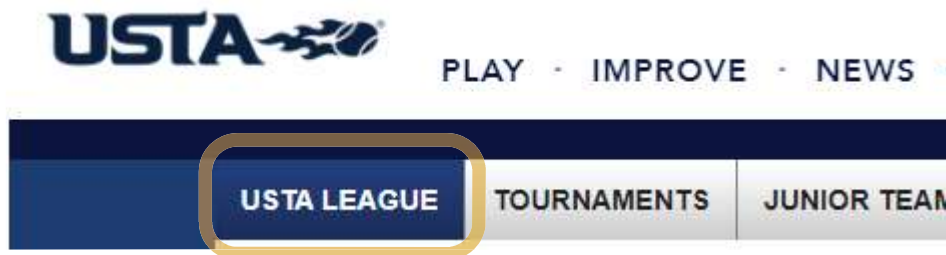


# Finding Your Team Number

- 1 Go to TennisLink at [tennislink.usta.com](https://tennislink.usta.com) and log in to your account



- 2 Once you are logged in, go to the home page and click the [USTA League](#) button



- 3 Scroll down through the page and your teams will be listed under [My Teams](#)

My Teams		Teams Following		
Year	Team	League	Flight	Messages
2020	USTA Flex League Team A	2020 USTA Flex League	Los Angeles - 4.0 Flex Doubles	Communication Options
	USTA Flex League Team B	2020 USTA Flex League	San Fernando Valley - 4.0 Flex Doubles	Communication Options

- 4 Click [My Teams](#) and on the next page, click [Player Roster](#)

- 5 Your Team Number will be listed next to the corresponding team

Team: USTA Flex League Team A [Link to this Page](#)  
[Follow This Team](#) | [Send to Excel](#) | [Print Report](#)

Section	District/Area	League	Flight
USTA/SO. CALIFORNIA	SO.CALIFORNIA - LOS ANGELES	2020 USTA Flex League	Los Angeles - 4.0 Flex Doubles
Captain	Co-Captain	Facility	League Date
Roger Federer 888-123-4567 rfederer@gmail.com		Griffith Park Tennis Courts 3401 Riverside Dr Los Angeles CA 90027	10/18/2020 - 03/31/2021

Admin's Message:  
Captain's Message:

[Team Summary](#) | [Match Summary](#) | [Match Schedule](#) | **[Player Roster](#)**

### Player Roster By Team Report

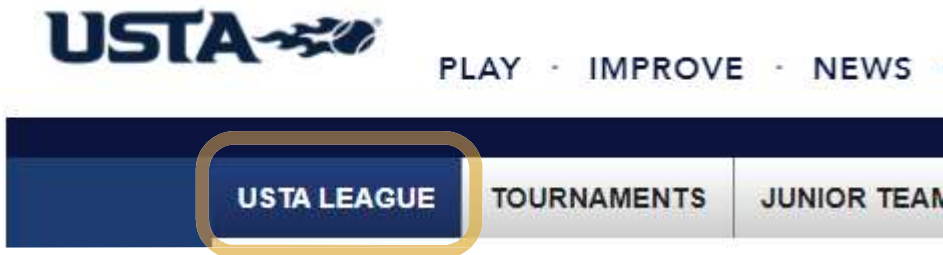
Team Name	Team Number	Season Start	No. Players
USTA Flex League Team A	00000000	10/31/2020	16

# Finding Your Match Schedule

- 1 Go to TennisLink at [tennislink.usta.com](https://tennislink.usta.com) and log in to your account



- 2 Once you are logged in, go to the home page and click the [USTA League](#) button



- 3 Scroll down through the page and your teams will be listed under [My Teams](#)



Year	Team	League	Flight	Messages
2020	USTA Flex League Team A	2020 USTA Flex League	Los Angeles - 4.0 Flex Doubles	Communication Options
	USTA Flex League Team B	2020 USTA Flex League	San Fernando Valley - 4.0 Flex Doubles	Communication Options

- 4 Click [My Teams](#) and on the next page, click [Match Schedule](#)



Team: USTA Flex League Team A Link to this Page

Follow This Team | Send to Excel | Print Report

Section	District/Area	League	Flight
USTA/SO. CALIFORNIA	SO.CALIFORNIA - LOS ANGELES	2020 USTA Flex League	Los Angeles - 4.0 Flex Doubles

Captain	Co-Captain	Facility	League Date
Roger Federer 888-123-4567 rfederer@gmail.com		Griffith Park Tennis Courts 3401 Riverside Dr Los Angeles CA 90027	10/18/2020 - 03/31/2021

Admin's Message:  
Captain's Message:

Team Summary | Match Summary | **Match Schedule** | Player Roster

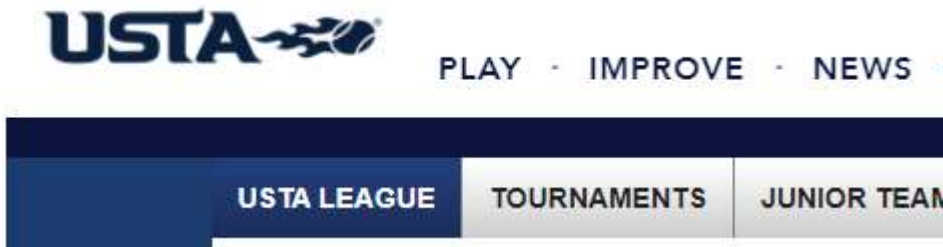
- 5 Match ID's, dates, times, and opponents will be listed for your season on the page

# Finding Your Opponent's Contact Info

- 1 Go to TennisLink at [tennislink.usta.com](https://tennislink.usta.com) and log in to your account



- 2 Once you are logged in, go to the home page and click the [USTA League](#) button



- 3 Scroll down through the page click your team listed under [My Teams](#)



The screenshot shows the 'My Teams' section of the USTA website. It features two tabs: 'My Teams' (selected) and 'Teams Following'. Below the tabs is a table with the following data:

Year	Team	League	Flight	Messages
2020	USTA Flex League Team A	2020 USTA Flex League	Los Angeles - 4.0 Flex Doubles	Communication Options
	USTA Flex League Team B	2020 USTA Flex League	San Fernando Valley - 4.0 Flex Doubles	Communication Options

- 4 Scroll down the page to [Team Matches](#) and click the team whose info you are searching for



The screenshot shows the 'Team Matches' section of the USTA website. It includes a header 'Team Matches' and a sub-header 'Mouse over the date field to take action on the match. View Score,'. Below this is a table with the following data:

Date	Opponent	Result
10/31/2020	USTA Flex League Team D	Not Played
11/6/2020	USTA Flex League Team J	Not Played

- 5 The Captain's information for the team will be listed on their team page



The screenshot shows a team page on the USTA website. It features a table with the following data:

Section	District/Area	League	Flight
USTA/SO. CALIFORNIA	SO.CALIFORNIA - LOS ANGELES	2020 USTA Flex League	Los Angeles - 4.0 Flex D
Captain	Co-Captain	Facility	League Date
Roger Federer 888-123-4567 rfederer@gmail.com		Griffith Park Tennis Courts 3401 Riverside Dr Los Angeles CA 90027	10/18/2020 - 03/31/2021

Below the table, there are two sections: 'Admin's Message:' and 'Captain's Message:'.

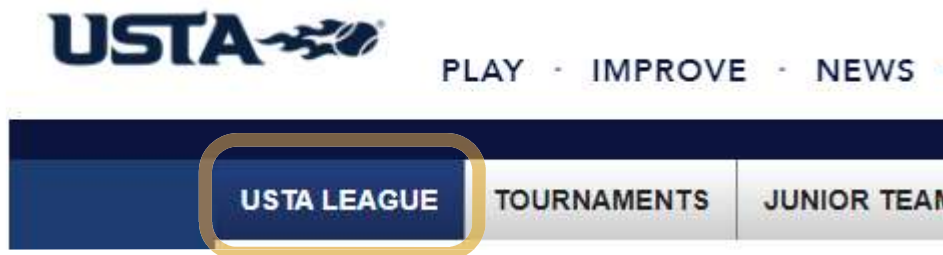
- 6 If the captain's information is not available, please contact your Area League Coordinator

# Entering Match Scores

- 1 Go to TennisLink at [tennislink.usta.com](https://tennislink.usta.com) and log in to your account



- 2 Once you are logged in, go to the home page and click the [USTA League](#) button



- 3 Scroll down through the page and your matches will be listed under [My Matches](#)

- 4 To submit the scores of a specific match, click [Enter Score](#) on the corresponding date

My Matches			
Match Date	Partner	Opponent(s)	Result
10/31/2020			Enter Score
10/31/2020			Enter Score

- 5 Enter the date the match was played as highlighted in yellow below

- 6 Select the players for the match, enter the set scores, and confirm the match status

Date Scheduled: 10/31/20 11:00 AM Date Match Played:

	HOME TEAM	VISITING TEAM	FINAL SCORE	MATCH STATUS
	USTA Flex League Team A Team #: 00000000	USTA Flex League Team D Team #: *****	Ex: 6-3, 2-6, 1-0 3rd Set Tie Break	
Doubles #1 11:00 am	<input type="text" value="- select player -"/> vs. <input type="text" value="- select player -"/> <input type="text" value="- select player -"/> vs. <input type="text" value="- select player -"/> Winner <input type="radio"/>	<input type="text" value="- select player -"/> vs. <input type="text" value="- select player -"/> <input type="text" value="- select player -"/> vs. <input type="text" value="- select player -"/> Winner <input type="radio"/>	6 - 4 2 - 6 1 - 0	Completed <input type="text"/>

- 7 Click the [Next](#) button below and confirm the scores before submitting them to TennisLink



# Tennislink Functions

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

## Stats & Standings

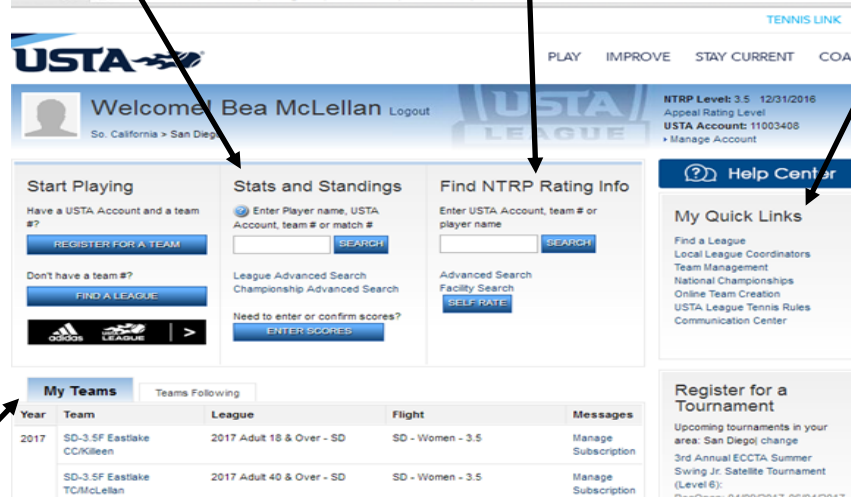
- Locate specific info. on a player, team or match
- Enter scores

## Find NTRP Rating Info

Use this option to find the NTRP rating of a player

## My Quick Links

Provides several options such as Team Management



## My Teams

Lists all the teams you are playing on and/or captaining. Click on your team name to display additional Team Information.

These Tabs allow you to access:

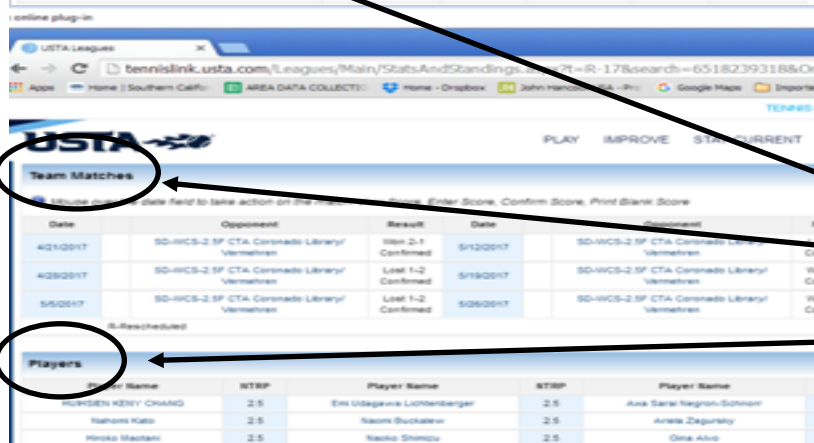
- Match Summary:** Lists all of the team's matches and the results. By clicking on a match #, you can print a Blank Scorecard.
- Match Schedule:** Lists team matches including captains' phone #'s.
- Player Roster:** Lists the players on the team and all their information. By clicking on a player name, you can view details of their match results.
- Captain's Report:** Lists email information of all the captains in the flight. (Captain's Report and personal info on other tabs are only available to captains)



## Team Information

The Team page displays team name, facility, captain's info and flight details. It is divided into 3 sections:

- Team Summary:** Lists all the teams in the flight and their standings.
- Team Matches:** Lists matches and their results. By clicking on an unplayed match date, you can print a Blank Scorecard.
- Players:** Lists the players on the team and their ratings.



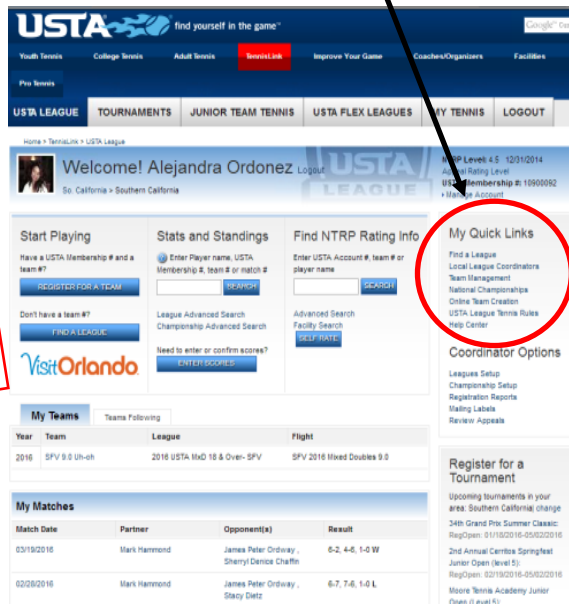
# Team Management Tool

**TennisLink provides this tool to enhance the USTA/SCTA League experience by assisting Captains and Players in managing their league seasons**

1. Once you have registered on a team, go to your Welcome Page and click on **Team Management** to enter your availability and preferences.

**Captains can...**

- Build lineups
  - Match
  - Practice
- View & update player availability
- View player preferences & statistics
- Create match announcements

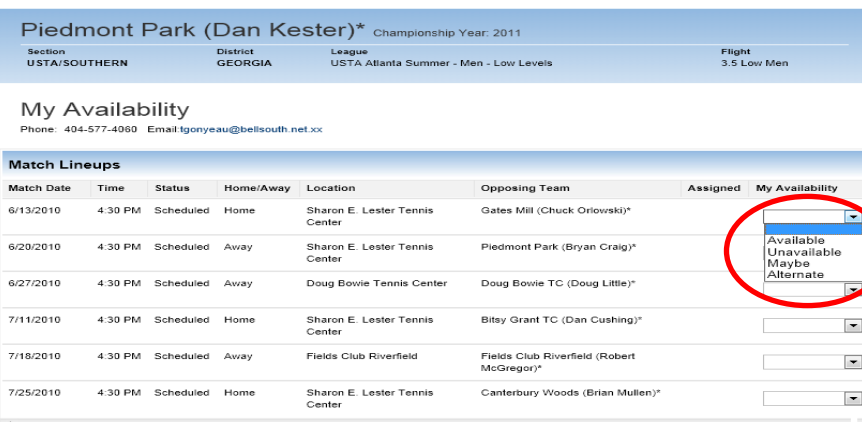
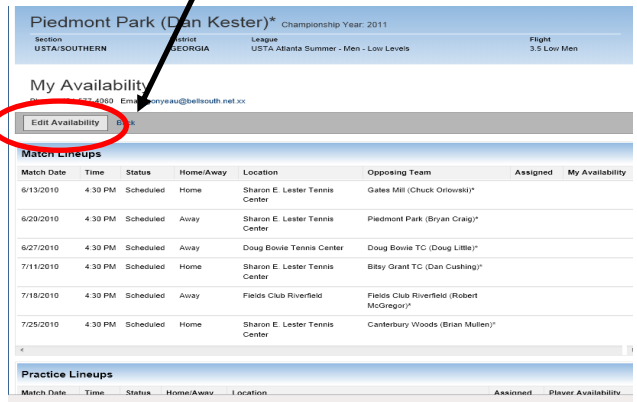
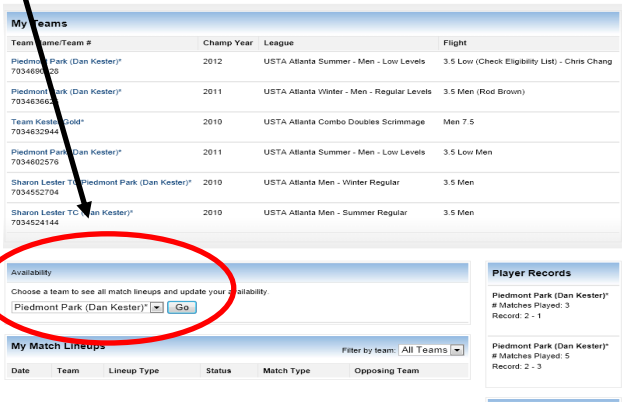


**Players can...**

- View published lineups
  - Match
  - Practice
- View & update their availability
- Update their preferences and view statistics
- See announcements

2. Choose the team you want to update under **"Availability"** and click on GO

3. Once on the team you want to update, click the **"Edit Availability"** button



4. Update each match scheduled

From this screen you would indicate whether you are available, unavailable, maybe or an alternate for each lineup as appropriate.