**DALLAS TENNIS**
USTA LEAGUES

# SCORE ENTRY INSTRUCTIONS

*2024 DALLAS TENNIS USTA Rules and Regulations:*
**9. SCORING:**
**9A.** Within 12 hours of a completed match BOTH CAPTAINS are responsible for entering scores using USTA TENNIS LINK. The first captain (or designated team member) to log on will enter the scores and the second captain (or designated team member) to log on will confirm or dispute the already reported results.  In the event of a disputed score, contact the DTA office with the details at leagues@dta.org.

Match play and points are to be awarded to the player(s) who physically completed the match.  NO EXCEPTIONS. Players may not be substituted during Score Entry on USTA TENNIS LINK nor may match results be altered.  This will result in an AUTOMATIC Forfeit/Team Default, noted in rule #10. Both captains and players involved will be removed from USTA Dallas ADULT League play indefinitely.

*2024 DALLAS TENNIS USTA Rules and Regulations:*
**7G.** Points played in good faith stand.  If a disagreement arises on court, it should be resolved before play resumes.  Detailed information may be found in <u>Friend at Court</u> "The Code" available on the USTA website. Match results will stand as played, NO EXCEPTIONS.

**If you do not have an account "Create Your USTA Account" on TENNIS LINK at** http://tennislink.usta.com/leagues.  Next log in to your USTA account with your USTA number and password.  Your HOME PAGE will appear.

**WELCOME!** *Followed by your name.*

The score entry option will be under **Stats and Standings** in the middle of you HOME PAGE:

<div align="center">

**Need to enter or confirm scores?**
**CLICK BLUE BOX in the middle on screen.**
**ENTER SCORES**

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1.  To get to TENNIS LINK Leagues you can type in **http://tennislink.usta.com/leagues** on the Internet or go to the DALLAS TENNIS' web site at **www.dta.org** and use the link.

2.  Have your MATCH ID ready.  The MATCH ID can be located on either Match Summary or Match Schedule Tab located on your TEAM PAGE.

3.  Click on **ENTER SCORES.**

4.  Once on the scorecard screen, do the following:

    a.  Enter the date (MM/DD/CCYY)

b. From the player drop-down lists, select the players from the home and visiting teams for each match.

c. Click the Winner button to identify the winning team for each match.

d. Type the scores for each match – ALWAYS report the score from the **_WINNERS' PERSPECTIVE OF EACH LINE._**

e. Select the outcome for each match from the Completed drop-down list.  You have the following options:

    i. Completed - The players finished the match and played to a winning score.
    ii. Retired - One player (or doubles team) withdrew from the match while it was in progress.  The player(s) who withdrew lose the match, even if they were leading at the time of retirement.  The score is reported as it stood when play concluded.
    iii. Default - One player (or doubles team) failed to arrive within 15 minutes of the scheduled match.  The opposing player(s) automatically wins the match.  Enter names for the winners _only_.
    iv. Double default - Both players (or both doubles teams) failed to arrive within 15 minutes of the scheduled match.  The match has no winner, and no names will be entered.

5. When you've finished entering the match results, click Next.  The system will check your entries to make sure they comply with the USTA scoring rules, and then it will display the appropriate screen:

    a. If one or more of your entries is not considered valid, you'll see a screen that describes the missing or inconsistent information.  Click the Back button to modify and resubmit the match results.

    b. If all your entries are considered valid, then the information is redisplayed on a confirmation page.

6. When you see the confirmation page, review the information carefully.  Based on your review, do one of the following:

    a. If you've entered incorrect match results, click Back to return to the scorecard screen.  Correct your errors, and then click Next to see your new confirmation page.

    b. If the information is correct, click Finish to save your information in the TENNISLINK database.  The system will display a message telling you that the scores were entered successfully.

7. **NOTE:  You must click Finish before exiting the Scorecard screen.  If you exit the screen without clicking Finish, your scores will not be recorded.**

8. Either captain or designated team member may enter the Match # in the appropriate white boxes and click on Next.

   a. Only one person from the home or visiting team may enter the scores from beginning to end.

   b. If a score has already been entered the **Confirmation** screen will appear. (See steps confirm or dispute a scorecard.)

9. If the team information is correct, click on Next. If not correct, click on Re-Enter.

   a. If the scorecard is currently in use, the system will display a message to inform you of this. If you receive this message, you cannot continue.

   b. If the scorecard is not currently in use, the system will display the scorecard screen.

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**TO CONFIRM OR DISPUTE A SCORECARD**

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1. Complete Steps 1 - 4 above.

2. On the scorecard screen, you'll see the match results entered by a member of the opposing team. Review the information and then do one of the following:

   a. If you agree with the recorded results, select the Confirm button, and then click the Next button. The system will display a message telling you that your selection was entered successfully.

      i. If you disagree with the recorded results, select the Dispute button, and then click the Next button. The system will display a message telling you that your selection was entered successfully.

   _**NOTES:**_ If you confirm the match results, no further action needs to be taken with the scorecard. However, if you dispute the match result, email leagues@dta.org immediately with the details.

   To request a SCORECARD CHANGE/EDIT on TENNIS LINK, DALLAS TENNIS should be notified via email at leagues@dta.org with the **(1) Match #, (2) Detailed description of requested correction and (3) Approval by the opposing captain via email.**