

CREATE A USTA ACCOUNT

UPDATE YOUR CONTACT INFORMATION

League team captains and players please keep your personal contact information with the USTA current. Why? Because that information is then available in TennisLink so captains can find current telephone numbers for their own team members, as well as contact information for opposing captains. You must also have a USTA account to appeal your NTRP rating.

Players and Captains: How to Create a USTA Account and how to update your contact information once you have an account

GHTA or the USTA Local League Coordinator cannot do this for you; you are responsible for your own personal information. There are two easy ways to create a USTA Account and update the information on file with the USTA:

1. Call USTA Member Services (800-990-8782) during normal business hours and ask them to update your information. Have your USTA Member Number handy as you will be asked to provide that information.

2. Manage your Personal Contact Information On-line:

- Go to TennisLink (<http://tennislink.usta.com/Leagues/Common/Default.aspx>).
- Click on the "Create a USTA Account" button or "Login to your USTA Account?" located under the "Create a USTA Account" button.
- On the page that comes up:
 - If you have not created an account, follow the prompts to create your account.
 - If you have an account, put your USTA number and your password in the appropriate boxes, click LOGIN and the system will navigate you to your "USTA League Page". The "USTA League Page" will display "Welcome! Jane Doe" at the top of the page and in the top right corner your NTRP Level and your USTA membership # will be displayed. Below your USTA # will be "Manage Account". Click it to update your information.

*Note: If you are a captain you must update your phone number to your cell phone number and your e-mail address to the one you want the USTA Local League Coordinator and the other captains to use for this season. If you are part of a Family Membership each family member must use the same household address, but all other information can be individualized.

Captains: How to access your team's "Team Roster Report" and your team's "Team Captain Report"

League Team Captains (and only Team Captains) can access a TennisLink report that lists the name, home address and telephone number for every player on their team roster. Captains can also access a TennisLink report that lists the name, home address, telephone number, and e-mail address for every other team captain in their league. Both reports can be exported to Excel and saved on one's hard drive, or simply printed and kept in one's tennis bag.

- Go to TennisLink (<http://tennislink.usta.com/Leagues/Common/Default.aspx>).
- Click on the "Create a USTA Account" button or "Login to your USTA Account?" located under the "Create a USTA Account" button.
- On the page that comes up:
 - If you have not created an account, follow the prompts to create your account.
 - If you have an account, put your USTA number and your password in the appropriate boxes and the system will automatically recognize you as a captain. The system will navigate you to your "USTA League Page". This is NOT your "My Tennis Page". You want to stay on your "USTA League Page". The "USTA League Page" will display "Welcome! Jane Doe" at the top of the page and below it the following headings are displayed: "Start Playing", "Stats and Standings", "Find NTRP Rating Info." and "My Quick Links".

Record a score by clicking on "Record a Score" located under "My Quick Links".

Scroll down and you will see the "My Team" section of the page.

- Click on your team name. On the page that comes up, click the "Player Roster" button and you will see the contact information for the players on your team.
- Click "Match Schedule" and you will see the phone numbers of your opponent's team captain.
- Click on the level you play, located under "Flight/SubFlight" box on the right hand side of the page, on the page that comes up you will see the "Team Captains Report". Listed here is the phone numbers and e-mail addresses for all the captains in your league.
- Click on "Manage Account" located under your USTA Membership # on the right-hand side of the page if you need to update any of your account information. The system will navigate you to your "My Tennis Page".

Note: Anything in blue font on TennisLink is most likely interactive and when clicked will take you to another page.

For more info contact:

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