

Tournament Application Requirements and Helpful Hints

To Create a Tournament in your Serve Tennis Account:

Go to the Trophy Icon – Please hit Create a Tournament when done!

Click **Add Tournament** and choose the Junior, Adult, or Wheelchair category.

When completing the Details section, please remove the times next to the dates. Players can see these times. Check that the start date and end date are the same as the dates that you used when first creating the tournament application. **Only use times when creating Level 7s.**

Tournament registration should open 2 months **before** the close of the registration period. When creating your tournament, please click **OFF** the Automatically open registrations when published button. Registration closing dates are in the Junior Tournament Criteria Chart.

Add Referee and/or staff. They must be Safe Play approved.

Choose Payment Account. You can have more than one Stripe Express account linked to your Serve Tennis account.

Go to Events Tab: Please hit Save when done!

Add Events.

USTA Georgia requires a separate entry fee for double events for Juniors that is half the cost of the singles entry fee. Adult tournaments may charge the same entry fee as singles or charge half the price for the doubles. To add divisions with different entry fees, add singles first with the singles entry fee and then go back and add doubles with that separate entry fee. Entry fees are located on the Tournament Charts above. Multiple Entry discounts can be added in the rules and pricing tab.

When completing the **Draws** section, please choose one of the draw formats and scoring options listed on the tournament criteria chart for that level of event. **Watch out!** The draw format defaults to compass.

When choosing the number of players selected in the draw, please remember that if you limit the draw to 16 players, the software will only allow 16 players to be selected. The remaining entries will be placed on the alternate list. Double draws are number of teams NOT players.

Level 6 tournaments can offer a 48 or 32 or 16 draw depending on the number of available courts, but the players will have to be split later in tournament desk into draws of 16 because players only receive ranking points for 4 wins at a Level 6. Level 7 can also have 32 or 16 draws, but they will also be split into groups in tournament desk for the same reason. Level 7 are round robin or compass draws only.

Player selection is Top down by ranking for Level 6. Level 7 is Bottom up by ranking. Junior Circuits are manual selection.

Go to Settings Tab: Please hit Save when done!

Choose a referee. A referee is required to submit the sanction. Please check that the referee has your dates open. A Level 7 can have a [TD/Referee Dual Role instead](#). The Settings Tab is also where you can change your communication settings. You can also add a t-shirt size question (or lunch choice) that players will be asked at the time of registration.

Go to Rules and Pricing Tab: Please hit Save when done!

For ALL Junior Tournaments: Please click **OFF** the Allow registration in different age groups. Maximum number of events allowed is 1 if you are only offering singles, 2 if you are offering singles and doubles. If you are offering doubles, then click Set a maximum number across all events and then click Discount across all events. At the bottom of the page, click on the add a row button and then charge \$0 for second event and hit save. In junior tournaments, **doubles are free for players if they are playing singles.**

For ALL Adult and Wheelchair Tournaments: Please keep the **Allow registration in different age groups ON**. Please make sure you set a maximum amount of events and offer a discount if needed.

Go to the Web Info Tab: Please hit Save when done!

Please add the following (if applicable) to your Web Info page:

- Picture of your facility
- Scoring formats and draw types - Required
- Selections and Seeding Information - Required
- Late Entry Policy - Required
- Refund and Withdrawal Policy - Required
- Check in Procedures
- Site Locations - Required
- Referee's name
- Doubles Selection Procedure

Go to the Checklist Tab: Don't forget to click Submit for Approval in the top right corner!

If everything checked is green, you are ready to submit your tournament! Once you click the Submit for Approval button, **no more edits** can be made. You will be asked for your credit card information, but you will not be charged until the tournament is approved.

Once your tournament is approved (you will receive an email notification), your tournament will be live on USTA.com and your credit card will be charged.

For Additional Help:

[Tournament Application](#)

[How to Submit a Tournament Application Detailed Overview \(Video\)](#)

[Tournaments](#)

Recording Links from Tournament Application Trainings

- Tuesday, July 20 at 1:30pm EDT/12:30pm CDT – [Recording](#)
- Tuesday, July 27 at 1:30pm EDT/12:30pm CDT – [Recording](#)
- Tuesday, August 3 at 1:30pm EDT/12:30pm CDT – [Recording](#)

Contact Eva Marie McCravy, USTA Georgia Director of Competition, at mccravy@ustageorgia.com for more information or help.