USTA NORTHERN

TennisLink Instructions

The TennisLink user interface has a single sign on connecting TennisLink and membership accounts. TennisLink users and captains will be required to login to do most functions like creating and registering for a team and entering scores.

How to Create a USTA Account

- Go to Tennislink.usta.com/leagues
- Click on the red box that says **CREATE A USTA ACCOUNT** and follow the prompts. The system will ask you if you already have an account and you can find out by entering your USTA member number **or** your email address.
- Even if you have an existing account through membership you need to go through this process to connect with TennisLink.
- You will be required to establish a password. Use this to login to TennisLink.
- Need help? Call USTA Member Services at 1-800-990-8782, M-F 9:00 am - 9:00 pm ET, Sat 10:00 am - 6:30 pm

How to Self Rate (or establish an NTRP rating)

- Go to Tennislink.usta.com/leagues and login to your USTA account. If you are a new member and have not yet created your USTA Account, please see instructions above.
- You will land on the **USTA LEAGUE** home page. Look for the link **SELF RATE.** It is below the search box under **FIND NTRP RATING INFO.** Click on the link and follow the prompts to answer the self-rate questionnaire. The system will then assign you a rating.
- If you feel you were assigned an inaccurate rating, you can appeal by clicking on the offered link **APPEAL SELF RATE.** Fill in the form with as much information as possible on why you should be rated differently and submit electronically.
- You can also access the **SELF RATE APPEAL FORM** by clicking on the link **APPEAL RATING LEVEL.** This is located to the right of the Welcome! message and just below your NTRP Level.
- Your request for appeal goes to Aaron Holland; aaron@northern.usta.com. He will send your information to the Section Self-Rate Review Committee. You will receive their decision via email from Aaron.
- If you have questions, please call Aaron Holland at 952-358-3293.

How to Create a Team in TennisLink

- Go to TennisLink.usta.com/leagues and login to your USTA Account.

- Click on the **USTA LEAGUE tab**. Look for **MY QUICK LINKS** on the right side of the page and click on the link **ONLINE TEAM CREATION** and follow the prompts.
- You will need your USTA member number and a Credit Card to pay the league registration fee.
- **TEAM NAME**. The captain's last name(s) and your home court facility must be included your team name.
- **HOME COURTS.** If your facility is not listed yet, click on **OTHER FACILITY** and enter the zip code **only** and choices will appear. If there are multiple listings for your facility, select the top choice. If your facility does not appear, select **INDEPENDENT TEAM** (this is the first listing in the drop down box), then email Jodi Kruse at jmkruse.leagues@gmail.com with your home court location and she will enter in TennisLink.
- Be sure to write down your team number (it begins with a **555**) so you can pass it on to your players. They will need this to register for the team.

How to Register for a Team

- You will need your team number
- You will need your USTA member number; membership must be current through the League Play Season
- Credit Card to pay league fee
- Go to TennisLink.usta.com/leagues
- Look for "Start Playing" on the left side of the page then click on the link **REGISTER FOR A TEAM** and follow the prompts.

How to Access your Schedule and Captain Contact Information

- Go to Tennislink.usta.com/leagues
- Login to your USTA account
- You will land on the **USTA LEAGUE** home page. Scroll down to the **MY TEAMS TAB** and click on your **TEAM NAME.**
- You will land on the **TEAM SUMMARY** page. Click on **MATCH SCHEDULE.**
- Click on **CAPTAIN REPORT** to access the contact information for the other captains in your flight.
- You can **PRINT** or **SEND TO EXCEL.** Look for these links on the top, right side of the page.

How to Print a Blank Scorecard and Record a Score

- Go to Tennislink.usta.com/leagues
- Login to your USTA account. You will land on the **USTA LEAGUE** home page. This tab will be white on the dashboard across the top of the page.
- Scroll down the page to the **MY MATCHES** tab to locate the correct match. They are listed by date scheduled.
- Click on the link **SCORE ENTRY.** You will land on the blank scorecard and can either **PRINT** or enter your results.

How to View Team Standings

- Go to TennisLink.usta.com/leagues

- Login to your USTA account
- You will land on the **USTA LEAGUE** home page. Scroll down to the **MY TEAMS TAB** and click on the **TEAM NAME**. You will land on the **TEAM SUMMARY** page. Scroll down to view **TEAM STANDINGS**.

NEW How to Add or Change a Captain to Your Team

- Go to http://tennisLink.usta.com/leagues and login to your USTA Account
- Click on the link ***NEW* TEAM MANAGEMENT**. It is on the right side of the page, listed under **MY QUICK LINKS**.
- Choose your **TEAM NAME** from the drop down menu. Your team will be listed under the tab **TEAMS I CAPTAIN OR CO-CAPTAIN.**
- Click on the **EDIT link (pencil icon) next to CO-CAPTAIN** and choices will appear. You can re-assign a co captain whenever necessary.
- TennisLink will only accept 2 players designated as captains and co-captain.

How to Appeal Your Rating

- Go to http://tennisLink.usta.com/leagues and login to your USTA Account
- Look for the link **APPEAL RATING LEVEL**. It is to the right of the Welcome! message and just below your **NTRP LEVEL**.
- Click on the link and follow the prompts. The response is automatic and immediate.
- The system checks to see if your dynamic year end rating is in the appealable range based on the number of matches played.
- For more information regarding NTRP Ratings, please visit https://www.usta.com/en/home/play/adult-tennis/programs/national/usta-ntrp-ratings-faqs.html#tab=tournaments

NEW How to Use Team Management Function for Schedules

- Go to http://tennisLink.usta.com/leagues and login to your USTA Account
- Click on the link ***NEW* TEAM MANAGEMENT** on the right side of the page, listed under **MY QUICK LINKS** OR find your team name on the **TEAMS** tab and **click on the arrow** to the right of the team name.
- **If you clicked on the *NEW* TEAM MANAGEMENT button,** you'll use the drop down menu to choose your team.
- **If you clicked on the ARROW** next to your team name, that team will automatically show up.
- **Players** can click on **'AVAILABILITY' ON TOP RIGHT** and use the drop down menu for each match date to input their availability.
- **Captains** can click on **'AVAILABILITY' ON TOP RIGHT** and see all the availabilities that players have entered for each match date.