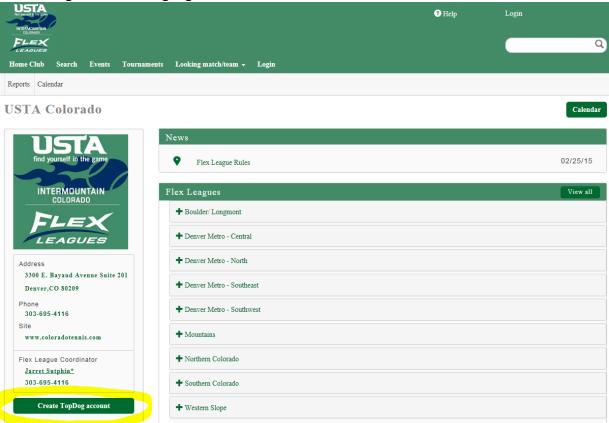
USTA Colorado Flex League Help Guide

Account Creation

- Go to ustacoloradoflex.com
- If you have not done so already, you will need to create a TopDog account by clicking the button highlighted below:



- Enter your information to create your account.
- In the bottom section of "miscellaneous" you will see this box:



- Enter your rating, home court and USTA # (if applicable) *Important The league name field should default to "USTA Colorado", if not be sure to select this option.
- Upon completetion you will be taken to a confirmation screen as well as receive an email with login instructions.

Registration

- Login to your account with your email and password.
- Click the "Home Club" tab in the upper left.
- Select the area that you wish to play in. *Please see the MAP to determine the general boundries and best location for Denver Metro.
- Select womens, mens or mixed and then level/singles or doubles and click the "signup" button. *Note – For doubles you will need your partner's name and will need to pay together.
- Upon completion of checkout you will receive a comfirmation email.

Profile Setup

- When logged in click the "My Profile" tab along the top option bar. This will be your main source of informaiton and navigation.
- On the left side of the page you should your name with your information listed below.
- *Important Be sure to click on the "Edit" button and under the "General Preferences" section have at least one phone number box checked as well as the allow emails function selected, as this will help facilitate communication and coordination amongst players.

Website Navigation

- When logged in and on the "My Profile" you will see the tabs shown below:

Home Clu	b Search	Eve	nts Tournaments	Looking	g match/te	am - Cal	endar	My Profile	Log Out
Summary	Scheduled N	latches	Completed Matches	Leagues	Ladders	Availability	Groups	Ratings	Affiliations/ Home Court

- Scheduled Matches tab This will list your schedule for the entire season. Click the + sign next to any match to show opponents' contact information.
 *Note - This tab will only show up once the schedules have been published.
- Availability tab Be sure to set this for yourself to make scheduling coordination easier.
- Affilitiations/Home court Where you can change which court shows as your default home.
- The Calendar will populate with your suggested 'play by' dates and opponents.
 Matches will show as blue when they have not been played and orange once scores are entered.
- To enter scores you can either click on the match within the calendar or through the scheduled matches tab.

If you have any questions or need additional help please contact:

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