

WHERE TO FIND INFORMATION ON TENNISLINK

1. Go to TennisLink - from the GBRCTA website www.batonrougetennis.com scroll to bottom of homepage and click on the TennisLink icon.
2. Sign into TennisLink. Once signed in you will see "Welcome (your name)".
3. Scroll 1/3 way down homepage to "My Teams"
4. This should list the teams that you are registered on.
5. If team is not listed in "My Teams" enter team number in the Stats and Standings Box and click search. Click "add to my teams".
6. Click on team that you would like to have quick access to get information.
Note: If you are not listed as a captain you will not be able to access phone numbers of your team members or other captains in your sub-flight.

Team Summary Tab:

- a) Team Standings for level/flight.
- b) Summary of team matches
 - i) For completed matches – click on "date" to enter scores or view completed scorecards.
 - ii) For future matches – click on "date" to print scorecard.
- c) Players registered on team

Match Summary Tab:

- a) Displays summary of scheduled matches (once matches are published by League Coordinator)
- b) Displays match results.
- c) For completed matches – click on match id to enter scores or view completed scorecard.
- d) For future matches – click on match id to print scorecard.

Match Schedules Tab:

- a) Displays date, time, location, captain's phone number of your regular season schedule. Phone numbers will only be displayed if you have logged in with captain's access.
- b) For completed matches – click on match id to enter scores or view completed scorecard.
- c) For future matches – click on match id to print scorecard.

Player Roster Tab:

- a) Displays team roster information including team members' contact information.

Captains Report (Contact Information) Tab:

- a) Displays Captains **phone and email information** for captains in at your level/flight.

How to Report Scores:

There are several ways to enter scores or confirm scores in TennisLink.

1. Go to TennisLink - from the GBRCTA website www.batonrougetennis.com scroll to bottom of homepage and click on the TennisLink icon.
2. Sign into TennisLink. Once signed in you will see "Welcome (your name)".
3. See above on ways to get scorecards to enter scores.
 - a. Enter the date the match was played. If there are makeup matches, use date of the last court played.
 - b. Select players, enter scores with winners scores entered first. Change the match status if necessary from completed to retired, default or double default.
 - c. Scoring Retirement – Enter the match scores when the match was retired. I.e. 6-3, 0-3. Select "Retirement" in the drop down box and select the winner (remember winners scores first).
 - d. Scoring Default – Enter winning team's player's names, select them as winners and select "Default" from the drop down box. No scores are entered and no players selected for the defaulting team.
 - e. Scoring Double Default – Select "Double Default" from the drop down box. Do not enter names or scores.
4. Click "Confirm" if accurate, click "dispute" if not accurate. If dispute, contact your local league coordinator and opposing captain to make correction. Don't forget to send match number and team names to the coordinator.
5. Click "Finish"

How to Confirm Report Scores:

1. Go to TennisLink - from the GBRCTA website www.batonrougetennis.com scroll to bottom of homepage and click on the TennisLink icon.
2. Sign into TennisLink. Once signed in you will see "Welcome (your name)".
3. See above on ways to get to scorecards.
4. Review Scores and at the bottom of page click "Confirm" or "Dispute".
6. If scores are disputed, you must notify your local league coordinator. Don't forget to send match number and team names to the coordinator.