

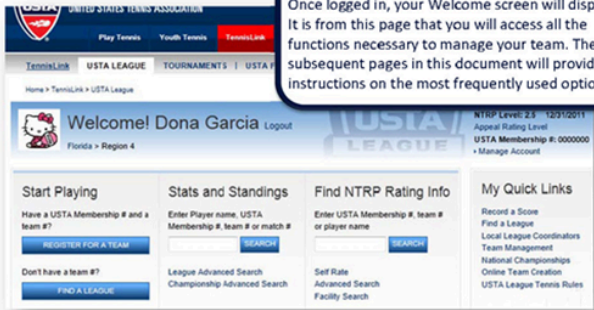
# USTA PNW Adult Leagues

## How TO's

### TennisLink – Contact Your Regional League Coordinator For The Following

- Correct incorrect scorecards.
- Change dates and times of matches on TennisLink.
- Move players from one team to another (this is no longer an option once a player has played a match for that team).

### TennisLink Examples



**TennisLink Welcome Page**  
Once logged in, your Welcome screen will display. It is from this page that you will access all the functions necessary to manage your team. The subsequent pages in this document will provide instructions on the most frequently used options.

The screenshot shows the user interface for Dona Garcia, including navigation tabs (Play Tennis, Youth Tennis, TennisLink), a header with "Welcome! Dona Garcia Logout" and "Florida > Region 4", and a main content area with four columns: "Start Playing" (with "REGISTER FOR A TEAM" and "FIND A LEAGUE" buttons), "Stats and Standings" (with a search box and "SEARCH" button), "Find NTRP Rating Info" (with a search box and "SEARCH" button), and "My Quick Links" (with a list of links like "Record a Score", "Find a League", etc.).



**Welcome Page**  
Listed below are some of the essential functions that may be accessed from this screen.

**Stats & Standings:** Use this option to locate specific information on a player, team, or match.

**Find NTRP Rating Info:** Use this option to determine the NTRP rating of a player.

**My Quick Links:** This listing provides several options, however the most frequently used are *Record a Score* and *Online Team Creation*.

The annotated screenshot is identical to the one above but includes three callout boxes with red arrows pointing to the "Stats and Standings", "Find NTRP Rating Info", and "My Quick Links" sections.

# USTA PNW Adult Leagues

Home > TennisLink > USTA League

Welcome! Dona Garcia Logout

Florida > Region 4

NTRP Level: 2.5 12/31/2011  
Appeal Rating Level  
USTA Membership #: 000000  
Manage Account

**Start Playing**  
Have a USTA Membership # and a team #?  
REGISTER FOR A TEAM  
Don't have a team #?  
FIND A LEAGUE

**Stats and Standings**  
Enter Player name, USTA Membership #, team # or match #  
SEARCH  
League Advanced Search  
Championship Advanced Search

**Team Information**  
Working again from the *Welcome* page, click on your team name. The screen on the next page will display listing your team name, facility, captain and flight. It is from this screen that you will perform the majority of your tasks as captain.

**My Teams** Teams Following

| Year | Team                    | League                   | Flight    |
|------|-------------------------|--------------------------|-----------|
| 2011 | 2.5 ladies - Garcia/FTC | 2011 Daytona Adult Women | 2.5 Women |

Team: 2.5 ladies - Garcia/FTC

Section: USTA/FLORIDA District/Area: REGION\_4 - VOLUSIA/FLAGLER COUNTY  
Captain: Dona Garcia 305 671-8936 garcia@florida.usta.com Co-Captain:

**Team Information**  
The *Team* page is divided into 3 sections. The header displays team name, facility, captain and flight details.  
**Team Standing:** lists all the teams in the flight and their standing.  
**Team Matches:** lists matches and their results.  
**Players** lists: the players on this team and their rating

Team Summary Match Summary Match Schedule Player Roster Captain's Report

**Team Standings**

| Team Name                        | Wins | Losses | Indiv. Wins | Indiv. Losses | Sets Lost | Games Lost |
|----------------------------------|------|--------|-------------|---------------|-----------|------------|
| 2.5 ladies - Garcia/FTC          | 6    | 0      | 17          | 1             |           |            |
| 2.5 ladies - Osborne/FTC         | 3    | 3      | 7           |               |           |            |
| 2.5 ladies - Workowski/FTC       | 2    | 4      | 7           |               |           |            |
| 2.5 ladies - Holmes/Spruce Creek | 1    | 5      | 5           |               |           |            |

**Team Matches**

| Date      | Opponent                         | Result            | Date      | Opponent                         | Result            |
|-----------|----------------------------------|-------------------|-----------|----------------------------------|-------------------|
| 5/25/2011 | 2.5 ladies - Workowski/FTC       | Won 2-1 Confirmed | 6/15/2011 | 2.5 ladies - Osborne/FTC         | Won 3-0 Confirmed |
| 6/1/2011  | 2.5 ladies - Osborne/FTC         | Won 3-0 Confirmed | 6/22/2011 | 2.5 ladies - Holmes/Spruce Creek | Won 3-0 Confirmed |
| 6/8/2011  | 2.5 ladies - Holmes/Spruce Creek | Won 3-0 Confirmed | 6/29/2011 | 2.5 ladies - Holmes/Spruce Creek | Won 3-0 Confirmed |

**Players**

| Player Name | NTRP | Player Name | NTRP | Player Name | NTRP |
|-------------|------|-------------|------|-------------|------|
|-------------|------|-------------|------|-------------|------|

Tabs across the center allow you to access:  
 • Match Summary  
 • Match Schedule  
 • Player Roster  
 • Blank Score Sheet  
*Team Captains Report* is also accessed from this screen.

# USTA PNW Adult Leagues

**Example of a Scorecard printed from the Match Schedule tab**  
Captains need to print a scorecard before the match.

|   |   |   |  |
|---|---|---|--|
| <b>Match #1002357833</b>                                    | <b>2.5 ladies - Garcia/FTC</b><br>Team ID: 1534686602   | Vs.   | <b>2.5 ladies - Workowski/FTC</b><br>Team ID: 1534699071 |
| <b>Home Team</b>  |   |   | <b>Visiting Team</b>                                     |
| <b>#1 Singles</b>   | Name: <input type="text"/>                              | Vs. Name: <input type="text"/>                            | Score: <input type="text"/> - <input type="text"/>       |
|   | Date: <input type="text"/> Winner <input type="radio"/> | Winner <input type="radio"/> Status: <input type="text"/> | <input type="text"/> - <input type="text"/>              |
| <b>#1 Doubles</b>   | Name: <input type="text"/>                              | Vs. Name: <input type="text"/>                            | Score: <input type="text"/> - <input type="text"/>       |
|   | Date: <input type="text"/> Winner <input type="radio"/> | Winner <input type="radio"/> Status: <input type="text"/> | <input type="text"/> - <input type="text"/>              |
| <b>#2 Doubles</b>   | Name: <input type="text"/>                              | Vs. Name: <input type="text"/>                            | Score: <input type="text"/> - <input type="text"/>       |
|   | Date: <input type="text"/> Winner <input type="radio"/> | Winner <input type="radio"/> Status: <input type="text"/> | <input type="text"/> - <input type="text"/>              |
| <b>2.5 ladies - Garcia/FTC Members in Home Team:</b>        |   |   |  |
| (11)Fabulich, Samantha [2.5]                                | (12)DeJulio, Lisa J [2.5]                               | (13)Wustro  |  |
| (15)Behnke, Susan Kay [2.5]                                 | (16)Bayuk, Ellen [2.5]                                  | (17)Wheeler [2.5]   |  |
| <b>2.5 ladies - Workowski/FTC Members in Visiting Team:</b> |   |   |  |
| (11)Wescoat, Lauren [2.5]                                   | (12)Kelmovitch, Valerie [2.5]                           | (13)Be  |  |
| (15)Workowski, Amy M. [2.5]                                 | (16)Enger, Dianne Linda [2.5]                           |   |  |

The scorecard provides your team match Home and Visiting team information and spaces to write in players' names and scores. At the bottom of the scorecard is the current roster for both teams. All players must be registered in TennisLink in order to play on the team. If a player played a match without being registered in advance, the match will be disqualified and the individual match win will go to the other team (regardless of who wins the individual match). It is also recommended that both captains exchange line-ups with each other at the same time. Once line-ups are exchanged, no changes may be made. (Please refer to rules and regulations for specific information on player substitutions.)

## Report Scores

Captains must input final scores within 48 hours of play. The *winning captain* is responsible for entering scores. From the Welcome page, click on *Record a Score*. The screen below displays. Enter in the Match Id# and click on *Next*.

Welcome! Dona Garcia Logout  
Florida - Region 4  
NTRP Level: 2.5 12/01/2011  
Appeal Rating Level  
USTA Membership #: 0000000  
Manage Account

Start Playing: Have a USTA Membership # and a team #? [SEARCH]

Stats and Standings: Enter Player name, USTA Membership #, team # or match # [SEARCH]

Find NTRP Rating Info: Enter USTA Membership #, team # or player name [SEARCH]

My Quick Links: Record a Score, Find a League, Local League Coordinators, Team Management, National Championships, Online Team Creation, USTA League Tennis Rules

UNITED STATES TENNIS ASSOCIATION  
Play Tennis Youth Tennis TennisLink Improve Your Game Coaches/Organizers Facilities About USTA Multisport

USTA LEAGUE TOURNAMENTS USTA FLEX LEAGUES JR. TEAM TENNIS MY TENNIS PAGE LOGOUT

TennisLink > USTA League > Record a Score

**Record a Score**  
To record a League or Championship Scorecard, enter a match #(League or Championship Match), then hit 'Next' to continue.

Match #:

Next

\* - Required field