

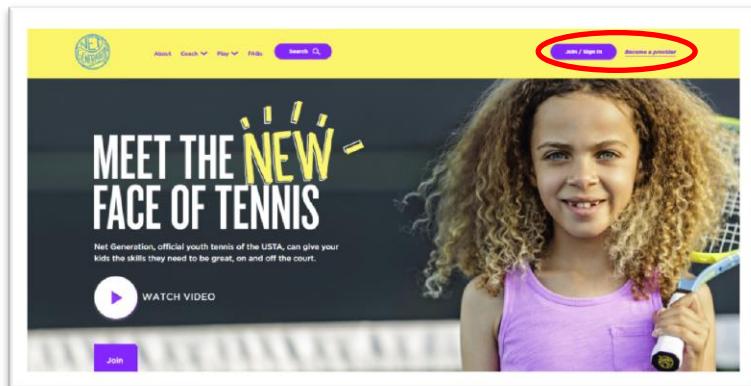
## Net Generation Community

# How Register and Add Your Programs

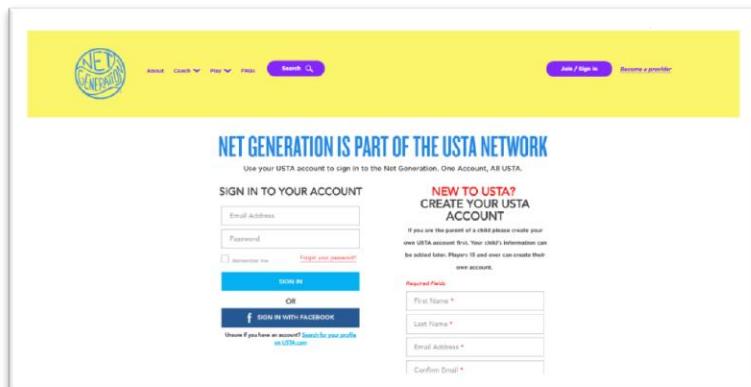
This document will help to walk you through the entire process of Net Generation from registering to adding your program. If you have already registered, please go to page 6 to add your programs.

If you have any questions during this process feel free to reach out to your local USTA office or email the Net Generation Team at [NetGeneration@usta.com](mailto:NetGeneration@usta.com).

To Start: go to [NetGeneration.com](https://www.usta.com/NetGeneration)



Select *Join / Sign In* or *Become a provider* in the top right hand corner.



If you already have a USTA.com or TennisLink account you will use that same log in for Net Generation on the left side.

If you are new to the USTA, you will create your account by filling in the fields on the right.

If you can't remember if you have a USTA account you can search for the account under either of the *Create Account With Facebook* options.

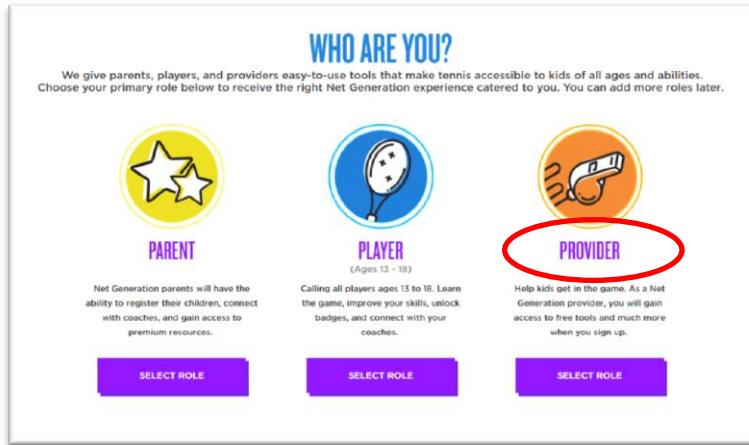
The screen to the right will pop up in a new window with following fields to locate your account.

**SEARCH FOR YOUR USTA ACCOUNT**

Use your USTA Number to search for your account, or search for your account using the form below.

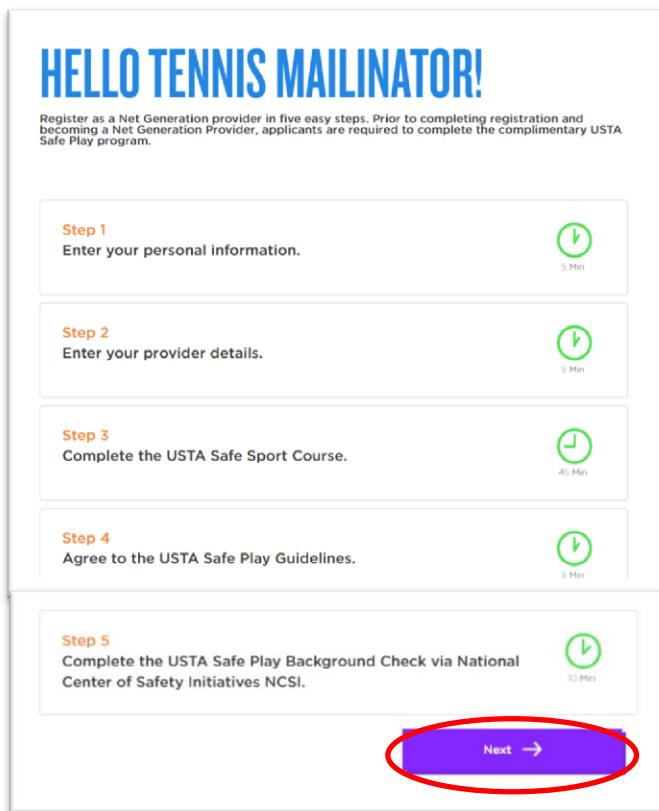
USTA Number  OR  
First Name \*  Last Name \*   
Gender \*  
 Male  Female  Non-Binary  
Date of Birth \*  
 Month  Day  Year  
**SEARCH**

Need Help? Visit our [FAQ](#) or call USTA Customer Support at [1-800-999-8772](tel:1-800-999-8772) for additional assistance.



As a community provider you will click on *Select Role* under provider to proceed.

If you are also a parent of a child that wants to get into tennis you will be able to add that to your account before or after you complete the provider registration.



You will be prompted with a page that outlines the next 5 steps and how long each step takes.

Select *Next* at the bottom of the page to start your provider registration.

1 2 3 4 5

## PERSONAL INFORMATION

\*Name

Tennis Mailinator

Date of Birth

Month Day Year

Gender

Male  Female  Prefer Not to Answer

\*Primary Phone \*Number Type

XXXX-XXXX-XXXX  Mobile  Home  Work

\*Preferred Mailing Address (No P.O. Boxes Allowed)

Mailing Address Line 1

Mailing Address Line 2

\*Zip/Postal Code \*City \*State

Zip/Postal Code City State

\*Country

US - United States

Previous Next

Step 1 is entering your *Personal Information*.

This information will be able to be edited in your profile before making it public on the website if you wish to do so.

Your information will never be displayed unless you choose to make it so.

Please note for your *Preferred Mailing Address* to not enter in a P.O. Box. Our fulfillment center isn't able to ship to P.O. Boxes.

## Step 2 is your *Provider Details*

Please make sure to select all relevant provider types to yourself. Some examples of community providers are selected to the right.

Once you check off your provider types select *Next* at the bottom of the page.

1 2 3 4 5

## PROVIDER DETAILS

Provider Type\* (Please check all that apply) [?](#)

Certified Coach  Non-Certified Coach  Director of Tennis

Affiliated with a CTA  Affiliated with a NJTL  Affiliated with Parks & Rec

Affiliated with a Service Organization  Elementary School Teacher  Middle School Teacher

Middle School Coach  High School Teacher  High School Coach

No-Cut Coach  Collegiate Summer Camp Director  USTA Junior Team Tennis Coordinator

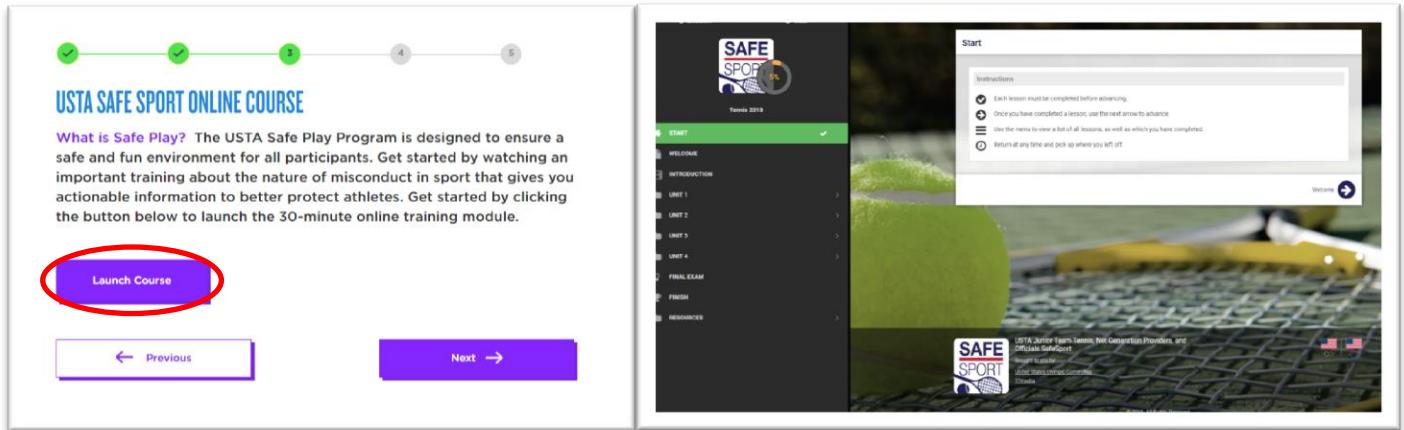
Team Tennis Coach/Manager  Other Team Tennis Coordinator  Tournament Director

Parent or Volunteer  Certified Official  USTA Staff Member

USTA Volunteer  Wheelchair Tennis Coach  Other

### Step 3 is the *USTA Safe Sport Online Course*

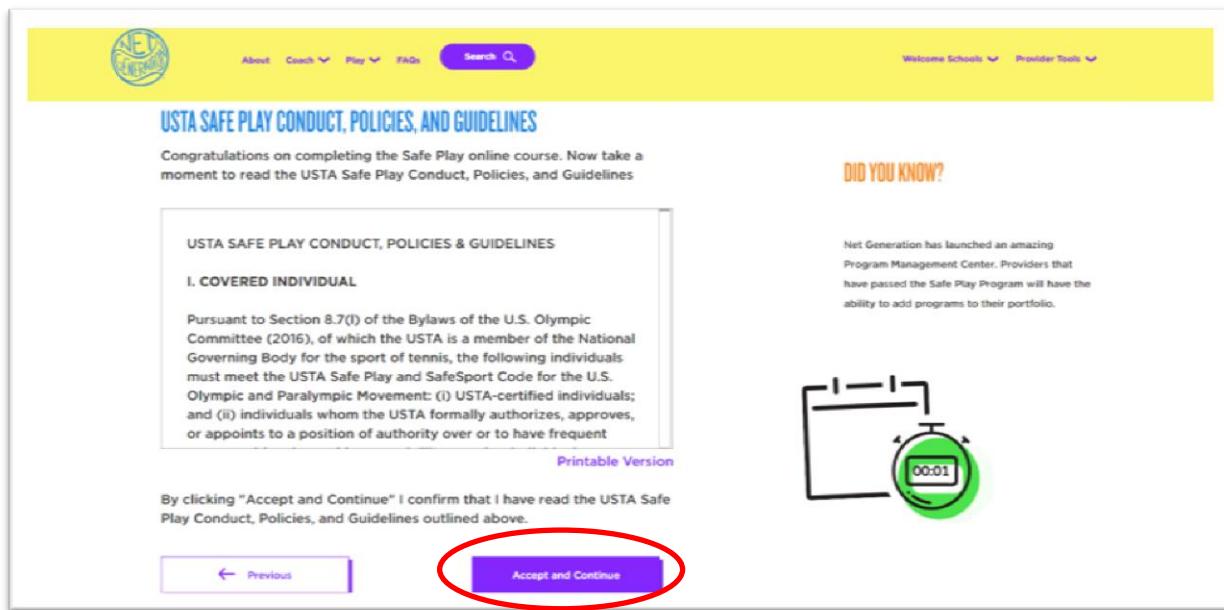
Select *Launch Course* and the screen will bring you to the Safe Sport Online Course.



The Online Course will pop up in a new screen, if you have pop ups blocked you will need to click *Launch Course* a second time.

Once completed, go back to the Net Generation page and select *Next*.

### Step 4 is the *USTA Safe Play Conduct, Policies, and Guidelines*



Please read the document and the select *Accept and Continue*.

## Step 5 is the *USTA Safe Play Background Check*



**USTA SAFE PLAY BACKGROUND CHECK**

We appreciate all you are doing to help keep kids safe in our programs. Once you complete the NCSI background check you will receive a 16-digit NCSI Applicant/Registrant ID on the final page of your screen. You must return to Net Generation and add that 16 digit ID on this page or on the "Edit Profile" page. The USTA will not approve your account without a 16-digit NCSI Application/Registration ID.

Has your background screen expired or is about to expire? Click [here](#) to renew your background check with NCSI.

\*Do you have a NCSI 16 digit Registrant ID?  Yes  No

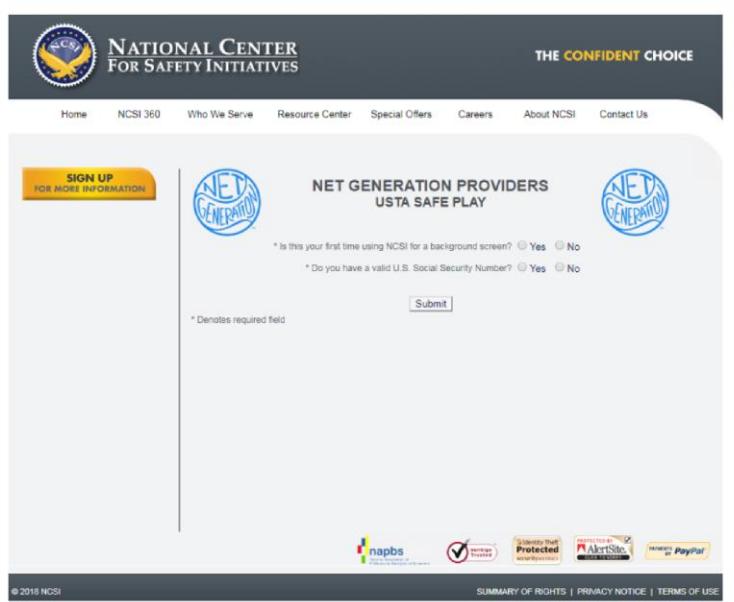
To start your background check via the secure 3rd party National Center for Safety Initiatives (NCSI) please click [here!](#)

\*Enter your 16-digit NCSI Applicant/Registrant ID  [?](#)

You can check the status of your background screen or retrieve your NCSI ID by visiting [www.ncsisafe.com/status](http://www.ncsisafe.com/status)

Need help with the Safe Play process? Email [safeplay@usta.com](mailto:safeplay@usta.com) or you can contact NCSI directly by calling [\(866\) 833-7100](tel:8668337100) or by emailing [clientservices@ncsisafe.com](mailto:clientservices@ncsisafe.com) for help with your background screen application.

If you already have your 16 digit NCSI number from completing the background screen in the Net Generation portal of NCSI you may enter it here then select *Submit* at the bottom of the page.



If you don't have your number, select *No*. It will pop up with a link of how to complete the background screen. Select [here!](#) to get started.

A new screen will pop up for the National Center for Safety Initiatives. Make sure that the screen includes the Net Generation logos; this insures we will be able to verify your approval. The National Center for Safety Initiatives is a secure, third-party site.

The screenshot shows the NCSI website with the following elements:

- Header:** NATIONAL CENTER FOR SAFETY INITIATIVES, THE CONFIDENT CHOICE
- Navigation:** Home, NCSI 360, Who We Serve, Resource Center, Special Offers, Careers, About NCSI, Contact Us
- Call-to-Action:** SIGN UP FOR MORE INFORMATION
- Form Fields:** \* Is this your first time using NCSI for a background screen?  Yes  No  
\* Do you have a valid U.S. Social Security Number?  Yes  No
- Buttons:** Submit, \* Denotes required field
- Logos:** NCSI, Net Generation, NAPBS, Identity Theft Protected, McAfee, AlertSite, PayPal
- Page Bottom:** © 2016 NCSI, SUMMARY OF RIGHTS | PRIVACY NOTICE | TERMS OF USE

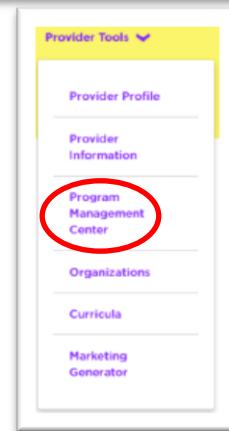
If you have any questions regarding the NCSI background screen please contact [safeplay@usta.com](mailto:safeplay@usta.com). They will be able to look up the status of your background screen and/or let you know what steps you are missing.

## Adding Your Community Programs

From any screen on Net Generation you can navigate to the Program Management Center to add your programs, which will be pending until your NCSI background screen is approved on Net Generation.

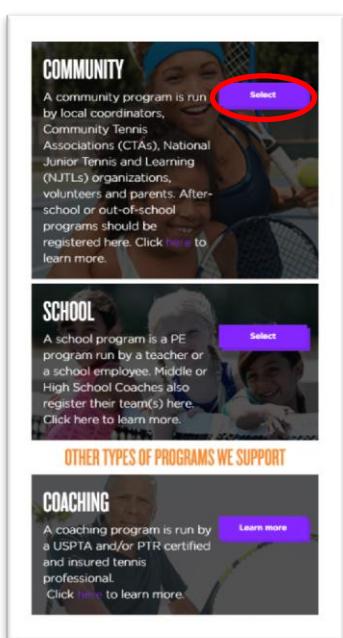
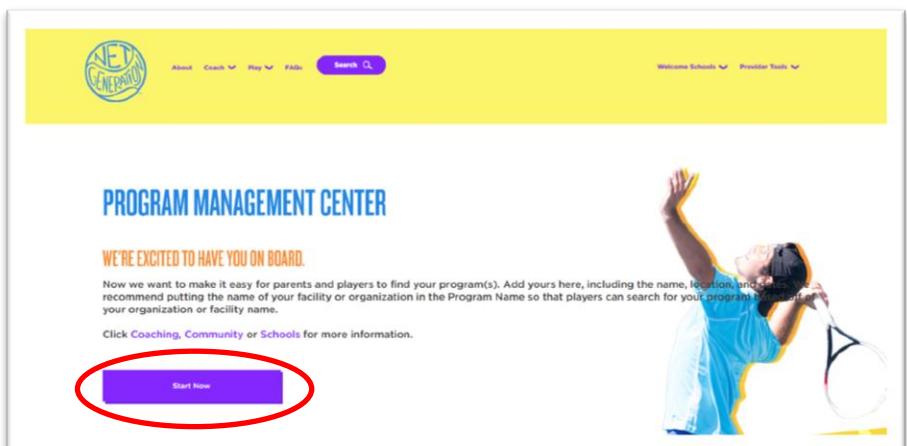


From the main menu on the top of the screen select *Provider Tools*. From here you are able to navigate to all pages related to being a Net Generation provider.



To add your Programs select *Program Management Center*.

After successfully adding a program for a new location, your program could be eligible to receive an equipment kit.



The three different types of program options will come up on the screen. Click on *Select* next to the community type to continue.

Please note your program will be listed on NetGeneration.com once approved.

Step 1 is the general overview of your program.

# CREATE A COMMUNITY PROGRAM

## GENERAL DETAILS

STEP 1 of 6

Tell us about your community tennis program. Attention Coaches: Do not use special characters such as " ", &, %, \$, @, in your program descriptions as these will distort your program post.

\*Program Name (include your Facility Name or Organization): [?](#)

Shrimp Tennis Skills Program

Program Overview: [?](#)

A challenge and skills based program for kids aged 5-8. This program requires parent participation with the goal of introducing tennis in a fun and easy way to children.

You can fill out as much information regarding your program as you would like.

The only required information is: *Program Name, Program Access, and Languages Offered in Program.*

Step 2 is selecting your organization information.

If you are hosting this program on behalf of an organization, select *Organization*. After selecting that option, Step 2 will change and looks like the screenshot below to the right.

Examples of organizations include CTAs, NJTLS, clubs, etc.

If your organization does not appear in the search, you can add a new organization by clicking, *Create new organization*.

## ORGANIZATION INFORMATION

STEP 2 of 6

Tell us if your program is affiliated with an USTA Member organization or facility. This information is not seen by the public.

\*Who is offering? [?](#)

Me  Organization

Next Pressing next will save your progress as a draft

Add an organization [?](#)

Start typing the name of the organization and zip code

Next Pressing next will save your progress as a draft

Step 3 is giving the facility information of the program. To search, start typing the first ten letters in the name of the facility or the zip code. You can add a non-traditional location such as a blacktop or local gymnasium by selecting *Other*. *Formal Facility* should be used if there are physical tennis courts on site.

## LOCATION INFORMATION

STEP 3 of 5

\*Where does this program take place?

This program takes place at the school indicated.

Find Facility: [?](#)

Start typing the name of the facility

**Next** Pressing next will save your progress as a draft

Step 4

## TIME

STEP 4 of 6

Let players and their parents know your program schedule.

\*Program Begins:  4/30/2018

\*Program Ends:  4/30/2018

**Fault! This field is required**

Registration Begins:  4/30/2018

Registration Ends:  4/30/2018

Allow Open Registration (Players can register at any time during the program)

Days of the Week: [?](#)

Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Sunday

Please note that the dates of your program should be current or an upcoming program. Past programs will stay in draft mode until edited.

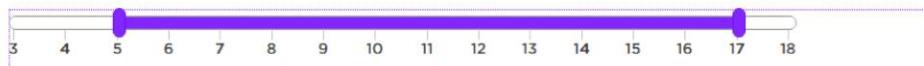
## Step 5

### AGE AND SKILL LEVEL

STEP 5 of 6

What ages and skill levels are included in this program?

\*Age Range: [?](#)



\*Skill Level: [?](#)

Beginner     Intermediate     Advanced     Elite

\*Ball and Court Size [?](#)

Red Ball  
36 Court



Orange Ball  
60 Court



Green Ball  
78 Court



Yellow Ball  
78 Court



Next

Pressing next will save your progress as a draft

## Step 6

### CONTACT INFORMATION

STEP 6 of 6

Enter the program primary contact here. Facilities may choose to put in the reception desk information in here. This is the information that parents and players will use to get more details about your program.

I am the primary contact.

\*Contact First Name:

Susan

\*Contact Last Name:

Taylor

\*Public Email:

Taylor@user..com

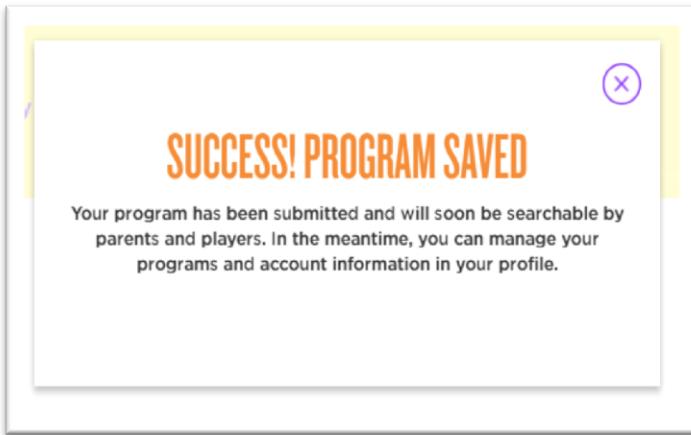
\*Primary Phone

XXX-XXX-XXXX

After

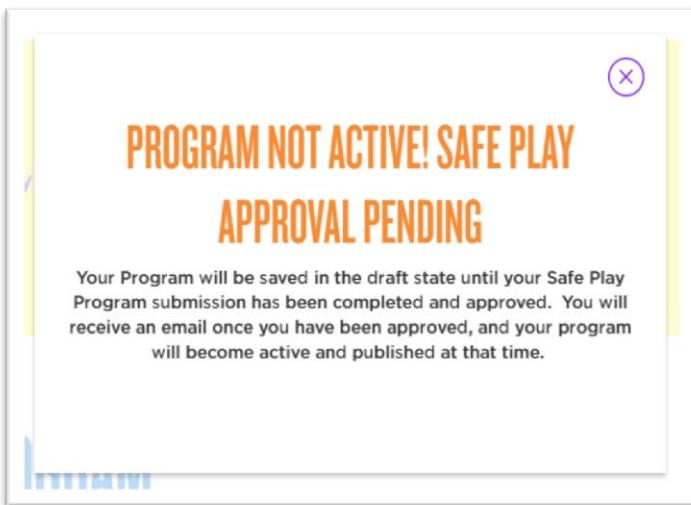
Post Your Program

selecting *Post Your Program*, one of the two messages will pop up.



If your NCSI number has been approved you will see this message. You will receive an email when your program is posted in the program search.

Please Note: to receive any promotion or kit requiring adding a community or coaches program, you will have to receive the email stating that the program is listed to receive the promotional item or kit.



If your NCSI number hasn't been entered or isn't approved yet you will see this message.

If while your program is pending and you have questions feel free to reach out to the team at [netgeneration@usta.com](mailto:netgeneration@usta.com).

Great job! Your program is all set and now you are all set to start receiving the best on what Net Generation has to offer!