

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

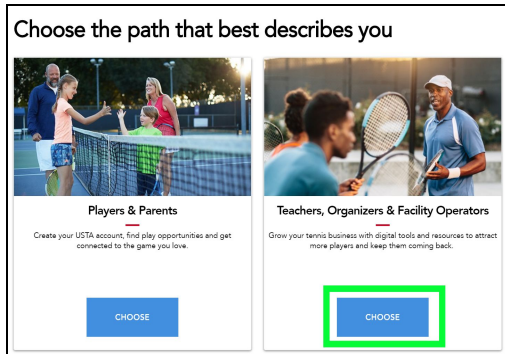
Step 1: Click “LOGIN”. You can use your USTA.com or Net Generation account information to login. Continue to **Step 7**.



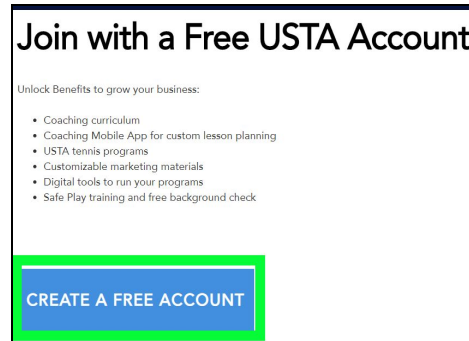
Step 2: If you do not have a USTA.com or Net Generation account, click “JOIN”.



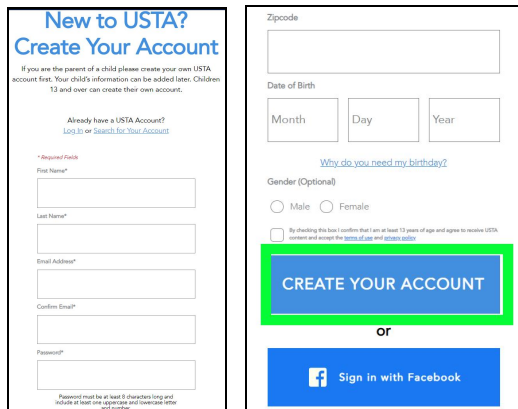
Step 3: You will be asked to choose a path



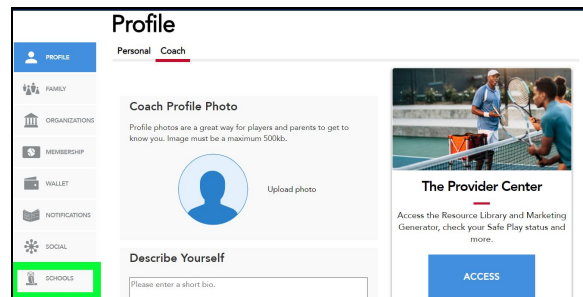
Step 4: Join for FREE



Step 5: Fill out all required fields, click “CREATE YOUR ACCOUNT”



Step 6: You will now be taken to your profile page. To add a PE class, click “SCHOOLS” Continue to **Step 9**.



Step 7: Login using your Net Generation or USTA.com account information.

Step 8: You will be directed to the USTA main page. On the top right where it says, “Hi (your name), click the drop down, select “SCHOOLS”.

Step 9: Click “REGISTER” under PE Teacher

Step 10: 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.

Step 11: Search for your school. *If your school does not pop up, contact NetGenerationSchools@usta.com.

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**

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 12: Enter in your school partner’s name if you are connected to one (Optional). Contact your local office or email NetGenerationSchools@usta.com to get connected.

Step 13: 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”.