

## Online Sanction Application Instructions

Begin by going to [www.mstennis.com](http://www.mstennis.com), click on Tournaments (under the TennisLink heading) on the left and a new window will open with the General Searchable Schedule. Scroll down and click on “Login” under the Admin Link on the bottom right of the screen.

If you have accessed this page before, please use the password you chose. If you have not accessed this page before, you must use the tournament director’s individual USTA number for both your login and password. The system will then prompt you to change only your password – please make a note of your new password.

**Note:** If you’re not able to login, you must contact [KentS@mstennis.com](mailto:KentS@mstennis.com) or [linkteam@usta.com](mailto:linkteam@usta.com) to obtain access to this page.

---

### ❖ TOURNAMENTS - LOGIN

---

**Access this area of the site requires a login code. This area is restricted to Tournament Admin Personnel.**

Login Code:   
Password:



Login

Once you have logged in, a list of your last year’s tournaments will appear. If you were not a tournament director last year, this page will be blank.

If there is a tournament that you would like to keep from the prior year listed in your tournament page, please press the copy link (to the left of the date). Instructions will then appear. The copy process will save you from having to fill out a new sanction form. You will still need to open your tournament and make any changes necessary (fees, dates, referee, etc.) You should clear all your old notes from the previous year until after your tournament as been sanctioned; then you will need to go in and enter the information that applies for the coming year’s tournament.

If you want to add a tournament, click on New Sanction Form on the left. Follow the directions provided in the next few pages. Please follow the directions carefully. If you enter incorrect information it could prevent your tournament from being sanctioned. Please pay particular attention to all the highlighted areas!

## Screen 1

### New Sanction Form:

Fill out desired tournament name and start date.

You must fill in your organizational USTA number to proceed to page 2.

If you need to look it up, click on the magnifying glass icon and type in the name your organizational membership is listed under.

Press "continue" to go on.

#### ❖ TOURNAMENTS - NEW SANCTION FORM

Tournament Name:

Start Date:  

Organization USTA #:  

## Screen 2

### Summary page:

Includes information about your tournament. As you update your tournament this summary page will change. When you are finished with your sanction application please print the summary page for your records.

Click on the Organization tab to continue...

#### ❖ TOURNAMENTS - SANCTION FORM SUMMARY

[Click here to finish.](#)

**SUMMARY** ORGANIZATION CONTACTS DATES ENTRY INFO EVENTS GENERAL SANCTION FEE

Tournament Name: **office demo**

ID: **150500204**

#### ORGANIZATION INFORMATION

##### Organization

USTA #:  
Name:  
Address:  
City/State/Zip:  
Phone:  
Fax:  
Website:

Section: **Florida**  
District: **District 5**

##### Courts

Outdoor Hard: **16**  
Outdoor Clay:  
Outdoor Grass:  
Lighted Hard:  
Lighted Clay:  
Lighted Grass:  
Indoor Hard:  
Indoor Clay:  
Other: \_\_\_\_\_

Total Courts: **16**

#### CONTACTS

### Screen 3

#### **Organizational information:**

Make sure all organizational membership information is correct. If you want your correct information to show up online, you must make sure the information provided below is accurate. And, please remember that your organizational number **must be current** through your last tournament of the year. If corrections need to be made, please contact [memberservices@usta.com](mailto:memberservices@usta.com) or call 1-800-990-8782.

Click on the Contacts tab to continue...

**TOURNAMENTS - SANCTION FORM ORGANIZATION** [Click here to finish.](#)

**SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO EVENTS GENERAL SANCTION FEE**

---

Tournament Name: **office demo** ID: **150500204**

Organization	Courts Available for Tournament
USTA #:	Outdoor Hard: <input type="text" value="16"/>
Name: <input type="text"/>	Outdoor Clay: <input type="text"/>
Address: <input type="text"/>	Outdoor Grass: <input type="text"/>
City: <input type="text"/>	Lighted Hard: <input type="text"/>
State/Zip: <input type="text" value="FL"/> <input type="text"/>	Lighted Clay: <input type="text"/>
Phone: <input type="text"/>	Lighted Grass: <input type="text"/>
Fax: <input type="text"/>	Indoor Hard: <input type="text"/>
Website: <input type="text"/>	Indoor Clay: <input type="text"/>
Section: <b>Florida</b>	Other: <input type="text"/>
District: <b>District 5</b>	
Check the box for automatic update from Membership: <input checked="" type="checkbox"/>	<b>Total Courts Available for Tournament:</b> <input type="text" value="16"/>
<b>Note: If any of the information displayed above is incorrect, please contact <a href="mailto:memberservices@usta.com">memberservices@usta.com</a> or call 1-800-990-USTA. This information will be automatically updated to reflect the change.</b>	

← Summary      Contacts →

## Screen 4

### Contacts information:

Make sure the Tournament Director's membership information is correct. If corrections need to be made, please contact [memberservices@usta.com](mailto:memberservices@usta.com) or call 1-800-990-8782.

Referee information is mandatory. Be sure to secure your referee before the sanction is submitted. **Remember – The Referee cannot be the Tournament Director.**

Click on the Dates tab to continue...

**TOURNAMENTS - SANCTION FORM CONTACTS** [Click here to finish.](#)

SUMMARY ORGANIZATION **CONTACTS** DATES ENTRY INFO EVENTS GENERAL SANCTION FEE

---

Tournament Name: **office demo** ID: **150500204**

---

Tournament Director	
USTA #:	
Name:	
Address:	
City/State/Zip:	
Office Phone:	<input type="text"/>
Home Phone:	<input type="text"/>
Fax:	<input type="text"/>
Other Phone:	<input type="text"/>
Cell Phone:	<input type="text"/>
Email:	<input type="text"/>
<b>Note: The default information is generated by the USTA membership database. If this information is incorrect, please contact <a href="mailto:memberservices@usta.com">memberservices@usta.com</a> or call 1-800-990-USTA to correct. Changes made to the text fields will not affect the USTA membership database.</b>	

To duplicate Tournament Director information for the Organizer [click here.](#)

Organizer (only if applicable)	
Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State/Zip:	<input type="text"/>
Office Phone:	<input type="text"/>
Home Phone:	<input type="text"/>
Fax:	<input type="text"/>
Other Phone:	<input type="text"/>
Cell Phone:	<input type="text"/>
Email:	<input type="text"/>

  

Referee	
Name:	<input type="text"/>
Address:	<input type="text"/>

## Screen 5

### Dates:

Fill in all required fields denoted by the \* asterisk.

**Make sure to include a second start and end date.** A third choice is optional. If you don't include a second start date and end date, we will assume that you do not have one and your tournament likely not be approved if you have only one date available for your event.

Click on the entry info tab to continue...

**TOURNAMENTS - SANCTION FORM DATES** [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS **DATES** ENTRY INFO EVENTS GENERAL SANCTION FEE

Tournament Name: **office demo** ID: **150500204**

Tournament Dates	
*Start Date: <input type="text" value="2/7/2004"/>	*Entries Open: <input type="text"/>
Breaks On: <input type="text"/>	*Entries Close: <input type="text"/>
Resumes On: <input type="text"/>	*Time: <input type="text" value="11:59 PM"/>
*End Date: <input type="text"/>	*Time Zone: <input type="text" value="Eastern Time (GMT -05:00)"/>
Start Date (2nd choice): <input type="text"/>	Draws Posted: <input type="text"/>
End Date (2nd choice): <input type="text"/>	
Start Date (3rd choice): <input type="text"/>	
End Date (3rd choice): <input type="text"/>	

← Contacts Entry Info →

\* Denotes a required field.

## Screen 6

### **Entry info:**

Fill in all required fields and include any notes you would like to post about your entry fee, (for example: \$25 first event, \$20 second event). You have the option to do mail/phone entry, TennisLink Online Registration, or both by clicking both boxes.

However, we **strongly recommend that you do online only.**

Please note that for online registration you will need your bank information available (name and address of bank, name account is in, bank account number and bank routing number).

**Note:** If the TennisLink online registration box is checked, the online registration link will be generated automatically according to the Entries Open date.

**\* Player Selection Type please select: No selection process. We will make corrections if needed.**

Click on the Events tab to continue...

---

**❖ TOURNAMENTS - SANCTION FORM ENTRY INFO** [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES **ENTRY INFO** EVENTS GENERAL SANCTION FEE

---

Tournament Name: **office demo** ID: **150500204**

---

Fees

**For yearbook publication export only.**

Entry Fee Description:

\*Entry Fee Method:

\*Flat Fee:

Entry Limits	Other
Maximum Singles: <input type="text"/>	TennisLink Online Registration: <input type="checkbox"/>
Maximum Doubles: <input type="text"/>	Mail/Phone Entry: <input type="checkbox"/>
Maximum Events: <input type="text"/>	Make Entry Checks Payable To: <input type="text"/>
Check NTRP Ratings: <input type="checkbox"/>	Send Entry Checks To: <input type="text"/>
Allow NTRP Juniors: <input type="checkbox"/>	*Entry Type: <input type="text"/>
Require Partner# During Doubles Registration: <input type="checkbox"/>	*Player Selection Type: <input type="text"/>
Hide Applicant List: <input type="checkbox"/>	

← Dates Events →

---

## Screen 7

### **Sanction Form Events:**

This is the area where you will be choosing what type of tournament and the age division you are submitting an application for.

The first thing you need to do under Event Group # 1 is to click on the gray box to the right of Divisions.

**TOURNAMENTS - SANCTION FORM EVENTS** [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO **EVENTS** GENERAL SANCTION FEE

Tournament Name: **office demo** ID: **150500204**

Event Groups		
<b>Event Group #1</b> *Divisions: <input type="text"/> <input type="button" value="..."/> Consolation: <input type="text"/> Level: <input type="text"/>	<b>Event Group #2</b> Divisions: <input type="text"/> <input type="button" value="..."/> Consolation: <input type="text"/> Level: <input type="text"/>	<b>Event Group #3</b> Divisions: <input type="text"/> <input type="button" value="..."/> Consolation: <input type="text"/> Level: <input type="text"/>

**Level description is dependent on section and/or district regulations. Check with your local area for clarification for your event.**

← Entry Info    General →

\* Denotes a required field.

## Screen 7a

1. Click on the appropriate box for the type of tournament you want to host.
2. Choose from the available divisions box the events that you would like to host by highlighting these divisions, and use the single arrow to move these events to the 'Selected Divisions' box. *You can select multiple divisions at one time by holding down the 'Ctrl' key and clicking on the desired divisions.*
3. You can then specify the Draw Type for the divisions selected. If you have more than one draw type, select the one that will be used the most, and then on the next screen you will be able to edit the draws for each event that are different. You can do the same with the draw limit and surface. Select the value that will be used the most as the default. If you do not have a draw limit, just leave that space blank.)

**\*\*\*Do NOT click "cancel". Click "continue" or your information will be lost\*\*\***

Define Events - Microsoft Internet Explorer

Select the Divisions in your tournament.

Show Divisions for:  Juniors  Adults  NTRP  Wheelchair  Family  Custom

Available Divisions		Selected Divisions
Boys' 14 Singles	>	Boys' 18 Singles
Boys' 12 Singles	<	Boys' 16 Singles
Boys' 10 Singles	>>	
Boys' 8 Singles	<<	
Girls' 18 Singles		
Girls' 16 Singles		
Girls' 14 Singles		
Girls' 12 Singles		
Girls' 10 Singles		
Girls' 8 Singles		
Boys' 18 Doubles		
Boys' 16 Doubles		
Boys' 14 Doubles		
Boys' 12 Doubles		

Specify default values for your events.

Draw Type:

Draw Limit:

Surface:

## Screen 7b

### Choosing multiple surfaces:

In order for your surface choice to show up online for a player viewing your tournament, you must choose a surface type for each age division. The surface type you choose, however, for a specific age division will not be viewable to that player, however if you choose both hard and clay, the tournament will show up as having both surfaces.

**Example:** Tournament Director chooses Boys 18s to play on hard and Boys 16s to play on Clay. Viewer will only see surface type - Hard, Clay. This gives the tournament director flexibility.

Click Continue to proceed...

Define Event Details - Microsoft Internet Explorer

Division	Draw Type	Draw Limit	Surface
Boys' 18 Singles	<input type="text"/>	<input type="text"/>	Hard
Boys' 16 Singles	<input type="text"/>	<input type="text"/>	Clay



### Screen 7c

After completing screens 7a & 7b, you are returned to what looks like “screen 7. This screen will allow you to see what divisions you have chosen. If it does not appear correctly, click the gray box and review what you have chosen (see steps above). Click on the General tab to continue...

**TOURNAMENTS - SANCTION FORM EVENTS** [Click here to finish.](#)

SUMMARY ORGANIZATION CONTACTS DATES ENTRY INFO **EVENTS** GENERAL SANCTION FEE

Tournament Name: **office demo** ID: **150500204**

Event Groups		
<b>Event Group #1</b> *Divisions: <b>B(18-16)s</b> ... Consolation: <input type="text"/> Level: <input type="text"/>	<b>Event Group #2</b> Divisions: <input type="text"/> ... Consolation: <input type="text"/> Level: <input type="text"/>	<b>Event Group #3</b> Divisions: <input type="text"/> ... Consolation: <input type="text"/> Level: <input type="text"/>

**Level description is dependent on section and/or district regulations. Check with your local area for clarification for your event.**

← Entry Info    General →

\* Denotes a required field.

### Screen 8

#### **General Information – High Importance**

As a tournament director, you can post notes to your tournament home page in the notes field, or by using the action tournament messages.

Make sure your tournament name is correct such as Junior State Championship or Novice. You must specify in the title of your tournament NTRP, Adult, Junior or Novice to denote the type event you are requesting. The tournament ID # is system generated to be unique and cannot be changed.

Click on the *small* “Add Category” link (see bottom of screen below) and a pop up box will appear.

**Step 1:** Click “add category” ... you must select **“District Event”**.

**Step 2:** Delete **“Section Event”**

Click on Sanction Fee to continue...

Tournament Name: 123454

ID: 150501603

General

\*Name:

ID: **150501603**

**Tell visitors to your Tournament Home Page something about this tournament.**

Notes:

Tournament Website:

TMS User:

Action	Category
<a href="#">Delete</a>	<b>Section Event</b>
<a href="#">Add Category</a>	

[To maintain reusable messages, click here.](#)

Action Tournament Message

[Add Tournament Message](#)

← Events
Sanction Fee →

### Screen 9

#### Sanction Fee:

1. Mark this tournament as a sanctioned event.
2. Select your payment type, which will be **credit card**. Complete the credit card Information

**\*\*\*YOUR TOURNAMETN WILL NOT BE APPROVED AS “SANCTIONED” UNTIL (1) TAHE SANCTION FEE HAS BEEN PAID BY CREDIT CARD AND (2) YOUR ONLINE SANCTION FORM HAS BEEN COMPLETED AND SUBMITTED. REMEMBER ORGANIZATIONAL NUMBER MUST BE CURRENT THROUGH THE DATE OF YOUR LAST TOURNAMENT.**

Click on **'click here to finish'** (upper right) to complete the process.

Tournament Name: **office demo**

ID: **150500204**

Sanction Information	Approval Information	
<p>This tournament is:</p> <p><input checked="" type="radio"/> Sanctioned  <input type="radio"/> Non-Sanctioned</p> <p>Sanction Period                      From: <b>7/1/2003</b> To: <b>9/5/2003</b></p> <p>Sanction Fee: <b>\$50.00</b></p> <p>A \$1.00 USTA user fee will be added to the total sanction fee.</p> <p>*Payment Type:  <input type="text"/></p>	<p>Tournament Status: <b>Incomplete</b></p> <p>Hide Homepage: <input type="checkbox"/></p> <p>The following approvals are required for this tournament:</p> <table border="1"> <tr> <td> <p><b>Section</b></p> <p><b>Administrator</b></p> </td> </tr> </table>	<p><b>Section</b></p> <p><b>Administrator</b></p>
<p><b>Section</b></p> <p><b>Administrator</b></p>		

← General

\* Denotes a required field.

*Repeat the process for additional tournaments.*

When you are ready to submit your tournament for approval, click “*submit*” on the “Sanction Fee” page or on the left hand side of the tournament listing. At that time, an error message will pop up if any of the required fields have been inadvertently left blank. **You must fill in this information before you will be allowed to submit for approval.** If there are no errors, your tournament will be submitted to the Mississippi Tennis Association for approval. The tournament will be placed in a “pending” status.

**If you have any questions, please email [KentS@mstennis.com](mailto:KentS@mstennis.com) or [linkteam@usta.com](mailto:linkteam@usta.com).**

*Repeat the process for additional tournaments.*