



## Registration Information

**\*\*Each individual player must have their own TennisPoint account with a unique e-mail address tied to their account.\*\***

### **Team Captains:**

Listed below are the steps a team captain will take to create a team:

1. **Sign-up for TennisPoint** (top right corner - **green** button on <http://www.tennispoint.com>)
  - a. Visit ([www.ustaatlanta.com/redharetennis](http://www.ustaatlanta.com/redharetennis)) and get your team signed up by selecting the "Click Here to Register" button, then choosing your desired level and facility your team would like to play out of.  
Contact [RedHareTennis@gmail.com](mailto:RedHareTennis@gmail.com) if you have questions regarding what level your team should register for.
  - b. You should use the same email you often use and after signing up, your team will be automatically visible in your account.
2. **Add your team's players** -- Add your players using the "add/edit and invite players" link on the "matches & teams" (top tab navigation) page of TennisPoint.
  - You only need a player's name and email address to add them to the team
  - Click the "send invite email to checked" button and **each of your players will receive an e-mail inviting them to register and sign-up for the team.**
  - Each player will follow the link contained within the e-mail and they will fill out his/her registration details and be automatically dropped into the team upon registration.
  - You can resend email invites if you have players who lose the original invite in their email inbox. Log into TennisPoint and click on the "add/edit and invite players" link. You can add a check to the names of the players who need a new invite email to be sent to them and can then click "send email to checked".

### **Players Looking to Join a Specific Team:**

1. Your captain will create your Red Hare Tennis team in TennisPoint. Once they've done so, they will send an e-mail to you via TennisPoint. This e-mail will include directions for registering. **If you have not received an e-mail from your captain, please reach out to them and they will follow the steps found in the "team captains" registration directions.** Questions: contact [RedHareTennis@gmail.com](mailto:RedHareTennis@gmail.com)

### **"Free Agent" Players:**

**These are players who are requesting to be placed on a team by the Red Hare Tennis Coordinator because they do not have a team in mind.**

1. **Sign-up for TennisPoint** (top right corner - **green** button on <http://www.tennispoint.com>)
2. Click on the "Register" button on [www.ustaatlanta.com/redharetennis](http://www.ustaatlanta.com/redharetennis)
3. When registering, make sure you are selecting the FREE AGENT category. *Please make the team name your first and last name.* Make sure to select your FREE AGENT play level and requested facility. **The system will list you as "captain". Don't worry – we know your intent is to join a team and play as a teammate, not a captain!**  
Contact [RedHareTennis@gmail.com](mailto:RedHareTennis@gmail.com) if you have questions regarding which level you should register for.



## Once the Season Starts . . .

**Match Schedule** – after registration closes, the league director will create the “match schedule” which will show you your opponent, match dates, locations and times. The team schedule is visible from the “matches & teams” page in TennisPoint and a copy will also be e-mailed to you. Before the schedule is published, you will purely see a list of your teammates and captains can add/edit their players or e-mail the team.

**Match Availability** -- each player can mark whether he/she is available or not from the “Set/View Availability” page (link found on the “matches & teams” page above the match schedule on the far left). It can be very helpful on the captain to know who is available to play which match. Availability can ONLY be set after the schedule is published.

After the schedule is published by the league director, we recommend that the captain either e-mails the team about the schedule and directs players to set their availability OR starts a group text and communicates weekly that way.

**Match Lineup** – captains and co-captains can all “create lineups”. The lineup is the list of players playing each line. Ex) John & Tony at Men’s Doubles, Virginia & Laurie at Women’s Doubles, Brian & Kristina at Mixed Doubles. Depending on how captain choose to handle nightly matches, the “lineup” can mean the players listed will start the match but they may not end the match (considering the substitution options – read more about the Rules by going back to [ustaatlanta.com/redharetennis](http://ustaatlanta.com/redharetennis) and selecting the Rules button.

*Match Confirmation Email* - after creating the lineup, you can automatically e-mail all your players alerting them to who is in the lineup. Those in the lineup can also confirm on TennisPoint that they are still available to play and will be there -- this gives a little peace of mind knowing that the player is aware he/she is in the lineup and will be there.

**Play the Match** -- go have lots of fun!

**Enter Match Scores** -- captains can enter the match scores after the match is played through TennisPoint.com (there’s also a TennisPoint app which we recommend using). Remember to get the names of your opponent’s starting lineup players since the captain entering the scores will need to enter the opposing players for each line as well. There is an automatic 48 hour auto-approve for the opposing captain after the scores have been entered. Any score conflicts can be edited by the league director. If a match is played early, the scores can be entered early as well.

\*Note: If incomplete matches remain at the end of the regular season, scores for said matches must be left at 0-0.

**Make sure to sign up ASAP prior to the registration deadline as there are a limited number of team/free agent slots available at each facility!**