

How to apply for a NON Sanction Tournament

Helpful Hints:

** Your Organization MUST be a USTA Organizational Member (*contact 1-800-990-USTA*)

1. Go to <http://tennislink.usta.com/tournaments/Schedule/Search.aspx>
2. On the right side, under Tournament Links, click “Login”
 - a. If you have been a Louisiana Sanction tournament director, use same login & password.
 - b. If you have NOT been a Louisiana Sanction tournament director, please contact Aimee Thompson at LTA (225.769.0337) for a login.
3. On left menu, click “**New Sanction Form**”
4. Enter requested information, click “continue”
 - a. **NON Sanction** tournament name
 - b. Tournament start date
 - c. Organization’s USTA member number
(Your organization *must* be an organizational member, contact 1-800-990-USTA).
 - c. Tournament Director’s USTA member number (This is the same as your login)
5. Click “Organization” tab
 - a. Corrections to your organization’s information can be made here
6. Click “Contacts” tab
 - a. Corrections & updates to the Tournament Director’s, Referee and/or Organizer’s information can be made here
7. Click “Dates” tab
 - a. Enter your tournaments end date
 - b. Enter your tournaments open date
 - c. Enter your tournaments entries close date
 - d. Make sure the time and time zone is correct
8. Click “Entry Info” tab
 - a. Enter the entry fee description. (This is the information players will see).
(*Ex. \$18 singles, \$15 doubles per person*)
 - b. Entry Fee
 - i. Flat Fee: If all divisions have the same entry fee
 - ii. First/Additional: If the 1st entered division is one fee, for each additional division entered, the fee is discounted.

- iii. By Event: If divisions have a different entry fee
- iv. Fee Table: A Base fee for entering, then a different event for additional divisions.

c. TennisLink Online Registration box

- i. Check this if you allow players to register for your event online

—.

If a player is NOT a USTA member, he/she will need to create an account

Click on <http://tennislink.usta.com/tournaments/schedule/search.aspx>

On right menu, under Administrative Links, click “Create An Account”

Under Create your USTA Account, click “Create Account”

Complete information

- ii. Complete Entry Type (I advise all to be listed as “OPEN”)

- iii. Collect T-shirt sizes *optional*

—.

Click on the size T-shirts that will be available.

- iv. Bank Information

—.

Check By Mail: Check will be mailed to address 2-3 days after entry close

Direct Deposit: Funds will be deposited to account listed 2-3 days after entry close.

v. Click on “Events” tab

1. Click on Event group #1

- a. I advise to list singles in event group #1, doubles in event group #2 and mixed/combo/other in event group #3.

b. Click the division(s) you wish to choose from

- i. Double click the divisions you wish to add from the Available Divisions box.

- ii. Once each division has been selected, it should show up in the Selected Divisions box to the right.

c. Select Draw Type

- d. Select Fee (list entry fee here ONLY if all selected divisions have the same entry fee)

e. Click “Continue”

f. A box will appear.

- i. You can enter a different entry fee/consolation here for each division.

- ii. Click “Save and Continue”

2. Repeat for Event Group #2 & #3 (if needed)

3. Click “General” tab

- a. Your tournament name will appear at the top, you may edit in this section

- b. Type any notes you wish players to know.

- vi. Click “Sanction Fee” tab

1. Select “**Non-Sanctioned**”
2. Enter credit card information for Non-Sanction fee payment
 - a. Non-Sanction Fee: \$100 (*mandated by USTA Southern Section*)
3. Hit “Submit”

Your credit card will not be charged until the State Administrator (Aimee Thompson approves / publishes your Non-Sanctioned event to TennisLink. If you have any questions, please contact Aimee Thompson at 225-769-0337.