

**USTA | CITA ADULT LEAGUES**  
**How to Print a Scorecard/Reporting Scores**

**Both teams must be involved in reporting match scores**

Both Captains are responsible for reporting match scores. The first Captain to go in TennisLink/Leagues will report the scores; the second Captain to sign on in TennisLink will verify or dispute the scores. All scores should be reported and verified within 48 hours of the completion of the match. The captains can determine amongst them who will enter scores when signing scorecards at the end of the matches.

**To print a blank scorecard prior to your match**

- \* Go to the USTA TennisLink website directly at <http://tennislink.usta.com/LEAGUES>.
- \* Login to your USTA Account.
- \* Under My Matches, expand the list to find the desired match date.
- \* Click on the desired date.
- \* Scroll down to the bottom and click on Print Blank Score Card.

**To enter scores after a match is complete**

- \* Return to the match scorecard as described above.
- \* Use the drop down menus to select the appropriate names.
- \* Always enter scores from the winner's perspective (i.e. 6-3, 4-6, 1-0, never 2-6, 3-6.)
- \* Select the final outcome for each match from the drop down menu. Completed is the default choice.
- \* Use Retired if someone was unable to finish a match. Use Default if one team did not field a court. Use Double Default if both teams failed to field a court.
- \* Once all scores are entered, click Next. You will be asked to Confirm, Edit, or Dispute the entry. If correct, click Confirm. Click Edit to make changes. Click Dispute if the other team has entered an incorrect score or player.

**Report to Local League Coordinator any disputed matches**

- \* If you dispute a match, e-mail your local league coordinator. Provide the match number and why you are disputing the score.