

A USTA Team Registration: How To Guide

Captain/Player Guide: https://www.usta.com/content/dam/usta/sections/pacific-northwest/pdfs/play/leaguenew/2015_usta-pnw_league_guide_final_oct20141.pdf

How to sign-up on a team <https://www.youtube.com/watch?v=UjGpqGFBioQ>

How to create a non-member account

http://activesupport.force.com/usta/articles/en_US/Article/Non-Member-Account-Creation

Here are step by step instructions for the captain and their team members

1. Captains, register and pay online by following the link [HERE](#). Submit one form PER team that you're bringing.
 - a. Please provide different captain's contact for each team.
2. Once AnnElise has received the team registration form she will send the captain their team number.
3. Each team member will need a USTA number, [reference the link above](#) if they don't have one already.
4. Once the team member has their USTA number they will register under the appropriate team number, [reference link above](#).
 - a. If a university is bringing three different teams there will be three separate team numbers. Please register for the correct team.

FAQ

- Team members have to be registered for the team that they're playing on. This will be checked and verified before play begins. If someone isn't on the roster they aren't eligible to play at Sectionals.
- Each player has to have their own USTA number.
 - o A non-member account can be created so no membership fee is required.
- The membership fee is waived but each player will need to pay a \$3 service fee upon registering for their team.
 - o This \$3 service charge has been reflected in the lower team registration fee.
- If a player changes teams, AnnElise must be notified so she can transfer them to the new team.
- We are moving in to the USTA database to improve tournament functions and to,
 - o Have a check and balance system for team's rosters.
 - o Be able to check player eligibility.
 - o Track individual match and player results.
 - o Create an easier way for teams to access tournament matches and schedules.