

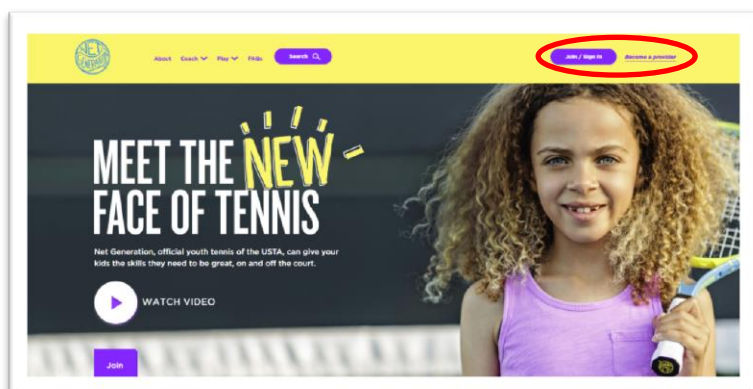
Net Generation Schools

How Register and Add Your Program

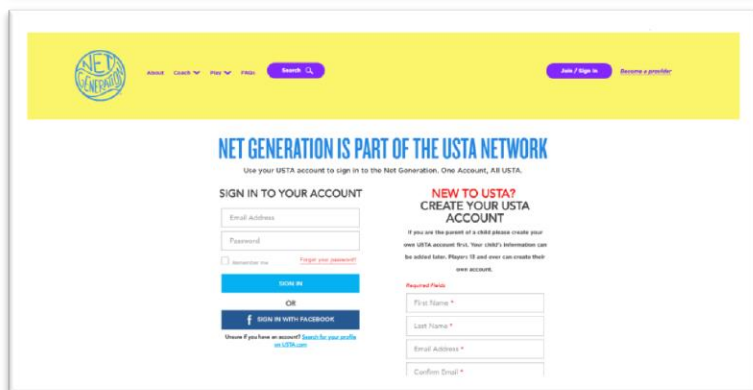
This document will help to walk you through the entire process of Net Generation from registering to adding your program. If you have already registered, please go to page 6 to add your program

If you have any questions during this process feel free to reach out to your local USTA office or email the Schools Team at NetGenerationSchools@usta.com.

To Start: go to NetGeneration.com



Select *Join / Sign In* or *Become a provider* in the top right hand corner.



If you already have a USTA.com or TennisLink account you will use that same log in for Net Generation on the left side.

If you are new to the USTA, you will create your account by filling in the fields on the right.

If you can't remember if you have a USTA account you can search for the account under either of the *Create Account With Facebook* options.

The screen to the right will pop up in a new window with the following fields to locate your account.

WHO ARE YOU?

We give parents, players, and providers easy-to-use tools that make tennis accessible to kids of all ages and abilities. Choose your primary role below to receive the right Net Generation experience catered to you. You can add more roles later.

PARENT	PLAYER (Ages 13 - 18)	PROVIDER
Net Generation parents will have the ability to register their children, connect with coaches, and gain access to premium resources.	Calling all players ages 13 to 18. Learn the game, improve your skills, unlock badges, and connect with your coaches.	Help kids get in the game. As a Net Generation provider, you will gain access to free tools and much more when you sign up.
SELECT ROLE	SELECT ROLE	SELECT ROLE

As a teacher you are a provider on Net Generation.

Click on *Select Role* under provider to proceed.

If you are also a parent of a child that wants to get into tennis you will be able to add that you your account before or after you complete the provider registration.

HELLO TENNIS MAILINATOR!

Register as a Net Generation provider in five easy steps. Prior to completing registration and becoming a Net Generation Provider, applicants are required to complete the complimentary USTA Safe Play program.

Step 1 Enter your personal information.	5 Min
Step 2 Enter your provider details.	5 Min
Step 3 Complete the USTA Safe Sport Course.	45 Min
Step 4 Agree to the USTA Safe Play Guidelines.	5 Min
Step 5 Complete the USTA Safe Play Background Check via National Center of Safety Initiatives NCSI.	10 Min

[Next ->](#)

You will be prompted with a page that outlines the next 5 steps and how long each step takes.

Select *Next* at the bottom of the page to start your provider registration.

PERSONAL INFORMATION

*Name
Tennis Mailinator

Date of Birth
Month Day Year

Gender
☐ Male ☐ Female ☐ Prefer Not to Answer

*Primary Phone
xxx-xxx-xxxx

*Number Type
☐ Mobile ☐ Home ☐ Work

*Preferred Mailing Address (No P.O. Boxes Allowed)
Mailing Address Line 1
Mailing Address Line 2

*Zip/Postal Code *City *State
Zip/Postal Code City State

*Country
US - United States

Previous Next

Step 1 is entering your *Personal Information*.

This information will be able to be edited in your profile before making it public on the website if you wish to do so.

Your information will never be displayed unless you choose to make it so.

Please note for your *Preferred Mailing Address* to not enter in a P.O. Box. Our fulfillment center isn't able to ship to P.O. Boxes.

Step 2 is your *Provider Details*

Please make sure to select your teacher and/or coach type(s) so that you will be eligible for the current kits and/or promotions.

You can select as many provider types that are related to you.

Once you check off your provider types select *Next* at the bottom of the page.

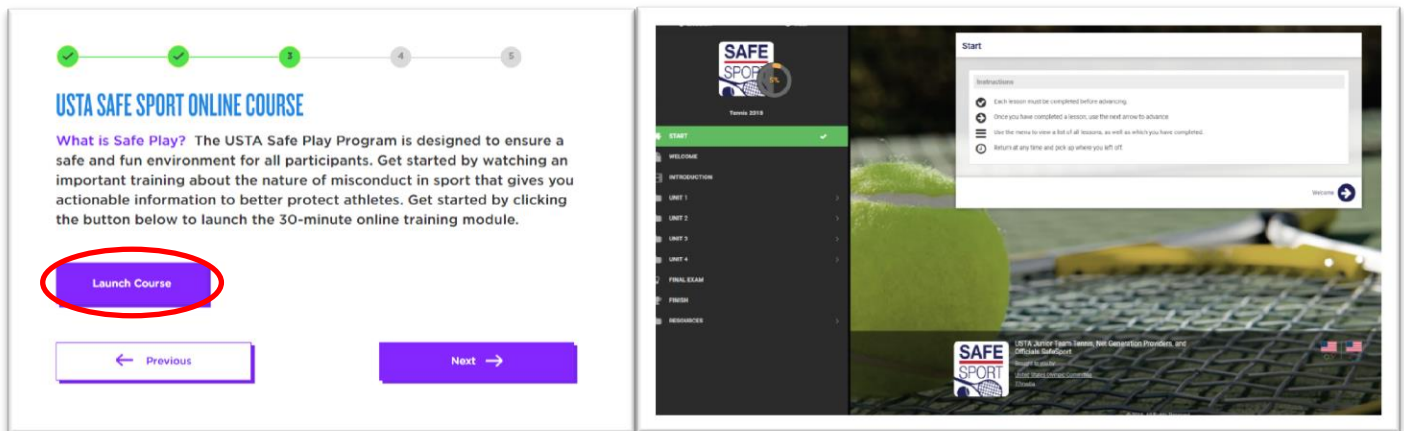
PROVIDER DETAILS

Provider Type* (Please check all that apply) ?

<input type="checkbox"/> Certified Coach	<input type="checkbox"/> Non-Certified Coach	<input type="checkbox"/> Director of Tennis
<input type="checkbox"/> Affiliated with a CTA	<input type="checkbox"/> Affiliated with a NJTL	<input type="checkbox"/> Affiliated with Parks & Rec
<input type="checkbox"/> Affiliated with a Service Organization	<input checked="" type="checkbox"/> Elementary School Teacher	<input checked="" type="checkbox"/> Middle School Teacher
<input checked="" type="checkbox"/> Middle School Coach	<input checked="" type="checkbox"/> High School Teacher	<input checked="" type="checkbox"/> High School Coach
<input checked="" type="checkbox"/> No-Cut Coach	<input type="checkbox"/> Collegiate Summer Camp Director	<input type="checkbox"/> USTA Junior Team Tennis Coordinator
<input type="checkbox"/> Team Tennis Coach/Manager	<input type="checkbox"/> Other Team Tennis Coordinator	<input type="checkbox"/> Tournament Director
<input type="checkbox"/> Parent or Volunteer	<input type="checkbox"/> Certified Official	<input type="checkbox"/> USTA Staff Member
<input type="checkbox"/> USTA Volunteer	<input type="checkbox"/> Wheelchair Tennis Coach	<input type="checkbox"/> Other

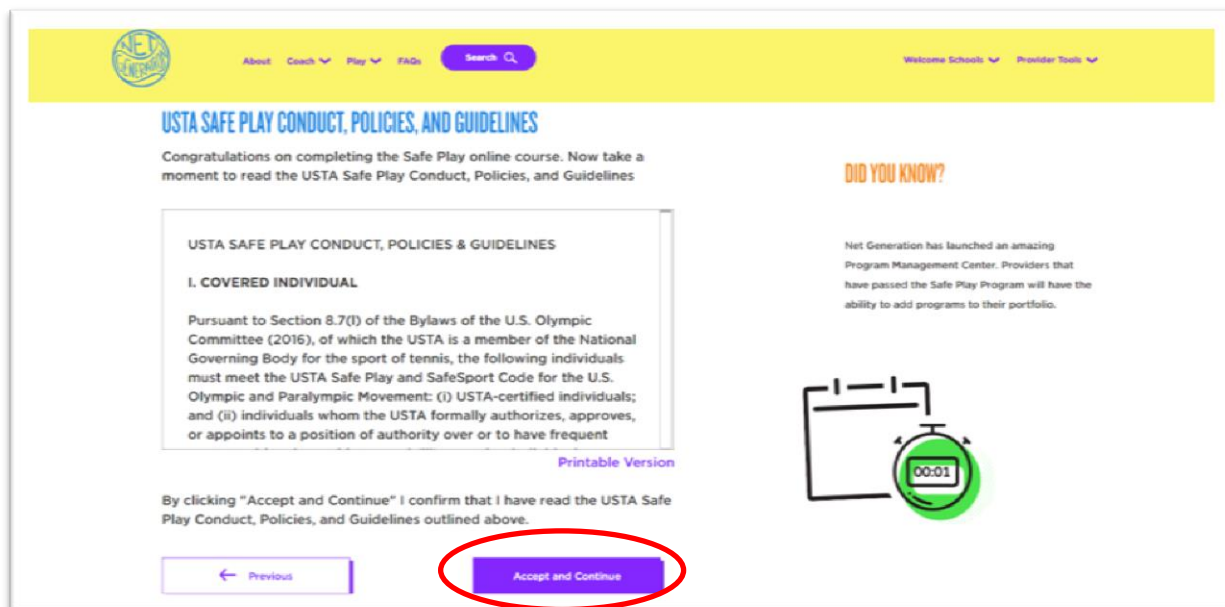
Step 3 is the USTA Safe Sport Online Course

Select *Launch Course* and the screen will bring you to the Safe Sport Online Course.



The Online Course will pop up in a new screen, if you have pop ups blocked you will need to click *Launch Course* a second time. Once completed, go back to the Net Generation page and select *Next*.

Step 4 is the USTA Safe Play Conduct, Policies, and Guidelines



Please read the document and the select *Accept and Continue*.

Step 5 is the *USTA Safe Play Background Check*

USTA SAFE PLAY BACKGROUND CHECK

We appreciate all you are doing to help keep kids safe in our programs. Once you complete the NCSI background check you will receive a 16-digit NCSI Applicant/Registrant ID on the final page of your screen. You must return to Net Generation and add that 16 digit ID on this page or on the "Edit Profile" page. The USTA will not approve your account without a 16-digit NCSI Application/Registration ID.

Has your background screen expired or is about to expire? Click [here](#) to renew your background check with NCSI.

*Do you have a NCSI 16 digit Registrant ID?

☐ Yes ☒ No

To start your background check via the secure 3rd party National Center for Safety Initiatives (NCSI) please click [here!](#)

*Enter your 16-digit NCSI Applicant/Registrant ID

- - -

You can check the status of your background screen or retrieve your NCSI ID by visiting www.ncsisafe.com/status

Need help with the Safe Play process? Email safeplay@usta.com or you can contact NCSI directly by calling (866) 833-7100 or by emailing clientservices@ncsisafe.com for help with your background screen application.

If you already have your 16 digit NCSI number from completing the background screen in the Net Generation portal of NCSI you may enter it here then select *Submit* at the bottom of the page.

If you don't have your number, select *No*. It will pop up with a link of how to complete the background screen. Select *here!* to get started.

A new screen will pop up for the National Center for Safety Initiatives. Make sure that the screen includes the Net Generation logos; this insures we will be able to verify your approval. The Nation Center for Safety Initiatives is a secure, third-party site.

NATIONAL CENTER FOR SAFETY INITIATIVES THE CONFIDENT CHOICE

Home NCSI 360 Who We Serve Resource Center Special Offers Careers About NCSI Contact Us

SIGN UP FOR MORE INFORMATION

NET GENERATION PROVIDERS USTA SAFE PLAY

* Is this your first time using NCSI for a background screen? ☐ Yes ☐ No

* Do you have a valid U.S. Social Security Number? ☐ Yes ☐ No

* Denotes required field

napbs American Red Cross University of the South

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If you have any questions regarding the NCSI background screen please contact safeplay@usta.com. They will be able to look up the status of your background screen and/or let you know what steps you are missing.

Adding Your PE Program

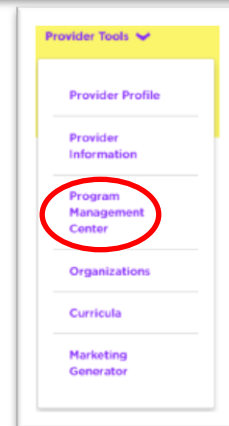
From any screen on Net Generation you can navigate to the Program Management Center to add your PE program, which will be pending until your NCSI background screen is approved on Net Generation.



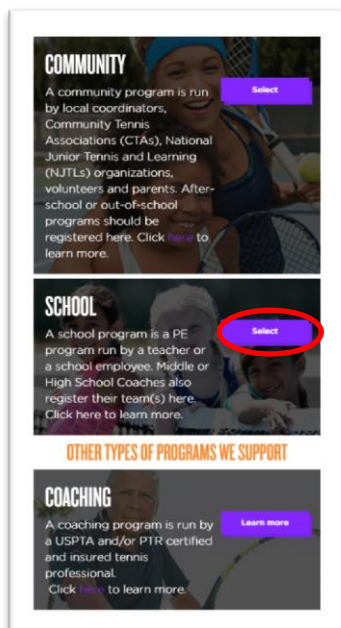
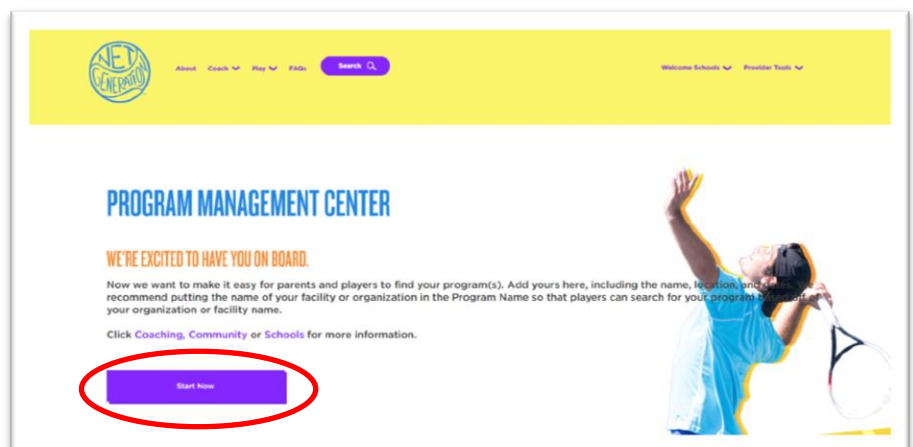
From the main menu on the top of the screen select *Provider Tools*. From here you are able to navigate to all pages related to being a Net Generation provider.

To add your PE Program select *Program Management Center*.

After successfully adding your first PE Program you will receive a free hard copy of the Net Generation Schools Curriculum.



The first time you add a program the Program Management Center will look like the screen to the right. Select *Start Now* to begin.



The three different types of program options will come up on the screen. Click on *Select* next to the school type to continue.

Please note school programs will never be listed in the consumer search. Community and coaching programs will be visible to the public once approved.

Step 1 is the general overview of your program.

The screenshot shows the 'CREATE A SCHOOL PROGRAM' interface for Step 1 of 5. The title 'CREATE A SCHOOL PROGRAM' is in large blue letters. Below it, 'GENERAL DETAILS' is in orange. A green box in the top right corner says 'STEP 1 of 5'. The form includes a contact email 'netgenerationschools@usta.com', a prompt to 'Tell us about your school tennis program.', a required field for '*Program Type:' with two radio button options: 'School Tennis Team' and 'Physical Education Class', a required field for '*Program Name:' with the example text 'Inchworm's Grade 2 P.E. Program', and a 'Program Overview:' section with a text area and the prompt 'Provide a brief description.'.

You can fill out as much information regarding your program as you would like.

The only required information is: *Program Type, Program Name, Public or Private School, and Languages Offered in Program.*

Step 2 is selecting your school.

If your school doesn't show up, click to add the school. After selecting that option, Step 2 will change and looks like the screenshot below.

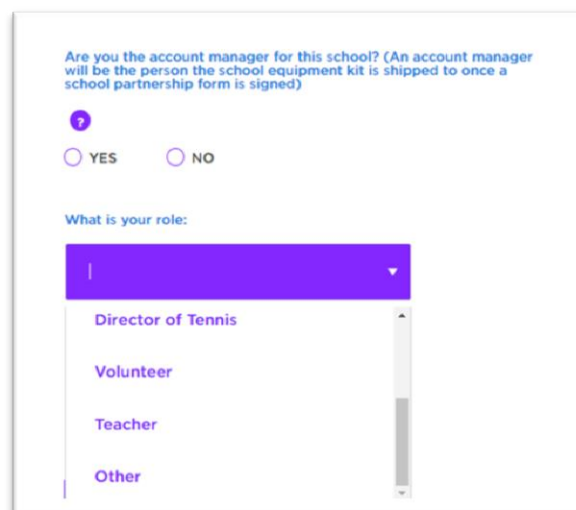
The screenshot shows the 'SELECT A SCHOOL' interface for Step 2 of 5. The title 'SELECT A SCHOOL' is in orange. A green box in the top right corner says 'STEP 2 of 5'. The form prompts the user to 'Tell us the name of your school as well as your role there.' and includes a search bar with a red 'X' icon. Below the search bar, it says 'Cant find your school? Add a new school to our database'. A red error message 'Fault! This is required' is displayed. At the bottom, there is a purple 'Next' button and a note: 'Pressing next will save your progress as a draft'.

The screenshot shows the 'SELECT A SCHOOL' interface for Step 2 of 5 after a school has been added. The title 'SELECT A SCHOOL' is in orange. A green box in the top right corner says 'STEP 2 of 5'. The form prompts the user to 'You are adding a new school.' and includes a required field for '*School Name' with the example text 'Brooklyn Elementary School'. Below this is a 'Select School Type' dropdown menu with 'School Type Placeholder' selected. There is a 'Website (Optional)' field with the example text 'www.brooklyn elementary.edu'. At the bottom, there are required fields for '*Primary Phone' (with example text '718-123-4567') and '*Number Type' (with radio button options for 'Mobile', 'Home', and 'Work'). An '*Address' field with the example text '123 Main Street' is also present.

Please fill out all required information then select *Add* at the bottom of the page to complete selecting your school.

After selecting your school a question will pop up asking if you are the account manager of this school.

The account manager can edit the profile information for their school.
Next, select your role and click on *Next* to continue.



Are you the account manager for this school? (An account manager will be the person the school equipment kit is shipped to once a school partnership form is signed)

☐ YES ☐ NO

What is your role:

Director of Tennis

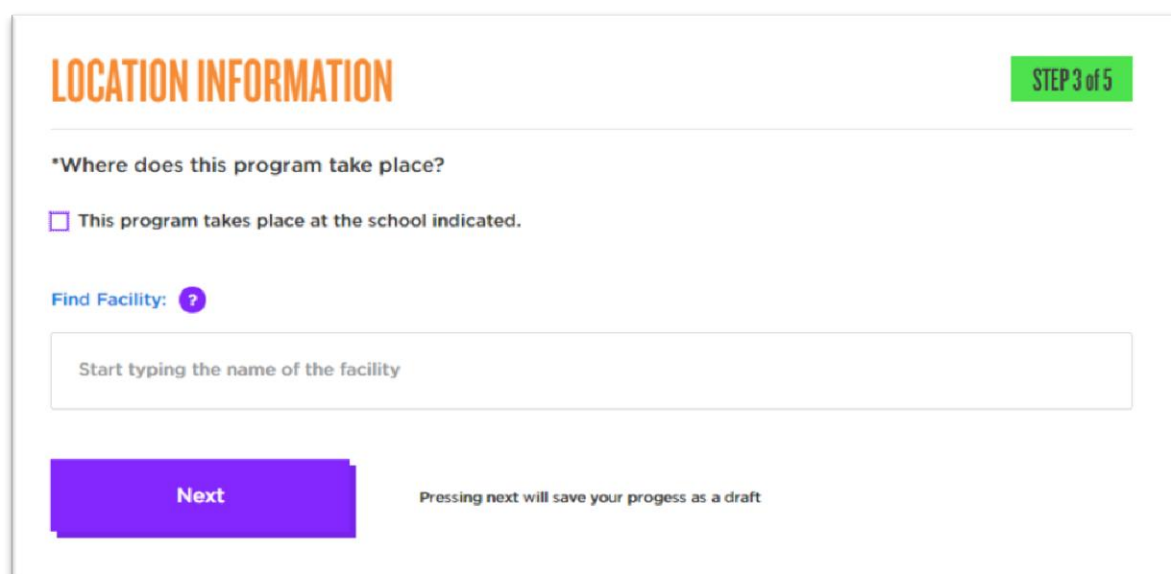
Volunteer

Teacher

Other

Fun Fact: If you connect with a school partner your school can receive a free equipment kit to help run tennis in your PE classes! Email your local USTA office or NetGenerationSchools@usta.com to get started!

Step 3 is giving the location of the program. If the program takes place at the school you can just check the box instead of having to search for the location. Trying to type in the name of the same school will result in an error!



LOCATION INFORMATION STEP 3 of 5

*Where does this program take place?

☐ This program takes place at the school indicated.

Find Facility: ?


Start typing the name of the facility


Next Pressing next will save your progress as a draft

Step 4


TIMESTEP 4 of 5

Share details about your session schedule.

***Program Begins:** 

***Program Ends:** 

Fault! This field is mandatory.

More Information: 

Our P.E. tennis program lasts 45 minutes and it takes place on Mondays and Wednesdays.

Next


Pressing next will save your progress as a draft

Please note that the dates of your program should be current or an upcoming program. Past programs will stay in draft mode until edited.


Step 5

ADDITIONAL INFORMATIONSTEP 5 of 5

What kind of players will participate in this program?

Grade: 

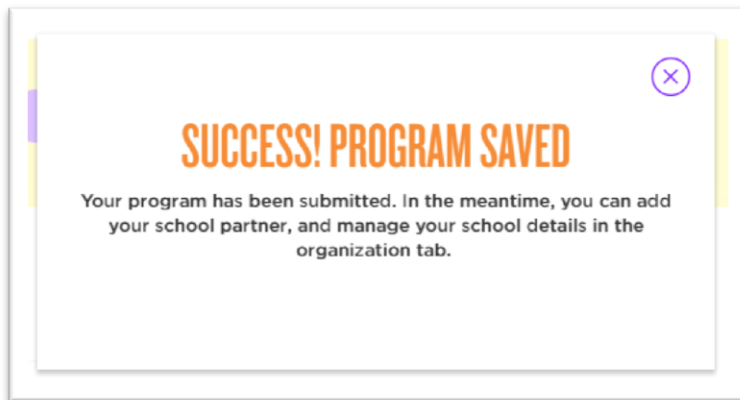
☐ Elementary ☐ Middle ☐ High School

Tennis Program Participants: (enter the approximate number of students that will participate the program) 

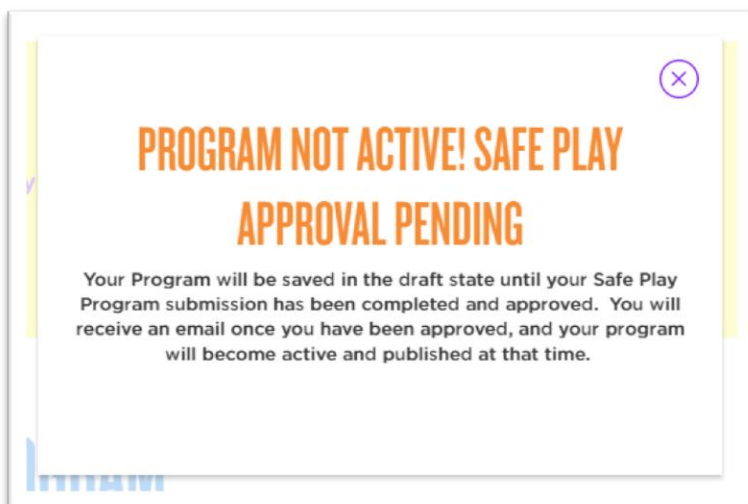
Number of Participants Description

17

After selecting *Add Your Program*, one of the two messages will pop up.



If your NCSI number has been approved and you have completed the Safe Sport Online Training Course you will see this message.



If your NCSI number hasn't been entered or isn't approved yet or you haven't completed the Safe Sport Online Training Course you will see this message.

If while your program is pending and you have questions feel free to reach out to the team at netgenerationschools@usta.com.

Great job! Your school program is all set and now you are all set to start receiving the best Net Generation Schools has to offer!