



TennisLink



Registration ~ Captains, Co-Captains & Players:

Captains, there is a two-step process for you to put your team online and register yourself.

- **Step 1** - Once in TennisLink, click on the link in the upper right-hand corner that says 'create a team online.' Proceed to register one of your players. (Anyone except yourself.) You will need their USTA number and you will need to pay their \$21 league fee. (Have them reimburse you.) Once you complete this process, your team will be online and your team number will be generated. You may then give that team number to your team mates so they can register themselves. Make sure you monitor your roster to ensure all your players are registering. Every season we have a captain who gets stuck when they realize they played a player who they thought had registered who actually had not. Those matches are defaulted, so please make sure this does not happen to you. Please make sure you include your facility's name in your team name as well as your last name, and make sure to add your facility when prompted to do so. Often times your facility will not be listed in the drop-down menu and you will need to add it by clicking the button to the right that says 'other facility.' Only type information into the facility name box and leave the others blank except for the state, choose CA. Only type in the minimal amount of information because it has to match exactly, i.e. for Tustin Hills Racquet Club, only type in Tustin or Tustin Hills. When the choices come up, double click on the correct one and it will take you back to your original page and insert the facility and then you can click 'save.'
- **Step 2** - The captain and only the captain may register using a special team number set up for captains where they only have to pay the \$3 TennisLink fee and the \$18 league fee is waived. Those team numbers, for each of their respective divisions are listed below. (They change each season and every year.) Do not check the box that says you are the captain when you register. Once I see you on that team AND I see your team is online, I will move you over to it and designate you as captain. Captains who fail to follow this, and register directly on their team and pay the \$21 will not be issued refunds.



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Captain's Team ID Numbers:
(Make sure you register according to the above information)

Mixed Doubles ~ **6517652650**

Adult ~ **6517661033**

Senior ~ **6517661035**

Super Seniors ~ **6517661036**

Tri-Level ~ **6517661037**

SCTA Fall Doubles ~ **6517661038**

Senior Mixed Doubles ~ **6517661039**