HOW TO USE THE *TENNISLINK*

**ONLINE REGISTRATION SYSTEM**

**Finding the tournament to register:**

* Go to <http://www.usta.com>, or any of the section or district websites
* Click the Tournaments link on the side navigation bar
* Use the USTA Searchable Schedule
	+ Select a specific section or district by clicking on the drop down and highlighting one, or leave “All sections/districts?selected to search the entire database
	+ Input the Tournament ID number, if known
	+ Refine the search by using one or several of the search options, such as Keyword search, location, or date.
	+ Use the “Currently Registering?Quick search option to find all tournaments whose entry close date is within a 2-week period.

**Registering for a tournament:**

* Click on the Tournament name of the tournament for which you wish to register, to go to the Tournament Home Page.
* **Tournament Home page-**here you will see all of the information about that tournament. Click on the TennisLink Register Now link.
* **Register player page**-enter the USTA number of the person you wish to register for the tournament. The registration system will validate the player’s eligibility and USTA membership status, and will only allow entry into the appropriate events/divisions. If the player is not a member, or the membership is expired, you must apply or renew the membership before you can continue.
\*If you are a Non-Member you can register online for Non-Ranking Tournaments. You will be required to create a TennisLink Account and either log in to register or enter your Non-Member ID.
* **Choose event page**-verify that the information about the selected player is accurate. If not, follow the instructions to contact the USTA Membership Dept. Then select the events/divisions that you wish to register for, taking note of the message regarding the number of events for which one player can enter**. NOTE:** if entering a doubles event, you may choose to enter and pay for your doubles partner, or simply select your partner, and not pay, and have your partner come into the system to register and pay for their half of the entry. Continue
* **Cart Summary page**-shows a summary of the entries and the costs. If you wish to edit your entry, or continue searching for another tournament to register, you may click the appropriate button and do so. Otherwise, click Proceed to Checkout.
* **Credit card page**-input the cardholder name, credit card type and number, and expiration date, and the statement mailing address zip code. Then place the order.While waiting for the card to process, please be patient.
* **Confirmation page**-this page requires that the player acknowledge that they must print the confirmation page, or write down the confirmation number. It will be used if the player wants to withdraw or change an entry.

HOW TO USE THE *TENNISLINK*

**ONLINE REGISTRATION SYSTEM**

**How to Withdraw from a tournament:**

If online registration is already closed you will need to contact the tournament director as only he/she can process the refund. If registration is still open please follow the steps below.

If you need your confirmation number you can locate the number by following the steps outlined at the bottom of this page.

To withdraw from an event please do the following:

1. Go to [Http://tournaments.usta.com](http://tournaments.usta.com)

2. Choose the edit registration link from the right side of the screen

3. Choose the withdraw link from the left navigation menu

4. Enter the USTA # or Non-Member ID of the person you wish to withdraw. Note that only eligible events will display.

 If registration is already closed for an event you will need to contact the tournament organizer to withdraw and receive any applicable refund.

5. Enter the confirmation number of the event(s) you wish to withdraw from. Enter the number as such: 123456-01. Choose withdraw.

6. You will receive a message indicating that the withdrawal was successful. Note that the processing fee is non-refundable as indicated at the time of the original registration.

 Please look for the refund back to your credit card within 3-5 business days. If you withdraw with the tournament director they will not be able to credit your card.

 They will inform you of how they will process your refund.

If you do not have your confirmation number follows Steps 1 & 2. Then do the following:

Choose the locate confirmation number on the left navigation
Enter the USTA number/Non-Member ID and the Zip Code used at registration.
Choose Continue.
A list of events and the corresponding charge and confirmation numbers will be displayed.