



# New USTA League Team Management Tool

## Quick Tips

### 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).

### 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).

### To view all features:

[New Team Management Tool - Captain Perspective](#)

[New Team Management Tool - Player Perspective](#)