



## OC USTA League Tennis How to find Contact Information for Captains & Co-Captains in your Flight



First, you must be signed into TennisLink with your USTA # and Password, which will allow the system to recognize you as the captain of your team. Only captains and Co-Captains can view this report. (Do not sign in using your email address.)

Next, click on your FLIGHT. (Not your Team.) The flight is often located on the right-hand side of the page and is something like: 3.5 Men, or 3.5 WE Women Flight I.

Once you do that you will see there is an additional option listed along with the ones you normally see, (i.e. match summary, roster, etc...) Click on the one that says 'Captain's Report' and it will list the contact information for all the Captains and Co-Captains in your flight.

Make sure to check your own information to make sure it's correct. If anything is not correct, or if either your phone # or email is missing, you will need to contact the USTA and have them change it in their system. You may either email them at [memberservices@usta.com](mailto:memberservices@usta.com) or call them at 800-990-USTA.

It may take a while for them to correct it. In the meantime, you will need to send an email to all the captains in your flight to let them know that your information is incorrect and/or missing on the report, and let them know what the correct contact information is for you and/or your Co-Captain.