



## OC USTA League Tennis ~ Recording Scores



The home captain needs to report scores within 24 hours of the match. However, both teams are to report scores and it does not matter who goes first. No match that has been played should ever go beyond 48 hours without being reported.

First, make sure you are signed into TennisLink with your USTA # and Password so the system recognizes you as a player and/or captain of the team for which you are going to report. (Only someone registered on the team can report a score.) Next, click on the link that says 'Record a Score.' From here on, you basically fill in the blanks. Enter the date the match number (found on your schedule,) the date was played, pick the players' names from the drop-down menu. (Be very careful here in choosing the correct names. Incorrect choices can mean incorrect ratings being generated.) Enter the scores from the winners' perspectives. Choose which option describes that match, (i.e. completed, retired, etc...) click on the dot that indicates the winning team. Click Confirm.

The second team who goes into enter, will see the completed score card that the first captain has already entered. They need to review what they see and either click 'Confirm' (if they agree with what was entered,) or 'Dispute' if they disagree.

If you disagree, after clicking disputer, send me an email with the following information:

- Match Number
- Information that needs correcting

You must also cc the captain of the opposing team. When I receive your email I will make the correction in TennisLink.