

# USTA Junior Team Tennis: Getting Started for Coach/Captain

---

## Table of Contents

|   |          |
|---|----------|
| <b>Team Tennis Overview</b>   | <b>2</b> |
| <b>Navigating to Team Tennis</b>                                    | <b>2</b> |
| Log in to Junior Team Tennis Application                            | 2        |
| <b>Become a Junior Team Tennis Coach/Captain</b>                    | <b>3</b> |
| <b>Site Navigation as Coach/Captain</b>                             | <b>4</b> |
| Create New Team   | 5        |
| Bulk Player Registration  | 6        |
| Find Team Schedules, Rosters, Stats and Standing & Blank Scorecards | 6        |
| Reading a Team Schedule   | 7        |
| Enter Match Score   | 8        |
| <b>USTA Safe Play</b>   | <b>9</b> |
| Overview  | 9        |
| Process   | 9        |

# USTA Junior Team Tennis: Getting Started for Coach/Captain

## Team Tennis Overview

This guide will assist new Junior Team Tennis Coaches/Captains in navigating the Junior Team Tennis application on TennisLink in addition to explaining key functions that are used in the course of a season.

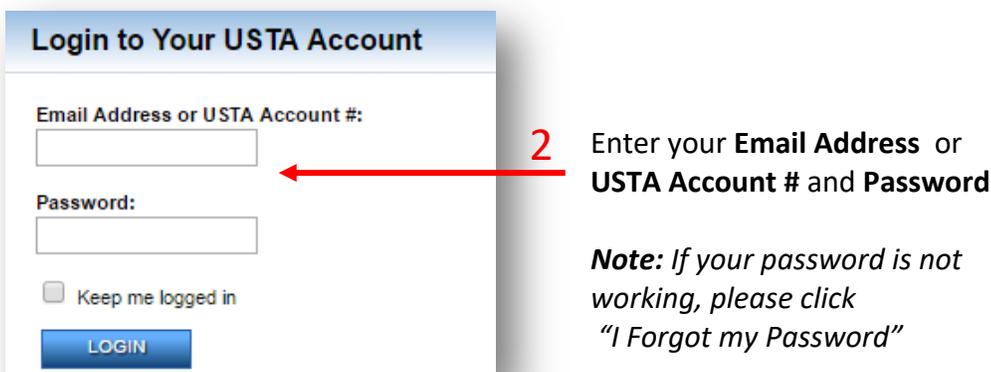
## Navigating to Team Tennis

### Log in to Junior Team Tennis Application

Navigate to **TennisLink** Homepage: [tennislink.usta.com](http://tennislink.usta.com)



The screenshot shows the USTA TennisLink homepage. The navigation bar includes links for Youth Tennis, College Tennis, Adult Tennis, TennisLink (highlighted), Improve Your Game, Coaches/Organizers, and Facilities. Below this, there are menu items for USTA LEAGUE, TOURNAMENTS, JUNIOR TEAM TENNIS, USTA FLEX LEAGUES, MY TENNIS, and a red LOGIN button. A red arrow labeled '1' points to the LOGIN button with the text 'Click Login'. The main content area features a banner for 'DISCOVER' with the text 'WHAT MORE THAN HALF A MILLION PLAYERS ALREADY KNOW' and a 'CLICK HERE TO FIND OUT' button. At the bottom, there are links for 'Do you have a USTA Account? Click here to login' and 'Don't have a USTA Account? Learn more and create one today'.



The screenshot shows the 'Login to Your USTA Account' form. It includes a text input field for 'Email Address or USTA Account #:', a text input field for 'Password:', a checkbox for 'Keep me logged in', and a blue 'LOGIN' button. A red arrow labeled '2' points to the email address field with the text 'Enter your Email Address or USTA Account # and Password'. Below the form, there is a note: 'Note: If your password is not working, please click "I Forgot my Password"'. The 'LOGIN' button is highlighted in blue.

# USTA Junior Team Tennis: Getting Started for Coach/Captain



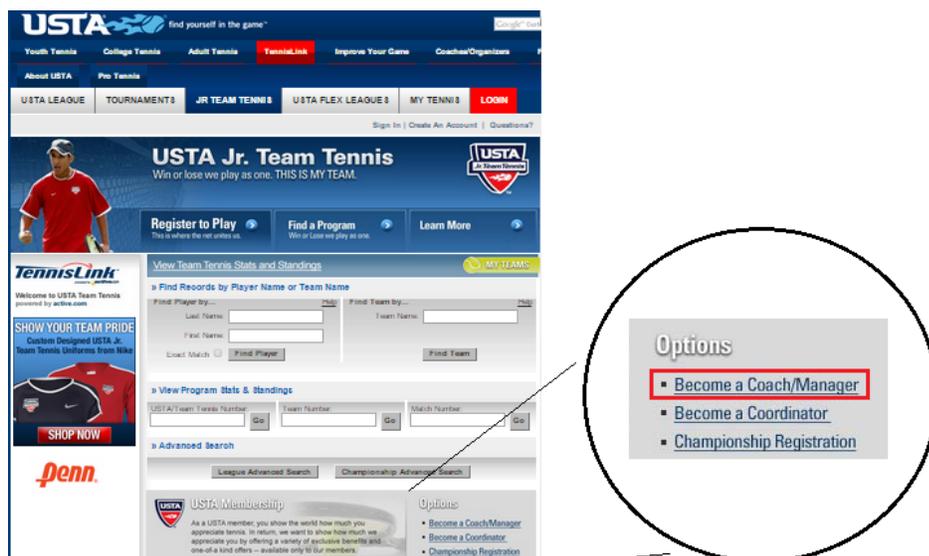
## Become a Junior Team Tennis Coach/Captain

Below are instructions for a volunteer or parent to become a Junior Team Tennis coach/captain in TennisLink:

**Note:** If you do not have a USTA account, please go to the [Non-Member Account Creation](http://activesupport.force.com/usta/articles/en_US/Article/Non-Member-Account-Creation) article to create an account before completing the steps below ([http://activesupport.force.com/usta/articles/en\\_US/Article/Non-Member-Account-Creation](http://activesupport.force.com/usta/articles/en_US/Article/Non-Member-Account-Creation))

**Note:** USTA requires that all Coach/Captains comply with the Youth Protection Policies and Procedures for USTA Junior Team Tennis by completing a background screening through [National Center for Safety Initiatives \(NCSI\)](http://www.nscsi.com) website [🔗](http://www.nscsi.com). To start the process please go to [usta.com/safeplay](http://usta.com/safeplay)

1. Navigate to [Junior Team Tennis](#) homepage
2. Scroll down to bottom of page, click **Become a Coach/Manager**



# USTA Junior Team Tennis: Getting Started for Coach/Captain

## 3. Complete **Coach/Captain** form

- **Note:** If you have a Membership or Team Tennis Number, enter it and click **Get** to pull up your existing account information

## 4. Choose and confirm **Password**

## 5. Click **Submit**

- **Note:** If you did not have an existing account, the system will assign you a unique Junior Team Tennis ID number. This number needs to be linked to your JTT teams in order for you to access your team(s) moving forward

## Site Navigation as Coach/Captain

The screenshot shows the USTA Junior Team Tennis website interface. At the top right is the USTA Junior Team Tennis logo. Below it is a red box with a white background containing a notice: "As of October 1, 2013, all USTA Jr. Team Tennis local/area coordinators, coaches/managers and co-managers must be in compliance with USTA Safe Play before they are able to participate. The process involves reading the Youth Protection Policies and Procedures for USTA Jr. Team Tennis, participating in the online training video, and taking a background screen. Local/Area coordinators, coaches/managers and co-managers can begin the process as of August 1. More information will be available August 1." Below the notice is a blue header "Welcome to TennisLink USTA Team Tennis" and a paragraph of text. The main content area has several sections: "My Teams" with a "Help" link, "Search By Player Name" with input fields for last and first names and a "Go" button, "Find a Youth Progression Level" with an input field and a "Go" button, "Search By Team Name" with a "Team Name" input field, a "Division" dropdown menu, and a "Go" button, and "View Program Stats & Standings" with input fields for "USTA/Team Tennis Number", "Team Number", and "Match Number", each with a "Go" button. On the right side, there is a vertical navigation menu with red headers: "Join Team Tennis", "Program Play" (with links for "Register for a Team", "Become a Program Coord", and "Become a Coach/Captain"), "USTA Membership" (with links for "Join the USTA" and "Renew your Membership"), "Championships" (with link for "Register a Team"), "My Profile" (with link for "Logout"), "Welcome" (with link for "My Role(s)" showing "1) Coach/Captain"), and "My Options" (with links for "Score Entry", "Find A Junior Rating Level", "Help Center", "Teams", "Create New Team", and "Register Players").

Change profile information & role

- **Score Entry:** enter match # to input team scores
- **Teams:** View your team, team #, roster, stats/standings, match schedule(s), etc.
- **Create New Team:** Set up your new team(s) here
- **Register Players:** Allows bulk entry of up to 15 players  
**Note:** You will need the Team Number & Players USTA Account #

# USTA Junior Team Tennis: Getting Started for Coach/Captain

## Create New Team

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab



3. Click **Create New Team** under **My Options**



4. Select your **Section, District, & Area** from dropdown list

The image shows a search form with the following elements: 'Type of Program: (All) ▼', 'Search by Section, District and Area.', 'Section: Texas ▼', 'District: (All) ▼', 'Area: ▼', and a 'Go' button. A red box highlights the Section, District, and Area dropdowns and the Go button.

5. Click **Go**
6. Click **Jr** next to desired program
7. Enter **Team Name**
8. Select **Site Facility & Division**
9. Enter **Co-Captain** USTA Account #
10. Click **Get**
  - **Note:** You will not be able to add them if they have not completed the **Safe Play** process
11. Click **Save**

# USTA Junior Team Tennis: Getting Started for Coach/Captain

## Bulk Player Registration

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis Tab**
3. Click **Register Players** under **My Options**



4. Enter **Team Number**
5. Enter player's **USTA Account** number

|     | Team Number          | USTA Account         |  |                        |
|-----|----------------------|----------------------|--|------------------------|
| 1 . | <input type="text"/> | <input type="text"/> | <a href="#">Don't have a USTA Account?</a> | <a href="#">Remove</a> |
| 2 . | <input type="text"/> | <input type="text"/> | <a href="#">Don't have a USTA Account?</a> | <a href="#">Remove</a> |
| 3 . | <input type="text"/> | <input type="text"/> | <a href="#">Don't have a USTA Account?</a> | <a href="#">Remove</a> |
| 4 . | <input type="text"/> | <input type="text"/> | <a href="#">Don't have a USTA Account?</a> | <a href="#">Remove</a> |
| 5 . | <input type="text"/> | <input type="text"/> | <a href="#">Don't have a USTA Account?</a> | <a href="#">Remove</a> |

- **Note:** Click on + **Add More Players** to register up to 15 players at a time

6. Click **Submit** when done
7. Follow prompts to checkout page

## Find Team Schedules, Rosters, Stats and Standing & Blank Scorecards

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis Tab**
3. Click **Teams** under **My Options**

# USTA Junior Team Tennis: Getting Started for Coach/Captain



4. Click **paper** icon next to team
5. Choose desired function
  - **Team Summary**
  - **Match Summary**
  - **Match Schedule**
  - **Player Roster**
  - **Blank Scorecard**

USTA Team Tennis Reports - Team Level

| Team                | USTA Section | District/Area | Program   |
|---------------------|--------------|---------------|---|
| Lost Creek Crushers | TEXAS        | TEXAS/AUSTIN  | <a href="#">CATA Junior Team Tennis Spring 2016</a> |

Team Summary   Match Summary   Match Schedule   Player Roster   Blank Scorecard

## Reading a Team Schedule

Match Schedule By Team

| USTA Section            |               | USTA District |  | Division/Local Program              |                    |                                     | Flight Name                 |                    |                         |
|-------------------------|---------------|---------------|--|-------------------------------------|--------------------|-------------------------------------|-----------------------------|--------------------|-------------------------|
| Texas                   |               | Texas         |  | CATA Junior Team Tennis Spring 2016 |                    |                                     | 10U Orange Beginner Rookies |                    |                         |
| Match ID                | Schedule Date | Schedule Time | Home Team                                | Coach/Captain Phone                 | CoCaptain Phone    | Visiting Team                       | Coach/Captain Phone         | CoCaptain Phone    | Facility / Match Site   |
| <a href="#">1765048</a> | 02/28/2016    | 12:00 noon    | <a href="#">Georgetown Orange</a>        | Reagan R. Willman                   |                    | <a href="#">Lost Creek Crushers</a> | Chad Loup                   | Kathryn A. Stelzer | Georgetown Country Club |
| <a href="#">176505</a>  | 03/06/2016    | 1:00 pm       | <a href="#">Lost Creek Crushers</a>      | Chad Loup                           | Kathryn A. Stelzer | <a href="#">Cimarron Bulls</a>      | Garrett Pekar               |                    | Lost Creek Country Club |
| <a href="#">1765057</a> | 04/10/2016    | 2:00 pm       | <a href="#">Caswell Orange Fireballs</a> | Katie O'Riley                       |                    | <a href="#">Lost Creek Crushers</a> | Chad Loup                   | Kathryn A. Stelzer | Caswell Tennis Center   |
| <a href="#">1765053</a> | 04/17/2016    | 1:00 pm       | <a href="#">Lost Creek Crushers</a>      | Chad Loup                           | Kathryn A. Stelzer | <a href="#">Polo Orange</a>         | Kolby Kilgo                 |                    | Lost Creek Country Club |

Match ID

Match Date & Time

Opponent Team Name & Captain Info

Match Location

# USTA Junior Team Tennis: Getting Started for Coach/Captain

---

## Enter Match Score

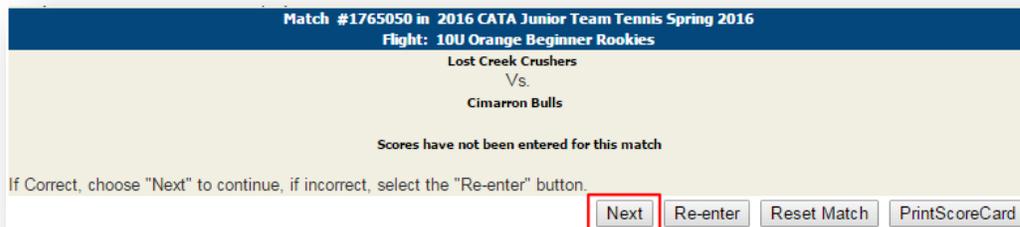
1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** tab
3. Click **Score Entry** under **My Options**



4. Enter **Match Number**, click **Next**

A screenshot of a form titled 'Enter Match Number:'. It features a text input field and two buttons: 'Next' and 'Cancel'.

5. Confirm match details are correct, click **Next**

A screenshot of a match details confirmation screen. The header shows 'Match #1765050 in 2016 CATA Junior Team Tennis Spring 2016' and 'Flight: 10U Orange Beginner Rookies'. The teams are 'Lost Creek Crushers' and 'Cimarron Bulls'. The text states 'Scores have not been entered for this match'. At the bottom, there is a note: 'If Correct, choose "Next" to continue, if incorrect, select the "Re-enter" button.' The 'Next' button is highlighted with a red rectangular box. Other buttons include 'Re-enter', 'Reset Match', and 'PrintScoreCard'.

6. Enter **Date Match Played (mm/dd/yyyy)**
7. Select match players from dropdown list
8. Enter **Winning Team Score**
  - **Note:** Score must be entered from the winner's perspective, ex. 8-4
9. Select winning team into **Winner** dropdown
10. Repeat steps 7-9 for each line

# USTA Junior Team Tennis: Getting Started for Coach/Captain

Match #1765050 in 2016 CATA Junior Team Tennis Spring 2016  
Lost Creek Crushers [Team ID:8096289270] Vs. Cimarron Bulls [Team ID:8096289674]  
Date Scheduled: 03/06/2016 1:00 PM Date Match Played(mm/dd/yyyy) :   
Match Win Criteria : Individual Matches won

| Lost Creek Crushers*                              | Cimarron Bulls | Winning Team Score | Result/Winner                  |
|---|----------------|--------------------|--------------------------------|
| # 1 Singles - Scoring Format: Short Set (4 Games) |                |                    | Result: <input type="text"/>   |
|   |                |                    | Completed <input type="text"/> |
|   |                |                    | Winner: <input type="text"/>   |

11. Click **Next** to confirm scores

## USTA Safe Play

### Overview

The United States Tennis Association is committed to making every tennis experience an enjoyable and memorable one. To do so we rely on the thousands of dedicated volunteers, coaches, officials, members, independent contractors, consultants and staff who contribute in their way to each event or program.

To ensure a safe and fun environment for all participants, the USTA has developed "Safe Play." Safe Play embodies the USTA's commitment to respect and safety for every individual participating in a USTA event or program through the use of screening, education and reporting tools.

The USTA expects individuals to adhere to Safe Play policies and standards, as well as all other USTA policies, procedures, and practices and applicable external laws and regulations.

Safe Play consists of the following five requirements and standards:

1. Conduct, Policies & Guidelines
2. USTA Background Screening
3. Education & Training
4. Reporting Misconduct, Maltreatment or Violations of Safe Play
5. Grassroots Engagement & Communication

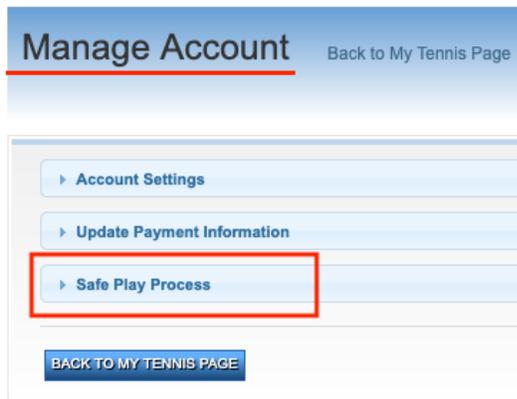
### Process

Please review the steps outlined below to become Safe Play compliant. All steps must be fulfilled in order to be eligible to serve as a Junior Team Tennis coach/manager, co-manager or local/area coordinator. To start the process please go to [usta.com/safeplay](http://usta.com/safeplay)

1. Sign into [TennisLink My Tennis page](#)
2. Click **Manage Account** link
3. Select **Safe Play Process**

# USTA Junior Team Tennis: Getting Started for Coach/Captain

---



#### 4. Complete all steps to become Safe Play compliant

- Personal information
- Provider details
- Complete USTA Safe Sport Course
- Agree to USTA Safe Play Guidelines
- Complete Safe Play Background Check via National Center of Safety Initiatives (NCSI)

**Note:** If you or your USTA Junior Team Tennis team resides in the State of Pennsylvania, you are required to meet additional, state-mandated screening requirements. Please visit <http://keepkidssafe.pa.gov/>

For **NCSI background screening** questions please email [clientservices@ncisafe.com](mailto:clientservices@ncisafe.com) or call (866) 833-7100

For **Safe Play** questions please email [safeplay@usta.com](mailto:safeplay@usta.com)

For **TennisLink** questions please email [linkteam@usta.com](mailto:linkteam@usta.com)