



To view the contact information for the others in your flight, here's what you do...

1.) Get to Tennis Link. If you go to the website: www.orangecountyusta.com and click on the big red/white/blue rectangle that says "Tennis Link" it will get you there.



2.) On the RIGHT-HAND side, where you see this:

Captains & Coordinators
Enter Login/USTA Number
 Go

Enter your USTA number and login. (It may ask you for a password, I'm not sure.) Always login when you first go into the system. If you don't, it won't recognize you as captain, and you won't be able to see and do certain things that are only available to captains and co-captains.

3.) Next... get "into" the system however you normally do.... In the center boxes, you may either enter your name, your team number, etc.... and click "go". Once you are "in", now you click on your FLIGHT, (not your team.) It will look something like this:

[OC Women WD - 3.5 Flight II](#)

This is somewhere on the page. It sometimes appears in the upper right-hand corner. Once you click on that, you will see different options in the upper left-hand corner. Click on the one that says "Captain's Report" and then you will see a list of all the contact information for all the captains and co-captains in your flight.

4.) **Check your own information.** Make sure your correct e-mail and phone number are listed. If either one is missing or incorrect, you must send a message to the USTA to have it corrected. Here is their e-mail address: memberservices@usta.com or you can call them at **1-800-990-USTA**. Make sure to include your e-mail in your correspondence.

5.) Now that you are in the system, click on your team name, and then in the upper right-hand corner, click on where it says **Add To My Teams**. When you do this, it saves your team to the front page of Tennis Link, so any time in the future, when you get into the system, your team will be stored on your home page, and you can just click on it to save time.

Please let me know if you have any questions. Thank you again for captaining!

Thank you,

Heidi