



TEAM MANAGEMENT TOOL PLAYER GUIDE

MANAGING YOUR TEAM

Welcome to our Team Management tool, making it easier than ever to manage your team. You'll find the link to the Team Management tool under "My Quick Links," in the right-hand column on the TennisLink Leagues page. (Note: To access your team, lineups, roster and related information, please make sure you are logged onto your USTA account.)

The screenshot shows a user dashboard for Dan Theisen. At the top, it says "Welcome! Dan Theisen Logout" with a profile picture icon. Below this, it indicates "So. California > Southern California". To the right, it shows "NTRP Level: 3.5 12/31/2012", "Appeal Rating Level", "USTA Membership", and a "Manage Account" link. The main content area is divided into four sections: "Start Playing" (with "REGISTER FOR A TEAM" and "FIND A LEAGUE" buttons), "Stats and Standings" (with a search box and "SEARCH" button, and links for "League Advanced Search" and "Championship Advanced Search"), "Find NTRP Rating Info" (with a search box and "SEARCH" button, and links for "Self Rate", "Advanced Search", and "Facility Search"), and "My Quick Links" (with a list of links including "Record a Score", "Find a League", "Local League Coordinators", "Team Management", "National Championships", "Online Team Creation", and "USTA League Tennis Rules").

Clicking on the "Team Management" link will take you to your personalized Team Management page. All of the teams associated with your log-in number will be displayed in the "My Teams" section.

My Teams				
Team Name/Team #	Champ Year	League	Flight	
OC - 4.0 NF The Wild Cards - Gochuico Sun 12 6517834175	2013	2013 USTA Adult 40 & Over - OC	OC Men - 4.0 AF (2 dbis + 1 sngls)	
OC - Moods and Dudes-El Dorado TC-Atenza-Sat 1pm 6517834177	2013	2013 USTA Mixed Doubles 18 & Over - OC	OC - 8.0 WE - Weekend Mixed Doubles	
OC The Wild Cards FVTC - Gochuico - Sat 12 or 2pm 6517806775	2012	2012 SCTA Doubles - Orange County	OC Men - 4.0	
OC - Lower Peters Canyon - Morris Sat 3:00 pm 6517779673	2012	2012 Adult Spring - Orange County	OC Men - 3.5	

EMAIL TEAM PLAYERS

Click on a team name, and you will be provided with detailed information about the team, including match lineups, the roster of players and facility information. You will also find an "Email all team players" feature.

OC - 4.0 NF The Wild Cards - Gochuico Sun 12 Championship Year: 2013

Section USTA/SO. CALIFORNIA	District SO.CALIFORNIA	League 2013 USTA Adult 4.0 & Over - OC	Flight OC Men - 4.0 AF (2 dble + 1 single)
Captain Fred N. Gochuico 908-230-8701 fgochuico@gmail.com	Co-Captain	Facility Fountain Valley Tennis Center 16400 Brookhurst St Fountain Valley CA 92708	League Season 01/11/2013 - 07/20/2013

Captain's Message:

Match Lineups

Match Date	Time	Status	Home/Away	Location	Opposing Team
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Practice Lineups

Match Date	Time	Status	Version	Home/Away	Location
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Players

Player Name	Phone #	Player Name	Phone #	Player Name	Phone #
Brian Ng	714-698-9578	Arto Santos Libunao	714-863-9623	Stefan Manns	714-330-6069
Jason Tropp	310-878-0553	Dan Theisen	310-985-4871	Fred N. Gochuico	908-230-8701
James Fred Carmack	714-894-4532	Mark S. Ardis	714-969-1466		

[Email all team players](#)

By clicking on the "Email all team players" link, you will be able to send a blast email to all of your teammates; to send an email to an individual player only, click on the player's name. The email feature pulls up your default email program and creates a blank email, with the address of each player added to the "To" field. You can then compose an email to your entire team or to an individual teammate.

Send

To: fgochuico@hotmail.com | arto@ar.com | stefan.manns@verizon.net | jtropp@comcast.net | fgochuico@gmail.com | jammack@ca.rr.com | stecards11@hotmail.com

Cc:

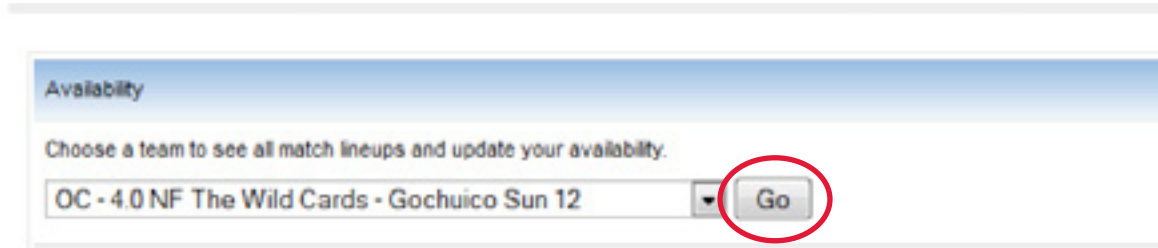
Subject: To All My Teammates-Practice

There will be a practice tomorrow at 4pm.



SETTING AVAILABILITY

Players have the option to set their availability for each team for which they are registered. In the "Availability" area, they can choose a team in the drop-down menu and then select "Go" to access the "Availability" page.

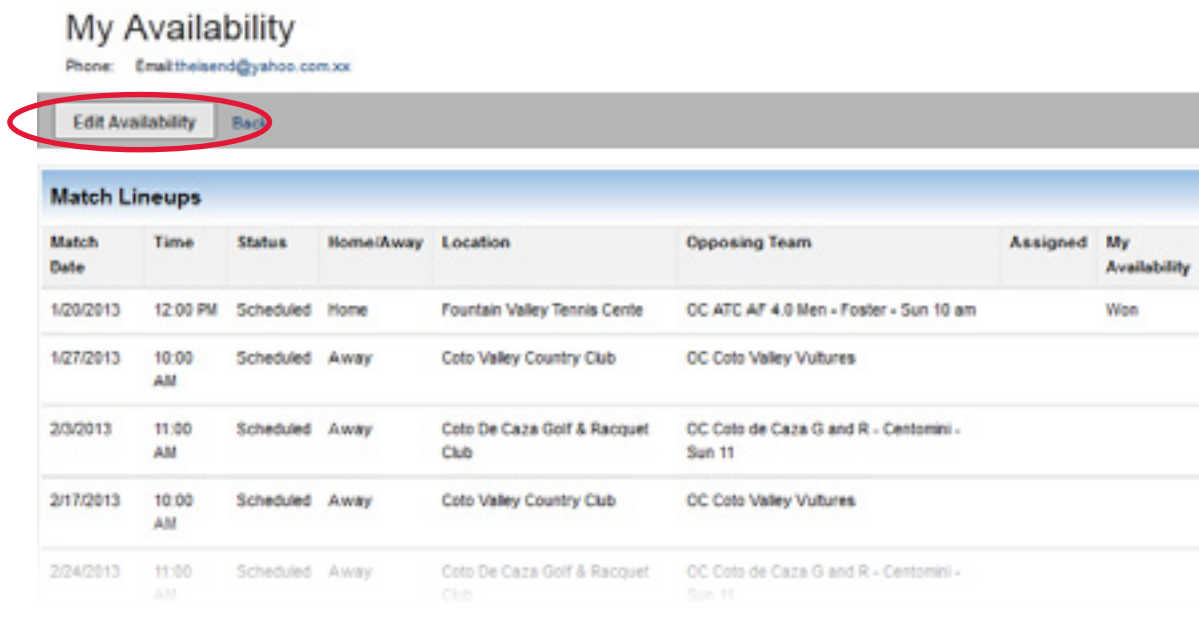


Availability

Choose a team to see all match lineups and update your availability.

OC - 4.0 NF The Wild Cards - Gochuico Sun 12

All matches are displayed, listing the date, time and location. The displayed information reflects what has been scheduled in the League tree. Players can edit their availability by clicking the "Edit Availability" button, which takes players to the screen shown below.



My Availability

Phone: Email:theisend@yahoo.com.xx

Match Lineups

Match Date	Time	Status	Home/Away	Location	Opposing Team	Assigned	My Availability
1/20/2013	12:00 PM	Scheduled	Home	Fountain Valley Tennis Center	OC ATC AF 4.0 Men - Foster - Sun 10 am		Won
1/27/2013	10:00 AM	Scheduled	Away	Coto Valley Country Club	OC Coto Valley Vultures		
2/3/2013	11:00 AM	Scheduled	Away	Coto De Caza Golf & Racquet Club	OC Coto de Caza G and R - Centonini - Sun 11		
2/17/2013	10:00 AM	Scheduled	Away	Coto Valley Country Club	OC Coto Valley Vultures		
2/24/2013	11:00 AM	Scheduled	Away	Coto De Caza Golf & Racquet Club	OC Coto de Caza G and R - Centonini - Sun 11		

Players indicate their availability for a match by clicking the drop-down menu in the "My Availability" column. If there are two match times for a given match, players have the option to select "Available for first match time only" or "Available for second match time only."



Match Lineups							
Match Date	Time	Status	Home/Away	Location	Opposing Team	Assigned	My Availability
1/20/2013	12:00 PM	Scheduled	Home	Fountain Valley Tennis Centre	OC ATC AF 4.0 Men - Foster - Sun 10 am		Available ▾
1/27/2013	10:00 AM	Scheduled	Away	Coto Valley Country Club	OC Coto Valley Vultures		▾
2/3/2013	11:00 AM	Scheduled	Away	Coto De Caza Golf & Racquet Club	OC Coto de Caza G and R - Centomini - Sun 11		▾
2/17/2013	10:00 AM	Scheduled	Away	Coto Valley Country Club	OC Coto Valley Vultures		▾
2/24/2013	11:00 AM	Scheduled	Away	Coto De Caza Golf & Racquet Club	OC Coto de Caza G and R - Centomini - Sun 11		▾
3/3/2013	12:00 PM	Scheduled	Home	Fountain Valley Tennis Centre	OC ATC AF 4.0 Men - Foster - Sun 10 am		▾
3/10/2013	12:00 PM	Scheduled	Home	Fountain Valley Tennis Centre	OC Coto Valley Vultures		▾
3/16/2013	10:00 AM	Scheduled	Away	Anaheim Tennis Center	OC ATC AF 4.0 Men - Foster - Sun 10 am		▾
3/17/2013	12:00 PM	Scheduled	Home	Fountain Valley Tennis Centre	OC Coto de Caza G and R - Centomini - Sun 11		▾

UPDATE AVAILABILITY

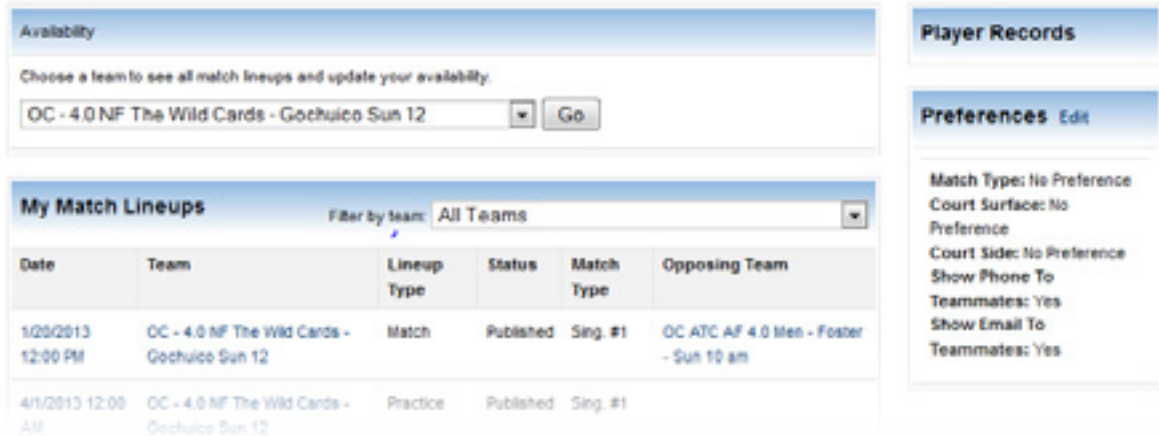
CANCEL

To save their changes, players must choose "Update Availability" after they have finished entering their selections.



VIEWING PUBLISHED LINEUPS

Published match lineups appear at the bottom of the Team Management page.



The screenshot displays a web interface for team management. At the top left, there is an 'Availability' section with a dropdown menu set to 'OC - 4.0 NF The Wild Cards - Gochoico Sun 12' and a 'Go' button. Below this is the 'My Match Lineups' section, which includes a 'Filter by team' dropdown set to 'All Teams'. A table lists match lineups with columns for Date, Team, Lineup Type, Status, Match Type, and Opposing Team. The table contains two entries: one for a match on 1/20/2013 at 12:00 PM and another for a practice on 4/1/2013 at 12:00 AM. To the right of the table are two side panels: 'Player Records' and 'Preferences Edit'. The 'Preferences Edit' panel lists various settings such as 'Match Type: No Preference', 'Court Surface: No Preference', 'Court Side: No Preference', 'Show Phone To Teammates: Yes', and 'Show Email To Teammates: Yes'.

Date	Team	Lineup Type	Status	Match Type	Opposing Team
1/20/2013 12:00 PM	OC - 4.0 NF The Wild Cards - Gochoico Sun 12	Match	Published	Sing. #1	OC ATC AF 4.0 Men - Foster - Sun 10 am
4/1/2013 12:00 AM	OC - 4.0 NF The Wild Cards - Gochoico Sun 12	Practice	Published	Sing. #1	

When a captain publishes a lineup, the players may receive an email with content similar to what is shown in the screen shot below. To view the lineup, players will need to be logged into TennisLink before clicking the link provided.

