



## Instructions for Creating a Team

All team requirements must be met prior to starting registration.

### “CREATING A TEAM”

- Go to <http://tennislink.usta.com/leagues>.
- All players and captains must create a TennisLink account to create/register for a team. You will be required to login and enter a password to create a team.
- If you are a Team Captain and want to register your team, proceed to Step 4. If you are a player and wish to register yourself, **you must get your team number from your captain**, then go to Step 5.
- **All Captains must create a new team number each season.** This step creates a team number *and* registers the captain on that team.
  - Select the “**Online Team Creation**” under the quick links section of the league page
  - Select Section (**USTA/Southern**)
  - Select District/Area (**GEORGIA**)
  - Select Area (**GA-ATLANTA 2018**)
  - Select League for (**Fall – Mixed 18 & Over**)
  - Select Flight (**ex: 3.5**)
  - Enter Team Name using this format: **Home Courts - Captain’s Last Name** (ex: Hudlow - Johnson)
  - Select your Home Court Facility:
    - When you see Home Courts - Click “**Other Facility**” button.
    - A new screen called “**Facility Locator**” will pop up. In the “Special Search” box, use the arrow to drop down and select “**Atlanta League Facilities.**”
    - In the “Facility Name” box and type the first 3 or 4 letters of your facility name (i.e.: Hud for Hudlow) then State and click “Search”. **Do not fill in any other boxes.**
    - If your facility does not appear using the name search, take out the 3 letters of your facility and try using the facility zip code. The list may be long but your facility will be here.
    - Once your facility is located, **click on it once**, the Facility Locator screen will close and the facility name will pre-fill on the Online Team Creation page.
  - Click “**Create Team.**”
  - Follow the instructions on the screen for payment.
  - **Write down your team number.** Print a copy of your confirmation. You need the team number to give to your players so that they can register on your team.
  - If you did not receive a “Congratulations” screen with an invoice number then your team is not registered and the team number that you have is not valid.



## Instructions for Registering for a Team

### “REGISTERING A PLAYER”

- All players must create a TennisLink account to register for a team. You will be required to login and enter a password to register for a team.
- Go to “Register for a Team.”
- Enter individual USTA membership number of the player (or players) starting on line # 1.
- Enter your **new** team number for **Fall 2018**.
- Enter your phone number. This option will allow you to override your membership information should you wish to use a **cell phone number** as your primary contact.
- Check the information carefully. If you register a person incorrectly you will forfeit the TennisLink fee.
- Click “Submit.”
- If a person does not have a computer rating the system will **prompt a series of questions to declare a self-rating**. Players should self-rate where they believe is correct and not just use the TennisLink assigned minimum level. If you choose a rating for another person and they do not agree with that rating it cannot be changed once a match is played. **If you self-rate for another person and a grievance is filed against that person for playing below their ability level, you may be held responsible as well.**
- Enter the credit card number on the secure site.
- When the confirmation page is displayed, you are registered!

### “CHECKING YOUR TEAM ROSTER”

- Go to <http://tennislink.usta.com/leagues>.
- Login to your TennisLink account
- Go to your my Tennis Page
- Select your team from your “My Teams” list. Select “Player Roster.”  
Note: In navigating in the team summary report, use the “Back” button on the screen.