

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 appropriate program.
 - **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.**

“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 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”.