Step-by-Step: Submitting Results to the ITA

1. Go to [http://www.itatennis.com/ResultsAndRankings/ResultsEntry.htm](http://www.itatennis.com/ResultsAndRankings/ResultsEntry.htm).
2. Choose ‘Returning User’ or ‘New User’ and follow instructions
   Problems logging in? Email Rankings@itatennis.com
3. Once logged in, you should see a screen similar to this:

4. First, click ‘Manage Rosters’ and make sure your team's roster is up-to-date. Graduates, transfers and all players who are no longer on the active roster should be properly indicated. Please also check for duplications and misspelled names (see below).

   ![Roster Screen]

   **Note:** * denotes a required field.

   - First name: Andrew
   - Last name: Hutchinson
   - Year: Junior
   - Status: Active

   ![Status Selection]

   - Graduated
   - Quit
   - Transferred
   - Deleted
   - Duplicate

5. **Schedule/Results Entry**
   - a. If entering your schedule, click ‘Add Dual Match / Add Dual Match to Schedule’
     - i. Enter information and click ‘Schedule.’ You will be taken back to your schedule and your match should appear
       **NOTE:** All scheduled matches should be entered prior to the start of your spring season
   - b. If entering tournament results, click ‘Manage Individual Singles Records’ or ‘Manage Individual Doubles Records.’ Before entering, scroll down and make sure result(s) has NOT been entered.
     - i. Information required:
Opponent’s team, opponent’s name, date, tournament name or ID# (ID# can be keyword-searched by event name), tournament round, result and match score

c. If entering dual match results, click ‘Manage Team Records / Schedule.’ You will not need an ID# for dual match results.

**IMPORTANT REMINDERS:**

1. Matches decided before a point was played should be entered as ‘Not Played’ (individual) and ‘Scheduled, But Not Played’ (dual match). These results **do not** count toward rankings.
2. Enter **ALL** results from the perspective of the winner (i.e., 6-4, 3-6, 6-1; 7-5, 6-1). Failure to do this can directly affect a player’s UTR.
3. Do not add players to an opponent’s roster without checking for all possible listings of their name.
4. Always double-check to make sure your results are entered correctly and promptly, even when not hosting a dual match.