

Instructions for Creating a Team

1. Go to the USTA TennisLink website – tennislink.usta.com
2. On the TennisLink site you must LOGIN to be able to create a team Click on the “Login” to begin
3. Log in to your USTA account
4. Click on the tab above your name which says USTA LEAGUE
5. On the right side of the page under MY QUICK LINKS choose “Online Team Creation”
6. Answer Questions for Creating a Team on Line:
 - a. Section – USTA Southern
 - b. District – Tennessee
 - c. Area – **TN - META**
 - d. Type of League – Make selection (Adult, Senior, Combo, Mixed, etc.)
 - e. Flight – (3.0, 3.5, 5.5, 6.5, 6.0, 7.0, etc.)
7. Enter Team name – Format should be TN/META/Captain’s Last Name
8. Choose the facility for the team to use for home courts. Locate the USTA TennisLink facility number associated with your home courts. If the dropdown menu does not contain your facility, then click the “Other Facility” button. Fill out the information for the facility lookup and select “search”. Highlight the proper facility description when it appears.
 - a. Liberty Bell Complex: 921672922
 - b. Ida Stone Jones Community Tennis Center: 2010812666
 - c. Borden Park Tennis Courts: 922443112
9. Click “Create Team”. When you choose the “Create Team” button, you will be taken to the registration page where a team number will appear. This team number is valid ONLY if you pay for at least one player’s registration. The valid team number will be displayed again upon completion of the registration. If you choose not to proceed with the registration, the team information will be lost.
10. To register yourself as captain, enter your USTA number, check “Captain” and select “Next Step”. Follow the instructions on the screen for payment.
11. Write down your 10-digit team number. Print a copy of your confirmation. You need the team number to give to your players so they can register on your team. If you did not receive a “Congratulations” screen with an invoice number, then your team is not registered and the team number that you have is not valid.