

2021 NEW - Online League Team Creation

Captains create a team online during team registration. Teams are assigned team number in the desired league by following the steps below to create a team online:

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

- 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.
- You must create a USTA account and sign into account. Under “manage account” update contact information. Only captains and coordinators will see this information.
- You must have an approved credit card ready for payment of your registration fees (VISA, MasterCard, American Express).

1. Log into [TennisLink Leagues Homepage](#)
2. Under My Quick Links, click Online Team Creation



3. Select Section, District/Area, League and Flight from drop downs.

Note: If you do not see the Section, District, League or Flight in which to create a team then team registration has not begun or has closed. See dates for team registration on www.batonrougetennis.com.

Create a Team Number On-Line

This option allows a Team Captain to create a Team Number On-Line. If you already have a Team Number, you should use the Register for a Team option.

A screenshot of the 'Create a Team Number On-Line' form. It has four dropdown menus: Section (set to USTA/HAWAII), District/Area (set to OAHU), League (set to 2018 40 and Over Mixed Doubles), and Flight (set to --Select Flight--). Red arrows point to each of these dropdown menus.

If you do not see the Section, District, League or Flight in which to create a team, then this option is not available, or matches have already been scheduled for the Flight. Please contact your Team Captain or LLC.

4. Enter Team Name
5. **IMPORTANT!! NEW FOR 2021 Under Team Registration, select Open or Closed**
Captains will have three options when registering a team:

1. **OPEN - Any player who meets the level criteria can register directly onto this team.**

- Captains will be notified via email when a player has registered for their team.
- Anyone can register on a team that is open.
- No limit on # of players who can register on an open team, till it is closed.
- Captains have to contact their Local League Coordinator to change team from open to closed.
- PRIVATE FACILITIES MUST BE CLOSED TEAMS.
- **NOT SUGGESTED FOR ANY TEAMS AT THIS TIME.**

2. **CLOSED** - Traditional USTA team type, players must be provided with a team number by captain/coordinator in order to register for the team.

3. ****CLOSED BUT SEEKING ADDITIONAL PLAYERS**** - Traditional USTA team type, players must be provided with a team number by captain/coordinator in order to register for the team. Captains can receive email notifications from players who are seeking teams that match their team criteria (NTRP level, gender and age).

SELECT TYPE OF TEAM:

OPEN team: HIGHLY DISCOURAGED

1. Check OPEN box
2. Input Open team captains notes in box.
3. To close team to additional players you must contact your local league coordinator.

CLOSED team:

1. Check Closed box.
All private clubs must check closed box.

CLOSED BUT SEEKING ADDITIONAL PLAYERS:

1. Check Closed box.
2. Check "Receive Notice of Unassigned Player" box.

Note: If Receive Notice of Unassigned Player box is checked, captains will receive email notifications from players who are seeking teams that match their team criteria (NTRP level, gender and age).

The screenshot shows the 'Create a Team Number On-Line' form on the USTA League website. The form includes the following fields and options:

- Section:** USTA/EASTERN (dropdown)
- District/Area:** NEW JERSEY REGION (dropdown)
- League:** 2021 18&Over Mixed Combo (dropdown)
- Flight:** 6.5 (dropdown)
- Team Name:** Fun Open Team (text input)
- Team Registration:** Open (selected radio button) / Closed (radio button)
- Open Team Captain's Notes:** Seeking players looking to have fun and have wine together! (text area)
- Receive Notice of Unassigned Player:** (checkbox, currently unchecked)

Below the form are two buttons: 'Create Team' and 'Cancel'.

6. Select Home Courts from facility drop down

- a. **From Drop Down Box** – Click on your facility's name and proceed to step 11.
- b. **FACILITY NOT IN DROP DOWN BOX** – click "Other Facility" button next to the drop down box.
- c. The "Facility Locator" screen will open.
- d. Enter your facility name.
- e. Enter State – Louisiana
- f. In the "Match Facilities" box click on the facility.
- g. Scroll down and click select.
- h. You will be taken back to the "Online team Creation" page.

7. 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 # 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.