



HOW TO ACCESS SCHEDULES, CAPTAIN CONTACT INFO AND STATISTICS

- Step 1:** Go to: www.LouisvilleLeagueTennis.com (USTA Louisville website)
Step 2: Click "Tennlink"
Step 3: Click "Tennislink Home Page"

Below is an example of the Tennislink page:

The screenshot shows the TennisLink website interface. The browser window title is "http://national.usta.com/formslogin.asp - Microsoft Internet Explorer". The address bar shows "http://national.usta.com/formslogin.asp". The page content includes a left sidebar with navigation links like "USTA MEMBERSHIP", "Professional Tennis", "TennisLink", "LEAGUES", "Tennis Lifestyle", and "Competitive Tennis". The main content area has sections for "My Teams - New To TennisLink", "Search For Year-End NTRP Ratings", "Search By Player Name", "Search By Team Name", and "View League and Championship Stats & Standings". The right sidebar contains "League Players", "USTA Membership", "Captains & Coordinators", and "Learn More". A large blue banner at the bottom right says "THE MOST INTERNATIONAL DESTINATIONS. THAT'S OUR".

- Step 4:** Under "Captains & Coordinators," enter your USTA # in the box provided. Click "go."
Step 5: Verify your email address. You will return to the above page.
Step 6: Enter your team number in the box provided under "View League & Championship" and click "go."
Step 7: The "TennisLink League Reports-Team Level" will open. This page is your team's homepage.

- Team Summary:** Summarizes roster, standings, schedule and championship advancements
Match Summary: Displays all scheduled matches and match results.
Match Schedule: Displays date, time, location, captain's phone number and your regular season schedule. Phone numbers will only appear if you are logged on as captain.
Player Roster: Displays team roster Team members' contact information and membership numbers will only appear if you are logged on as Captain.



HOW TO USE TENNISLINK TO PRINT A BLANK SCORECARD

1. Follow same log on procedures (**Steps 1-7**) as in Schedules and Statistics.
2. Click "**Match Schedule**".
3. Click on blue "**Match ID Number**"
4. Click on "**Print Blank Scorecard**"
5. Match information with all players listed for both teams will be displayed. Click on the blue "**Print Report**" button to print. Take the scorecard to your match.

HOW TO USE TENNISLINK TO REPORT SCORES FOR YOUR TEAM

Any member from either team may enter the scores. A member of the opposing team must confirm or dispute the scores.

Entering Scores:

1. Follow same log on procedures (**Steps 1-3**) from Schedules and Statistics.
2. Click "**Record a Score**" on right side of your screen under League Players.
3. Enter your USTA number and the Match Number that correlates to the match you played. Match information/verification will be displayed.
4. Click "**Next**".
5. **Enter the date the match was played. If these are makeup matches use the date of the last match played.**
6. Select players in each position and enter the appropriate scores. Change the match status if necessary from completed to retired, default or double default.
7. Click "**Submit**". Confirmation page will be displayed. If accurate, click "**Finish**".

Scoring Definitions:

Retirement – Individual match has started and a player is unable to continue due to injury, loss of condition or emergency. Scores are recorded as played i.e. 6-3, 3-0 and a winner is selected.

Forfeit – Team cannot field some or all of the required positions. Scores are recorded by selecting **default** from the drop down and selecting the winner.

Default – Player fails to appear on time. Scores are recorded by selecting default and selecting a winner.

Double Default – Players from both teams fail to appear for a match. Neither team receives the point.

Confirming Scores (must be done within 48 hours of match):

1. Follow steps **1-3** from **Entering Scores**.
2. Review player names, scores and winners.
3. Click "**confirm**" if accurate, Click "**dispute**" if not accurate.
4. Click "**finish**."
5. **NOTE:** Only click dispute if a score, winning team or player name is incorrect. Email your Level Representative with the match number and what correction is required. For other problems in a match see Grievance Procedures in the 2005 USTA Atlanta Tennis Association Rules & Regulations.

HOW TO ACCESS CHAMPIONSHIP DRAWS AND INFORMATION

1. Follow same log on procedures (**Steps 1-7**) as in Schedules and Statistics.
2. Scroll down to the bottom of the team page to **Championship Advancements**. After the championship schedule has been released, there will be a blue link to the group championship schedule **if your team made the playoffs**.*
3. Click on the blue flight playoff link.
4. A new window should open with the group play-off schedule.

The draw is set up with the Seed Number followed by the Team Name - Captain. The team with the higher seed (#1 being highest) is the home team.

Your level rep will supply your opponent's phone number as this information will not be accessible in TennisLink. The match numbers are listed before each match date and time. Please make note of this to print off and enter your scorecards.

*If you do not have a blue link, your team did not make the playoffs and you can access the draw by clicking on the "Championship Advanced Search" at the bottom of the TennisLink homepage.