

USTA Junior Team Tennis: Getting Started for Coach/Captain

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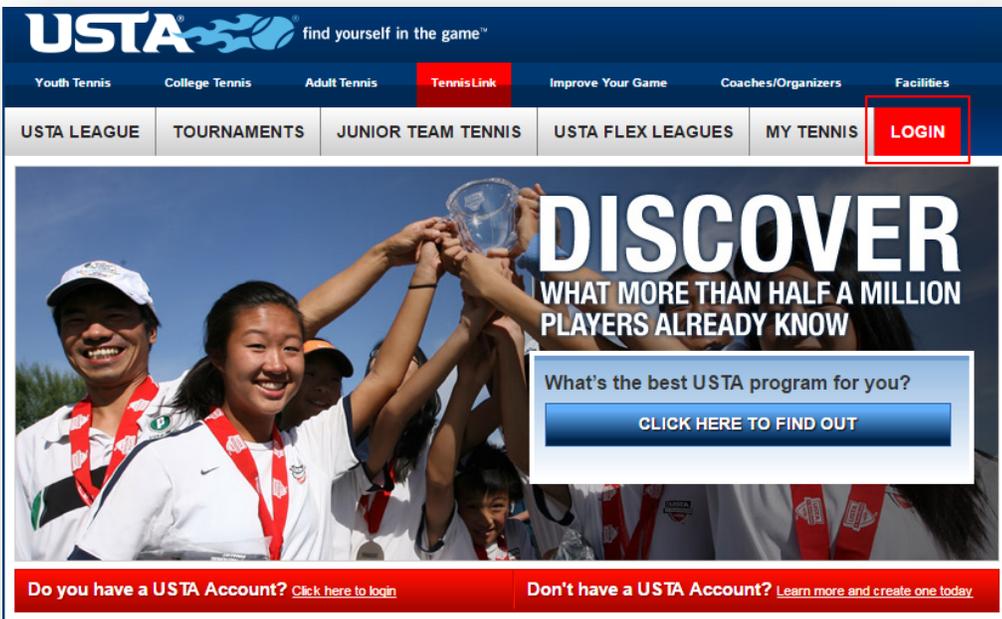
Team Tennis Overview

This guide will assist new Junior Team Tennis Coaches/Captains in navigating the Junior Team Tennis application on TennisLink in addition to explaining key functions that are used in the course of a season.

Navigating to Team Tennis

Log in to Junior Team Tennis Application

Navigate to **TennisLink** Homepage: tennislink.usta.com



The screenshot shows the USTA TennisLink homepage. The navigation bar includes links for Youth Tennis, College Tennis, Adult Tennis, TennisLink, Improve Your Game, Coaches/Organizers, and Facilities. Below this is a secondary navigation bar with links for USTA LEAGUE, TOURNAMENTS, JUNIOR TEAM TENNIS, USTA FLEX LEAGUES, MY TENNIS, and a red box around the LOGIN button. A red arrow labeled '1' points to the LOGIN button with the text 'Click Login'. Below the navigation is a large banner for 'DISCOVER' with the text 'WHAT MORE THAN HALF A MILLION PLAYERS ALREADY KNOW' and a button that says 'CLICK HERE TO FIND OUT'. At the bottom of the banner, there are two links: 'Do you have a USTA Account? Click here to login' and 'Don't have a USTA Account? Learn more and create one today'.

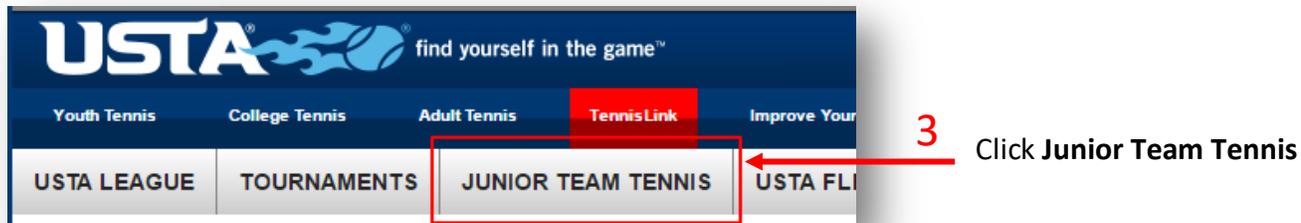


The screenshot shows the 'Login to Your USTA Account' form. It has a title bar 'Login to Your USTA Account'. Below the title bar are two input fields: 'Email Address or USTA Account #' and 'Password:'. Below the password field is a checkbox labeled 'Keep me logged in'. At the bottom of the form is a blue button labeled 'LOGIN'. A red arrow labeled '2' points to the 'Email Address or USTA Account #' field.

2 Enter your **Email Address** or **USTA Account #** and **Password**

Note: If your password is not working, please click "I Forgot my Password"

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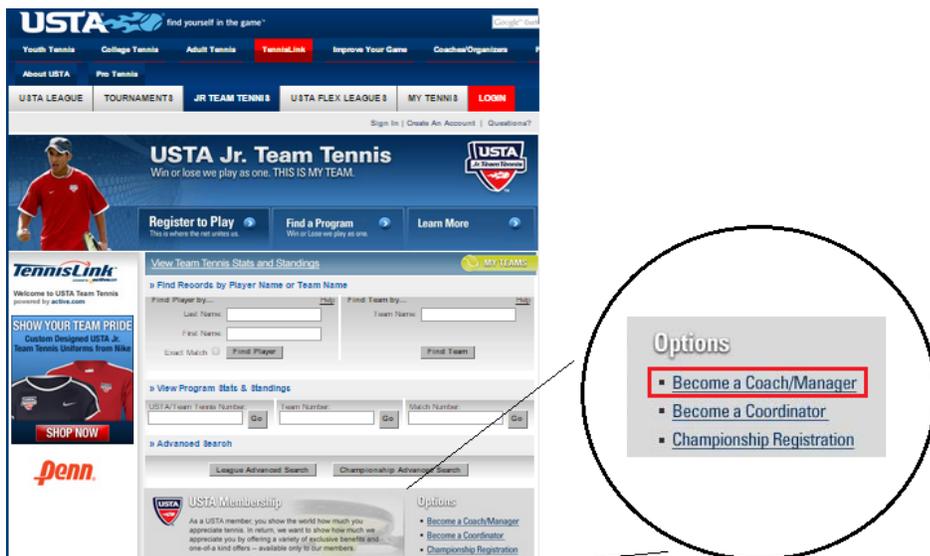
Become a Junior Team Tennis Coach/Captain

Below are instructions for a volunteer or parent to become a Junior Team Tennis coach/captain in TennisLink:

Note: If you do not have a USTA account, please go to the [Non Member Account Creation](http://activesupport.force.com/usta/articles/en_US/Article/Non-Member-Account-Creation) article to create an account before completing the steps below (http://activesupport.force.com/usta/articles/en_US/Article/Non-Member-Account-Creation)

Note: USTA requires that all Coach/Captains comply with the Youth Protection Policies and Procedures for USTA Junior Team Tennis by completing a background screening through [National Center for Safety Initiatives \(NCSI\) website](#). Once your background check screening is completed, write down your assigned **16-digit applicant ID**. You will need to enter this number into your NetGeneration profile

1. Navigate to [Junior Team Tennis](#) homepage
2. Scroll down to bottom of page, click **Become a Coach/Manager**



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3. Complete **Coach/Captain** form

- **Note:** If you have a Membership or Team Tennis Number, enter it and click **Get** to pull up your existing account information

4. Choose and confirm **Password**

5. Click **Submit**

- **Note:** If you did not have an existing account, the system will assign you a unique Junior Team Tennis ID number. This number needs to be linked to your JTT teams in order for you to access your team(s) moving forward

Site Navigation as Coach/Captain

The screenshot displays the USTA Junior Team Tennis website interface. At the top left, a red-bordered box contains a notice: "As of October 1, 2013, all USTA Jr. Team Tennis local/area coordinators, coaches/managers and co-managers must be in compliance with USTA Safe Play before they are able to participate. The process involves reading the Youth Protection Policies and Procedures for USTA Jr. Team Tennis, participating in the online training video, and taking a background screen. Local/Area coordinators, coaches/managers and co-managers can begin the process as of August 1. More information will be available August 1." Below this is a "Welcome to TennisLink USTA Team Tennis" section. The main navigation area includes "My Teams" (with a "Help" link), "Search By Player Name" (with fields for Last Name, First Name, and Search Type: Exact Match or Name Starts With), "Find a Youth Progression Level" (with a field for USTA Account #, TT ID or player name), "Search By Team Name" (with fields for Team Name and Division), and "View Program Stats & Standings" (with fields for USTA/Team Tennis Number, Team Number, and Match Number). On the right side, there is a "Join Team Tennis" section with links for "Program Play" (Register for a Team, Become a Program Coord, Become a Coach/Captain), "USTA Membership" (Join the USTA, Renew your Membership), "Championships" (Register a Team), "My Profile" (Welcome, Logout), and "My Options" (Score Entry, Find A Junior Rating Level, Help Center, Teams, Create New Team, Register Players). Red arrows point from the "My Profile" and "Score Entry" links to the right-hand text.

Change profile information & role

- **Score Entry:** enter match # to input team scores
- **Teams:** View your team, team #, roster, stats/standings, match schedule(s), etc.
- **Create New Team:** Set up your new team(s) here
- **Register Players:** Allows bulk entry of up to 15 players
Note: You will need the Team Number & Players USTA Account #

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Create New Team

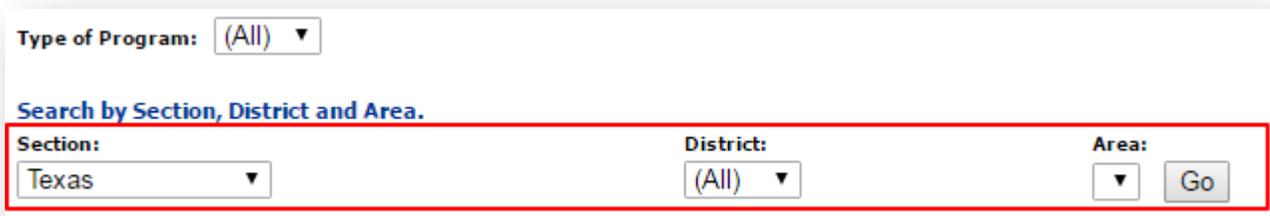
1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab



3. Click **Create New Team** under **My Options**



4. Select your **Section, District, & Area** from dropdown list



5. Click **Go**
6. Click **Jr** next to desired program
7. Enter **Team Name**
8. Select **Site Facility & Division**
9. Enter **Co-Captain** USTA Account #
10. Click **Get**
 - **Note:** You will not be able to add them if they have not completed the **Safe Play** process
11. Click **Save**

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Bulk Player Registration

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis Tab**
3. Click **Register Players** under **My Options**



4. Enter **Team Number**
5. Enter player's **USTA Account** number

	Team Number	USTA Account		
1 .	<input type="text"/>	<input type="text"/>	Don't have a USTA Account?	Remove
2 .	<input type="text"/>	<input type="text"/>	Don't have a USTA Account?	Remove
3 .	<input type="text"/>	<input type="text"/>	Don't have a USTA Account?	Remove
4 .	<input type="text"/>	<input type="text"/>	Don't have a USTA Account?	Remove
5 .	<input type="text"/>	<input type="text"/>	Don't have a USTA Account?	Remove

- **Note:** Click on + **Add More Players** to register up to 15 players at a time

6. Click **Submit** when done
7. Follow prompts to checkout page

Find Team Schedules, Rosters, Stats and Standing & Blank Scorecards

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis Tab**
3. Click **Teams** under **My Options**

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My Options

- [Score Entry](#)
- [Find A Junior Rating Level](#)
- [Help Center](#)
- [Teams](#)
- [Create New Team](#)
- [Register Players](#)

4. Click **paper** icon next to team
5. Choose desired function
 - **Team Summary**
 - **Match Summary**
 - **Match Schedule**
 - **Player Roster**
 - **Blank Scorecard**

USTA Team Tennis Reports - Team Level

Team	USTA Section	District/Area	Program
Lost Creek Crushers	TEXAS	TEXAS/AUSTIN	CATA Junior Team Tennis Spring 2016

[Team Summary](#)
[Match Summary](#)
[Match Schedule](#)
[Player Roster](#)
[Blank Scorecard](#)

Reading a Team Schedule

Match Schedule By Team									
USTA Section	USTA District	Division/Local Program				Flight Name			
Texas	Texas	CATA Junior Team Tennis Spring 2016				10U Orange Beginner Rookies			
Match ID	Schedule Date	Schedule Time	Home Team	Coach/Captain Phone	CoCaptain Phone	Visiting Team	Coach/Captain Phone	CoCaptain Phone	Facility / Match Site
1765048	02/28/2016	12:00 noon	Georgetown Orange	Reagan R. Willman		Lost Creek Crushers	Chad Loup	Kathryn A. Stelzer	Georgetown Country Club
1765051	03/06/2016	7:00 pm	Lost Creek Crushers	Chad Loup	Kathryn A. Stelzer	Cimarron Bulls	Garrett Pekar		Lost Creek Country Club
1765057	04/10/2016	2:00 pm	Caswell Orange Fireballs	Katie O'Riley		Lost Creek Crushers	Chad Loup	Kathryn A. Stelzer	Caswell Tennis Center
1765053	04/17/2016	1:00 pm	Lost Creek Crushers	Chad Loup	Kathryn A. Stelzer	Polo Orange	Kolby Kilgo		Lost Creek Country Club

Match ID

Match Date & Time

Opponent Team Name & Captain Info

Match Location

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Enter Match Score

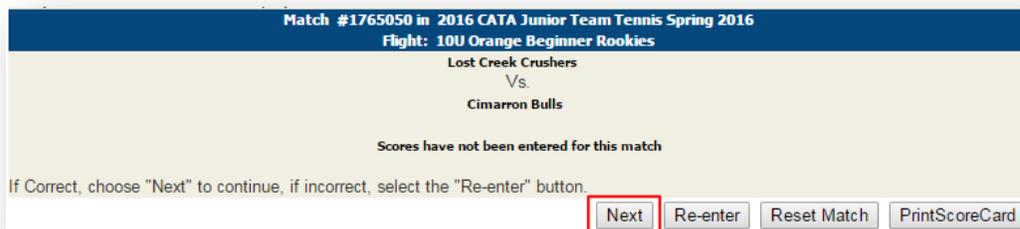
1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** tab
3. Click **Score Entry** under **My Options**



4. Enter **Match Number**, click **Next**

A screenshot of a web form titled 'Enter Match Number:'. It features a single text input field. Below the input field are two buttons: 'Next' and 'Cancel'.

5. Confirm match details are correct, click **Next**

A screenshot of a match details confirmation screen. At the top, it displays 'Match #1765050 in 2016 CATA Junior Team Tennis Spring 2016' and 'Flight: 10U Orange Beginner Rookies'. Below this, it lists the teams 'Lost Creek Crushers' and 'Cimarron Bulls' separated by 'Vs.'. A message states 'Scores have not been entered for this match'. At the bottom, there is a note: 'If Correct, choose "Next" to continue, if incorrect, select the "Re-enter" button.' Below the note are four buttons: 'Next', 'Re-enter', 'Reset Match', and 'PrintScoreCard'. The 'Next' button is highlighted with a red rectangular box.

6. Enter **Date Match Played (mm/dd/yyyy)**
7. Select match players from dropdown list
8. Enter **Winning Team Score**
 - **Note:** Score must be entered from the winner's perspective, ex. 8-4
9. Select winning team into **Winner** dropdown
10. Repeat steps 7-9 for each line

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Match #1765050 in 2016 CATA Junior Team Tennis Spring 2016
Lost Creek Crushers [Team ID:8096289270] Vs. Cimarron Bulls [Team ID:8096289674]
Date Scheduled: 03/06/2016 1:00 PM Date Match Played(mm/dd/yyyy):
Match Win Criteria: Individual Matches won
Lost Creek Crushers* Cimarron Bulls Winning Team Score Result/Winner
1 Singles - Scoring Format: Short Set (4 Games)
Result: Completed
Winner:

11. Click **Next** to confirm scores

USTA Safe Play

Overview

The United States Tennis Association is committed to making every tennis experience an enjoyable and memorable one. To do so we rely on the thousands of dedicated volunteers, coaches, officials, members, independent contractors, consultants and staff who contribute in their way to each event or program.

To ensure a safe and fun environment for all participants, the USTA has developed "Safe Play." Safe Play embodies the USTA's commitment to respect and safety for every individual participating in a USTA event or program through the use of screening, education and reporting tools.

The USTA expects individuals to adhere to Safe Play policies and standards, as well as all other USTA policies, procedures, and practices and applicable external laws and regulations.

Safe Play consists of the following five requirements and standards:

1. Conduct, Policies & Guidelines
2. USTA Background Screening
3. Education & Training
4. Reporting Misconduct, Maltreatment or Violations of Safe Play
5. Grassroots Engagement & Communication

Process

Please review the steps outlined below to become Safe Play compliant. All steps must be fulfilled in order to be eligible to serve as a Junior Team Tennis coach/manager, co-manager or local/area coordinator. Please review the Safe Play & Net Generation Guide for step by step instructions:

http://activesupport.force.com/usta/articles/en_US/Manual_User_Guide/Net-Generation-Help-Guide

1. Navigate to **Net Generation** <https://netgeneration.usta.com/>
2. Select **Become A Provider**
3. Sign in with email and password

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4. Choose **Provider** role
5. Click **Next**
6. Complete all Provider Registration Steps
 - Enter personal information
 - Enter provider details
 - Complete USTA Safe Sport Course
 - Agree to USTA Safe Play Guidelines
 - Complete Safe Play Background Check via National Center of Safety Initiatives (NCSI)

Note: *If you or your USTA Junior Team Tennis team resides in the State of Pennsylvania, you are required to meet additional, state-mandated screening requirements. Please visit www.usta.com/safeplay/pennsylvania for more information*

*For **NCSI background screening** questions please email clientservices@ncsisafe.com or call (866) 833-7100*

*For **Safe Play** questions please email safeplay@usta.com*

*For **Net Generation** questions please email netgeneration@usta.com*

*For **TennisLink** questions please email linkteam@usta.com*