

How To Set Up a TOC Event in Serve Tennis

USTA NORCAL • TENNIS ON CAMPUS

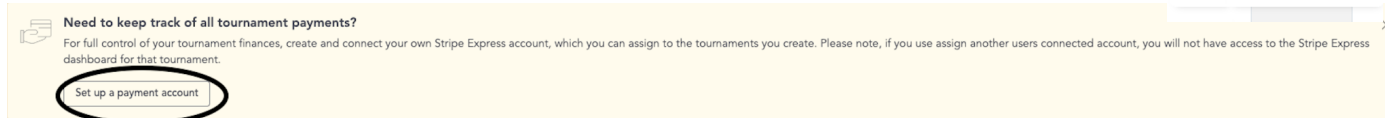


This quick guide will show you how to create a Tennis On Campus Invitational through Serve Tennis!

- The Tournament Director must be [Safe Play](#) approved. Once that is complete, let staff know who the individual is and we'll send a Tournament Director Invite via email through Serve Tennis.
 - If you haven't received the invite 15 min after the staff notification, please check your spam folder.
- Once you have accepted the invitation, please link or add your organization to Serve Tennis by selecting **Service Organizer** and following this guide: [Linking an Organization on Serve Tennis](#).

- Once your organization is linked, go to the [Serve Tennis homepage](#) and select GET STARTED →

- Select the Tournaments (Trophy) icon on the left panel. At the top, it will give you the option to connect your Stripe account to collect registration fees.



- Once you have set up your payment account, Select + Add Tournament → [+ Add tournament](#)
 - Who is this tournament for? → Select Adult
 - Choose your adult tournament type. → Select Tennis On Campus Tournament
- Then fill in the Basic details of your event: Tournament Name, Location, Start/End Date, Registration Deadline, Tournament Director, and Payment collection
- There will be 4 checklist items to complete (Add Events, Assign a TD, Add/Confirm website info, and Confirm rules/pricing). See the [checklist guide](#) for reference.
 1. **Add Events:** Make sure to add a Co-ed Open team event
 - a. You can set a limit on how many teams are accepted or set it as no limit
 2. **Assign a TD:** Search your name using the TD search module
 3. **Add/Confirm website info:** Provide some online information for your tournament and upload a logo
 4. **Confirm rules/pricing:** if you are handling payment separately i.e. a team fee through another form, you can make the event FREE on Serve Tennis so that players can register without getting charged
- Once all 4 checklist items have been completed, go ahead and Submit the Tournament for Approval
- The submission will then go to USTA NorCal staff for review and approval.
 - Keep in mind that all participating players will need a FREE "lite" account by going [here](#) or calling Customer Care at 800-990-8782.
 - After registration has closed, we'll set up a call to go over the next steps (Add players, Create teams/draws, etc).
 - For technical support, please get in touch with [Customer Care](#) at 1-800-990-8782. They are open Monday - Friday, 9 am - 9 pm (EST) & Saturday - Sunday 10 am - 6 pm (EST)