

Step-by-Step Local Team Registration Process

Local League Team Registration is the process for team captains to “Sign Up” and let the coordinator know that they will have a team in the league. TennisLink Player Registration dates will be different from Local Team Registration. Teams are not considered “registered” until the online form is completed **BY THE TEAM CAPTAIN**. Registration forms will be available on each league page on the [Local League Website](#) during the Team Registration dates.

Before You Register Your Team

- Read the League Fact Sheet posted on the applicable [League Page](#).
- Review the [Local League Website](#) which will be your main resource for league information. Be sure to bookmark this website.

After You Register Your Team

- You will see a Thank you page with a link. The link will take you back to the local league website where you can find TennisLink help and instructions for locating your assigned TennisLink Team Number.
- TennisLink Team numbers are not emailed to captains. Captains must follow the provided directions to locate their team numbers.

After Team Number Assignment

- Captains and Co-Captains provide their USTA number in the team registration form in order to be assigned as “non-playing” captains.
- TennisLink Player Registration will not yet be open and being assigned as a non-playing team captain allows you to see your team number once assigned.
- Remember that all playing captains must register on their TennisLink team roster once Player Registration opens.

TennisLink Player Registration

- Players may register on your team roster after Player Registration is opened. Approximate dates will be posted on the appropriate league page on the local league website.
- As soon as player registration opens, playing team captains should register themselves on their team roster.
- Players may register any time **before** they play in their first match.

TennisLink League Communication Center

- Be sure to opt in to TennisLink Communication, which allows for League Coordinators to easily message captains who have registered and subscribed to receive League communications. Instructions are provided on the Local League Website.