

Pre-season Reminders and Helpful Tips for Team Captains

TennisLink Player Registration: TennisLink Player Registration will open about one month before each league season. The dates will also be posted on the Local League Website on the corresponding league page. Be sure to check the website frequently for updates.

Team Captains Only: Once player registration is open, Team Captains must register first and check the “Are you the Captain?” box.

Register for a Team

To Register for a team you will need a USTA Account and a team # provided by a Team Captain or Local League Coordinator. If you need to create a new team # online, [click here](#).

* Required field

* USTA Account:	<input type="text"/>	
* Team #:	<input type="text"/>	Don't have a Team #?
Phone Number:	<input type="text"/>	
Email Address:	<input type="text"/>	
Are you the captain?	<input type="checkbox"/>	

Co-captains Only: Co-captains should register after the captain and also check the “Are you the Captain?” box. If a co-captain registers before the captain, TennisLink will list them as the team captain. After the captain and co-captain register, the TennisLink team number should be distributed to your players.

Player Registration: Once Player Registration is open and you have sent the team number to your players, advise them they must register before they play in their first match.

Troubleshooting: There are instructions provided on the League Pages and Captains Resources on the local website. If you are having issues with the website or forms, please send the League Coordinator (LC) an email and be specific about your issues. Screenshots help. One sentence emails such as “I can’t find my Team Number” or “The link is not working” are not descriptive enough for the LC to help you. In order to troubleshoot, the LC needs information such as what step of the process is not working, which link is not working and where is the link taking you?

TennisLink Help: The most common TennisLink problem is captains trying to access information without being logged in with their User ID/Email address and password. If you don’t see your name and USTA number near the top of the TennisLink League page, you are not logged in.

TennisLink is not the same as the USTA Mobile App: The USTA Mobile App does not provide the same functionality as the TennisLink website. Links to a TennisLink Captains Guide and a Step by Step Guide for the TennisLink Team Management tool are available on the local league website and on the USTA Mid Atlantic Captain’s Resource page.

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Captains Contact Information in TennisLink: All captains and co-captains must make sure their email address and cell phone number are accurate. If changes are required, click on the "Manage Account" link on your TennisLink League home page or contact [USTA Customer Care](#). **(You must be logged in, of course!)** The email address and phone number listed in your USTA membership is also listed on the Captain Report. This contact information must be accurate or other captains will not be able to reach you. **Note: Please use an email address that you check frequently. If you intend to use your cell phone to text other captains on match days, be sure that your cell phone is listed.**

Email/Website Communication: If you have a league question, the [Local League Website](#) is the first place to check. This resource is available 24/7. The website has helpful information and links including the USTA Mid Atlantic Section Captain's Resource page and their Championship page, the USTA National Captains Resource page, Registration dates for leagues, Fact Sheets for each league, etc. The website is updated frequently and each different League Page is updated as we get closer to that league season. Email updates and the local league website are the best way for the League Coordinators to get timely, accurate, and consistent information to the very large number of captains in the leagues.

Other Richmond League Coordinators: Please remember that League Coordinators cannot assist you with leagues that we do not coordinate. Contact information for the different Richmond USTA Leagues is located on the Home Page of my local league website:

[Contact Information for USTA Leagues not Listed on this Site:](#)

Adult 18/40/55 & 65 & Over Weekday Women's League, Mixed 55/65 & Over, Singles League, All Tri-level Leagues, Men's 65 & Over, Working Women's League

Sandra Mason

rvatennisplayers@gmail.com

Website: <http://rvatennisplayers.com/index.html>

Link: [Richmond USTA Tournaments](#)

Mixed 18 & Over League (Winter Mixed)

Matt Campbell

mattcam12@gmail.com

Team Captain Change: If a team captain resigns and a new team captain is appointed, someone must notify the LC. The LC will then assign the new team captain in TennisLink. It is the responsibility of the captains to notify other captains in their flight or level advising of the captain change. The original team captain should send the new captain any prior communications from the league coordinator.