



HOW DO I ENTER MY SCORES???

- FOR BOTH THE ADULT AND JUNIOR LEAGUES, THE PROCEDURE IS THE SAME.

MAKE SURE YOU ARE STARTING OUT ON THE CORRECT SITE. On the home page of www.orangecountyusta.com

Adults, click on the banner that looks like this:



Junior coaches, click on the icon that looks like this:



- FOR BOTH THE ADULT AND JUNIOR LEAGUES, THE PROCEDURE IS THE SAME: On the right-hand side you must first enter your usta # or Junior Team Tennis ID number first. Junior coaches will then be prompted for their password. Next, on the right-hand side, click on either 'record a score' (adults) or 'score entry' (juniors). You will now be prompted for a match number... you find these on your schedule. Once you enter the correct match number, you will see a drop down menu so you just click on the correct names of the people who played, then enter the scores from the winners' perspectives, and indicate whether the match was completed, defaulted, etc... and select who the winning team was for that line. Once you're done, click confirm.

- Adults: If ever you go to enter a score card and a name is missing, NEVER substitute a different name on the list. This will adversely affect the NTRP dynamic ratings of many players, and we need to make sure that it does not ever happen. If you don't see a name, of someone who played, you will need to wait to enter that score card. Let me know who's missing and I will get it resolved. Most often, if the other captain did not get it cleared in advance, you will receive a default on that line.
- Captains from both teams are to report scores, and it does not matter who reports first. The first captain/coach to go in follows the above procedures. The second to report simply looks at what the first enters and simply clicks on either confirm or dispute. If you are confirming, you're done at this point after you press enter. If you see anything with which you do not agree, you need to click on dispute, then enter, and then notify me of what you think needs to be changed. Make sure you click dispute first, and then when you e-mail me, please include the match number. I then e-mail the other captain to ask them if they agree with the changes you think need to be made and if you agree, I make the changes.
- Please record your scores ASAP after each match.