



HOW TO PUT YOUR TEAM ONLINE & REGISTER YOURSELF AS CAPTAIN

Go to:

<http://tennislink.usta.com/leagues/>

On the right-hand side, where you see these options, click on the option which says "Create a Team On-Line"

League Players

League Play

- [Register for a Team](#)
- [About Self-Rate](#)
- [Create a Team On-Line](#)
- [Record a Score](#)
- [Find a Rating](#)

You will then have a series of drop-down menus where you will need to indicate the following:

- Your Section ~ Pick "USTA/So. California"
- Your Area ~ Pick "So. California"
- Your League ~ Pick "2007 Senior Division ~ Orange County (Women)"
- Your Flight ~ Pick your day (Weekday or Weekend) and your level

Once you've filled in that information, this is what it will look like:

Section USTA/SO. CALIFORNIA ▼

District/Area SO.CALIFORNIA ▼

League 2007 Senior League - Orange County (Women) ▼

Flight 3.5 WeekDay - OC Women ▼

Team Name

Home Courts -- Select a Facility -- ▼

- The next thing you need to do is Name your team, (Please include your last name and the name of your facility) and pick your Home Courts.

- There is a good chance your courts will NOT be in the drop-down menu. You will need to pick the button next to that box which says "Other Facility" (does not show up in the above example)
- Once you click on that button a screen that looks like this will pop up:

Search Criteria	
Facility Name:	<input type="text"/>
Facility USTA:	<input type="text"/>
Zip Code:	<input type="text"/>
State:	-- Select a State --
Special Search:	<input type="text"/>

- Only fill out two of these boxes. Where it says Facility name, only give it minimal "key" information. For example. If you are playing at Racquet Club of Irvine, I would only put in the word "Irvine" and then put CA in the drop-down menu for State. Then click on the button that says "search" (again, it doesn't show up in the example above)
- That will give you a list of facilities, and all you need to do is to double-click on yours and it will take you back to the registration page and it will have added your facility there.

The next page looks like this:

	USTA Number	Team Number <input checked="" type="checkbox"/> AutoFill	Captain <input type="checkbox"/> Yes	Telephone Number (Not Required)	
1	<input type="text"/>	6517380	<input checked="" type="checkbox"/> Yes	<input type="text"/>	Remove
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	Remove
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	Remove

All you need to do now is put in one of your player's USTA numbers, and their phone number. Then click the button that says: "next step" and it will ask for your payment. Pay for that player with your credit card and have

them pay you back the \$19 league fee) Then you can give that team number to all your players and that is the number they will use to register on your team.

TO REGISTER YOURSELF AS CAPTAIN

To allow captain's to be able to play without paying the \$16 league fee, we have set up a special "captain's-only" team. Here is that captain's-only team number: **6517374508**

Register only yourself on this team number, and make sure you don't give it out to any of your team mates. This will only cost you the \$3 Tennis Link Fee.

Once I see you on that team, and your team online, I will move you over and designate you as captain.

Remember not to give that to anyone else, as if they register there, they will need to re-register on your team, and I won't be able to get them their \$3 back.

Remember to fax in your Team Information sheet by the deadline on the sheet.