



# **Captain 101**

## **A Guide**

### **for New Captains**





TennisLink (you can access this site at [www.cotatennis.net](http://www.cotatennis.net) or go directly at <http://tennislink.usta.com/LEAGUES>)

Despite being a little confusing at first (just like any software program), TennisLink will become the easiest online tool to use! TennisLink allows captains (and players for certain information) to do the following:

- Create a team online for any league with USTA and/or register a player for a team.
- View your match schedules and captain contact information.
- Report your scores online.
- View your current standings (right after you input a team match) and view statistics and results for your team as well as other teams.
- New Team Management Tool (similar to Netcord and TennisPoint – free to use with your USTA registration).

The screenshot displays the USTA League website interface. At the top, there is a navigation bar with links for 'Play Tennis', 'Youth Tennis', 'TennisLink', 'Improve Your Game', 'Coaches/Organizers', 'Facilities', 'About USTA', 'Multimedia & Interactive', 'Pro Tennis', and 'US Open'. Below the navigation bar, the page title is 'TennisLink USTA LEAGUE' with sub-links for 'TOURNAMENTS', 'USTA FLEX LEAGUES', 'JR. TEAM TENNIS', and 'MY TENNIS PAGE'. A 'LOGIN' button and 'Processed by active.com' are also visible. The main content area features a large banner for the 'US OPEN' with the text 'DREAM BIG! Men's and Women's Singles and Mixed Doubles registration now open!' and a 'Click Here' button. Below this is a large image of two tennis players hugging, with the text 'DISCOVER WHAT 330,000 LEAGUE PLAYERS ALREADY KNOW!' and a 'CREATE A USTA ACCOUNT' button. The bottom section contains four columns: 'Start Playing' with 'REGISTER FOR A TEAM' and 'FIND A COORDINATOR' buttons; 'Stats and Standings' with search fields for player name, team, and match; 'Find NTRP Rating Info' with search fields for membership/team name and player name; and 'USTA League Info...' with a list of links like 'About USTA League' and 'USTA League FAQ'. A sidebar on the right promotes 'CLEAR' internet service with 'Super fast take-it-with-you internet' and 'FREE Month FREE Activation FREE Shipping'.



## Logging into 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. (orange arrow) You will need your USTA #, date of birth, and zip code to create the account.
- If you have a USTA account already, simply log in each time you get to the TennisLink web site. (yellow arrow) **You can also check the “keep me logged in” box, so you don't have to log in every time you get on TennisLink.**

The screenshot shows the USTA League website interface. At the top, there is a navigation menu with links for 'Play Tennis', 'Youth Tennis', 'TennisLink', 'Improve Your Game', 'Coaches/Organizers', 'Facilities', 'About USTA', 'Multimedia & Interactive', 'Pro Tennis', and 'US Open'. Below the navigation is a header with 'TennisLink USTA LEAGUE' and various menu options like 'TOURNAMENTS', 'USTA FLEX LEAGUES', 'JR. TEAM TENNIS', and 'MY TENNIS PAGE'. A 'LOGIN' button is visible in the top right corner.

The main content area features a large banner with the text 'DISCOVER WHAT 330,000 LEAGUE PLAYERS ALREADY KNOW!' and 'THIS IS YOUR LEAGUE'. A prominent red button labeled 'CREATE A USTA ACCOUNT' is highlighted with a yellow arrow. Below this button, there is a link to 'Login to your USTA Account'. To the right of the main banner, there is a sidebar with a 'CLEAR' logo and a 'Super fast take-it-with-you internet' advertisement. A red arrow points to the 'CREATE A USTA ACCOUNT' button, and a yellow arrow points to the 'Login to your USTA Account' link.

Below the main banner, there are several sections: 'Start Playing' with a 'REGISTER FOR A TEAM' button, 'Stats and Standings' with a 'SEARCH' button, 'Find NTRP Rating Info' with a 'SEARCH' button, and 'USTA League Info...' with a list of links including 'About USTA League', 'About Self-Rate', 'USTA League FAQ', 'USTA League Tennis Rules', 'About NTRP Ratings', 'National Championships', 'Local League Coordinators', and 'About Auto-Appeals'.



## Welcome Page (once logged in)

- My Teams – includes all the teams you are currently registered on (red arrow)
- Register for a Team – allows you to register for a team using your USTA # and team # your captain created (yellow arrow)
- Online Team Creation – allows you to create a team for any league that is currently in registration (black arrow)
- Record a Score – allows a captain (or acting captain) to input scores (need match # from match schedule) (green arrow)
- Team Management – new team management tool similar to Netcord/TennisPoint. See Captain's Corner for details on how to use this feature. (orange arrow)

Welcome! Chris Walling Logout  
Southern > Georgia

NTRP Level: 4.5 12/31/2010  
Appeal Rating Level  
USTA Membership #: 11412250  
Manage Account

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

**Stats and Standings**  
Enter Player name, USTA Membership #, team # or match #  
 [SEARCH](#)  
League Advanced Search  
Championship Advanced Search

**Find NTRP Rating Info**  
Enter USTA Membership #, team # or player name  
 [SEARCH](#)  
Self Rate  
Advanced Search  
Facility Search

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

**Coordinator Options**  
[Leagues Setup](#)  
[Championship Setup](#)  
[Mailing Labels](#)  
[Review Appeals](#)

**Register for a 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
2012	Sandy Springs TC (John McNaughton)*	USTA Atlanta Summer - Men - Low Levels	4.5 Low (Check Eligibility List) - Brandon McGirt
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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## Team Summary Page

I have selected a Summer 2012 team out of Sandy Springs. See screen shot below. 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)

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processed by **active.com**

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**TennisLink League Reports - Team Level** Back Close

Team	USTA section	District/Area	League	Flight
Sandy Springs TC (John McNaughton)*	USTA/SOUTHERN	GEORGIA - GA - ATLANTA 2012	USTA Atlanta Summer - Men - Low Levels	4.5 Low (Check Eligibility List) - Brandon McGirt

[Team Summary](#) [Match Summary](#) [Match Schedule](#) [Player Roster](#) [Blank Scorecard](#) [Follow This Team](#) | [Send to Excel](#) | [Print Report](#)

**Team Players** - Click on a Player to view their Individual Player Record

NTRP	Player Name	NTRP	Player Name	NTRP	Player Name
4	John McNaughton	4.5	Lang C. Adler	4.5	Bruce Jacob Andersen
4.5	James M. Prather	4.5	Chris Walling	4.5	Paul McWilliams
4.5	Gil McLemore	4.5	Andrew J. Perrins	4.5	Rex Mc

**Team Standings** - Click on a Team Name to view the Team Summary

Team Name	Team W/Vins	Team Losses	Ind. W/Vins	Ind. Losses	Sets Lost	Games Lost
Sandy Springs TC (John McNaughton)*	0	0	0	0	0	0
Montclair (Michael Kraft)*	0	0	0	0	0	0
Flowers Crossing At The Mill (Welton Southwell)*	0	0	0	0	0	0
Sandy Springs TC (Mike Schroth)*	0	0	0	0	0	0
Spring Ridge (Thomas Moses)*	0	0	0	0	0	0
Flowery Branch HS (Dennis Hodoes)*	0	0	0	0	0	0

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Never Pay Retail Again.



## Match Schedule

Once you select the tab “match schedule,” you will be able to do the following:

- View match schedule (home and away matches)
- View opponent contact information (for privacy purposes, I have taken away phone #'s from this screen shot – but phone numbers will appear). By clicking on **Flight Name** in the upper right hand corner, you can also get opposing captains’ contact info as well under “Captain Report.”
- View Match ID # (red arrow). You will need each Match ID to report scores (see page 9)

[<< Back](#)   [Close](#)

### TennisLink League Reports - Team Level

Team	USTA Section	District/Area	League	Flight
Sandy Springs TC (John McNaughton)*	USTA/SOUTHERN	GEORGIA - GA - ATLANTA 2012	USTA Atlanta Summer - Men - Low Levels	4.5 Low (Check Eligibility List) - Brandon McGirt

[Team Summary](#)   [Match Summary](#)   [Match Schedule](#)   [Player Roster](#)   [Blank Scorecard](#)

[Send to Excel](#)   [Print Report](#)

### Match Schedule by Team Report As of 05/25/2011 10:54 PM EST

USTA Section	USTA District	Division / Local League	Team NTRP/Gender		Flight Name		
USTA/SOUTHERN	GEORGIA	USTA Atlanta Summer - Men - Low Levels	4.5 / M		4.5 Low (Check Eligibility List) - Brandon McGirt		
Match ID	Schedule Date	Schedule Time	Home Team	Captain/Phone	Visiting Team	Captain/Phone	Facility / Match Site
1002371829	6/5/2011	4:00 PM	Terrell Mill TC (Greg McAfee)*	Gregory D McAfee	Sandy Springs TC (John McNaughton)*	John McNaughton	Terrell Mill Tennis Center
1002371833	6/12/2011	4:00 PM	Sandy Springs TC (John McNaughton)*	John McNaughton	Flowers Crossing At The Mill (Welton Southwell)*	Welton Southwell	Sandy Springs Tennis Center
1002371837	6/19/2011	4:00 PM	Sandy Springs TC (John McNaughton)*	John McNaughton	Bye		N/A
1002371843	6/26/2011	4:00 PM	Spring Ridge (Thomas Moses)*	Thomas F. Moses	Sandy Springs TC (John McNaughton)*	John McNaughton	Spring Ridge
1002371849	7/10/2011	4:00 PM	Sandy Springs TC (Brian McGuffey)*	Brian McGuffey	Sandy Springs TC (John McNaughton)*	John McNaughton	Sandy Springs Tennis Center
1002371855	7/17/2011	4:00 PM	Sandy Springs TC (John McNaughton)*	John McNaughton	Woodland Park (Scott Rawlins)*	Scott Rawlins	Sandy Springs Tennis Center
1002371861	7/24/2011	4:00 PM	Montclair (Michael Kraft)*	Michael C. Kraft	Sandy Springs TC (John McNaughton)*	John McNaughton	Montclair
1002371866	7/31/2011	4:00 PM	Sandy Springs TC (John McNaughton)*	John McNaughton	Sandy Springs TC (Mike Schroth)*	Mike Schroth	Sandy Springs Tennis Center
1002371870	8/7/2011	4:00 PM	Sandy Springs TC (John McNaughton)*	John McNaughton	Flowery Branch HS (Dennis Hodges)*	Dennis M. Hodges	Sandy Springs Tennis Center

→





## Print Blank Scorecards

On the previous screen shot, you can select your match ID #. It will bring this screen shot below of the match you selected. You will see a tab at the bottom that says "Print Blank Scorecard." (green arrow) Once you do this, it will give you the roster of both your team and your opponents. 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

<b>Terrell Mill TC (Greg McAfee)*</b> Team ID: *****	<b>Vs. Sandy Springs TC (John McNaughton)*</b> Team ID: *****
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Date Scheduled : Date Match Played : Entry Date:

Home Team	Visiting Team	Best 2 of 3 Sets
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Scores for this match have not been recorded

[Print Blank Scorecard](#)



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Stats, Standings, Schedules & Scores  
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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 Le

Summary Team Standings Player Counts Match Summary Match Schedule Player Roster Send to Email

Match #	Home Team	Vs.	Visiting Team	Score
#1 Singles	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/>	Vs.	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/> Status: <input type="text"/>	
#2 Singles	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/>	Vs.	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/> Status: <input type="text"/>	
#1 Doubles	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/>	Vs.	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/> Status: <input type="text"/>	
#2 Doubles	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/>	Vs.	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/> Status: <input type="text"/>	
#3 Doubles	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/>	Vs.	Name: <input type="text"/> Date: <input type="text"/> Winner <input type="radio"/> Status: <input type="text"/>	

**Terrell Mill TC (Greg McAfee)\* Members in Home Team:**

(11)McJick, Gregory D (S-0)	(12)Odams, Matthew R. (S-0)	(13)Tembo, Sibus (S-0)	(14)Parks, Joseph Thomas (S-0)
(15)Winters, Luis (S-0)	(16)Malamero, Matthew J (S-0)	(17)Sims, Robert S (S-0)	(18)Omanovic, Jedin (S-0)
(19)Nolas, Leonardo Lombard (S-0)	(20)Malina, Hacer (S-0)	(21)Chung, Andrew (S-0)	(22)Rodriguez, Rodolfo (S-0)

**Sandy Springs TC (John McNaughton)\* Members in Visiting Team:**

(11)McNaughton, John (S-0)	(12)Prather, James M (S-0)	(13)McLemore, SE (S-0)	(14)Juler, Lang C (S-0)
(15)Walling, Chris (S-0)	(16)Perkins, Andrew J (S-0)	(17)Underman, Bruce Jacob (S-0)	(18)McWilliams, Adam (S-0)
(19)Baker, Ray (S-0)			



## Recording a Score

Go back to your My Tennis homepage and select the “Record a Score” link. To record a score, you will need to have your own individual USTA # and the match ID # (orange arrow) of the match you are reporting.

NTRP Level: 4.5 12/31/2010  
Appeal Rating Level  
USTA Membership #: 11412250  
Manage Account

Info  
1# or

### My Quick Links

- Record a Score
- Local League Coordinators
- Team Management
- National Championships
- Online Team Creation
- USTA League Tennis Rules

### Coordinator Options

- Leagues Setup
- Championship Setup

USTA UNITED STATES TENNIS ASSOCIATION

Play Tennis Youth Tennis TennisLink Improve Your Game Coaches/Organizers Facilities About USTA Multi-Info

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

Home TennisLink USTA League Record a Score

## 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

Next steps on next page.....



Date Scheduled	6/5/2011 4:00:00 PM		Date Match Played	
HOME TEAM	Terrell Mill TC (Greg McAfee)*		VISITING TEAM	Sandy Springs TC (John McNaughton)*
Team #:	T034100926		Team #:	T034691403
	FINAL SCORE:		MATCH STATUS	
	G: 6-0, 2-6, 7-5		Set 2 of 3 Sets	
1 Singles	- select player - vs. - select player -		Completed	
	Winner <input type="radio"/> Winner <input type="radio"/>			
2 Singles	- select player - vs. - select player -		Completed	
	Winner <input type="radio"/> Winner <input type="radio"/>			
1 Doubles	- select player - vs. - select player -		Completed	
	- select player - vs. - select player -			
	Winner <input type="radio"/> Winner <input type="radio"/>			
2 Doubles	- select player - vs. - select player -		Completed	
	- select player - vs. - select player -			
	Winner <input type="radio"/> Winner <input type="radio"/>			
3 Doubles	- select player - vs. - select player -		Completed	
	- select player - vs. - select player -			

Once you are in the scorecard, you are allowed to start inputting the results. The first thing you will want to do is fill in the date that the match was played. (Please see red arrow.) You will also start inputting the names of the players for each match line. (Every player from each team will be on the drop down menu under each line.)

**\*\*Very Important:** Report the score as the match was won! For example, your team may have won the overall team match but lost a particular line. For those matches, you will always report the score as it was won by your opponents. For example, 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, and you are given the choice to select a “winner” for either the “home” team or the “visitor” team. (See 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.

You are also asked to give specifics about the completion of the match. (See 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/sickness, etc, then you would mark it as a retirement (i.e. you would input 6-2, 3-1, and then select “retired.”) If a team has to forfeit a match, 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 division standings will be updated immediately when you do a search for your team and/or sub-flight. If the score is disputed, the captain will be notified. **ALWAYS** have both captains sign each other scorecards (after each team match) to ensure that scores are accurate.



## Team Standings



### TennisLink League Reports - Team Level

Team	USTA Section	District/Area	League	Flight
Sandy Springs TC (Brian McGuffey)*	USTA/SOUTHERN	GEORGIA - GA - ATLANTA 2011	USTA Atlanta Summer - Men - Low Levels	4.5 Low Men (Bob Bean)

[Team Summary](#) | [Match Summary](#) | [Match Schedule](#) | [Player Roster](#) | [Blank Scorecard](#)

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

### Team Standings - Click on a Team Name to view the Team Summary

Team Name	Team Wins	Team Losses	Ind. Wins	Ind. Losses	Sets Lost	Games Lost
McGhee TC (Richard Brown)	7	0	28	7	25	294
Devereux Downs (Brett Perlman)*	6	1	25	10	30	344
Harrison TC (Michael DeAmicis)*	3	4	21	14	33	330
Sandy Springs TC (Adam McWilliams)*	3	4	14	21	46	380
Sandy Springs TC (Brian McGuffey)*	3	4	13	22	48	410
Oxford Mill (Steven Thomas)*	2	5	16	19	47	413
OC of Roswell (William Cobb)*	2	5	12	23	50	371
Hamilton Mill (Jeff Adkins)*	2	5	11	24	52	419

### Team Matches - Click on a Team or Match to view details

Date	Opponent	Results	Date	Opponent	Results
6/6/2010	Hamilton Mill (Jeff Adkins)*	Won 4-1	7/11/2010	Devereux Downs (Brett Perlman)*	Lost 0-5
6/13/2010	Sandy Springs TC (Adam McWilliams)*	Won 3-2	7/18/2010	Harrison TC (Michael DeAmicis)*	Won 3-2
6/20/2010	OC of Roswell (William Cobb)*	Lost 2-3	7/25/2010	Oxford Mill (Steven Thomas)*	Lost 1-4
6/27/2010	McGhee TC (Richard Brown)	Lost 0-5			



This is an example of how the standings would look after a local league season is completed. As you can see, the most important factor for determining placement in your division is your "team wins." If you win a match 5-0, 4-1, or 3-2, 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 "sets lost." This is why it is very important to ensure that scores are correct. Sometimes 1<sup>st</sup> and 2<sup>nd</sup> place teams are determined by "sets lost" or "games lost." In this case, you see there is a 3-way tie for 3<sup>rd</sup> place, but the 3<sup>rd</sup> place team was determined by "individual matches won," which was 21 individuals wins to 14 and 13 for the other teams.



### **Important Captain Tips and “Frequently Asked Questions”**

- Be sure to thoroughly read through and be well-versed with COTA rules and regulations. They are found on the COTA website.
- Before creating a team in TennisLink, remember the facility you choose must be listed on the COTA Approved Facility List found on COTA’s website. Even if it is listed there, you **MUST** gain permission from that facility before listing it in TennisLink. If the facility is does not appear in the drop-down menu in TennisLink, select “Find Facility” and search for it. Once it has been selected for a season, it will then appear in the drop-down menu.
- Assign a co-captain for your team! This will help when you are out-of-town unexpectedly and can have someone take over for a team match. To add a co-captain, e-mail the program coordinator or LLC and give your name, your team #, and the player you want to assign as co-captain. Once assigned, he/she will be able to have captain access on TennisLink.
- Contact your captain at least 3 days in advance to coordinate logistics for the team match.
- If both captains agree, matches may be played before the schedule match day and time, but **NOT** afterward. The only time matches are to be played after the scheduled match day is because of inclement weather.
- The winning captain must enter scores within 24 hours of completing the match. The opposing captain has 48 hours to confirm/dispute the scorecard. TennisLink will automatically confirm scores after 48 hours.
- Make sure your player is registered on your team before stepping foot on the court. If your player’s match start time is 2:00 pm, and he/she is registered on the team at 2:05 am, it is an illegal match and will be disqualified and awarded to the opposing team. TennisLink records the time of registration, so there will be no room for debate.
- Home teams are not required to provide refreshments for team matches, but it certainly is a kind gesture and will be appreciated by all. Home teams are required to provide balls for the match.
- If a match is not played due to inclement weather, make-up match arrangements are to be made within 36 hours of original match date. Email the program coordinator or LLC, copying the opposing captain with the make-up match plans. Make up matches can be stressful, so please be as cooperative as possible. The goal is to get the matches played!
- If you have a question or issue, do not hesitate to contact the program coordinator or LLC. We are here to help you! The list of coordinators can be found at [www.cotatennis.net/adultleagues](http://www.cotatennis.net/adultleagues).

*Thank you for being a Captain!*