

# TennisLink - Registration

Registration for USTA leagues discussed on this website is conducted online using [TennisLink](#).

Following is a step-by-step explanation of how to use the website resource.

---

**Note:** Before Using TennisLink – Read the following important requirements:

1. You must have a USTA membership valid through the current league season and have the USTA number ready to enter into the Tennislink registration system.
2. You must create a USTA account and sign into account. Under “manage account” update contact information. Only captains and coordinators will see this information.
3. You must have an approved credit card ready for payment of your registration fees (VISA, MasterCard, American Express).

## **Creating a Team:**

**Note:** Not all Local Leagues allow for an Online Team Creation. Check with your coordinator for team creation procedures first.

1. Go to TennisLink - [USTA Leagues](#)
2. Sign into TennisLink. Once signed in you will see “Welcome (your name)”.
3. Under “My Quick Links” on the right side of the homepage click on “Online Team Creation”
4. Select the Section (USTA Southern).
5. Select the District/Area (Louisiana).
6. Select the Local Area/City (LA – Baton Rouge).
7. Select League – Example: 2012 USTA League BR 18 & U Men. **NOTE:** If you do not see a league listed it means registration for that league is not open. Check registration dates on GBRCTA website.
8. Select Flight – Example: 3.0 Men.
9. Enter Team Name.
10. Select a home court facility:
  1. **From Drop Down Box** – Click on your facility’s name and proceed to step 11.
  2. **FACILITY NOT IN DROP DOWN BOX** – click “Other Facility” button next to the drop down box.
  3. The “Facility Locator” screen will open.
  4. Enter your facility name.
  5. Enter State – Louisiana.
  6. In the “Match Facilities” box click on the facility.
  7. You will be taken back to the “Online team Creation” page.
11. Click “Create Team”. Note: When you choose the Create team button, you will be taken to the registration page where a team number and your USTA number will appear. This team number is valid **ONLY** if you pay for at least one registration. The valid team number will be displayed again upon completion of the registration. If you choose not to proceed with the registration, the team information will be lost.
12. Verify personal information is correct.
13. If you are paying for yourself skip to #16.

14. If you are registering more players to the team– enter number of additional players in the Add (#) more registrations box and click “+add”.
15. Enter players USTA #, team number, phone number, email address and indicate if they will be a captain.
16. Click “continue”.
17. Follow the instructions on the screen for payment.
18. Write down your team number. Print a copy of your confirmation. You need this number to give to your players so they can register on your team.
19. If you do not receive a “Congratulations” screen with an invoice number then your team is not registered and the team number that you have is not valid.

**Players Registering For A Team:**

1. Go to TennisLink [USTA Leagues](#)
2. Sign into TennisLink. Once signed in you will see “Welcome (your name)”.
3. On Left hand side under Start Playing – click on “Register for a team”.
4. Verify personal information is correct.
5. Enter the team number given to you by your captain.
6. If you are paying for yourself or registering for only one team skip to #9.
7. If you are registering more players or for additional teams – enter number of additional players in the Add (#) more registrations box and click “+add”.
8. Enter players USTA #, team number, phone number, email address and indicate if you/they will be a captain.
9. Click “continue”.
10. Follow the instructions on the screen for payment.
11. Print a copy of your confirmation.
12. If you do not receive a “Congratulations” screen with an invoice number then you are not registered on a team.