

TL New Team Management

CAPTAIN PERSPECTIVE

Welcome to the New Team Management tool, which makes it easy to manage your team. To access your team, lineups, roster, and related information, make sure you're logged into your USTA account.

Managing Your Team

There are three ways to access the New Team Management tool:

1. Log in to USTA League.
2. From the USTA League home page, use either of these shortcuts:
 - 2.1. Under My Quick Links, click New Team Management.
 - 2.2. Or click the blue arrow next to your team under My Teams to go straight to that team's management page.
3. Log in at [Tennislink.usta.com](https://tennislink.usta.com), which opens directly to the My Tennis page. Scroll to My Match Calendar near the bottom of the page and click any scheduled match to open the Team Details page in New Team Management.

The screenshot displays the USTA League home page. At the top, there is a navigation bar with tabs: USTA LEAGUE, TOURNAMENTS, JUNIOR TEAM TENNIS, USTA FLEX LEAGUES, MY TENNIS, and LOGOUT. Below this, a user profile section for 'JESSXXX MERXXX' is visible, including a 'Logout' link and account details like 'NTRP Level: 3.0' and 'Appeal Rating Level'. The main content area is divided into several sections: 'Start Playing' with options to register with a team or find a team; 'Stats and Standings' with search filters; 'Find NTRP Rating Info' with a search bar; 'My Quick Links' with a list of links including 'Local League Coordinators', 'New Team Management' (highlighted with a red box), 'Team Management', 'National Championships', 'Online Team Creation', 'USTA League Tennis Rules', 'Communication Center', 'Browse Leagues', and 'Communication Options'; 'Register for a Tournament' and 'Register for a Flex League' sections. At the bottom, the 'My Teams' section shows a list of teams for 2023, with a blue arrow icon next to the first team, 'X18 6.0 PW Merugu', which is also highlighted with a red box.

USTA League home page — My Quick Links and the team shortcut arrow

TL New Team Management

CAPTAIN PERSPECTIVE

My Match Calendar						
< Jun 2023 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	01 A40 3.0W P...	02	03	04
05	06	07	08 A40 3.0W P...	09	10	11

My Match Calendar — click a scheduled match to open Team Details

Team Details

Clicking New Team Management opens the Team Details page, where you can select the team you want to manage from the dropdown menu. Every team you're currently registered for is listed here.

Team Details

Team

Please select a team

2023 - X18 6.0 PW Merugu - 2023 NEOTA Mixed 18 & Over Spring NEOTA 18&O 6.0 Mixed Spring

2023 - A40 3.0W PW1 Keller - 2023 NEOTA Adult 40 & Over NEOTA A40&O 3.0 Women

2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

From this page, you can navigate to:

- Team Standings
- Team Roster
- Availability
- Email/Text
- Alert Settings
- Preferences
- Matches / Creating & Editing Lineups
- Add Co-captain to team

View Team Players' Availability

To view your team's availability, select your team on the Team Details page and click the Availability icon.

TL New Team Management

CAPTAIN PERSPECTIVE

Team Details

Team
2023 - F 3.05/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.05/6.0D Fusion

Captain
Jessxxx Merxxx

Co-Captain(s)
Unassigned

 **Availability**

 **Email/Text**

 **Alert Settings**

 **Preferences**

Use the key below to read the results:



As captain, you can also update a player's availability to Available, Not Available, Not Sure, or If Needed by clicking the dropdown arrow underneath each match column. If the icons are greyed out and the dropdown is unavailable, the scores for that match have already been entered. Clicking the match link takes you to the team summary page, where you can view standings, matches, players, and more.

	1/7/2024 VS Intrepids 8:00 pm	1/16/2024 VS Rogers 9:00 pm	1/25/2024 VS Klein and Whittall 9:00 pm	2/7/2024 VS Intrepids 9:00 pm	2/14/2024 VS Rogers 9:00 pm	2/19/2024 VS Klein and Whittall 9:00 pm
 Afshin	—	✓	✓	✓	✓	✓
 Ce 18	—	✗	✓	✓	✓	✗
 Christopher 24	—	✗	✗	✓	✗	✗
 Dan 25	✓	✓	✓	✓	?	✓

Communication — Email/Text

You can easily communicate with your teammates, the opposing captain, or your Local League Coordinator by clicking the Email/Text icon on the Team Details page.

Team Details

Team
2023 - F 3.05/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.05/6.0D Fusion

Captain
Jessxxx Merxxx

Co-Captain(s)
Unassigned

 **Availability**

 **Email/Text**

 **Alert Settings**

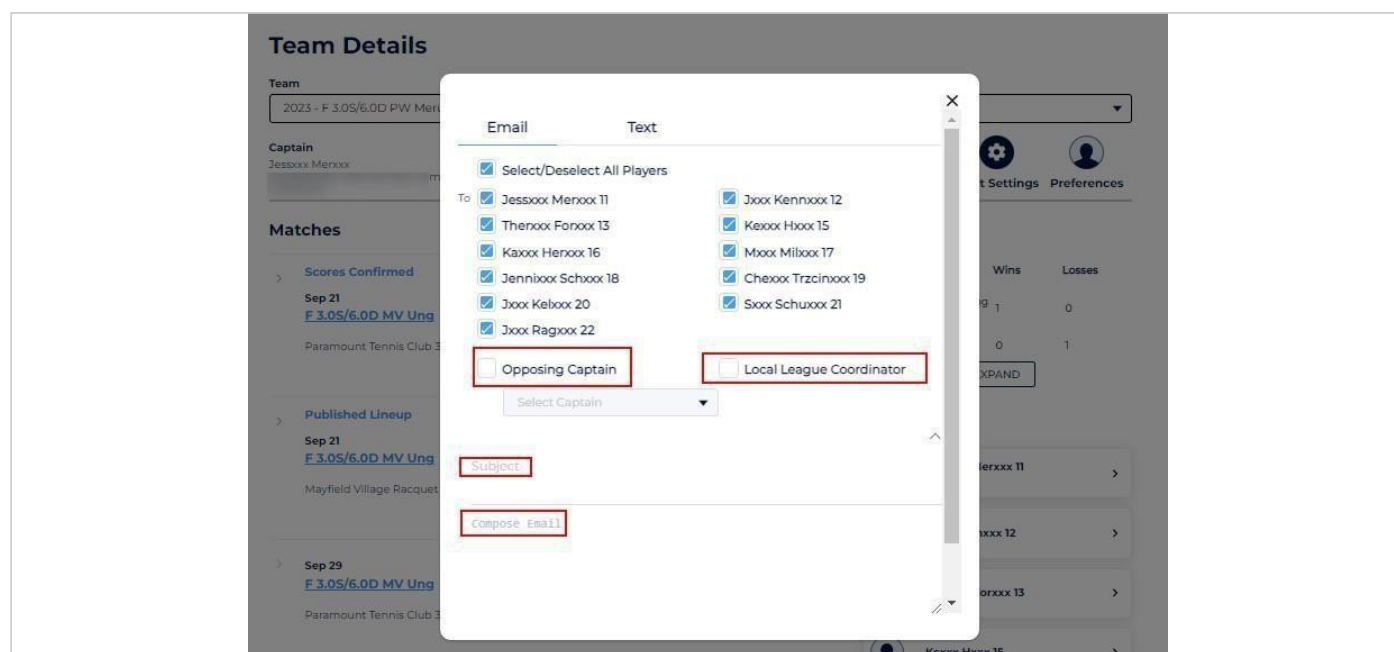
 **Preferences**

TL New Team Management

CAPTAIN PERSPECTIVE

Note: You can only contact players in the current league championship year, or the next championship year if you're registered for a league in that year. Previous teams and leagues aren't available to view or contact in the team management tool.

Select all players, or check the box next to specific players to message just them.



Alert Settings

As team captain, you can set team availability alerts — reminders that let players know when to update their availability, and auto-reminders for players who haven't yet confirmed their spot in a match lineup.



You can choose whether only captains can view player availability, or whether everyone on the team can view it.

Send auto-reminders by email or text a set number of days before a match, to prompt players to update their availability or confirm the lineup.

TL New Team Management

CAPTAIN PERSPECTIVE

Team Availability/Alerts - F 3.05/6.0D PW Merugu

Who can view players' availability?

☒ Captain(s) Only ☐ Everyone

Auto-Reminders

☐ Email players with no availability set
 day(s) before match

Email Message

Eg. Looking to create a lineup by this weekend. Please set your availability at your earliest convenience... thanks! - MS

0/300

☐ Text players with no availability set
 day(s) before match

Text Message

Eg. Please set your availability ASAP...thanks! - MS

0/300

☐ Text unconfirmed players in a lineup
 1 day(s) before match

Text Message

Eg. Please confirm you saw the lineup...thanks! - MS

0/300

Alert Frequency

☒ Alert me only when a player in a lineup changes their availability
☐ Alert me to any availability changes
☐ Do not send me alerts

Send Me Alerts Via

☒ Email
☐ Text

SAVE

Choose how often you're alerted by email and/or text whenever a player changes their availability, or opt out of alerts entirely.

Reminder: Click Save at the bottom right each time you make a change.

Set Team Preferences

As a USTA League player, you can add your own team preferences by clicking Preferences at the top right of the Team Details page. Preferences are set per team, so update them for each team you're registered with to make sure they apply to each league.

USTA

LEAGUES MY TENNIS

Team Details

Team

2023 - X18 6.0 PW Merugu - 2023 NEOTA Mixed 18 & Over Spring NEOTA 18&O 6.0 Mixed Spring

Captain

Jessxxx Merxxx
xxx@mailinator.com

Co-Captain(s)

Unassigned

Availability

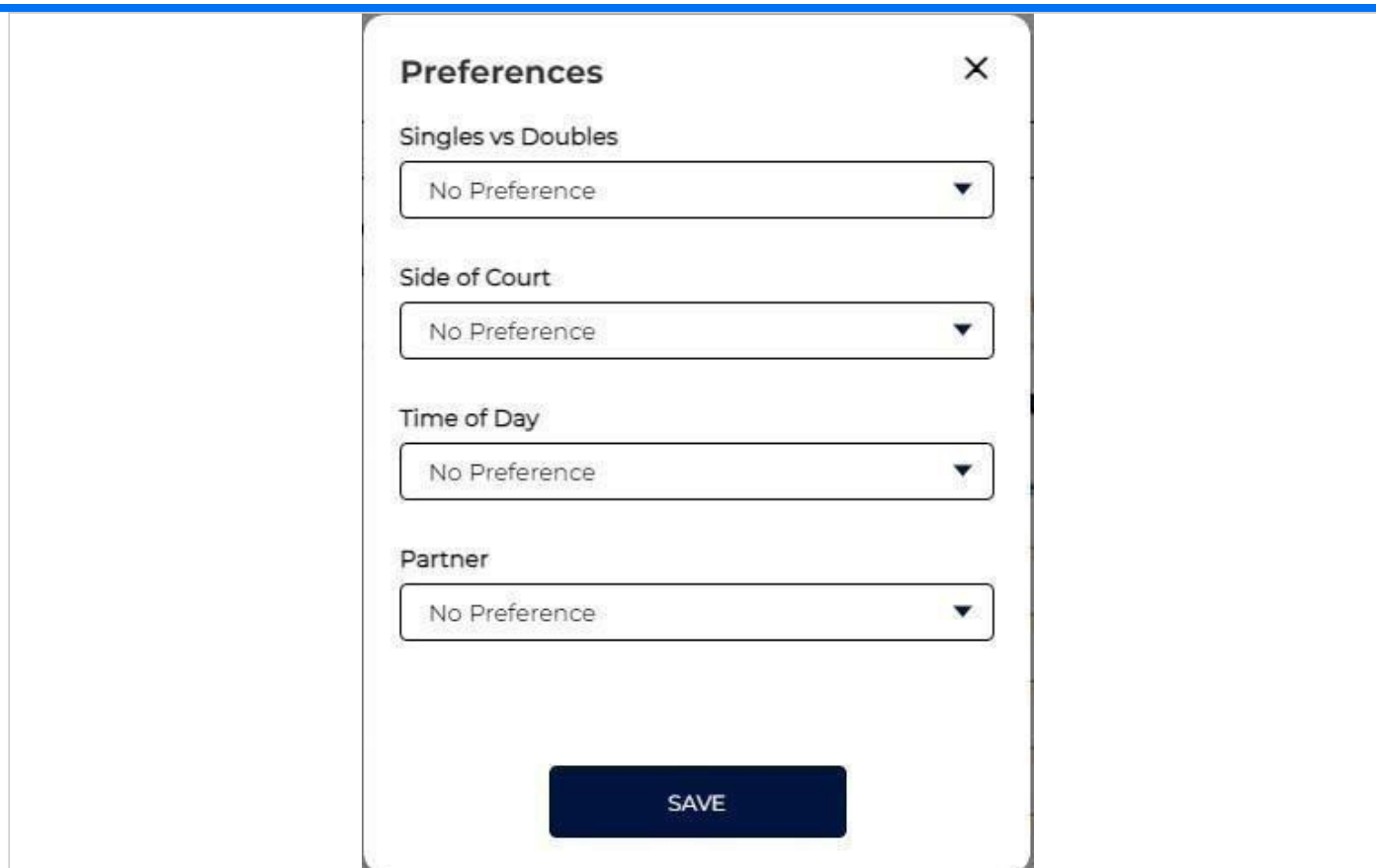
Email/Text

Alert Settings

Preferences

TL New Team Management

CAPTAIN PERSPECTIVE

A screenshot of a mobile application's 'Preferences' modal. The modal has a title bar with 'Preferences' and a close button (X). It contains four sections, each with a title and a dropdown menu: 'Singles vs Doubles' with 'No Preference' selected, 'Side of Court' with 'No Preference' selected, 'Time of Day' with 'No Preference' selected, and 'Partner' with 'No Preference' selected. At the bottom of the modal is a dark blue button labeled 'SAVE'.

Under Preferences, you can choose:

- **Singles vs. Doubles** — Singles, Doubles, Mixed, or No Preference
- **Side of Court** — Ad, Deuce, or No Preference
- **Time of Day** — Morning, Afternoon, Evening, or No Preference
- **Preferred Partner**

Reminder: Click Save after making any changes to your preferences.

Matches

You can view your team's upcoming matches on the Team Details page, below the captain and co-captain details. The Matches section shows match details, the facility (home or away), directions, and options to edit or view the match lineup, enter scores, and print scorecards.

TL New Team Management

CAPTAIN PERSPECTIVE

Team Details

Team

2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

Captain

Jessxxx Merxxx

Co-Captain(s)

Mxxx Milxxx



Availability

Matches

Scores Confirmed

Sep 21

F 3.0S/6.0D MV Ung

HOME

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Get Directions

Published Lineup

Sep 21

F 3.0S/6.0D MV Ung

AWAY

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

Get Directions

Sep 29

F 3.0S/6.0D MV Ung

HOME

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Get Directions



Create Lineup

Setting Match Lineups

Click the pencil icon to create a lineup, add a custom message, and send the lineup by email and/or text once it's published. This icon appears under any match that doesn't yet have a lineup created.

TL New Team Management

CAPTAIN PERSPECTIVE

Team Details

Team
2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

Captain
Jesxxxx Merxxx

Co-Captain(s)
Unassigned

Availability Email/Text Alert Settings Preferences

Matches

Scores Confirmed

Sep 21
F 3.0S/6.0D MV Ung

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Get Directions

Published Lineup

Sep 21
F 3.0S/6.0D MV Ung

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

Get Directions

Sep 29
F 3.0S/6.0D MV Ung

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

Get Directions

Create Lineup

Standings

Team	Wins	Losses
F 3.0S/6.0D PW Merugu	1	0
F 3.0S/6.0D MV Ung	0	1

EXPAND

Team Roster

- Jesxxxx Merxxx 11 Captain
- Jxxx Kennxxx 12
- Therxxx Forxxx 13
- Kexxx Hxxx 15
- Kaxxx Herxxx 16

Click the arrow (>) next to a line to edit the players on it.

Create a Lineup

F 3.0S/6.0D PW Merugu

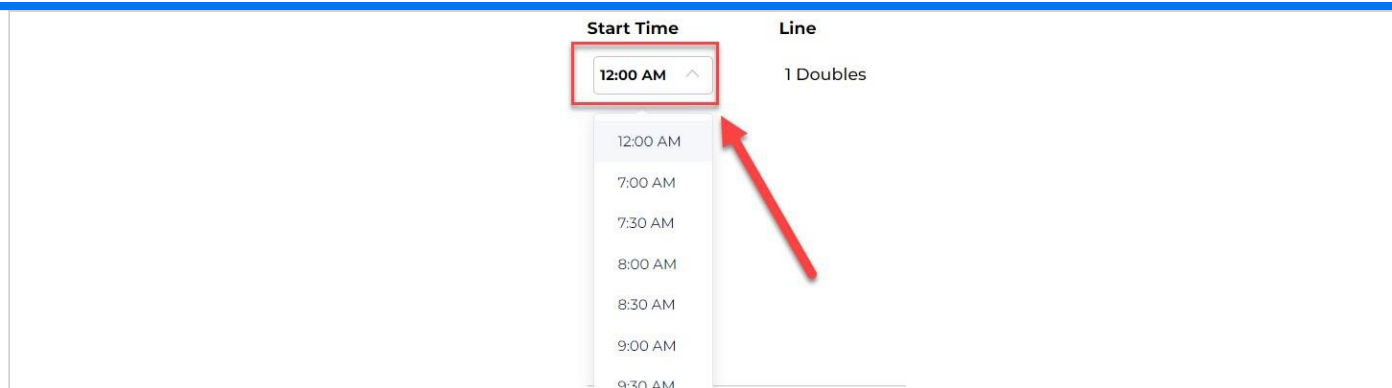
Sep 29, 2023 vs F 3.0S/6.0D MV Ung

Start Time	Line	Player(s)	What To Bring
2:00 PM	1 Male Singles	Choose Player >	chips and salsa
2:00 PM	1 Female Singles	Choose Player >	water
2:00 PM	1 Male Doubles	Therxxx Forxxx [F][3.0] > Choose Player >	margaritas

Click the dropdown next to the start time to edit or change a line's match start time.

TL New Team Management

CAPTAIN PERSPECTIVE



Start Time

12:00 AM ^

12:00 AM

7:00 AM

7:30 AM

8:00 AM

8:30 AM

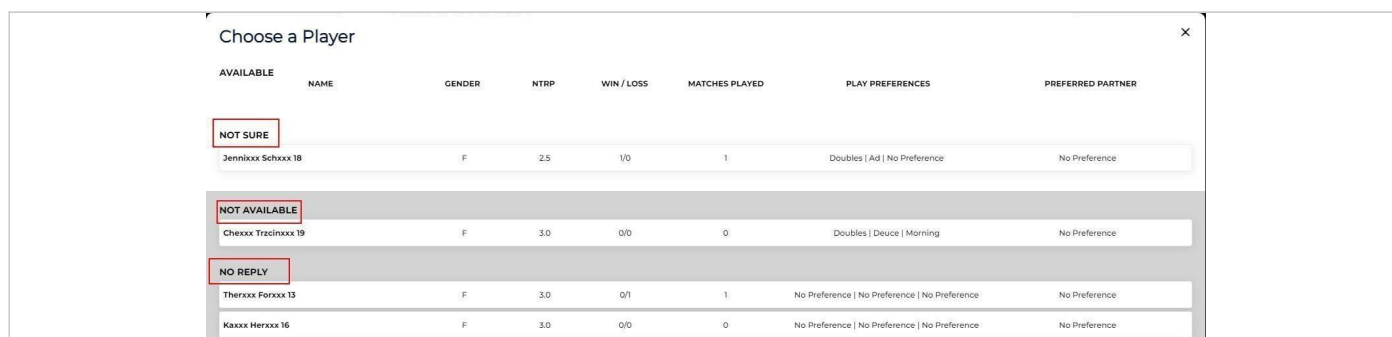
9:00 AM

9:30 AM

Line

1 Doubles

Click the arrow (>) next to a selected player to make changes. Here you can see teammates' play preferences and preferred partner, and see who has confirmed as Available, Not Available, Not Sure, or hasn't replied yet.



AVAILABLE	NAME	GENDER	NTRP	WIN / LOSS	MATCHES PLAYED	PLAY PREFERENCES	PREFERRED PARTNER
NOT SURE	Jennixxx Schxxx 18	F	2.5	1/0	1	Doubles Ad No Preference	No Preference
NOT AVAILABLE	Chesxxx TrzcInxxx 19	F	3.0	0/0	0	Doubles Deuce Morning	No Preference
NO REPLY	Therxxx Forxxx 13	F	3.0	0/1	1	No Preference No Preference No Preference	No Preference
	Kaxxxx Herxxx 16	F	3.0	0/0	0	No Preference No Preference No Preference	No Preference

The right side of the lineup page lets you enter a "What to Bring" note, which appears in the notification sent to players once the lineup is published. This field is optional.

To add alternates, select the alternate type (singles or doubles) and choose a player. You can add more than one alternate.

TL New Team Management

CAPTAIN PERSPECTIVE

F 3.0S/6.0D PW Merugu

Sep 21, 2023 vs F 3.0S/6.0D MV Ung

Start Time	Line	Player(s)	What To Bring
9:00 AM	1 Male Singles	Jxxx Kelxxx 2... [M][3.0] >	Water and Balls
9:00 AM	1 Female Singles	Therxxx Forxxx... [F][3.0] >	Margaritas
9:00 AM	1 Male Doubles	Mxxx Milxxx 1... [M][3.0] > Sxxx Schuxxx ... [M][3.0] >	Chips and salsa
9:00 AM	1 Female Doubles	Jessxxx Merxx... [F][3.0] > Chexxx Trzcín... [F][3.0] >	Water and Balls
9:00 AM	1 Mixed Doubles	Jxxx Kelxxx 2... [M][3.0] > Kexxx Hxxx 15 [F][3.0] >	Margaritas

Under Send Lineup To, you can message your teammates about the lineup or any changes. Send by email, text, or both, to players in the lineup, the whole team, or select players. Click Save Draft to come back to it later, or Send to Players when you're ready.

Alternate Type

Singles >

Choose Player >

Remove

+ Add another alternate

Edit Match Lineups

If a match hasn't been played yet, you can edit the lineup if changes are needed. Select the team from the Team dropdown, click the arrow (>) next to Published Lineup, and click Edit Lineup. A new notification is sent whenever a lineup changes. Once scores have been entered for a match, you can no longer edit the lineup, enter scores, or print a scorecard for it.

Once a lineup is published, click the dropdown next to Published Lineup to view match times, what to bring, and player confirmation status.

TL New Team Management

CAPTAIN PERSPECTIVE

Send Lineup To:

☒ Players in Lineup ☐ Team ☐ Select Players

Subject

Lineup for Sep 16, 2023 - F 3.05/6.00 PW Merugu vs F 3.05/6.00 MV Ung

69/200

Message

Hope this is last lineup change!

32/2000

☐ Send via Email

☒ Send via Text

The suspended players will not receive email/text message.

SAVE DRAFT

SEND TO PLAYERS

If a player is having trouble confirming their spot after the lineup is sent, you can confirm or decline their availability yourself by clicking the dropdown under Confirmation.

Published Lineup

Sep 21

F 3.05/6.00 MV Ung

AWAY

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

Get Directions

Time	Line	Player(s)	What to Bring	Confirmation
9:00 AM	1MS	Jxxx Kelxxx 20	Water and Balls	Confirmed
9:00 AM	1FS	Therxxx Forxxx 13	Margaritas	Confirmed
9:00 AM	1MD	Mxxx Milxxx 17	Chips and salsa	Not Available
		Sxxx Schuxxx (SP) 21		
9:00 AM	1FD	Jessxxx Merxxx 11	Water and Balls	Confirmed
		Chexxx Trzcxxxx 19		Confirmed
9:00 AM	1MX	Jxxx Kelxxx 20	Margaritas	Confirmed
		Kexxx Hxxx 15		Confirmed



Edit Lineup



Enter Scores



Print Scorecard

TL New Team Management

CAPTAIN PERSPECTIVE

9:00 AM 1 Doubles

Suzy [F][3.5] > x

Notes/What to Bring: sweets

Confirmation: Confirmed

Sandra [F][3.5] > x

Notes/What to Bring: sweets

Confirmation: Confirmed

9:00 AM 2 Doubles

Linda [F][3.0] > x

Notes/What to Bring: waters,ice

Confirmation: Confirmed

Barbara [F][3.5] > x

Notes/What to Bring: salty

Confirmation: Declined

Enter Scores

You can only enter scores once a lineup has been published. When entering scores, the published lineup automatically fills in the players' names on the scorecard. To enter scores, open the dropdown next to Published Lineup and click the Enter Scores icon.

- Player names can be changed before printing the blank scorecard or entering scores.
- The opposing team's players are not added to the scorecard automatically.

Published Lineup

Sep 21

F 3.0S/6.0D MV Ung

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

Get Directions

Time	Line	Player(s)	What to Bring	
9:00 AM	1MS	Jxxx Kelxxx 20	Water and Balls	Confirmed
9:00 AM	1FS	Therxxx Forxxx 13	Margaritas	Confirmed
9:00 AM	1MD	Mxxx Milxxx 17	Chips and salsa	Not Available
		Sxxx Schuxxx (SP) 21		
9:00 AM	1FD	Jessxxx Merxxx 11	Water and Balls	Confirmed
		Chexxx Trzcincxxx 19		Confirmed
9:00 AM	1MX	Jxxx Kelxxx 20	Margaritas	
		Kexxx Hxxx 15		Confirmed

Edit Lineup

Enter Scores

Print Scorecard

TL New Team Management

CAPTAIN PERSPECTIVE

Need help?: If you need help entering scores, or need to edit, update, or dispute a match score, contact your Local League Coordinator. They're your best point of contact for league questions.

Print Scorecard

A lineup must be published before you can print a scorecard. Open the dropdown next to Published Lineup and click the Print Scorecard icon at the bottom right.

Published Lineup

Sep 21

F 3.0S/6.0D MV Ung

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

Get Directions

AWAY

Time	Line	Player(s)	What to Bring	
9:00 AM	1MS	Jxxx Kelxxx 20	Water and Balls	✓ Confirmed
9:00 AM	1FS	Therxxx Forxxx 13	Margaritas	✓ Confirmed
9:00 AM	1MD	Mxxx Milxxx 17	Chips and salsa	X Not Available
		Sxxx Schuxxx (SP) 21		
9:00 AM	1FD	Jessxxx Merxxx 11	Water and Balls	✓ Confirmed
		Chexxx Trzcxxxx 19		✓ Confirmed
9:00 AM	1MX	Jxxx Kelxxx 20	Margaritas	
		Kexxx Hxxx 15		✓ Confirmed

Edit Lineup

Enter Scores

Print Scorecard

A separate window opens with the scorecard. Right-click the page and select Print. If the window doesn't appear, check your browser's pop-up blocker settings.

TL New Team Management

CAPTAIN PERSPECTIVE

Flight	USTA Section	District/Area	League
NEOTA 3.0S/6.0D Fusion	USTA/MIDWEST	NORTHEASTERN OHIO	2023 NEOTA Fusion

Match #1009912526	F 3.0S/6.0D MV Ung	Vs.	F 3.0S/6.0D PW Merugu
Team ID: *****			Team ID: 8564837394
Date Scheduled: 9/21/2023 12:00 AM	# Matches 1st Time: 0		2nd Start Time:
Match Win Criteria:	Team Wins		

	Home Team	Visiting Team	Score
1 Male Singles	Scoring Form		
Name:			-
Date:			-
1 Female Singles	Scoring Form		
Name:			-
Date:			-
1 Male Doubles	Scoring Format: 3rd Set Tie Break		

Back

Alt+Left Arrow

Forward

Alt+Right Arrow

Reload

Ctrl+R

Save as...

Ctrl+S

Print...

Ctrl+P

Cast...

Search images with Google

Create QR Code for this page

Translate to English

Get image descriptions from Google

View page source

Ctrl+U

Inspect

- The published lineup automatically fills in player names on the printed scorecard.
- Player names can be changed before printing the blank scorecard or entering scores.
- The opposing team's players are not added to the scorecard automatically.

Team Roster

View your team roster on the right side of the Team Details page. Click any player to see their individual league player record, which reflects every league they're registered for in the current or upcoming championship year.

Team Details

Team
2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion

Captain
Jessxxx Merxxx

Co-Captain(s)
Unassigned

Availability

Email/Text

Alert Settings

Preferences

Matches

Scores Confirmed

Sep 21
F 3.0S/6.0D MV Ung
Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145
Get Directions

Published Lineup

Sep 21
F 3.0S/6.0D MV Ung
Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143
Get Directions

Sep 29
F 3.0S/6.0D MV Ung
Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145
Get Directions

Standings

Team	Wins	Losses
HOME F 3.0S/6.0D PW Merugu	1	0
F 3.0S/6.0D MV Ung	0	1

EXPAND

Team Roster

Jessxxx Merxxx 11
Captain

Jxxx Kennxxx 12

Therxxx Forxxx 13

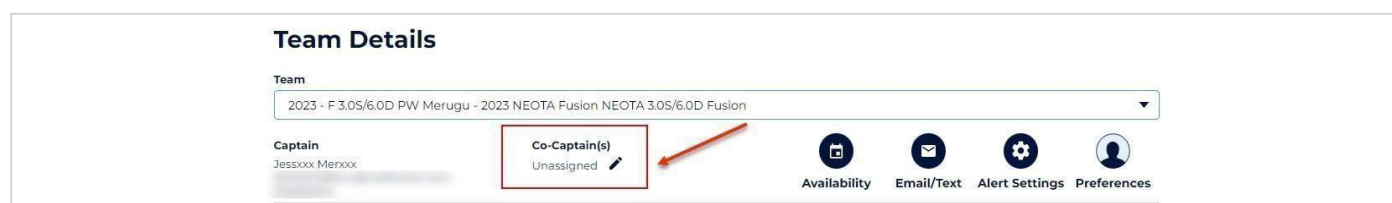
TL New Team Management

CAPTAIN PERSPECTIVE

Good to know: The number listed next to a player's name is assigned when they register for a team. Where more than one player shares the same name (for example, a parent and child), use this number to confirm you're selecting the correct player for a lineup or message.

Assign Co-Captain to Team

As captain, you can assign a co-captain to your team. This is useful if a player forgot to check the Captain box at registration and reaches out to be added afterward. Click the pencil icon under Co-Captain to add or edit the co-captain.



The screenshot shows the 'Team Details' interface. At the top, there's a 'Team' dropdown menu displaying '2023 - F 3.0S/6.0D PW Merugu - 2023 NEOTA Fusion NEOTA 3.0S/6.0D Fusion'. Below this, the 'Captain' is listed as 'Jessxxx Merxxx'. To the right of the captain's name is a box labeled 'Co-Captain(s)' with the text 'Unassigned' and a small pencil icon. A red arrow points to this pencil icon. To the right of the 'Co-Captain(s)' box are four icons with labels: 'Availability' (calendar icon), 'Email/Text' (envelope icon), 'Alert Settings' (gear icon), and 'Preferences' (person icon).

Choose a player from the dropdown menu to assign them as co-captain. You can change the co-captain the same way at any time.

Note: An assigned co-captain has the same team management permissions as the captain, except they can't edit captains.

Standings

Team standings are a quick way to check your league's wins and losses. View them on the right side of the Team Details page, and click Expand to open the Team Summary page for more team, player, and league information.

TL New Team Management

CAPTAIN PERSPECTIVE

Team Details

Team
2023 - X18 6.0 PW Merugu - 2023 NEOTA Mixed 18 & Over Spring NEOTA 18&O 6.0 Mixed Spring

Captain
Jesxxxx Merxxx

Co-Captain(s)
Unassigned

Availability **Email/Text** **Alert Settings** **Preferences**

Matches

Scores Confirmed

Feb 5

X18 6.0 MV1 Beebe

Mayfield Village Racquet Club 6685 Beta Dr Ste B Cleveland OH 44143

AWAY

Get Directions

Scores Confirmed

Feb 12

X18 6.0 CC Dixon

Paramount Tennis Club 31550 Viking Pkwy Westlake OH 44145

HOME

Get Directions

Standings

Team	Wins	Losses
X18 6.0 CC Dixon	9	1
X18 6.0 MV3 Nine	7	3
X18 6.0 MV2 Haught	6	4
X18 6.0 PW Merugu	4	6
X18 6.0 MV1 Beebe	3	7
X18 6.0 CV Carroll	1	9

EXPAND

For any additional Team Management questions, email the USTA TennisLink Team at Linkteam@usta.com.