

# Pre-Collegiate League

Presented By



## How to Submit a Team!

### “CREATING A TEAM”

- As a captain, you **MUST** complete the background screening before you will have access to create a team in TennisLink. If you are a returning captain, your screening is good for 2 years. Please check your expiration date as you will be **LOCKED OUT** of TennisLink if you don't renew before the expiration date. Visit <https://www.usta.com/en/home/safe-play.html> and click the “Get Safe Play Approved” to complete the necessary steps to become an approved captain.
- In order to “Create a Team”, you will need to become a coach/manager in TennisLink.
- If you need to become a JTT captain, follow these steps:
  - Go to TennisLink – <http://tennislink.usta.com/teamtennis> - Then scroll to the bottom of the page and click on ‘Become a Coach/Manager’.
  - You will follow the necessary prompts depending on whether you have a USTA number or need to create an account. (There is no cost to create an account.)
  - Once you have completed these steps, you can register your team.
- **All Captains must create a new team number each season.** To register a team, follow these steps:
  - Log in to TennisLink as captain (<http://tennislink.usta.com/TEAMTENNIS/Secure/logon.aspx?Caller=Login>)
  - Click on “Register for a Team”, and then click “Click here to create a new team”
  - Select Type of Program (**Jr**)
  - Select Section (**Southern**)
  - Select District (**Georgia**)
  - Select Area (**USTA Atlanta - Juniors**)
  - Click “Go”
  - Select **Pre-Collegiate League – Spring 2022**
  - **Make a note of your new team number.**
  - Create team name (Facility name – Captain’s last name)
  - Select your Home Court Facility.
  - Select Division and check affiliations.
  - Enter Co-captain Information, if applicable.
  - **Click on “Save”! The system will not create the team unless you hit save.**

### **Important Dates**

Registration opens January 26th and closes February 18th.

Season dates: Sunday, March 6th through Sunday, April 24th.

Playoffs on Sunday, May 1st and finals on Sunday, May 8th.

***5 boys and 5 girls must be registered to the team by the deadline.***

***Failure to do so will result in team removal. No refunds.***

Match Time is 3:30 PM on Sundays.

Schedules available on TennisLink on February 25th.

### **“REGISTERING A PLAYER”**

- \*If you need to create/renew a membership or need to change your non-member USTA account to a membership, go to [www.membership.usta.com](http://www.membership.usta.com) and login to “upgrade” to a junior membership (free). Once you have a current membership, follow the steps below to register for a team.
- \*If you have a current membership, go to Junior Team Tennis TennisLink home page - <http://tennislink.usta.com/TeamTennis/Main/Home.aspx>
- Click on “Have a Team ID?”
- Enter the Team # of the team you are registering your child for.
- Enter in your child’s USTA membership #.
- Complete payment information. (League Registration is \$30/player)
- Click “Submit”.