Registration Information

Each individual player must have their own MatchTime account with a unique email 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 MatchTime** (top right corner - **green** button on http://www.matchtime.com)

a. Visit www.ustaatlanta.com/stillfirepickleball (pickleball) or www.ustaatlanta.com/stillfiretennis (tennis) and get your team signed up by selecting the "Click Here to Register" button, then choose your desired level and facility your team would like to play out of. Contact stillfireleagues@ustaatlanta.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 on MatchTime.

- You only need a player's name and email address to add them to the team
- Add a check mark next to the names of the players you want to send the invite to and then click the "send invite email to checked" button and each of your players will receive an email 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 MatchTime 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 StillFire team in MatchTime. Once they've done so, they will send an email to you via MatchTime. This email 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*. If you have any questions, please contact stillfireleagues@ustaatlanta.com.

"Free Agent" Players:

These are players who are requesting to be placed on a team by the StillFire League Coordinator because they do not have a team in mind.

1. **Sign-up for MatchTime** (top right corner - **green** button on http://www.matchtime.com)

2. **Click on the "Register" button** on www.ustaatlanta.com/stillfirepickleball (pickleball) or www.ustaatlanta.com/stillfiretennis (tennis).

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 stillfireleagues@ustaatlanta.com if you have questions regarding which level you should register for.

Once The Season Starts

Match Schedule - after registration closes, the league coordinator 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 MatchTime and a copy will also be emailed to you. Before the schedule is published, you will purely see a list of your teammates and captains can add/edit their players or email 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 for 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 coordinator, we recommend that the captain either emails 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 a captain chooses 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 option - read more about the rules by going back to ustaatlanta.com/stillfiretennis or ustaatlanta.com/stillfirepickleball and selecting the "Rules document" button).

- *Match Confirmation Email* - after creating the lineup, you can automatically email all your players alerting them to who is in the lineup. Those in the lineup can also confirm on MatchTime 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 MatchTime (there's also a MatchTime app available for Android and IOS devices). Remember to get the names of your opponent's starting lineup players since the winning captain entering the scores will need to enter the opposing players for each line as well. TIP: print a scorecard copy and write down opponent's names to not forget them when entering scores in Match Time. 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 coordinator. If a match is played early, the scores can be entered early as well.

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!