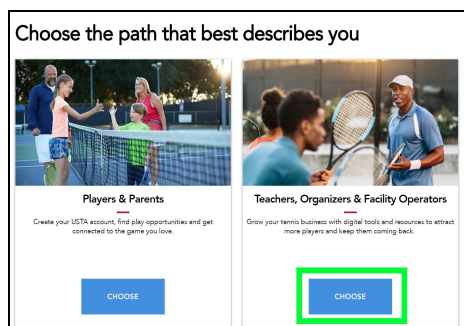
**Step 1:** Click “LOGIN”. You can use your USTA.com or Net Generation account information to login. **Continue to Step 10.**

The image shows the USTA.com homepage. At the top, there are links for "USTA SITES" and "USTA SECTIONS", a location input field, a language selector for "Español", and a search bar. Below this is the USTA logo and a navigation menu with links: PLAY, IMPROVE, NEWS, COACH, ORGANIZE, ABOUT, and PRO. On the right side, there are two buttons: "JOIN" and "LOGIN". The "LOGIN" button is highlighted with a green border.

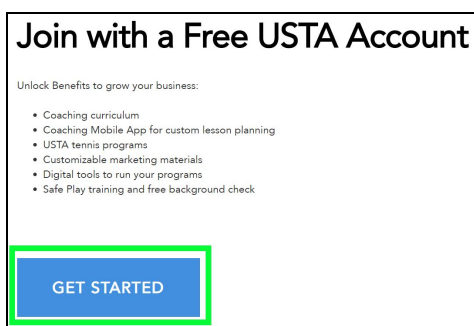
**Step 2:** If you do not have a USTA.com or Net Generation account, click “JOIN”.

The image shows the USTA.com homepage, identical to the previous one. In this step, the "JOIN" button is highlighted with a green border.

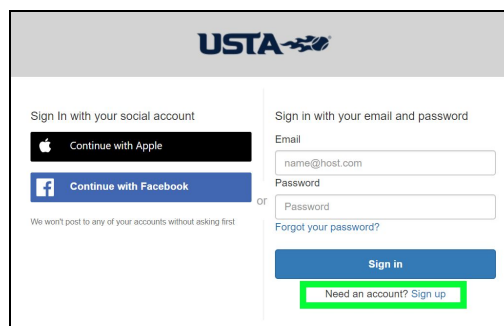
**Step 3:** You will be asked to choose a path

The image shows a screen titled "Choose the path that best describes you". There are two main options: "Players & Parents" and "Teachers, Organizers & Facility Operators". Each option has a "CHOOSE" button. The "CHOOSE" button for "Teachers, Organizers & Facility Operators" is highlighted with a green border.

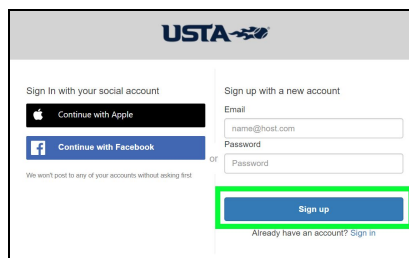
**Step 4:** “GET STARTED”

The image shows a screen titled "Join with a Free USTA Account". It lists benefits for businesses, such as coaching curriculum, mobile app, and marketing materials. At the bottom, there is a large blue "GET STARTED" button, which is highlighted with a green border.

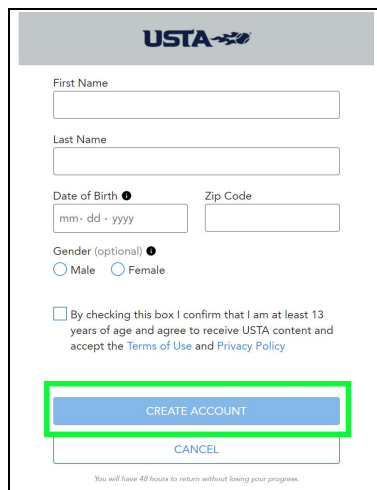
**Step 5:** Click “SIGN UP”

The image shows a sign-in/sign-up screen. It has two columns: "Sign In with your social account" (with Apple and Facebook buttons) and "Sign in with your email and password" (with email and password fields). Below the email/password section, there is a "Sign in" button and a link that says "Need an account? Sign up". This link is highlighted with a green border.

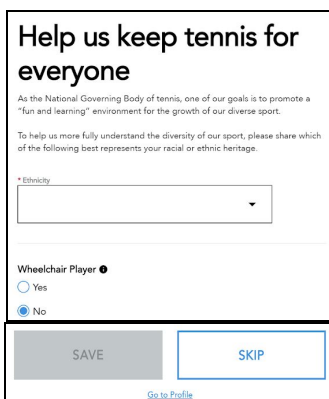
**Step 6:** Enter an email address and password for your account.

The image shows the sign-up screen, identical to the previous one. In this step, the "Sign up" button is highlighted with a green border.

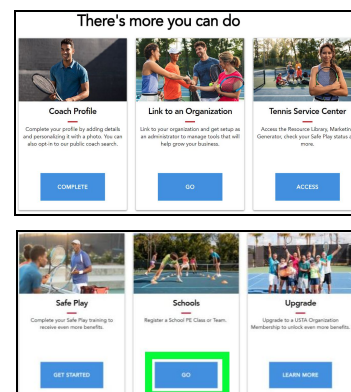
**Step 7:** Fill out account information and “CREATE ACCOUNT”

The image shows a form for creating a USTA account. It includes fields for First Name, Last Name, Date of Birth, and Zip Code. There are also radio buttons for Gender (Male/Female) and a checkbox for confirming age and agreement to terms. At the bottom, there is a large blue "CREATE ACCOUNT" button, which is highlighted with a green border, and a "CANCEL" button below it.

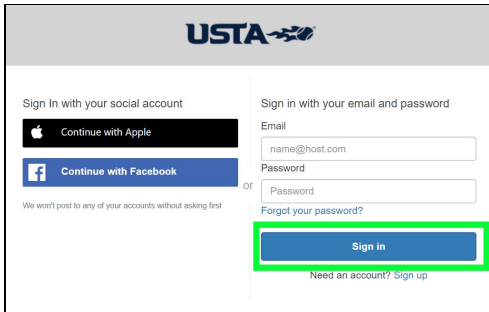
**Step 8:** You will now be asked a question.  
Save or Skip

The image shows a survey screen titled "Help us keep tennis for everyone". It asks about ethnicity and wheelchair player status. At the bottom, there are two buttons: "SAVE" and "SKIP". The "SKIP" button is highlighted with a green border.

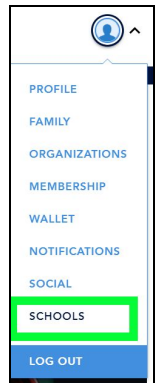
**Step 9:** You will now have options to choose from. Scroll down to schools, click “GO”. **Continue to Step 12.**

The image shows a screen titled "There's more you can do". It has two rows of options. The first row includes "Coach Profile", "Link to an Organization", and "Tennis Service Center". The second row includes "Safe Play", "Schools", and "Upgrade". Each option has a button. The "GO" button for "Schools" is highlighted with a green border.

**Step 10:** Login using your Net Generation or USTA.com account information.

The image shows the USTA login page. On the left, there are options to "Sign In with your social account" using Apple or Facebook. On the right, there is a "Sign in with your email and password" section with fields for "Email" (containing "name@host.com") and "Password", a "Forgot your password?" link, and a "Sign in" button highlighted with a green border. Below the "Sign in" button is a link that says "Need an account? Sign up".

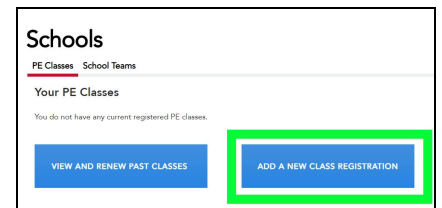
**Step 11:** You will be directed to the USTA main page. On the top right where it shows a picture with a dropdown tab, click the drop down, select "SCHOOLS".

The image shows a vertical dropdown menu on the right side of the USTA main page. The menu items are: PROFILE, FAMILY, ORGANIZATIONS, MEMBERSHIP, WALLET, NOTIFICATIONS, SOCIAL, SCHOOLS (highlighted with a green border), and LOG OUT.

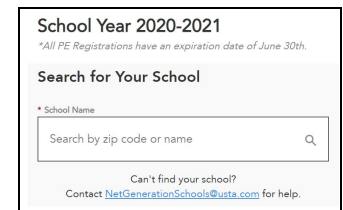
**Step 12:** Click "REGISTER" under PE Teacher

**Step 13:** Listed on this page will be any current school year class registrations. To add a registration, click "ADD A NEW CLASS REGISTRATION".

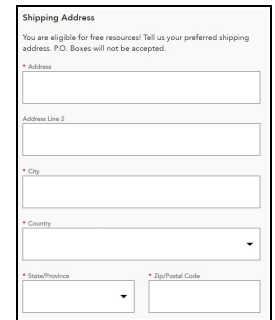
**Note:** You can view and renew past classes if you have completed a school registration on Net Generation. Current school year class(es) expire June 30th.

The image shows the "Schools" page. It has two tabs: "PE Classes" and "School Teams". Under "PE Classes", it says "Your PE Classes" and "You do not have any current registered PE classes." There are two buttons: "VIEW AND RENEW PAST CLASSES" and "ADD A NEW CLASS REGISTRATION" (highlighted with a green border).

**Step 14:** Search for your school. \*If your school does not pop up, contact [NetGenerationSchools@usta.com](mailto:NetGenerationSchools@usta.com).

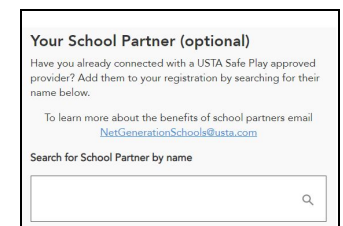
The image shows the "Search for Your School" form. It has a title "School Year 2020-2021" and a note: "\*All PE Registrations have an expiration date of June 30th." Below the title is a search bar with the placeholder text "Search by zip code or name" and a magnifying glass icon. At the bottom, it says "Can't find your school? Contact [NetGenerationSchools@usta.com](mailto:NetGenerationSchools@usta.com) for help."

The shipping address will populate the school address. If you do NOT want items shipped to the school you can put your personal address in that field. **Please note PO BOXES WILL NOT BE ACCEPTED**

The image shows the "Shipping Address" form. It has a title "Shipping Address" and a note: "You are eligible for free resources! Tell us your preferred shipping address. P.O. Boxes will not be accepted." Below the title are several input fields: "Address", "Address Line 2", "City", "Country" (a dropdown menu), "State/Province" (a dropdown menu), and "Zip/Postal Code".

After shipping details, fill in class details. If you teach at multiple schools or teach a tennis unit during both seasons, you will fill out additional class registrations.

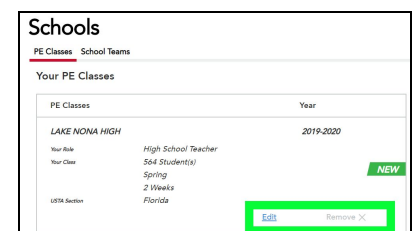
**Step 15:** Enter in your school partner's name if you are connected to one (Optional). Contact your local office or email [NetGenerationSchools@usta.com](mailto:NetGenerationSchools@usta.com) to get connected.

The image shows the "Your School Partner (optional)" form. It has a title "Your School Partner (optional)" and a note: "Have you already connected with a USTA Safe Play approved provider? Add them to your registration by searching for their name below." Below the title is a link: "To learn more about the benefits of school partners email [NetGenerationSchools@usta.com](mailto:NetGenerationSchools@usta.com)". At the bottom is a search bar with the placeholder text "Search for School Partner by name" and a magnifying glass icon.

**Step 16:** Once all information has been filled in, click "SAVE".

**You have now registered your class!**

You will now be directed to your PE class dashboard where all your class(es) will show up for the current school year. If you need to edit any class registrations, you can do so by clicking "EDIT". If you ever need to remove a class that isn't current, you can do so by clicking "REMOVE".

The image shows the "Schools" page with the "PE Classes" tab selected. It displays a table of "Your PE Classes". The table has columns for "PE Classes", "Year", and "Status". The first row shows "LAKE NONGA HIGH" for the year "2019-2020". Below this, it lists details: "Your Role: High School Teacher", "Your Class: 564 Student(s)", "Spring", "2 Weeks", "USTA Section: Florida". At the bottom right of the row are two buttons: "Edit" (highlighted with a green border) and "Remove X".