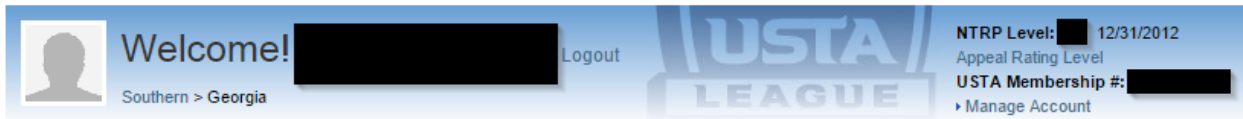


## How To: Enter a Code Violation

Login to TennisLink: <https://tennislink.usta.com/Dashboard/Main/Login.aspx?App=5>

After logging in, you will see the below page under the “Tournaments” tab if you are logged in as a Tournament Director or referee who is listed as such on the Sanction Form. **There is a “Suspension Functionality” webinar we encourage you to view, but this guide serves as a quick refresher on how to input Code of Conduct Violations.**



The screenshot shows the top navigation bar of the TennisLink website. On the left, there is a user profile icon and the text "Welcome!" followed by a redacted name and "Logout". Below the name, it says "Southern > Georgia". In the center, there is a large "USTA LEAGUE" logo. On the right, there are several user details: "NTRP Level: [redacted] 12/31/2012", "Appeal Rating Level", "USTA Membership #: [redacted]", and a "Manage Account" link.

### TDM on the Web

We appreciate all your work that goes into running a great tournament and we want to make your job easier with TDM on the web. TDM's new features are designed to save you time and enhance your players' experience including:

- \* No need to download/update software
- \* Accessible on tablets
- \* MAC compatibility
- \* Allows for multiple users
- \* Real-Time score updates
- \* Access from multiple sites

To view a previously recorded webinar on TDM on the Web please [click here](#)

To view our FAQs and to get more information about the TDM on the Web visit our [home page](#). If you would like to contact a customer service representative, please contact us at [linkteam@usta.com](mailto:linkteam@usta.com) or 1.800.603.3138.

### Suspension Functionality

We are very excited to inform you that the new tracking system for junior Code of Conduct Violation reports is now active. This system has been in development for several years and will allow us to centralize the reporting and tracking of code violations in one location on TennisLink. Moreover, the system is designed to allow tournament staff (tournament director or tournament referee) to record the violations during the tournament and email a violation report directly to the player. Even better, the very slow process of recording violations on paper and then mailing them to another location for record keeping is eliminated.

To view a previously recorded webinar on the Suspension functionality please [click here](#)

Please contact [jrcomp@usta.com](mailto:jrcomp@usta.com) and/or [linkteam@usta.com](mailto:linkteam@usta.com) for any questions about the Suspension and Misconduct functionality .

Thanks again for helping people play more tennis and find themselves in the game.

As you scroll down the page, you will see on the right-hand side an **Administration** box, and in that box is a link to input Player Violations, as seen below:

**Administration**

[My Tournaments](#)  
[Player Violations](#)

Select **Player Violations**, and the following page will come up. In the “**Add Player Violation Search**”, you will enter the Tournament ID and either USTA # or First & Last Name of the player who was issued the violation and select Search.

### Search Player Violations

#### Add Player Violation Search

You must enter a Tournament id and USTA # OR at least 2 letters of a First and Last Name.

\* Tournament ID

USTA Account  - OR -

First Name  Last Name

Clear

#### Existing Player Violation Search

You must enter a USTA # OR at least 2 letters of a First and Last Name.

USTA Account  - OR -

First Name  Last Name

Clear

The Player’s information will show up as follows, and you’ll click on their USTA Number to move forward to the Code Violation Form.

USTA Account	Name	City	State	Zip Code	Birth Date
2010 [REDACTED]	[REDACTED]	Acworth	GA	30102	[REDACTED]

1

The below information will show up for the player and your tournament will come up on the Dropdown Menu with your dates, Referee Name, etc.

You will then input the Code of Conduct information: Date, Division, Draw (Singles, Doubles, Consolation), Code (Warning, Point, Game, Default), and select the Violation (Ball Abuse, Default No-Show, etc.). The correct number of Violation points will populate, and you will have the opportunity to input Comments about the situation. It is encouraged that a detailed description is provided in the Comments section in the event the player accumulates enough suspension points to be suspended and appeals the suspension.

### Add Player Violation

Administrator: [REDACTED]

Player					
USTA Account	Player Name	Date of Birth	Age	City, State, Zip Code	Section/District
2010 [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Southern/Georgia

Tournament	
Tournament	700014715 - Southern Winter Level 1 Championships BG 12 (National L3) ▼
Tournament Dates	1/17/2015 - 1/20/2015
Tournament Phone	[REDACTED]
Referee	[REDACTED]
Referee Phone	[REDACTED]

Violation			
Violation Date	<input type="text"/>	Division	<input type="text"/>
Code Violation	<input type="text"/>	Violation Code	Select Violation ▼
Draw	<input type="text"/>	Violation Points	
Comments	<input type="text"/>		Suspension Status
			1

Cancel

Code Violations are to be entered into TennisLink within 48 hours of the completion of your tournament.

If you have any questions or need additional information, please feel free to contact Jessica Harrell ([harrell@sta.usta.com](mailto:harrell@sta.usta.com)) or Sandy Hastings ([hastings@sta.usta.com](mailto:hastings@sta.usta.com)).