

Tournament Application Requirements and Helpful Hints – NL 5

To Create a Tournament in your Serve Tennis Account:

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

Click **Add Tournament**, choose the Junior category and Level 5 Open or Closed.

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. If choosing to submit a Flighted Level 5, please add “(Flighted Draws)” at the end of the name of the tournament.

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 chart. NL5 close on the Friday 7-8 days prior to the event start date.

Add 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 and USTA Southern require a separate entry fee for double events for Juniors that is half the cost of the singles entry fee. **To add divisions with different entry fees, add singles first with the singles entry fee, save, and then go back and add doubles with that separate entry fee.** Entry fees are located on the chart to the right of this link. Doubles are free for Players registered in the Singles event. This multiple event discount will be added on the rules and pricing tab.

When completing the **Draws** section, please choose one of the draw formats and scoring options listed on the tournament chart for NL5. **Watch out!** The draw format defaults to compass.

Level 5 tournaments are 32 player draws. NL5 can be 3 days starting on Saturday and finishing on Monday using the FIC-16 format or they can be flighted 16 draws starting on Friday and ending on Sunday using FICQ. Please contact me at mccravy@ustageorgia.com if you wish to have larger draws.

Player selection is Top down by ranking for Level 5.

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. The Settings Tab is also where you can change your communication settings and can also add a t-shirt size question (or lunch choice) that players will be asked at the time of registration. The answer will be available in the Player's Tab on Serve Tennis under the Answers column.

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 required is 2 for NL5. 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 NL5 junior tournaments, doubles are free for players if they are playing singles.

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 - Optional
- Scoring formats and draw types - Required
- Selections and Seeding Information - Required
- Late Entry Policy - Required
- Refund and Withdrawal Policy - Required
- Check in Procedures and Practice Courts information - Required
- Site Locations - Required
- Referee's name and contact Information - Required
- Doubles Selection Procedure – Required
- Official Tournament Ball – Required
- Medical Waiver Information – Required
- Lodging, Stringer, Trainer Information, any Covid regulations – Required

Sample messages for National Level 5 tournaments can be found at the end of the USTA Southern Rules and Regulations. These can be pasted to your tournament webpage.

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. Your application has been submitted!

Once your tournament is approved (you will receive an email notification) by USTA Georgia and USTA Southern, 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](#)

Late Entry Policy:

- If draws are not full, Tournament Directors can take late entries as long as seeds and draws are not POSTED. Once seeds are posted, tournament directors can only take players that do not affect the seeding.
- If the draw is full, Tournament Directors may take late entries onto the alternate list, only if the player is not ranked higher than the last seed.

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