



Instructions for Printing Scorecards and Score Entry

To print a scorecard

1. Go to tennislink and log into your account. (<http://tennislink.usta.com/Leagues/Common/>)
2. Once logged in – on your “USTA LEAGUE PAGE” You will find your teams listed at the bottom. Choose the correct team by clicking on its name.
3. Click on the date of the match listed at the bottom of your team page.
4. On the next page click on “PRINT BLANK SCORECARD”
5. A blank scorecard will appear with the match number and the team names. In the top right corner of the page click on “PRINT REPORT”.
6. When the print section appears click on the “print” button.
7. You will want to print a scorecard before each match. This will insure that you have a current team roster, and the names of the players on both teams. The completed scorecard is a written record of your match in case of a score dispute between captains.

To enter the score for a match that has been played

1. Go to tennislink and log into your account. (<http://tennislink.usta.com/Leagues/Common/>)
2. Your “TENNIS PAGE” with your name will appear at the top of the page
3. Above your name, click on the tab USTA LEAGUE
4. In the middle of the page below the “Stats and Standings” search click on the button “ENTER SCORES”
5. Enter the match number and click on “NEXT” button
6. Click on the date box and choose the date the match was played from the drop down calendar that will appear
7. Select the names of those who played in each position by using the small arrows to the right of the boxes, a drop down list of all players will appear. Click the “Winner” button under each line that won.
8. For match status, click “COMPLETED”. If there is a default or one person retires in a match record the “MATCH STATUS” to reflect this.
9. Enter the scores giving the winner’s score first e.g. 6-4, 6-4
10. A match tie break score is entered as 1-0. A match tie-break in lieu of a third set requires you to click “TIMED” for the “MATCH STATUS” instead of “COMPLETED”
11. Review the scores entered and the lines awarded to each team, click next
12. The next page will show the final scores and ask you to confirm the score
13. The winning captain enters the scores and the losing captain confirms the scores within 48 hours of the scores being entered.
14. Any problems e-mail adult@ustasoutherncrest.com, or text/call 678-234-3179