

# **TennisLink Help**

## **Schedules & Phone Numbers**

### **Steps to Finding Match Schedule\***

**Step 1:**

Go to <http://tennislink.usta.com/teamtennis>. Log in using your individual team tennis ID number and password. Call your coordinator if you don't have this.

**Step 2:**

Enter either a player's name, the first 4 letters in the team name, or the team number in the appropriate box in the center of the screen. Next, click on GO.

**Step 3:**

If you entered player name or team name, you'll have to click on the team name.

**Step 4:**

Along the top portion of the screen there are 5 buttons you can click on. The middle one is for Match Schedules.

### **Steps to Finding Captains' Phone Numbers**

**(You must be listed as the Team Captain to access this info)\***

**Step 1:**

Follow steps 1-3 above to get to the standings screen.

**Step 2:**

Up near the top right corner of the box, it has the Flight name. Click on the Flight name.

**Step 3:**

Along the left side of the screen, under the Summary Button, click on the Team Coach/Captain Report. This report will list the current information for all the team captains in that flight.

**If the Team Coach/Captain Report button does not appear, please check these items:**

1. Check to make sure that you are logged in.
2. Check with your coordinator that he/she has you listed as the captain or co-captain of the team.
3. If both of these items are done and you still have problems, please contact the JTT Facility Coordinator.

***\* The Help Guide has additional information to assist you with these steps and more.***