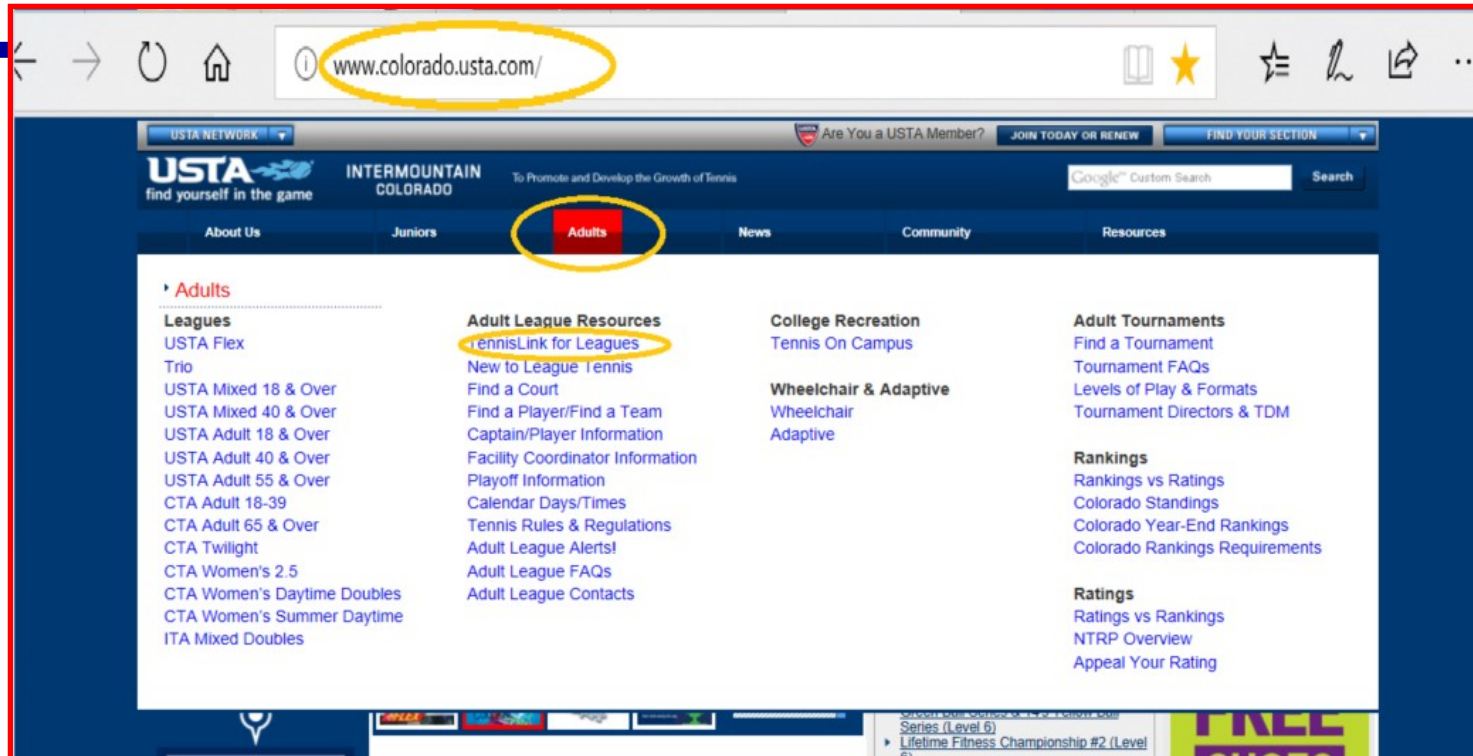


# How To Access TennisLink

## 2 WAYS TO ACCESS TENNISLINK

### Option 1

Go to Colorado.usta.com, Under the menu bar go to “Adults”, under Adult League Resources click “TennisLink for Leagues.” (Circled in yellow)



### Option 2

*Go directly to Tennislink*

*In your browser type: <http://tennislink.usta.com/LEAGUES>*

# Logging Into TennisLink

Home > TennisLink > USTA League

DISCOVER WHAT  
**330,000**  
LEAGUE PLAYERS  
ALREADY KNOW!



USTA  
LEAGUE

CREATE A USTA ACCOUNT

Login to your USTA Account

## Start Playing

Have a USTA Account and a team #?

REGISTER FOR A TEAM

Don't have a team #?

FIND A LEAGUE

Join USTA Membership

## Stats and Standings

Enter player name, USTA Account, team # or match #

SEARCH

League Advanced Search  
Championship Advanced Search

Need to enter or confirm scores?

ENTER SCORES

## Find NTRP Rating Info

Enter USTA Account, team # or player name

SEARCH

Advanced Search  
Facility Search

SELF RATE

Help Center

## USTA League Info...

About USTA League  
USTA League FAQ  
USTA League Tennis Rules  
About NTRP Ratings  
National Championships  
Local League Coordinators  
About Auto-Appeals

## NEW TO TENNISLINK

You must create an account in order to utilize TennisLink. If you don't create an account, you will only be able to view 25% of what you would see if you were logged in.

To create an account click "Create A USTA Account" (Yellow Circle)

You will need your USTA #, date of birth and zip code to create the account

## Already Have An Account

If you already have a USTA account (not to be confused with a USTA Membership), simply login each time you get to the TennisLink web site. (Blue Circle) Just under "Create an Account"

You can also check the "keep me logged in" box so you don't have to login every time you get on TennisLink.

# Welcome Page

Welcome Page (once logged in it should say “Welcome! your name”)

- **My Teams:** includes all the teams you are currently registered on (red arrow)
- **Teams Following:** Add other teams you would like to follow instead of searching for them every time you login. To add a team, you will first have to search for that team using the stats and standings search. Once you find it, you can click on the “Follow This Team” link on the upper right hand side of the screen. (blue arrow)
- **Register for a Team:** allows you to register for a team using your USTA # and Team # (purple arrow)
- **Enter Scores:** allows a captain (or acting captain) to input scores (need match # from match schedule) (green arrow)
- **Team Management:** new team management tool that is great for organizing your league teams. (orange arrow)
- **Self-Rate:** If you don’t have a team number but need a rating.
- **Manage Account:** allows players to update their contact information. (black arrow)

Welcome! Chris Walling Logout

NTRP Level: 4.5 12/31/2010  
Appeal Rating Level  
USTA Membership #: 1111250

**Start Playing**  
Have a USTA Account and a team #?  
[REGISTER FOR A TEAM](#)  
Don't have a team #?  
[FIND A LEAGUE](#)  
[adidas LEAGUE Online Shop](#)

**Stats and Standings**  
Enter Player name, USTA Account, team # or match #  
 [SEARCH](#)  
League Advanced Search  
Championship Advanced Search  
Need to enter or confirm scores?  
[ENTER SCORES](#)

**Find NTRP Rating Info**  
Enter USTA Account, team # or player name  
 [SEARCH](#)  
Advanced Search  
Facility Search  
[SELF RATE](#)

**My Quick Links**  
[Find a League](#)  
[Local League Coordinators](#)  
[Team Management](#)  
[National Championships](#)  
[Online Team Creation](#)  
[USTA League Tennis Rules](#)

**Coordinator Options**  
[Leagues Setup](#)  
[Championship Setup](#)  
[Registration Reports](#)  
[Communication Center](#)  
[Mailing Labels](#)  
[Review Appeals](#)

**Tournament**  
Upcoming tournaments in your area:  
Georgia | change  
TECNIFIBRE MEMORIAL  
CLASSIC JR CHPS - GA LEVEL 4:  
RegOpen: 01/23/2011-05/26/2011  
THE MANOR EXTREME TENNIS  
JR CHPS - GA LEVEL 4:  
RegOpen: 01/01/2011-05/30/2011  
SANDY SPRINGS JR TENNIS  
SATELLITE #3 - GA LEVEL 5:

**My Teams** Teams Following

Year	Team	League	Flight	Messages
2011	Sandy Springs TC (John McNaughton)*	USTA Atlanta Spring - Combo Doubles Business Women and Men	Men 8.5 (Monday, April 18 - 6:45 PM)	
	Dekalb TC (Chris Walling)*	USTA Atlanta Spring - Mixed Doubles Adult (Friday, March 18)	9.0 Mixed*	
	Dekalb TC (Sam Peng)*	USTA Atlanta Summer - Men - Regular Levels	4.5 Men	
	Sandy Springs TC (Brian McGuffey)*	USTA Atlanta Summer - Men - Low Levels	4.5 Low Men (Bob Bean)	

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\*Offer details



# Team Summary Page

See screen shot below. To get here, simply click on one of your teams from the home page. Here, you will be able to view:

- **Team Standings/Stats**
- **Match Schedule** (red arrow)
- **Player Roster** (with rating info and contact information for your team) (green arrow)
- **Captain's Report**—lists all captains' contact information (orange arrow)

USTA UNITED STATES TENNIS ASSOCIATION

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TennisLink USTA LEAGUE TOURNAMENTS | USTA FLEX LEAGUES | JR. TEAM TENNIS | MY TENNIS PAGE | LOGOUT

Home > TennisLink > USTA League > Stats & Standings > Team: CP BLUE

Like Tweet +1

Back to Previous Page | Link to this Page

Team: CP BLUE

Follow This Team | Send to Excel | Print Report

Section	District/Area	League	Flight/SubFlight
USTA/INTERMOUNTAIN	COLORADO - CO-DENVER METRO	2011 USTA ADULT - DEN	MEN 3.0 - ADULT / CENTRAL
Captain	Co-Captain	Facility	League Date
		City Park Racquet Club 1726 Downing St Denver CO 80218	05/02/2011 - 07/22/2011

Team Summary Match Summary Match Schedule Player Roster Captain's Report

Team Standings

Team Name	Wins	Losses	Indiv. Wins	Indiv. Losses	Sets Lost	Games Lost
CP BLUE	9	1	36	14	5	393
SKY BLUE	7	3	29	21	48	412
APR GREEN	5	5	25	25	53	443
CM RED	4	6	23	27	57	439
DTC BLUE	4	6	23	27	61	476
EM BLUE	1	9	11	39	82	547

# Finding Opposing Captain's Contact Info.

## Accessing opposing team captains' phone numbers and emails in your flight

Go to "My Teams." Click on your team. Click "Captains Report." (green arrow). For privacy purposes the phone numbers and email addresses have been blacked out.

Team: CP BLUE

[Follow This Team](#) | [Send to Excel](#) | [Print Report](#)

Section	District/Area	League	Flight/SubFlight
USTA/INTERMOUNTAIN	COLORADO - CO-DENVER METRO	2011 USTA ADULT - DEN	MEN 3.0 - ADULT / CENTRAL
Captain Alan Mulhern	Co-Captain	Facility City Park Racquet Club 1726 Downing St Denver CO 80218	League Date 05/02/2011 - 07/22/2011

[Team Summary](#) | [Match Summary](#) | [Match Schedule](#) | [Player Roster](#) | **[Captains Report](#)**

Team Captains by Team Report As of 01/31/2012 11:54 AM

Team Captain Report

USTA/INTERMOUNTAIN / COLORADO / CO-DENVER METRO

Adult / 2011 USTA ADULT - DEN

MEN 3.0 - ADULT - 31 Teams

NORTH - 10 Teams

BCC BLUE:2572649590 Boulder Country Club	Morgan O'Brien	
BRMST GREEN:2572649591 Broomfield Swim & Tennis Club	David W. Thompson	
BRMST RED:2572649593 Broomfield Swim & Tennis Club	<a href="mailto:tim@esdco.com">tim@esdco.com</a>	<a href="mailto:bjr4411@broomfieldssriem.com">bjr4411@broomfieldssriem.com</a>
CVTA BLUE:2572649608 Centennial Park	tedhine@sprynet.com	

# Match Schedule

Once you select the tab “Match Schedule,” you will be able to do the following:

- View match schedule (home and away matches) (**Blue Circle**)

- View Opponent contact information (for privacy purposes, phone #'s from this screen shot have been blacked out, but phone numbers will appear for team captains (non-captains will not be able to see the phone numbers).

- View Match ID # (**red circle**). You will need each Match ID to report scores.

- **Orange Circle:** The address listed here is not always the address to the tennis courts, so we recommend **NOT** using this for directions.

- **Green Circle:** Match Site. To get directions to match sites, go to [www.COLORADOTENNIS.com](http://www.COLORADOTENNIS.com) and click on the “Find a Tennis Court Location” link located along the left side of the screen.

Team: CP BLUE Follow This Team | Send to Excel | Print Report

Section USTA/INTERMOUNTAIN	District/Area COLORADO - CO-DENVER METRO	League 2011 USTA ADULT - DEN	Flight/SubFlight MEN 3.0 - ADULT / CENTRAL
Captain Alan Mulberg	Co-Captain [REDACTED]	Facility City Park Racquet Club 1726 Downing St Denver CO 80218	League Date 05/02/2011 - 07/22/2011

Team Summary | Match Summary | **Match Schedule** | Player Roster | Captain's Report

Match Schedule by Team Report As of 01/31/2012 12:04 PM EST

USTA Section	USTA District	Division / Local League	Team NTRP/Gender	Flight/Sub-Flight Name
USTA/INTERMOUNTAIN	COLORADO	2011 USTA ADULT - DEN	3.0/M	MEN 3.0 - ADULT /CENTRAL

Match ID	Schedule Date	Schedule Time	Home Team	Captain/Phone	Visiting Team	Captain/Phone	Facility/Match Site
1002270615	5/4/2011	6:00 PM	CP BLUE	Alan Mulberg [REDACTED]	SKY BLUE	Craig W. Mills [REDACTED]	City Park Racquet Club
1002270617	5/11/2011	6:00 PM	CP BLUE	Alan Mulberg [REDACTED]	APR GREEN	Michael Lopez [REDACTED]	City Park Racquet Club
1002270621	5/18/2011	6:00 PM	EM BLUE	Timothy Small [REDACTED] Michael G. Garland [REDACTED]	CP BLUE	Alan Mulberg [REDACTED]	Eastmoor Swim & Tennis Club
1002270625	5/25/2011	6:00 PM	CP BLUE	Alan Mulberg [REDACTED]	CM RED	James Bruce Daley [REDACTED]	City Park Racquet Club
1002270628	6/1/2011	6:00 PM	DTC BLUE	Lucien Layne [REDACTED]	CP BLUE	Alan Mulberg [REDACTED]	Denver Tennis Club
1002270630	6/8/2011	6:00 PM	SKY BLUE	Craig W. Mills [REDACTED]	CP BLUE	Alan Mulberg [REDACTED]	Skyline Acres Swim/Tennis Club
1002270632	6/15/2011	6:00 PM	CP BLUE	Alan Mulberg [REDACTED]	APR GREEN	Michael Lopez [REDACTED]	City Park Racquet Club

# Print Blank Scorecards

From the same previous screen shot, you can select match ID #. It will pull up a screen of the selected match. You will then see a tab at the bottom that says “Print Blank Scorecard.” (green arrow). A roster of both your team and your opponents’ will appear, and there will be a print option at the top right screen to print your scorecard.

TennisLink League Reports - League Match

Flight	USTA Section	District/Area
4.5 Low (Check Eligibility List) - Brandon McGirt	USTA/SOUTHERN	GEORGIA - GA - ATLANTA 2012

Summary Team Standings Player Counts Match Summary Match Schedule Player Roster

Today's Date: 05/25/2011 10:59 PM EST

Scorecard for Match # 1002371829 in USTA Atlanta Summer - Men - Low Levels  
Status: No Team Reported

**Terrell Mill TC (Greg McAfee)\*** Vs. **Sandy Springs TC (John McNaughton)\***  
Team ID: \*\*\*\*\* Team ID: \*\*\*\*\*

Date Scheduled : Date Match Played : Entry Date:

Home Team Visiting Team

Best 2 of 3 Sets

Scores for this match have not been recorded

[Print Blank Scorecard](#)

USTA TennisLink processed by active.com

Stats, Standings, Schedules & Scores  
Now, there's a USTA League App for that.

TennisLink League Reports - League Match

Flight	USTA Section	District/Area	League
4.5 Low (Check Eligibility List) - Brandon McGirt	USTA/SOUTHERN	GEORGIA - GA - ATLANTA 2012	USTA Atlanta Summer - Men - Low Levels

Summary Team Standings Player Counts Match Summary Match Schedule Player Roster

Send to Email

Match #1002371829

Home Team	Vs.	Visiting Team	Score
Terrell Mill TC (Greg McAfee)* Team ID: 7034700998		Sandy Springs TC (John McNaughton)* Team ID: 7034691405	

#1 Singles Name: Vs. Name: Score:   
Date: Winner: Status:

#2 Singles Name: Vs. Name: Score:   
Date: Winner: Status:

#1 Doubles Name: Vs. Name: Score:   
Name: Name: Name: Name:   
Date: Winner: Winner: Status:

#2 Doubles Name: Vs. Name: Score:   
Name: Name: Name: Name:   
Date: Winner: Winner: Status:

#3 Doubles Name: Vs. Name: Score:   
Name: Name: Name: Name:   
Date: Winner: Winner: Status:

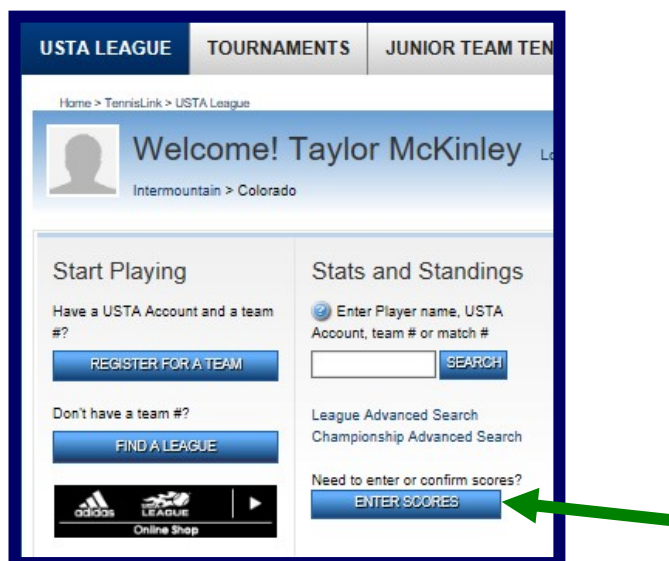
Terrell Mill TC (Greg McAfee)\* Members in Home Team:  
(11)McKee, Gregory D (S-2) (12)Jadame, Nathan R. (S-2) (13)Timbo, Bruce (S-2) (14)Palke, Joseph Thomas (S-2)  
(15)Johnson, Luis (S-2) (16)Kalamenc, Nathan J (S-2) (17)Sims, Robert S (S-2) (18)Orlando, John (S-2)  
(19)Hicks, Leonardo Lombard (S-2) (20)Nelson, Hector (S-2) (21)Chung, Andrew (S-2) (22)Rodriguez, Roberto (S-2)

Sandy Springs TC (John McNaughton)\* Members in Visiting Team:  
(11)McNaughton, John (S-2) (12)Prather, James M (S-2) (13)McLemore, G (S-2) (14)Jader, Lang C (S-2)  
(15)Willing, Chris (S-2) (16)Penna, Andrew J (S-2) (17)Anderson, Bruce Jacob (S-2) (18)McWilliams, Adam (S-2)  
(19)Hickey, Ray (S-2)



# Record a Score

From “My Tennis” homepage, select “Record A Score” (green arrow). You will need to have your own individual USTA # and the match ID # (orange arrow) of the match you are reporting. You can also click on the match date under the “My Matches” section of the home page to get into a scorecard or hover over “Match ID” (blue arrow).



This screenshot shows the Match Schedule table. The 'Match ID' column is circled, and the value 1005914466 is highlighted with a blue arrow. The table lists matches for the USTA/INTERMOUNTAIN section, COLORADO district, and 2017 USTA ADULT 18 league.

USTA Section	USTA District	Local League / Le
USTA/INTERMOUNTAIN	COLORADO	2017 USTA ADULT 18

Match ID	Schedule Date	Schedule Time	Home Team
1005914466	4/25/2017	6:00 PM	CACM GREEN
1005914470	5/2/2017	6:00 PM	CACM RED
1005914474	5/9/2017	6:00 PM	ATC BLUE

This screenshot shows the 'Record a Score' form. The 'Match #' field is highlighted with an orange arrow. The form includes a 'Next' button and a 'Required field' label.

Record a Score

To record a League or Championship Scorecard, enter a match # (League or Championship Match), then hit 'Next' to continue.

\* Match #:

Next

Required field



# Record a Score

The screenshot shows a web-based form for recording tennis match scores. At the top, there are fields for 'Date Scheduled' (6/5/2011 4:00:00 PM) and 'Date Match Played'. Below this, the 'HOME TEAM' is 'Terrell Mill TC (Greg McAfee)\*' and the 'VISITORING TEAM' is 'Sandy Springs TC (John McNaughton)\*'. The 'FINAL SCORE' is '6-0, 3-0, 1-0' and the 'MATCH STATUS' is 'Completed'. The form is divided into sections for '1 Singles', '2 Singles', '1 Doubles', '2 Doubles', and '3 Doubles'. Each section contains two columns of player selection dropdowns, a 'vs.' separator, and a 'Winner' radio button. A red arrow points to the 'Date Match Played' field. A green arrow points to the 'Winner' radio button in the '1 Singles' section. A purple arrow points to the 'Completed' dropdown in the '1 Singles' section.

1. Fill in match date **(red arrow)**.
2. Fill in the correct player for each match line (each name will be listed in the drop down menu)

**Very Important:** No matter the overall team score, each individual match must be reported from the winner's perspective. If you lost your #1 singles match, you would not report the score as 4-6, 4-6. You would report it as 6-4, 6-4. You're then given the choice to select a "winner" for either the "home" team or the "visitor" team. **(green arrows)**. So in this example, you would report the score 6-4, 6-4, and select the "other" team as the "winner" of the match.

## All third set tie breaks are reported as 1 - 0.

You are also asked to give specifics about the completion of the match. **(purple arrow.)** If the match was completed, then you would select "complete." If the match was started and a player had to quit the match due to injury/illness, etc, then you would mark it as a retirement (i.e. you would input from the winning player's perspective 6-2,3-1, and then select "retired.") If a team has to forfeit a line, you would select "default."

**\*Very important:** If you are marking a default, the only players that should be listed on the roster are the players that "won" by default. **No score needs to be entered for a default. DO NOT mark it as 6-0, 6-0.** A "double default" is when both teams cannot provide a line-up for that match. There is no need to fill out any players for a "double default."

Once you report the score, the other captain will either confirm the score, or have a chance to "dispute" the score within 48 hours. Once the match is inputted and both captains confirm, your flight standings will be updated immediately. If the score is disputed, the "away" captain must contact the league coordinator and let him/her know the reason for the dispute.

## Team: BRMST BLACK

Follow This Team | Send to Excel | Print Report

Section	District/Area	League	Flight/SubFlight
USTA/INTERMOUNTAIN	COLORADO - CO-DENVER METRO	2011 CTA WOMEN'S DAYTIME DOUBLES - DEN	WOMEN 3.5 - DAYTIME / NORTH I
Captain	Co-Captain	Facility	League Date
[REDACTED]		Broomfield Swim & Tennis Club PO Box 63 Broomfield CO 80038	05/24/2011 - 08/11/2011

### Team Summary

Match Summary

Match Schedule

Player Roster

Captain's Report

### Team Standings

Team Name	Wins	Losses	Indiv. Wins	Indiv. Losses	Sets Lost	Games Lost
BRMST BLACK	5	2	15	6	18	159
BCC BLUE	5	2	14	7	18	187
HH BLACK	5	2	14	7	20	187
RCC SILVER	4	3	9	12	27	209
FHCC BLACK	3	4	11	10	22	181
BRMST WHITE	3	4	9	12	27	207
BTA BLUE	3	4	9	12	29	216
MEA GOLD	0	7	3	18	38	233

## Team Standings

This is an example of how the standings would look after a local league season is completed. The most important factor in determining placement is your team's **overall win loss record**. If you win the team match you are awarded 1 team point. If you lose the team match you, you receive 0. In the case of a tie, the next determining factor is "individual matches won," then "fewest sets lost." then fewest "games lost." This is why it is very important that scores are entered correctly.

In this example, there is a 3-way tie for 1st place. BRMST BLACK, BCC BLUE & HH BLACK all have a 5 –2 record. Therefore, the 1st place team must be determined by "individual matches won." In this particular example, BRMST BLACK had 15 individual wins while BCC BLUE had 14. So, BRMST BLACK won their flight. Since the second and third place team both have 14 individual wins, the second place team must be determined by fewest sets lost. BCC BLUE had two fewer sets lost than HH BLACK. Therefore, BCC BLUE finished second in the flight.

# Stats & Standings and NTRP Ratings

Welcome! Chris Walling Logout  
Southern > Georgia

NTRP Level: 4.5 12/31/2010  
Appeal Rating Level  
USTA Member [Redacted]  
Manage Account

**Start Playing**  
Have a USTA Account and a team #?  
[REGISTER FOR A TEAM](#)  
Don't have a team #?  
[FIND A LEAGUE](#)

**Stats and Standings**  
Enter Player name, USTA Account, team # or match #  
 [SEARCH](#)  
League Advanced Search  
Championship Advanced Search  
Need to enter or confirm scores?  
[ENTER SCORES](#)

**Find NTRP Rating Info**  
Enter USTA Account, team # or  
 [SEARCH](#)  
Advanced Search  
Facility Search  
[SELF RATE](#)

**My Teams** Teams Following

Year	Team	League	Flight	Messages
	McNaughton)*	Business Women and Men	PM)	
	Dekalo TC (Chris Walling)*	USTA Atlanta Spring - Mixed Doubles Adult (Friday, March 18)	9.0 Mixed*	
	Dekalo TC (Sam Peng)*	USTA Atlanta Summer - Men - Regular Levels	4.5 Men	
	Sandy Springs TC (Brian McGuffey)*	USTA Atlanta Summer - Men - Low Levels	4.5 Low Men (Bob Bean)	

**Help Center**

**My Quick Links**  
Find a League  
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Team Management  
National Championships  
Online Team Creation  
USTA League Tennis Rules

**Coordinator Options**  
Leagues Setup  
Championship Setup  
Registration Reports  
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Review Appeals

**Upcoming tournaments in your area:**  
Georgia| change  
TECNIFIBRE MEMORIAL  
CLASSIC JR CHPS - GA LEVEL 4:  
RegOpen: 01/23/2011-05/26/2011  
THE MANOR EXTREME TENNIS  
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SANDY SPRINGS JR TENNIS  
SATELLITE #3 - GA LEVEL 5:

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**Stats & Standings:** You can search by name, USTA Membership number, team number and match number for general league information. (Green Circle)

**Find Someone's NTRP Rating:** Using the NTRP Rating Search box, you can enter a USTA Membership number, Team number or a player's name to look up NTRP information. (Orange Circle)

**Self-Rate:** Players do not need a team number to self-rate. If you are eligible to self-rate, click on the Self Rate link that is located in the NTRP search area. (Red Arrow)