

## **Instructions for Printing Scorecards and Score Entry**

### **To print a scorecard**

1. Visit [www.corta.org](http://www.corta.org) web page
2. On the right side of the screen Click on "Stats and Standings", click on your league (Adult, Senior, City., etc.)
3. Find your flight (2.5, 3.0, etc.) and click on your team name (e.g. McEnroe-CC)
4. When your team pops up choose the tab "Match Schedule" at the top of the screen
5. Your schedule will pop up and be visible with a list of the Match ID numbers
6. Click on the Match ID number and a Scorecard for that match will appear. At the bottom of the page, click on the blue square "PRINT BLANK SCORECARD".
7. A blank scorecard will appear with the match number and the team names. In the top right corner of the page click on "print report".
8. When the print section appears click on the "print" button.
9. You will want to print a scorecard before each match. This will insure that you have a current team roster, and the names of the players on both teams. The completed scorecard is a written record of your match in case of a score dispute between captains.

### **To enter the score for a match that has been played**

1. Visit [www.corta.org](http://www.corta.org) web page
2. Click on "Helpful Links" on the right side of the page
3. Click on United States Tennis Association (USTA) TennisLink
4. Click in the red Bar "DO YOU HAVE A USTA ACCOUNT? "Click here to log in"
5. Enter your USTA number
6. Then enter your password
7. Click on the "login" button
8. Your TENNIS PAGE with your name will appear at the top of the page
9. Above your name, click on the tab USTA LEAGUE
10. On the right side of the USTA League page, under "My Quick Links", click on "Record a Score".
11. Enter the match number and click on "next" button
12. Click on the date box and choose the date the match was played from the drop down calendar that will appear
13. Select the names of those who played in each position by using the small arrows to the right of the boxes, a drop down list of all players will appear. Select the winner for each position.
14. For match status, click "Completed". If there is a default or one person retires in a match record the "Match Status" to reflect this.
15. Enter the scores giving the winner's score first e.g. 6-4 , 6-4
16. A match tie break score is entered as 1-0
17. Review the scores entered and the matches awarded to each team, click next
18. The next page will show the final scores and ask you to confirm the score
19. When a match is played, either captain should enter the scores and the other captain is to check the score and confirm within 48 hours
20. Any problems e-mail [adultprograms@corta.org](mailto:adultprograms@corta.org) or call 706-317-4136