

Instructions for Creating a Team

1. Go to the very bottom of the CORTA homepage (www.corta.org)
2. Under HELPFUL LINKS click on “**Register for Adult USTA League**”. You will be directed to the TennisLink website.
3. On the TennisLink site you must **LOGIN** to be able to create a team
 - a. Click on the “Login” and log in to your USTA account
4. On the right side of the page under **My Quick Links** select “**Online Team Creation**”
5. Select the appropriate answer from the options for Creating a Team Number on Line:
 - a. Section USTA Southern
 - b. District Georgia
 - c. Area GA – Columbus – CORTA
 - d. Type of League Make selection (ex. 2025 CORTA USTA Adult 40 & Over - Fall)
 - e. Flight 2.5, 3.0, 3.5, 5.5, 6.5, 6.0, 7.0, etc.
6. Enter **Team Name** – Format should be captain’s last name, followed by the co-captains last name, followed by the home court abbreviation e.g. – Federer/Nadal-CC
(Team Registration - leave as closed team)
7. Go to the bottom to **Home Court** and choose your facility
 - If the dropdown menu does not contain your facility, then click the “Other Facility” button.
 - Enter the USTA number for your facility (listed below) and select “search”.

<u>Facility</u>	<u>Abbreviation</u>	<u>USTA/TennisLink Number</u>
Cooper Creek	CC.....	2017106575
Cooper Creek Hard Courts.....	CCH.....	2018856016
Country Club of Columbus.....	CCC.....	919360057
Green Island Country Club.....	GI	919359337
Yarbrough Tennis Center/Auburn	YTC.....	2004487452

8. Click “**Create Team**”. When you choose the “Create Team” button, you will be taken to the registration page where a team number will appear. This team number is valid ONLY if you pay for at least one player’s registration. The valid team number will be displayed again upon completion of the registration. If you choose not to proceed with the registration, the team information will be lost.
9. **Are you the captain?** Check the box. You will automatically receive the Captains’ Discount for registering as the captain. Click Continue. Follow the instructions on the screen for payment.
10. Write down your 10-digit team number. Print a copy of your confirmation. You need the team number to give to your players so they can register on your team. If you did not receive a “Congratulations” screen with an invoice number, then your team is not registered and the team number that you have is not valid.