# TennisLink Team Management Tool

**Captains:**

1. Log onto the USTA League homepage.

2. Under **My Teams**, select the Blue Arrow  to access team management for that specific team (only leagues from the current championship year will show).
3. **Team Details** page:
   - Select **Email/Text** button to communicate with players and/or LLC.
   - Select **Availability** to review availability of players.
   - Go to **My Matches** to create the lineup. Choose the match and click **Create Lineup**. 4. **Create/Edit Match Lineup**
   - Edit lineup, enter scores or print scorecard from this screen.
   - **Select a player for each position;** when you click on '**>**' next to Choose Player, you will see their availability, gender, NTRP, win/loss record, matches played, preferences and preferred partner listed.
   - **Edit the time for each position.**
   - Indicate '**What to Bring/Notes**' for each player.
   - **Send Lineup To** options: Choose Players in Lineup, Team, or Selected Players. Choose Email and/or Text.
5. Match status shows Lineup Sent. You can see if players have confirmed the lineup (from the message or in Team Management).

Team Management Tool - Captain Perspective

**Players:**

1. Log onto the USTA League homepage.

2. Under **My Teams**, select the Blue Arrow  to access team management for that specific team (only leagues from the current championship year will show).
3. **Team Details** page:
   - Select **Availability** and choose Available, Not Available, If Needed or Not Sure for each match.
   - Update **Preferences,** if desired, to indicate singles or doubles, side of court, time of day and a preferred partner.
4. When your captain sends you an email and/or text with the lineup, confirm YES or NO if you are listed as a player. You can also do this in TennisLink in the lineup your captain has created for a match. (**View matches** listed on your Team Details page.

Team Management Tool - Player Perspective