

Net Generation

How to Add a Facility

This document will help to walk you through how to add your facility, which is step 3 when adding your program in the Program Management Center. If you have any questions during this process feel free to email the Net Generation Team at NetGeneration@usta.com.

When you reach step 3 in the Program Management Center, search for your facility in our database by zip code as seen in the screenshot example to the right.

FACILITY INFORMATION STEP 3 of 6

Where does this program take place? You can identify up to 20 facilities under one program.

Find Facility: (Check to see if your facility is in our database) ?

32827

USTA National Campus
USTA National Campus, 10000 USTA Blvd., Orlando, Florida, 32827

Please note: a formal facility is when there are tennis courts on site. If your program is run at a non-traditional site, add it as an "Other" location.

FACILITY INFORMATION STEP 3 of 6

Where does this program take place? You can identify up to 20 facilities under one program.

If your program doesn't take place at a formal traditional facility please choose "Other". You will be able to add only one (1) "Other" location.

*Where does this take place? ?

Formal Facility Other Location

If you cannot find your facility then you can add it to our system by selecting the, **“Can’t find your facility? Create a new facility or court location”** choice. All facilities submitted have to be approved. Once your facility is approved, your program will be published.

FACILITY INFORMATION STEP 3 of 6

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*Where does this take place? ?

Formal Facility Other Location

Find Facility: (Check to see if your facility is in our database)

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Can't find your facility? Create a new facility or court location

If you submit a facility application for a facility that is already in our system, the application will be rejected. Always check to make sure the facility is not in the system by searching with the zip code. The facility may be listed under a similar name.

FACILITY INFORMATION STEP 3 of 6

Where does this program take place? You can identify up to 20 facilities under one program.

Facility Name*

Facility Name

Address line 1

Address line 2

Zip Code* City* State*

Zip Code City State

Country

USA - United States

Main Contact at Facility Email Address *e.g. Customer Service Email, Director of Tennis or Manager

Enter Facility's Main Contact Email Address

After opting to create a new facility, step 3 will change to reflect the screenshot to the left.

Make sure to fill out all required fields and to select **“Save”** at the end of the application.