Table of Contents

**Team Tennis Overview**

**Navigating to Team Tennis**
- Log in to Junior Team Tennis Application

**Become a Junior Team Tennis Coach/Captain**

**Site Navigation as Coach/Captain**
- Create New Team
- Bulk Player Registration
- Find Team Schedules, Rosters, Stats and Standing & Blank Scorecards
- Reading a Team Schedule
- Enter Match Score

**USTA Safe Play**
- Overview
- Process
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

1. Click Login

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

   Note: If your password is not working, please click “I Forgot my Password”
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 article to create an account before completing the steps below ([http://activesupport.force.com/usta/articles/en_US/Article/Non-Member-Account-Creation](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
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

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.

**Welcome to Tennislink USTA Team Tennis**

Welcome to Tennislink - the United States Tennis Association online support for USTA Team Tennis.

For an overview of the features of the Tennislink Team Tennis Web Site use the following link Click Here, Flash Animation is required.

**My Teams**

The "My Teams" feature allows you to quickly track the activity of your favorite teams without having to enter the team number every time you visit the site. Add as many teams as you wish. Click on Help for instructions.

**Search By Player Name - Find records by player name**

- **Search By Player Name**
  - **Last Name:**
  - **First Name:**
  - **Go**

**Find a Youth Progression Level**

Enter a USTA Account #, TT ID or player name

**Search By Team Name - Find records by team name**

- **Team Name:**
- **Division:**
- **Go**

**View Program Stats & Standings**

- **USTA/Team Tennis Number:**
- **Go**
- **Team Number:**
- **Go**
- **Match Number:**
- **Go**

**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 #
USTA Junior Team Tennis: Getting Started for Coach/Captain

Create New Team

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

![TennisLink Team Tennis Homepage](image)

3. Click Create New Team under My Options

![My Options](image)

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

![Search by Section, District and Area](image)

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
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

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

Reading a Team Schedule

Click on the images to view the tables.
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

5. Confirm match details are correct, click Next

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
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:

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