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.
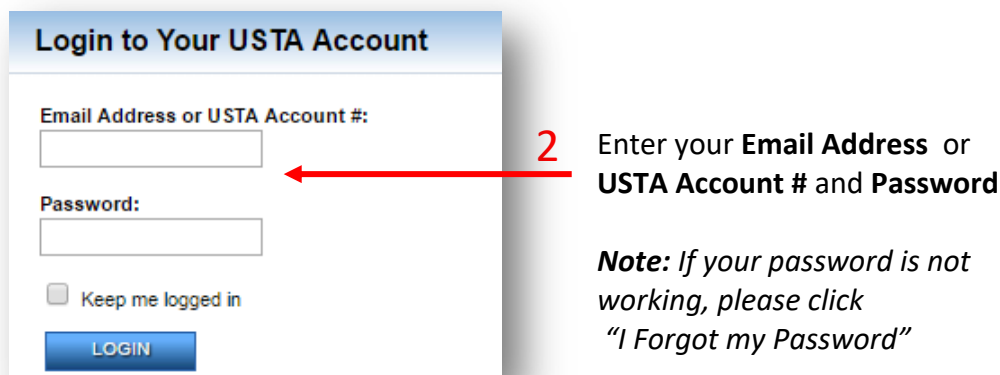
Navigating to Team Tennis

Log in to Junior Team Tennis Application
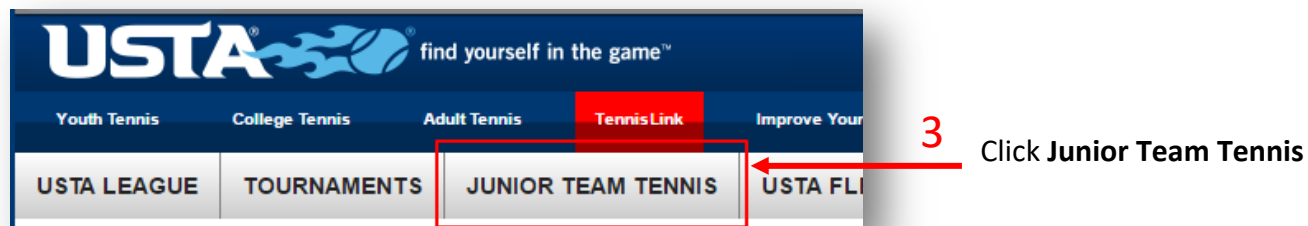
Navigate to **TennisLink** Homepage: tennislink.usta.com

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"
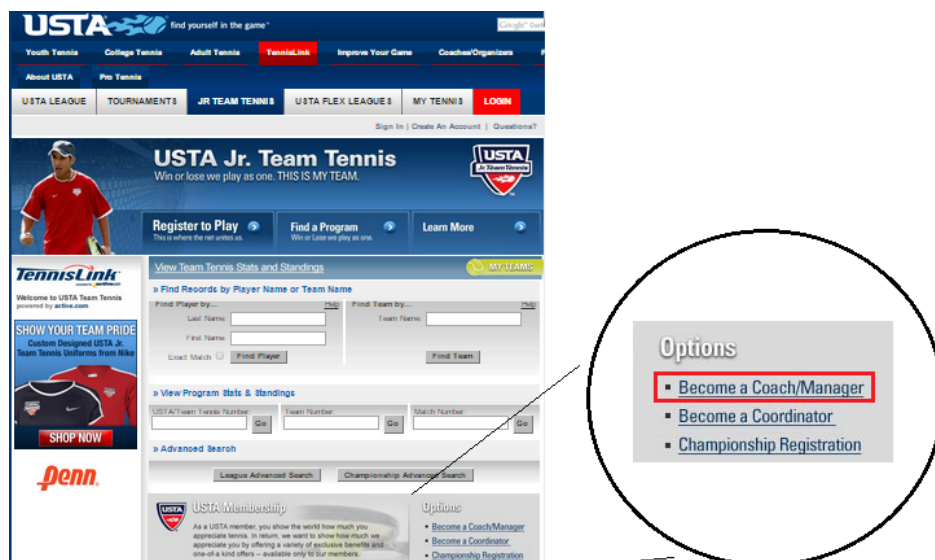
3 Click **Junior Team Tennis**

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*)*

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 *. To start the process please go to* usta.com/safeplay

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

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
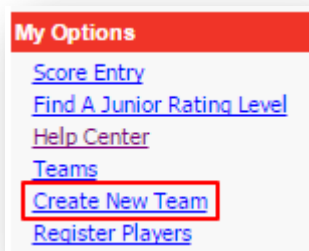   *Note: You will need the Team Number & Players USTA Account #*

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*
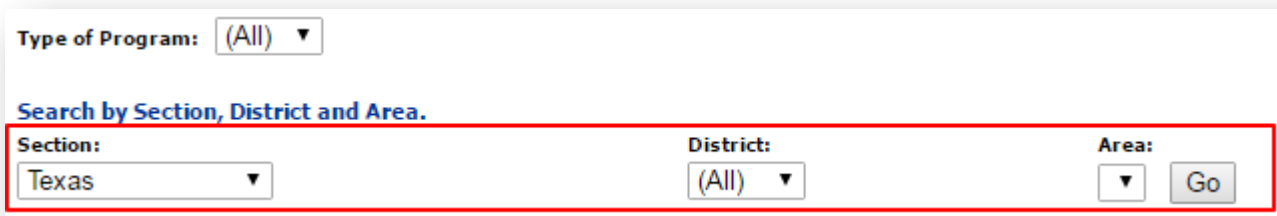11. Click **Save**

Bulk Player Registration

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab
3. Click **Register Players** under **My Options**
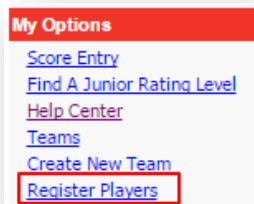
4. Enter **Team Number**
5. Enter player's **USTA Account** number

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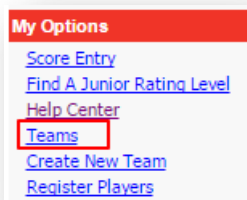
4. Click **paper** icon next to team
5. Choose desired function
   - **Team Summary**
   - **Match Summary**
   - **Match Schedule**
   - **Player Roster**
   - **Blank Scorecard**

Reading a Team Schedule

Enter Match Score

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** tab
3. Click **Score Entry** under **My Options**
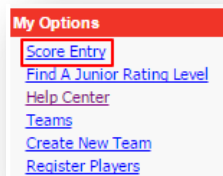
4. Enter **Match Number**, click **Next**

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

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. To start the process please go to *usta.com/safeplay*

1. Sign into TennisLink My Tennis page
2. Click **Manage Account** link
3. Select **Safe Play Process**

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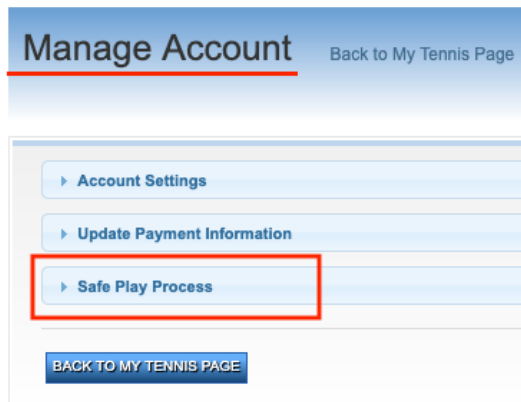
4. Complete all steps to become Safe Play compliant
   - Personal information
   - Provider details
   - Complete USTA Safe Sport Course
   - Agree to USTA Safe Play Guidelines
   - Complete Safe Play Background Check via National Center of Safety Initiatives (NCSI)

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* http://keepkidssafe.pa.gov/

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

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