This team captain handbook will guide you through using the USTA TennisLink system to manage your team(s).

If you run into any issues or have any questions related to TennisLink, you can contact a USTA NorCal Junior Team Tennis staff member for assistance.

USTA NorCal JTT Staff Email:  jrteamtennis@norcal.usta.com
Viewing Team Information – For Players/Captains

During the season, the easiest way to view team information is to visit the TennisLink homepage:

http://tennislink.usta.com/TeamTennis/Main/Home.aspx

On this page, you enter your Team Number under the “View Program Stats & Standing” area
- In the area highlighted in the Green box below)

This will give you access to the team page which will show the roster, stats & standings, schedules, match id number/scorecards, and opposing team captain email addresses. Most of the links on your team page are clickable. Clicking on a player’s name, match ID, coach name, etc. will return results. Take a few minutes to click around to familiarize yourself with the system.

(Note: You will not see this screen if you are a team captain that is “logged in” to the TennisLink system. If you would like to view this page and you have team captain status on your USTA account, make sure that you are not logged into TennisLink in order to view this page).

All players/parents that are not listed as a team captain will always see this homepage.
Logging into TennisLink - (Team Captains & Organizers)

- Visit http://tennislink.usta.com/TeamTennis/Main/Home.aspx
- Click on the red “Login” button

- Enter your login information (USTA Number or Email)
  - You may need to reset your password the first time you login
  - Click “I forgot my password” to reset your password
Once you are logged in as a team captain/organizer, you will always be prompted with the homepage below:

- If you do not see this page when you are logged into TennisLink you will need to email (jrteamtennis@norcal.usta.com) for assistance

Ensure that “Coach/Captain” is designated on the left hand side of the page under “My Profile”. You may need to click on the text to select it.
Access/Manage Your JTT Teams

- View the teams that you are listed as a team captain or co-captain, click on “Teams”.

- Select the team number to view your roster (including player contact information) change team name, update home site location, and edit/add a captain/co-captain.
View Schedules, Results/Standings, Player/Captain Contacts

- When on your “Teams” page click on the icon for the team you wish to view.
Navigating the League Stats/Standings Report

- **Team Summary**: This button lets you view your team roster, standings and scheduled team matches.
  - View (or print) a scorecard by clicking on the date of the match
    - Scorecards will display rostered players on each team
  - You can view a player's individual results by clicking on the players name
View Match Schedule and Coach Phone Numbers

- **Match Schedule**: This button lets you view your schedule for the season
  - Notice that each scheduled team match has a specific match ID number
    - You need the match ID number to enter scores on a separate page
  - You can print a scorecard of the match by clicking on the match ID number
  - You can also print or download the schedule to excel
  - You will be able to view an opposing coaches phone number (not email)
    - In order to view an opposing coaches email address, reference page 2 of this handbook.
    - You will need to be logged out of TennisLink and search for your team via the method explained on page 2.
    - Once you find your team page, you can click on the opposing team names in your league and you will see the team captain name listed. Just by clicking on their name it will open up an email with their information.

- **Player Roster**: This button lets you view your player roster in more detail:
  - USTA Number
  - Date of Birth
  - Address
  - Phone Number
Entering Scores in TennisLink

- You need the **Match ID number** and be **logged** into TennisLink as a coach to enter scores
  - Click on “Score Entry” under My Options

- Enter the match ID number when prompted
Entering Scores in TennisLink (continued)

- After you have entered the match ID number, you will be prompted with a description of the match in which you are about to enter a score. Click **next** to proceed.
  - If you need to edit a scorecard that has already been submitted, click **“re-enter”**
Entering Scores in TennisLink (continued)

- **Date:** Enter the “Date” of the match played at the top of the scorecard
- **Player Name:** Select the name of the players competing from the dropdown menu
  - If a player is not rostered and defaulted the match, do not select a player’s name
  - Only select the players name that received the default win
- **Score/Status:** Enter the score of the match and select a result “Status”
  - **Completed** = If the match was played to completion - full set(s)
  - **Retired** = If a player retired during the match
  - **Default** = If a player was not listed on the roster or the match was defaulted
    - You would only select the player that won the match due to default
    - Leave the opponents name blank
  - **Dbl Default** = The match was not played at all. Leave both player names blank
  - **Timed Match** = A match ended when time was called
    - Select this if you need to enter a non-completed match score
- **Winner:** You must select the team name that won that individual match

When you are done enter the scorecard, click “Next” to proceed and confirm. If there were any errors, a message should pop up indicating what needs to be done to fix the scorecard.