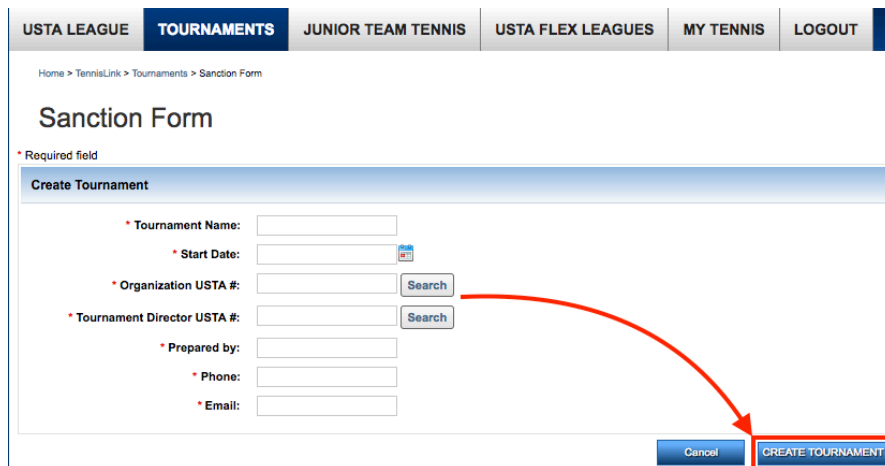


NOTE: If you have any questions regarding any of these fields in the online sanction form, please contact your **Section/District Tournament Sanctioning Office**. They will be your best point of contact and be able to answer any of your questions

1. Go to [TennisLink Tournaments homepage](#)
2. Click **LOGIN** button
3. Enter in **email** and **password**
 - **Note:** If you are logging in as the USTA Member Organization, please use the organization's login credentials to login to TennisLink
4. Under **Administration**, click **New Sanction Form**
5. Enter the following required fields:
 - **Tournament Name**
 - **Start Date** of the tournament
 - **Organization USTA #** (where the tournament will be held) *use **Search** if needed
 - **Tournament Director USTA #** *use **Search** if submitting for another
 - **Prepared by** name
 - **Phone**
 - **Email**
6. Click **CREATE TOURNAMENT** button to continue



The screenshot shows the 'Sanction Form' page in the TennisLink system. At the top, there is a navigation bar with tabs: USTA LEAGUE, TOURNAMENTS (selected), JUNIOR TEAM TENNIS, USTA FLEX LEAGUES, MY TENNIS, and LOGOUT. Below the navigation bar, the breadcrumb trail reads 'Home > TennisLink > Tournaments > Sanction Form'. The main heading is 'Sanction Form'. A note indicates that fields marked with an asterisk (*) are required. The 'Create Tournament' section contains the following fields: 'Tournament Name' (text input), 'Start Date' (calendar icon), 'Organization USTA #' (text input with a 'Search' button), 'Tournament Director USTA #' (text input with a 'Search' button), 'Prepared by' (text input), 'Phone' (text input), and 'Email' (text input). At the bottom right of the form, there are two buttons: 'Cancel' and 'CREATE TOURNAMENT'. A red arrow points from the 'CREATE TOURNAMENT' button in the form to the 'CREATE TOURNAMENT' button in the instructions above.

7. Review and enter required fields on **General Info** tab:
 - **Name**
 - if you need to change the name you can do so here
 - **ID**

How to Submit Online Sanction Form for USTA Tournaments

- your tournament's auto-generated unique number. Players will use this ID number to look-up and register for your tournament
 - **Tournament Website**
 - This is optional. You can put a link to your tournament or club's website
 - **Tournament Type** - choose **Non-Team Event** or **Team Event**
 - Most tournaments are Non-Team Event tournaments
 - **Categories** – click **+ Add Category** link to add tournament category
 - Each tournament must have at least one category. The category you select will determine who approves your tournament
 - Please contact your Section/District office if you do not know which tournament category to select. A tournament can have multiple categories. If a tournament has multiple categories multiple approvals from administrators will be needed
 - **Reusable Messages** – click **+Add Message** for reusable messages or enter **Notes**
 - Character limit is 1000 characters
 - Create a group of “canned” reusable messages that you can use over and over
 - Messages are stored by specific login. Anyone who has access to your tournament can add or remove messages
8. Click **Next Step: Organization** button
9. Review and update information on **Organization** tab
- **Organization**
 - This information appears on the Tournament Home Page for players
 - Fields are auto-populated from Membership database. For changes, please contact memberservices@usta.com or call 1.800.990.8782
 - Changes to the text fields will not affect the USTA membership database
 - **Courts Available**
 - Number of courts for facility are based upon what is in the USTA Membership database. You can use the boxes to further define how many courts you have at the facility or any offsite courts you may have for the tournament
10. Click **Next Step: Contacts** button
11. Review and enter information on **Contacts** tab
- **Tournament Director** – The tournament director information is auto-populated. Any information that needs to be updated will need to go through Member

How to Submit Online Sanction Form for USTA Tournaments

Services. To change the Tournament Director, click the **Change Director** link. The tournament director must be part of the database before you can add them

Tournament Director

[Change Director](#)

| | | |
|------------------------------------|-----------------------------------|--|
| USTA #: * 11162271 | Name: Donxxx Ackxxx | Address: Unit 58 4750 70th St, La Mesa, CA 91942 |
| Office Phone: <input type="text"/> | Other Phone: <input type="text"/> | |
| Home Phone: 6199227143 | Cell Phone: <input type="text"/> | |
| Fax: <input type="text"/> | Email: k1411162271xxx@mailinator | |

Note: The default information is generated by the USTA membership database. If this information is incorrect, please contact ustacustomersupport@usta.com or call 1-800-990-USTA to correct. Changes made to the text fields will not affect the USTA membership database.

- **Organizer**
 - If there is an Organizer for your tournament you can enter the information in the Organizer section. If the tournament director and organizer are the same, check the box **“Check if Tournament Director and Organizer are the same”**
- **Referee** – Each tournament can only have one referee
 - If you need to add a referee to the tournament, enter in their USTA # or click the **Search** button to locate the referee you want to add. The referee must be part of the database before you can add them to the tournament. Check the **allow access to tournament data** box to give them access to TDM and player data

Referee

[Change Referee](#) | [Remove Referee](#)

| | | |
|----------------------------------|----------------------------------|--|
| USTA #: 1053947 | Name: Marylynn Baker | |
| | 23981 Swallowtail Dr | |
| | Address: Laguna Niguel | |
| | CA 92677 | |
| Home Phone: <input type="text"/> | Cell Phone: <input type="text"/> | |
| | Email: mlb46@cox.net | <input type="checkbox"/> Display email address on Tournament Home page |

☐ Certified

☐ Allow access to Tournament Data

- **Prepared By**
 - This field is a reflection of what was entered during the first step of creating the tournament sanction form. This cannot be edited

12. Click **Next Step: Dates** button

13. Enter all required fields on **Dates** tab

- **Start Date**

- **End Date**
- **Entries Open**
- **Entries Close**
- **Time**
- **Time Zone**

14. Click **Next Step: Entry Info**

15. Enter required information on **Entry Info** tab

- **Entry Details**
 - **Entry Type** determines who can register for a tournament. To learn more, select the entry type from drop down and click Description link
 - **Player Selection Type** determines whether you will use a Selection Process or not for your tournament. To find out what a player selection type means, select type from drop down and then click the Description link

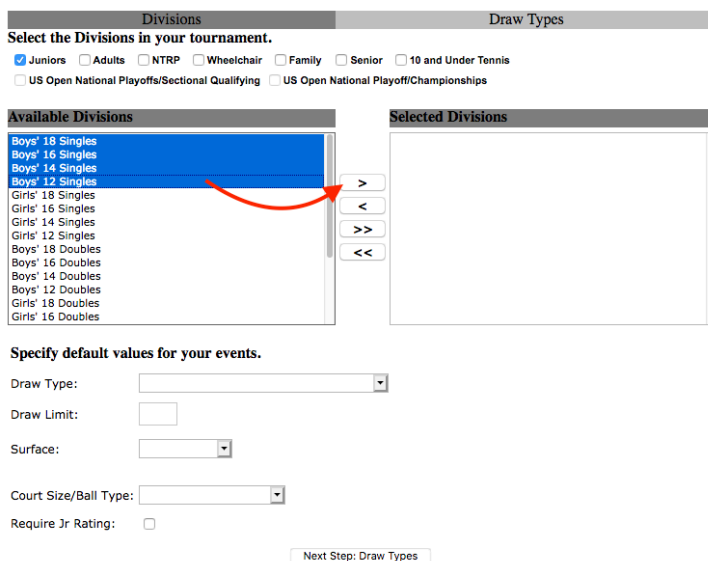


The screenshot shows a form titled "Entry Details" with a light blue header. Below the header, there are two rows of form fields. The first row is labeled "* Entry Type:" and has a dropdown menu with "Open" selected, followed by a "Description" link. The second row is labeled "* Player Selection Type:" and has a dropdown menu with "Tournament Director Selection Process" selected, followed by a "Description" link.

- **Entry Limits**
 - Entry Limits determines how many events a player can register for. You can restrict players from registering for more than the number of allowed events
- **Fees**
 - There are 4 different ways to define your entry fee method:
 - i. Flat fee = one flat fee regardless of the number of events/divisions entered
 - ii. First/Additional = separate fee is charged for 1st singles and additional singles, 1st doubles and additional doubles
 - iii. By Event = a different fee can be defined for different events (this requires additional set-up on the Events page)
 - iv. Fee Table = charges a fee based upon the first event, second event and any additional events you enter regardless of whether the event is singles or doubles
- **Discounts**
 - Go to [TennisLink Discount Guide](#) for more information
- **Miscellaneous Fees**

How to Submit Online Sanction Form for USTA Tournaments

- Fees for administration purposes only, are not publicly visible
 - **Registration**
 - Online registration for the tournament is enabled by default. You can accept mail and phone entries as well as indicate who checks should be made payable to and where they should be mailed
 - You can have the system collect external ranking information for seeding purposes, allow junior players to register for NTRP tournaments (allow NTRP Juniors), have the system check the NTRP rating of those players that register for NTRP events, require that a player indicate their doubles partner during the registration process and also collect t-shirt sizes
 - **Bank Information**
 - Please carefully enter your bank information so that Active Network knows where to send the tournament registration funds after online registration closes. If there is no bank information we cannot send the registration funds
 - You can elect to receive funds by ACH transfer or via check. If you don't see an area to enter your bank information, it means either online registrations are not turned on or your sanctioning body has disabled this feature and all funds collected by online registrations are transferred to the sanctioning body. Your sanctioning body will then pay you directly
16. Click **Next Step: Events** button
 17. Click **Create Event Group**
 18. Check the box(s) for **Divisions in your tournament** (Juniors, Adult, NTRP, etc.)
 19. Select divisions from **Available Divisions** box
 20. Click > arrow to move to **Selected Divisions**



The screenshot shows the 'Divisions' tab of the USTA Sanction Form. It includes a 'Select the Divisions in your tournament.' section with checkboxes for Juniors, Adults, NTRP, Wheelchair, Family, Senior, 10 and Under Tennis, US Open National Playoffs/Sectional Qualifying, and US Open National Playoff/Championships. Below this are two panels: 'Available Divisions' and 'Selected Divisions'. The 'Available Divisions' panel lists various tennis divisions such as Boys' 18 Singles, Boys' 16 Singles, Boys' 14 Singles, Boys' 12 Singles, Girls' 18 Singles, Girls' 16 Singles, Girls' 14 Singles, Girls' 12 Singles, Boys' 18 Doubles, Boys' 16 Doubles, Boys' 14 Doubles, Boys' 12 Doubles, Girls' 18 Doubles, and Girls' 16 Doubles. A red arrow points from the 'Boys' 12 Singles' division in the 'Available Divisions' list to the right-pointing arrow button between the two panels. The 'Selected Divisions' panel is currently empty. Below the panels is a 'Specify default values for your events.' section with dropdown menus for Draw Type, Surface, and Court Size/Ball Type, a text input for Draw Limit, and a checkbox for Require Jr Rating. A 'Next Step: Draw Types' button is located at the bottom right of the form.

21. Repeat until all desired divisions are selected
22. Specify default values for events
 - **Draw Type**
 - **Draw Limit**
 - **Surface**
 - **Court Size/Ball Type**
 - **Require Jr Rating** – optional
23. Click **Next Step: Draw Types** button
24. Update any default values for your divisions
25. When ready, click **Save and Continue**
26. Create another event group if necessary
27. To continue, click **Next Step: Sanction Fee** button
28. Choose whether the tournament is **Sanctioned** or **Non-Sanctioned**
29. Enter payment information by clicking **Enter/Modify Credit Card Information** or **Enter/Modify eCheck Information** button

| Sanction Info | |
|---------------------|--|
| This tournament is: | <input type="radio"/> Non-Sanctioned <input checked="" type="radio"/> Sanctioned |
| Sanction Period: | From: 7/1/2018 To: 12/31/2019 |
| Sanction Fee**: | \$55.00 |

| Payment Info |
|--|
| Credit card / eCheck not entered. Choose one of the following payment options. * |
| <input type="button" value="Enter/Modify Credit Card Information"/> <input type="button" value="Enter/Modify eCheck Information"/> |

- **Note:** Card will not be charged until sanction form is approved. Only then does the tournament become part of the USTA Searchable Schedule

30. Click **Next Step: Submit For Approval** button

31. Click **Submit For Approval** button to submit tournament form

Sanction Form

| Submit/Approval | General Info | Organization | Contacts | Dates | | | | |
|--|--------------|--------------|----------|-------|---------------|--------------------------------------|--|--|
| Test Tournament For KCS | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Approval Info</th> </tr> </thead> <tbody> <tr> <td> Tournament Status: Incomplete </td> </tr> <tr> <td> The following approvals are required for this tournament: District Administrator Lock Draws: No Hide Homepage: No Preview Tournament Homepage </td> </tr> <tr> <td> <input type="button" value="Submit For Approval"/> </td> </tr> </tbody> </table> | | | | | Approval Info | Tournament Status: Incomplete | The following approvals are required for this tournament: District Administrator Lock Draws: No Hide Homepage: No Preview Tournament Homepage | <input type="button" value="Submit For Approval"/> |
| Approval Info | | | | | | | | |
| Tournament Status: Incomplete | | | | | | | | |
| The following approvals are required for this tournament: District Administrator Lock Draws: No Hide Homepage: No Preview Tournament Homepage | | | | | | | | |
| <input type="button" value="Submit For Approval"/> | | | | | | | | |

- **Note:** Approval Info page shows tournament status, who will approve it and show a link to preview the tournament home page. Once submitted the sanctioning body will review and approve the tournament application. For any questions please contact them directly.