

# USTA Colorado Flex League Help Guide

## Account Creation

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

The screenshot shows the USTA Colorado Flex Leagues website. At the top, there is a green navigation bar with the USTA logo, 'INTERMOUNTAIN COLORADO', and 'FLEX LEAGUES'. Navigation links include Home Club, Search, Events, Tournaments, Looking match/team, and Login. A search bar is on the right. Below the navigation bar, there are links for Reports and Calendar. The main content area is titled 'USTA Colorado' and features a 'Calendar' button. On the left, there is a sidebar with contact information for USTA InterMountain Colorado Flex Leagues, including the address (3300 E. Bayaud Avenue Suite 201, Denver, CO 80209), phone (303-695-4116), and website (www.coloradotennis.com). The Flex League Coordinator is Jarret Sutphin\* (303-695-4116). A green button labeled 'Create TopDog account' is highlighted with a yellow circle. On the right, there is a 'News' section with a link to 'Flex League Rules' dated 02/25/15, and a 'Flex Leagues' section with a 'View all' button and a list of leagues: Boulder/ Longmont, Denver Metro - Central, Denver Metro - North, Denver Metro - Southeast, Denver Metro - Southwest, Mountains, Northern Colorado, Southern Colorado, and Western Slope.

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

The screenshot shows the 'Miscellaneous' form for account creation. It includes the following fields: Rating: (Choose), Home Club: (text input), Club where you mostly play. If you can't find your club. (text input), League name: (USTA Colorado), League or governing body. (text input), and USTA Number: (text input). A green button labeled 'click here to submit new club or home court.' is located next to the Club where you mostly play field.

- 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 completion 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:

<b>Home Club</b>	<b>Search</b>	<b>Events</b>	<b>Tournaments</b>	<b>Looking match/team</b> ▾	<b>Calendar</b>	<b>My Profile</b>	<b>Log Out</b>	
Summary	Scheduled Matches	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:

Jarret Sutphin

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