# USTA TennisLink: Discount Guide

## Table of Contents

**Discount Overview**
- 2

**Discounts For Tournaments**
- How To Add Coupon Code
- 3
- How To Add Promotional Discount
- 4
- How to Add Fee Schedule
- 5
- How to Add Member Discount
- 7

**Discounts for Leagues**

**Section Level Discounts**
- 8
- How To Add Coupon Code
- 8
- How To Add Member Discount
- 9
- How To Add Role Discount
- 10
- How To Add Frequent Play Discount
- 11

**League Level Discounts**
- 13
- How To Add Coupon Code
- 13
- How To Add Member Discount
- 14
- How to Add Role Discount
- 14
- How To Add Fee Schedule
- 15
- How To Opt Out of Discounts
- 17

**Discounts for Team Tennis**

**Section Level Discounts**
- 18
- How To Add Coupon Code
- 18
- How To Add Member Discount
- 19
- How To Add Role Discount
- 20
- How To Add Frequent Play Discount
- 21

**Program Level Discounts**
- 23
- How To Add Coupon Code
- 23
- How To Add Member Discount
- 24
- How To Add Promotional Discount
- 25
- How to Add Role Discount
- 26
- How To Add Fee Schedule
- 27
- How To Opt Out of Discounts
- 28

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Discount Overview

TennisLink now offers a discount feature that can be used in USTA Tournaments, Leagues and Junior Team Tennis. There are 6 types of discounts available for use:

- Coupon Code
- Role Discount
- Promotional Code
- Fee Schedule
- Member Discount
- Frequent Play

These options will provide discounts or pricing incentives to participants in USTA events. Below is a matrix of which discounts can apply to which applications. This Discount Guide will assist tournament directors and coordinators on how to set up the various discounts available.

<table>
<thead>
<tr>
<th>Discount Type</th>
<th>League - Section Level</th>
<th>League - League Level</th>
<th>Tournaments - Tournament Level</th>
<th>JTT - Section Level</th>
<th>JTT - Program Level</th>
</tr>
</thead>
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<tr>
<td>Coupon</td>
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<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Role Discount</td>
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<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Promotional Discount</td>
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<td></td>
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<td></td>
<td>x</td>
</tr>
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<td>x</td>
</tr>
<tr>
<td>Frequent Play Discount</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

**Note:** The columns marked with a red x represent an either/or scenario. A discount of this type can only be created once per league/program so it can be created at the Section level or the League/Program level but not both.
Discounts For Tournaments

There are 4 discounts that can be used by a tournament director for their tournament:

- Coupon Code
- Promotional Discount
- Fee Schedule
- Member Discount

How To Add Coupon Code

Tournament Directors can use a coupon code to give players a discount when registering for their tournament. This code can have an expiration date, specified number of uses or a combination of both. Coupon codes can also be defined for a specific date range, dollar amount or percentage discount. Follow the steps below to add a Coupon Code to your tournament:

1. Navigate to desired tournament’s online sanction form
2. Click Entry Info tab
3. Under Discounts, click Add or Manage Discounts
4. In Discount Manager, click Create
5. Select Coupon discount type
6. Input Name
7. Input Amount
8. Select Percent (%) or Dollars ($)

9. Input Coupon Code
   • E.g. SUMMER16
10. Input Description
11. If desired, input Expiration Date
   • Note: None is selected by default. To input specific dates for how long the coupon will be valid for, click the icon to select a Start Date and End Date
12. If desired, input Max number of uses
13. Click Save

How To Add Promotional Discount

Tournament Directors can use a promotional discount in marketing material to reach any number of players. The promotion discount can be defined for a specific date range or number of registrants. The specific URL will be generated in the Discount Manager and Online Sanction Form after creating the promotion. This registration link can be distributed to players directly. Follow the steps below to create a promotional discount for your tournament:

1. Navigate to tournament’s online sanction form
2. Click Entry Info tab
3. Under Discounts, click Add or Manage Discounts
4. In Discount Manager, click Create
5. Select Promotion discount type
6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars ($)**

9. Input **Description**
10. If desired, choose **Expiration Date**
    - **Note**: None is selected by default. To input specific dates for how long the Promotion will be valid for, click the icon to select a **Start Date** and **End Date**
11. If desired, input **Max number of uses**
12. Click **Copy** to save promo link

13. Click **Save**

**How to Add Fee Schedule**

Tournament Directors are limited to a single fee schedule discount per tournament. This allows the tournament director to put in fee deadlines to incentivize players to register early. To add a Fee Schedule discount, follow the steps below:

**Note**: The Fee Schedule discount type must be selected from the Entry Fee Method drop down when initially filling out the tournament’s online sanction form. If the tournament has already been approved, please contact your Section/District administrator to request this Entry Fee Method update

1. Navigate to tournament’s online sanction form
2. Click **Entry Info** tab
3. Under **Entry Fee Method**, select **Fee Schedule**
4. Click **Edit Fee Schedule**
5. In **Fee Schedule** pop-up, input **Dollars** amount

6. Click **Add Row**
7. Click **icon** to select **Date** for first fee deadline
8. Input **Time**

9. Input **Dollars** amount
10. To add another fee deadline, repeat steps 6-9
11. Click Continue to save Fee Schedule

How to Add Member Discount

Tournament Directors are limited to a single Member Discount per tournament. This discount will automatically apply during checkout for players who are USTA members. The member discount can also include date and time constraints. Follow the steps below to add the Member discount to your event:

**Note:** The Member discount is not applied during group or batch registrations

1. Navigate to tournament’s online sanction form
2. Click Entry Info tab
3. Under Discounts, click Add or Manage Discounts
4. In Discount Manager, click Create
5. Select Member Discount type
6. Input Name
7. Input Amount
8. Choose Percent (%) or Dollars ($)
9. Input Description
10. If desired, choose Expiration Date
   - **Note:** None is selected by default. To input specific dates for how long the Promotion will be valid for, click the icon to select a Start Date and End Date
11. If desired, input Max number of uses
12. Click Save
Discounts for Leagues

Discounts for Leagues can be created at two levels: Section Level and League Level. The Section discounts created at the Section level can be applied to all Districts or specifically selected Districts. This feature allows the same discounts to apply across all Districts/Leagues. The discounts created at the League level can also be applied to all flights or specifically selected flights.

**Coupon Code, Member Discount and Role Discounts created at the Section Level by a Coordinator will have the ability to go into the Discount Manager and choose which Districts these discounts apply to.** If the discount cascades down to the League level and the League Coordinator wishes to create a different discount, the coordinator can choose to opt out of the Section discount and create their own League Level discount.

**Section Level Discounts**

There are 4 discounts available to Section League Coordinators:

- Coupon Code
- Member Discount
- Role Discount
- Frequent Play

**How To Add Coupon Code**

If you are a Section League Coordinator and want to add a Section Level Coupon Code, follow the steps below:

*Note: As a Section Coordinator, you will be able to choose which Districts this discount applies to*

1. Navigate to **League Tree**
2. Click Section
3. Under **Section Discounts**, click **Add or Manage Discounts**
4. In **Discount Manager**, click **Create**
5. Select **Coupon** discount type
6. Input Name
7. Input Amount
8. Choose Percent (%) or Dollars ($)

9. Input Coupon Code (e.g. League20)
10. Input Description
11. If desired, select Expiration Date
   - **Note:** None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
12. If desired, input Max number of uses
13. Check boxes for desired Districts
   - **Note:** The discount will be available to participants for the Districts that you select
14. Click Save

**How To Add Member Discount**

If you are a Section Coordinator and want to add a USTA Member discount to your Section’s Leagues, follow the steps below:

**Note:** As a Section Coordinator, you will be able to choose which Districts this discount applies to

1. Navigate to League Tree
2. Click Section
3. Under Section Discounts, click Add or Manage Discounts
4. In Discount Manager, click Create
5. Select Member Discount type

6. Input Name
7. Input Amount
8. Choose Percent (%) or Dollars ($)

9. Input Description
10. If desired, select Expiration Date
   • Note: None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
11. If desired, input Max number of uses
12. Check boxes for desired Districts
   • Note: The discount will be available to participants for the Districts that you select
13. Click Save

How To Add Role Discount

If you are a Section Coordinator and want to add a Role Discount for the Captains’ to your Section’s Leagues, follow the steps below:

Note: As a Section Coordinator, you will be able to choose which Districts this discount applies to

1. Navigate to League Tree
2. Click Section
3. Under Section Discounts, click Add or Manage Discounts

![Add or Manage Discounts](image)

4. In Discount Manager, click Create
5. Select Role Discount type

![Create a Discount](image)

6. Input Name
7. Input Amount
8. Choose Percent (%) or Dollars ($)

![Amount Options](image)

9. Input Description
10. If desired, select Expiration Date
   - **Note:** None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
11. If desired, input Max number of uses
12. If desired, check box Limit to one role per Team
13. Check boxes for desired Districts
   - **Note:** The discount will be available to participants for the Districts that you select
14. Click Save

**How To Add Frequent Play Discount**

If you are a Section League Coordinator and want to add a Frequent Play Discount to your Section’s Leagues, please follow the steps below:

**Note:** This discount and registrations towards this discount apply to all Leagues in this Section

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**Back to Top**
1. Navigate to **League Tree**
2. Click **Section**
3. Under **Section Discounts**
4. Click **Add or Manage Discounts**

![Add or Manage Discounts](image1.png)

5. In **Discount Manager**, click **Create**
6. Select **Frequent Play Discount** type

![Create a Discount](image2.png)

7. Input **Name**
8. Input **Amount**
9. Choose **Percent (%)** or **Dollars ($)**

![Amount](image3.png)

10. Input **Description**
11. If desired, select **Expiration Date**
   - **Note:** Championship Year 2016 is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the **icon to input a Start Date and End Date**
12. If desired, input **Max number of uses**
13. Input number for **Automatically apply discount on**
14. If desired, check **Repeat Discount at this interval** box
15. Click **Save**
League Level Discounts

There are 4 discounts available to League Coordinators at the League Level:

- Coupon Code
- Member Discount
- Role Discount
- Fee Schedule

**Note:** Updates to discounts at the League level are League specific. Opting out or adding a new discount will need to be done for each desired league.

How To Add Coupon Code

If you are a League Coordinator and want to add your own coupon code specific to your league, follow the steps below:

1. Navigate to **League Tree**
2. Drill down to desired League
3. Under **Player Registration Fee ($)**, click **Add or Manage Discounts**

   **Note:** In **Discount Manager**, if there is already a **Coupon** code check the **Opt-Out** box

4. Click **Create**
5. Select **Coupon** discount type
6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars ($)**
9. Input **Coupon Code**
10. Input **Description**
11. If desired, select **Expiration Date**
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- **Note:** None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the ▶️ icon to input a Start Date and End Date

12. If desired, input Max number of uses
13. Click Save

How To Add Member Discount

If you are a League Coordinator and want to add your own member discount that is specific to your league, follow the steps below:

1. Navigate to League Tree
2. Drill down to desired League
3. Under Player Registration Fee ($), click Add or Manage Discounts

- **Note:** In Discount Manager, if there is already a Member Discount check the Opt-Out box

4. Click Create
5. Select Member Discount type
6. Input Name
7. Input Amount
8. Choose Percent (%) or Dollars ($)
9. Input Description
10. If desired, select Expiration Date
   - **Note:** None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the ▶️ icon to input a Start Date and End Date
11. If desired, input Max number of uses
12. Click Save

How to Add Role Discount

If you are a League Coordinator and want to add a role discount for the Captains in your league, follow the steps below:
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1. Navigate to **League Tree**
2. Drill down to desired League
3. Under **Player Registration Fee ($)**, click **Add or Manage Discounts**

   ![Discount Manager](image)

   • **Note:** *In Discount Manager, if there is already a Role Discount check the Opt-Out box*

   ![Discount Manager](image)

4. Click **Create**
5. Select **Role Discount** type
6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars ($)**
9. Input **Description**
10. If desired, select **Expiration Date**
    • **Note:** None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the icon to input a **Start Date** and **End Date**
11. If desired, input **Max number of uses**
12. If desired, check **Limit to one role per Team** box
13. Click **Save**

**How To Add Fee Schedule**

If you are a League Coordinator and want to add a Fee Schedule type discount for your league, follow the steps below:

**Note:** The fee schedule will be applied to all flights within the League

**Note:** The values defined in the fee schedule will supersede the fee defined in the Player Registration Fee field

1. Navigate to **League Tree**
2. Drill down to desired League
3. Under **Player Registration Fee ($)**, click **Add or Manage Discounts**
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4. Click **Create**
5. Select **Fee Schedule** discount type

6. Input **Name**
7. Next to **Open Registration Date & Time**, enter **Fee**
8. Click icon to select date and time for fee deadline
9. Next to deadline, input **Fee**
10. If desired, click **Add Row**
11. Follow steps 8-9 above to add another fee deadline
12. When finished, click **Save**
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How To Opt Out of Discounts

If you are a League Coordinator and want to Opt-Out of Section created discounts, follow the steps below:

1. Navigate to League Tree
2. Drill down to desired League
3. Under Player Registration Fee ($), click Add or Manage Discounts

4. In Discount Manager, check Opt-Out box(s) for desired discounts

5. Close browser
6. Refresh League Tree
Discounts for Team Tennis

Similar to Leagues, the Team Tennis discounts are created at the Section and Program Level. There are 4 discounts available to Section Coordinators:

- Coupon Code
- Member Discount
- Role Discount
- Frequent Play

The discounts created at the Section level can be applied to all Districts or specifically selected Districts. The discounts created at the Program level can also be applied to all flights or specifically selected flights.

**Coupon Code, Member Discount and Role Discounts created at the Section Level by a Section Coordinator will have the ability to choose which Districts these discounts apply to.** If the discount cascades down to the Program level and the Program Coordinator wishes to create a different discount, the coordinator can choose to opt out of the Section discount and create their own Program level discount.

Section Level Discounts

How To Add Coupon Code

If you are a Section Coordinator and want to add a coupon code that applies to your Section’s programs, follow the steps below:

**Note:** As a Section Coordinator, you will be able to choose which Districts this discount applies to

1. Navigate to JTT Section Settings
2. Under Discounts, click Add or Manage Discounts
3. In Discount Manager, click Create
4. Select Coupon discount type
5. Input Name
6. Input Amount
7. Choose Percent (%) or Dollars ($)

8. Input Coupon Code
9. Input Description
10. If desired, select Expiration Date
    • Note: None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
11. If desired, input Max number of uses
12. Check boxes for desired Districts
    • Note: The discount will be available to participants for the Districts that you select
13. Click Save

How To Add Member Discount

If you are a Section Coordinator and want to add a member discount that applies to your Section's programs, follow the steps below:

Note: As a Section Coordinator, you will be able to choose which Districts this discount applies to

1. Navigate to JTT Section Settings
2. Under Discounts, click Add or Manage Discounts
3. In Discount Manager, click Create
4. Select Member Discount type

5. Input Name
6. Input Amount
7. Choose Percent (%) or Dollars ($)

8. Input Description
9. If desired, select Expiration Date
   - **Note:** None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
10. If desired, input Max number of uses
11. Check boxes for desired Districts
   - **Note:** The discount will be available to participants for the Districts that you select
12. Click Save

**How To Add Role Discount**

If you are a Section Coordinator and want to add a role discount that applies to your Section’s programs, follow the steps below:

**Note:** As a Section Coordinator, you will be able to choose which Districts this discount applies to

1. Navigate to JTT Section Settings
2. Under Discounts, click Add or Manage Discounts

3. In Discount Manager, click Create
4. Select Role Discount type

5. Input Name
6. Input Amount
7. Choose Percent (%) or Dollars ($)

8. Input Description
9. If desired, select Expiration Date
   • Note: None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
10. If desired, input Max number of uses
11. If desired, check Limit to one role per Team box
12. Check boxes for desired Districts
   • Note: The discount will be available to participants for the Districts that you select
13. Click Save

How To Add Frequent Play Discount

If you are a Section Coordinator and want to add a frequent play discount that applies to your Section’s programs, follow the steps below:

1. Navigate to JTT Section Settings
2. Under Discounts, click Add or Manage Discounts

3. In Discount Manager, click Create
4. Select Frequent Play Discount type

5. Input Name
6. Input Amount
7. Choose Percent (%) or Dollars ($)

8. Input Description
9. If desired, select Expiration Date
   • Note: Championship Year 2016 is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
10. If desired, input Max number of uses
11. Input number for Automatically apply discount on (e.g. apply discount on 3rd or 4th registration)
12. If desired, check Repeat Discount at this interval box
13. Click Save
**Program Level Discounts**

There are 4 discounts available to Program Coordinators at the Program level:

- Coupon Code
- Member Discount
- Promotional Discount
- Role Discount
- Fee Schedule

*Note: Updates to discounts at the Program level are program specific. Opting out or adding a new discount will need to be done for each desired program*

**How To Add Coupon Code**

If you are a Program Coordinator and want to add your own coupon code specific to your program, follow the steps below:

1. Navigate to Program
2. Under Administration, click Modify Program
3. Click Detail & Divisions tab
4. Under Discounts, click Add or Manage Discounts
5. **Note:** In Discount Manager, if there is already a Coupon code check the Opt-Out box

1. Click Create
2. Select Coupon discount type
3. Input Name
4. Input Amount
5. Choose Percent (%) or Dollars ($)
6. Input Coupon Code
11. Input Description
12. If desired, select Expiration Date
   •  **Note:** None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the ☐ icon to input a **Start Date** and **End Date**
13. If desired, input **Max number of uses**
14. Click **Save**

**How To Add Member Discount**

If you are a Program Coordinator and want to add your own member discount that is specific to your program, follow the steps below:

1. Navigate to Program
2. Under Administration, click **Modify Program**
3. Click **Detail & Divisions** tab
4. Under **Discounts**, click **Add or Manage Discounts**

   •  **Note:** In **Discount Manager**, if there is already a **Member Discount** check the **Opt-Out box**

13. Click **Create**
14. Select **Member Discount** type
15. Input **Name**
16. Input **Amount**
17. Choose **Percent (%)** or **Dollars ($)**
18. Input **Description**
19. If desired, select **Expiration Date**
   •  **Note:** None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the ☐ icon to input a **Start Date** and **End Date**
20. If desired, input **Max number of uses**
21. Click **Save**
How To Add Promotional Discount

If you are a Program Coordinator and want to add a promotional discount for you program, follow the steps below:

1. Navigate to Program
2. Under Administration, click Modify Program
3. Click Detail & Divisions tab
4. Under Discounts, click Add or Manage Discounts

5. Select Promotion discount type

6. Input Name
7. Input Amount
8. Choose Percent (%) or Dollars ($)
9. Input Description
10. If desired, select Expiration Date
   - **Note:** None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
11. If desired, input Max number of uses
12. Click Copy to save promo link

13. Click Save
How to Add Role Discount

If you are a Program Coordinator and want to add a role discount for the Captains in your program, follow the steps below:

1. Navigate to Program
2. Under Administration, click Modify Program
3. Click Detail & Divisions tab
4. Under Discounts, click Add or Manage Discounts

- **Note:** In Discount Manager, if there is already a Role Discount check the Opt-Out box

14. Click Create
15. Select Role Discount type
16. Input Name
17. Input Amount
18. Choose Percent (%) or Dollars ($)
19. Input Description
20. If desired, select Expiration Date
   - **Note:** None is selected by default. If you want to input specific dates, click Specify Start and End Dates then click the icon to input a Start Date and End Date
21. If desired, input Max number of uses
22. If desired, check Limit to one role per Team box
23. Click Save
How To Add Fee Schedule

If you are a Program Coordinator and want to add a Fee Schedule type discount for your program, follow the steps below:

**Note:** The fee schedule will be applied to all flights within this program

**Note:** The values defined in the fee schedule will supersede the fee defined in the Divisions Fee field

1. Navigate to Program
2. Under Administration, click Modify Program
3. Click Detail & Divisions tab
4. Under Discounts, click Add or Manage Discounts

   ![Add or Manage Discounts](image)

5. Click Create
6. Select Fee Schedule discount type

   ![Create a Discount](image)

7. Input Name
8. Next to Open Registration Date & Time, enter Fee
9. Click icon to select date and time for fee deadline
10. Next to deadline, input Fee
11. If desired, click Add Row
12. Follow steps 8-9 above to add another fee deadline
13. When finished, click Save
How To Opt Out of Discounts

If you are a Program Coordinator and want to Opt-Out of Section created discounts, follow the steps below:

1. Navigate to Program
2. Under Administration, click Modify Program
3. Click Detail & Divisions tab
4. Under Discounts, click Add or Manage Discounts
5. In Discount Manager, check Opt-Out box(s) for desired discounts
6. Close browser
7. Refresh League Tree