

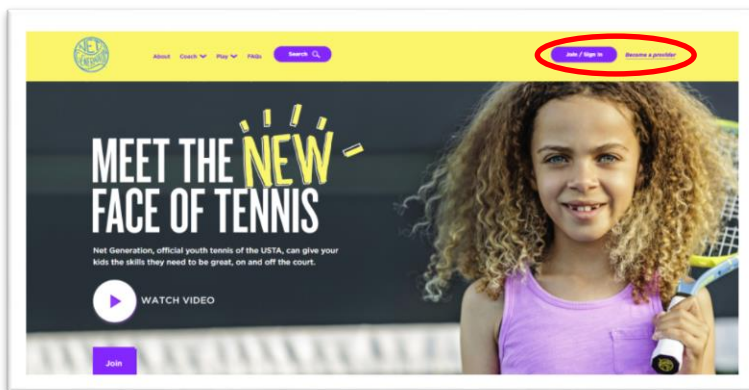
## Net Generation Community

# How to Register and Add Your Programs

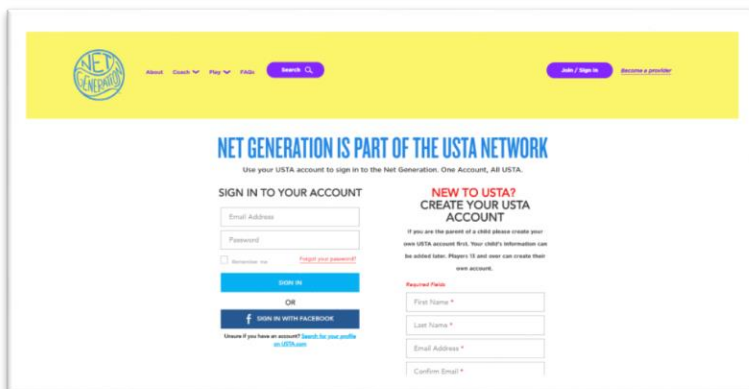
This document will help to walk you through the entire process of Net Generation from registering to adding your program. If you have already registered, please go to page 6 to add your programs.

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://NetGeneration.com)**



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 the following fields to locate your account.

**WHO ARE YOU?**

We give parents, players, and providers easy-to-use tools that make tennis accessible to kids of all ages and abilities. Choose your primary role below to receive the right Net Generation experience catered to you. You can add more roles later.

**PARENT**

Net Generation parents will have the ability to register their children, connect with coaches, and gain access to premium resources.

**SELECT ROLE**

**PLAYER**  
(Ages 13 - 18)

Calling all players ages 13 to 18. Learn the game, improve your skills, unlock badges, and connect with your coaches.

**SELECT ROLE**

**PROVIDER**

Help kids get in the game. As a Net Generation provider, you will gain access to free tools and much more when you sign up.

**SELECT ROLE**

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 you your account before or after you complete the provider registration.

**HELLO TENNIS MAILINATOR!**

Register as a Net Generation provider in five easy steps. Prior to completing registration and becoming a Net Generation Provider, applicants are required to complete the complimentary USTA Safe Play program.

**Step 1**

Enter your personal information.

5 Min

**Step 2**

Enter your provider details.

5 Min

**Step 3**

Complete the USTA Safe Sport Course.

45 Min

**Step 4**

Agree to the USTA Safe Play Guidelines.

5 Min

**Step 5**

Complete the USTA Safe Play Background Check via National Center of Safety Initiatives NCSI.

30 Min

**Next →**

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

XXX-XXX-XXXX

\*Number Type

☐ Mobile ☐ Home ☐ Work

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

Mailing Address Line 1

Mailing Address Line 2

\*Zip/Postal Code

Zip/Postal Code

\*City

City

\*State

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

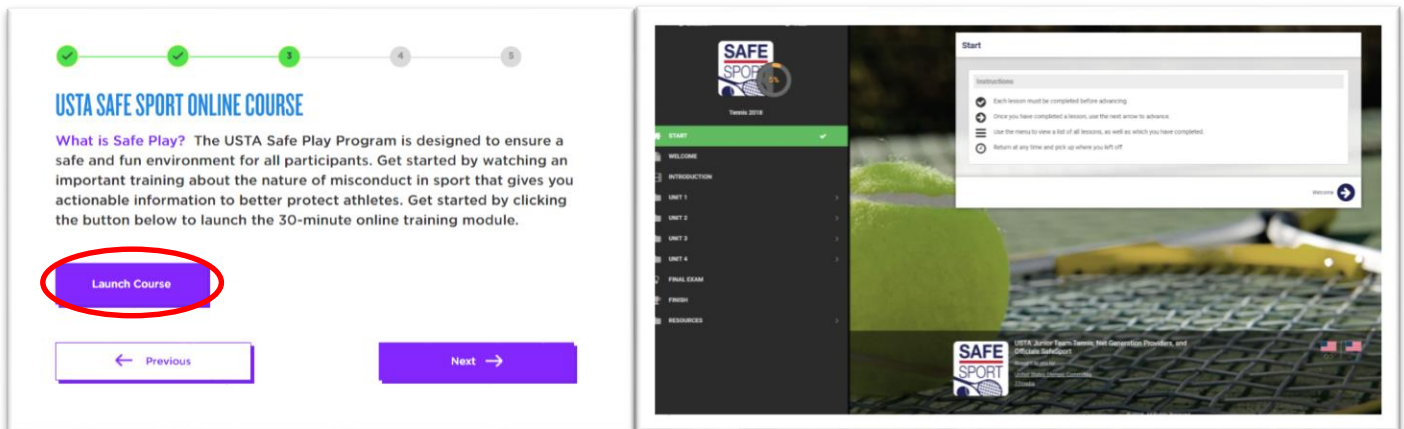
☐ Parent or Volunteer ☐ Certified Official ☐ USTA Staff Member

☐ USTA Volunteer ☐ Wheelchair Tennis Coach ☐ Other

Next

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

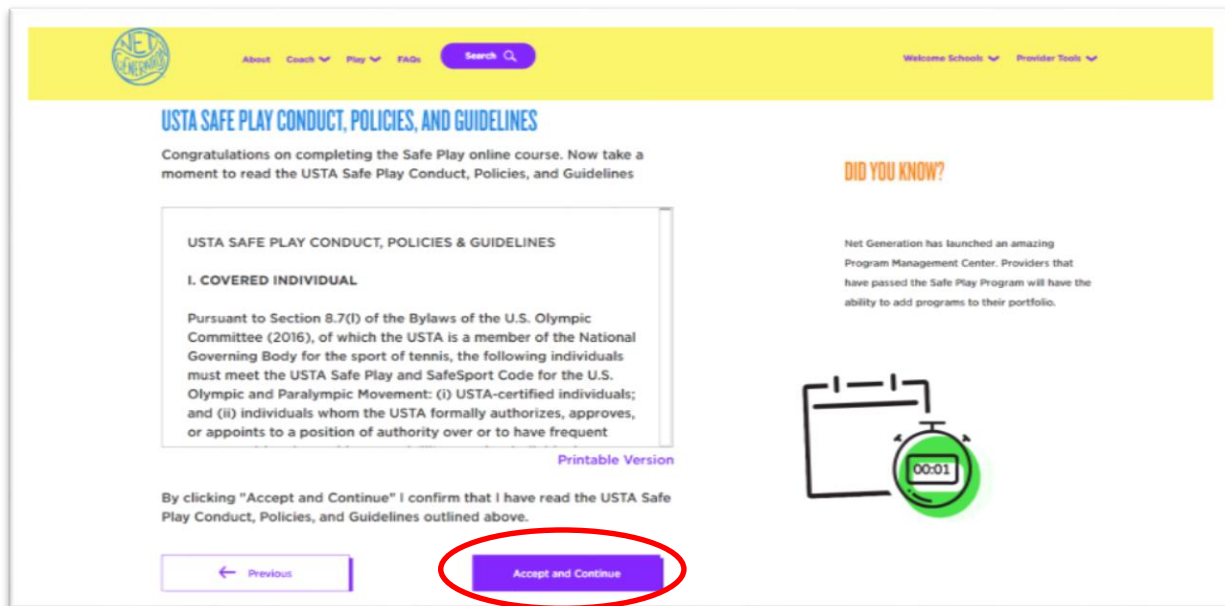
Select *Launch Course* and the screen will bring you to the Safe Sport Online Course.



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.

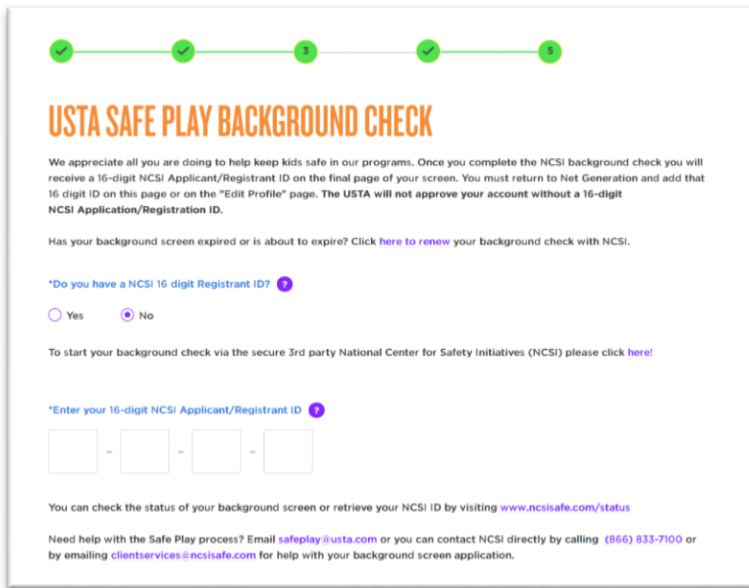
Once completed, go back to the Net Generation page and select *Next*.

### 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*

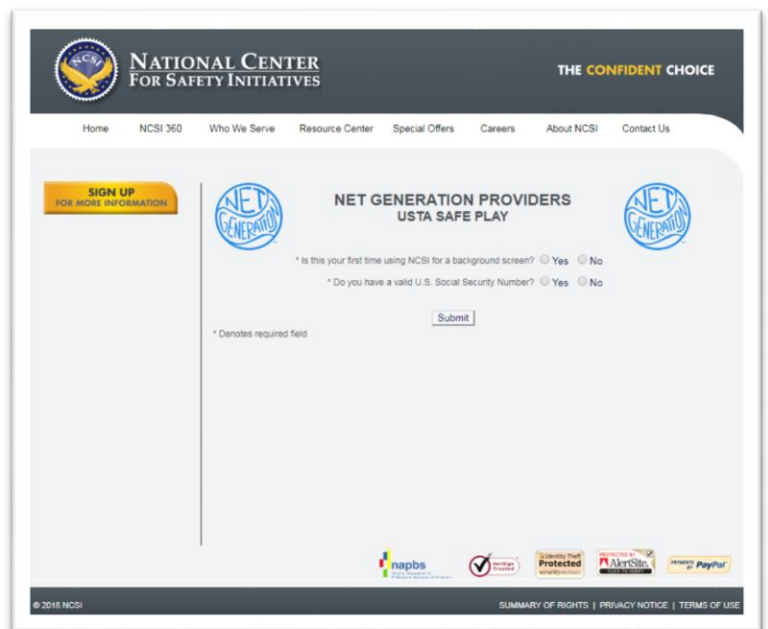


The form is titled "USTA SAFE PLAY BACKGROUND CHECK" in orange. At the top, there is a progress bar with five steps; the third step is highlighted with a green circle and the number 3. Below the title, there is a paragraph explaining the process: "We appreciate all you are doing to help keep kids safe 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." Below this, there is a question: "Has your background screen expired or is about to expire? Click [here](#) to renew your background check with NCSI." Then, there is a question: "\*Do you have a NCSI 16 digit Registrant ID?" with radio buttons for "Yes" and "No". Below this, there is a link: "To start your background check via the secure 3rd party National Center for Safety Initiatives (NCSI) please click [here!](#)". Then, there is a question: "\*Enter your 16-digit NCSI Applicant/Registrant ID" followed by four input boxes separated by dashes. At the bottom, there is a link: "You can check the status of your background screen or retrieve your NCSI ID by visiting [www.ncisafe.com/status](#)". Finally, there is a paragraph: "Need help with the Safe Play process? Email [safeplay@usta.com](#) or you can contact NCSI directly by calling (866) 833-7100 or by emailing [clientservices@ncisafe.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 Nation Center for Safety Initiatives is a secure, third-party site.



The form is titled "NATIONAL CENTER FOR SAFETY INITIATIVES" and "THE CONFIDENT CHOICE". It has a navigation bar with links: Home, NCSI 360, Who We Serve, Resource Center, Special Offers, Careers, About NCSI, and Contact Us. Below the navigation bar, there is a "SIGN UP FOR MORE INFORMATION" button. The main heading is "NET GENERATION PROVIDERS USTA SAFE PLAY". There are two "NET GENERATION" logos on either side. Below the heading, there are two questions: "\* Is this your first time using NCSI for a background screen?" and "\* Do you have a valid U.S. Social Security Number?". Both questions have "Yes" and "No" radio buttons. Below the questions, there is a "Submit" button. At the bottom, there is a footer with logos for napbs, NCSA, and others, and a copyright notice: "© 2016 NCSI". There are also links for "SUMMARY OF RIGHTS", "PRIVACY NOTICE", and "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

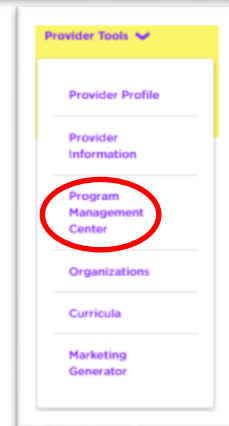
From any screen on Net Generation you can navigate to the Program Management Center to add your programs, which will be pending until your NCSI background screen is approved on Net Generation.



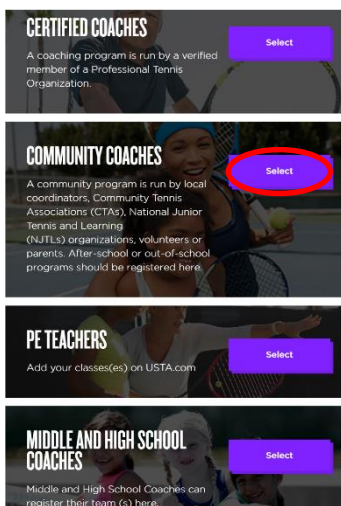
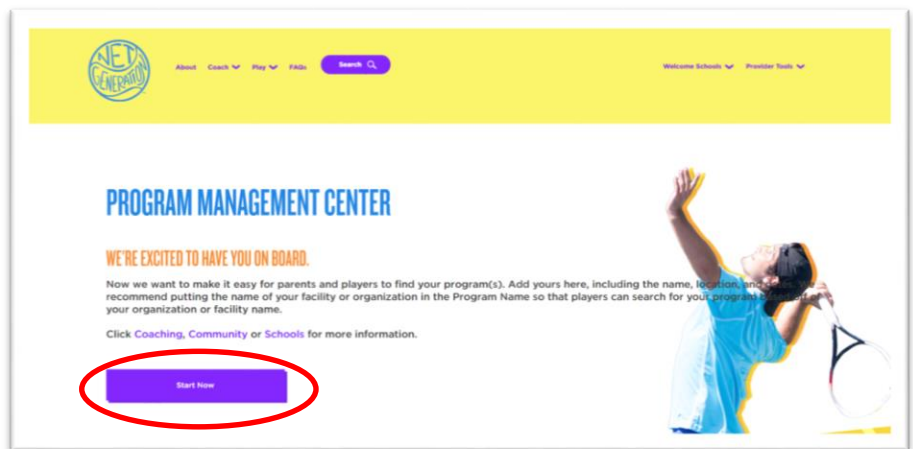
From the main menu on the top of the screen select *Provider Tools*. From here you are able to navigate to all pages related to being a Net Generation provider.

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 first time you add a program the Program Management Center will look like the screen to the right. Select *Start Now* to begin.



The four 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.

The screenshot shows the 'CREATE A COMMUNITY PROGRAM' interface, Step 1 of 6. The title 'CREATE A COMMUNITY PROGRAM' is in blue. Below it, 'GENERAL DETAILS' is in orange. A green box indicates 'STEP 1 of 6'. The text says: '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.' Below this is a field for '\*Program Name (include your Facility Name or Organization):' with a question mark icon. The example text 'Shrimp Tennis Skills Program' is entered. Below that is a 'Program Overview:' section with a question mark icon. The example text reads: '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*.

The screenshot shows the 'ORGANIZATION INFORMATION' interface, Step 2 of 6. The title 'ORGANIZATION INFORMATION' is in orange. A green box indicates 'STEP 2 of 6'. The text says: 'Tell us if your program is affiliated with an USTA Member organization or facility. This information is not seen by the public.' Below this is a field for '\*Who is offering?' with a question mark icon. There are two radio buttons: 'Me' (selected) and 'Organization'. Below this is a 'Next' button. To the right of the button, it says 'Pressing next will save your progress as a draft'. Below this is a section for 'Add an organization' with a question mark icon. It has a text input field with the placeholder 'Start typing the name of the organization and zip code'. Below the input field is another 'Next' button. To the right of the button, it says '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:

\*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: ?

3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

\*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:

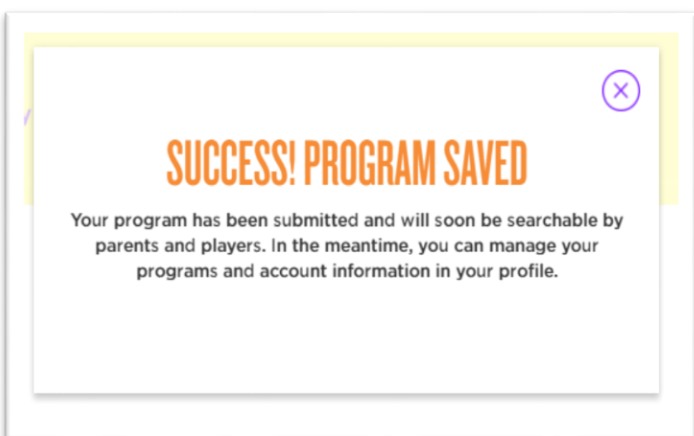
Taylor@user\_.com

\*Primary Phone

xxx-xxx-xxxx

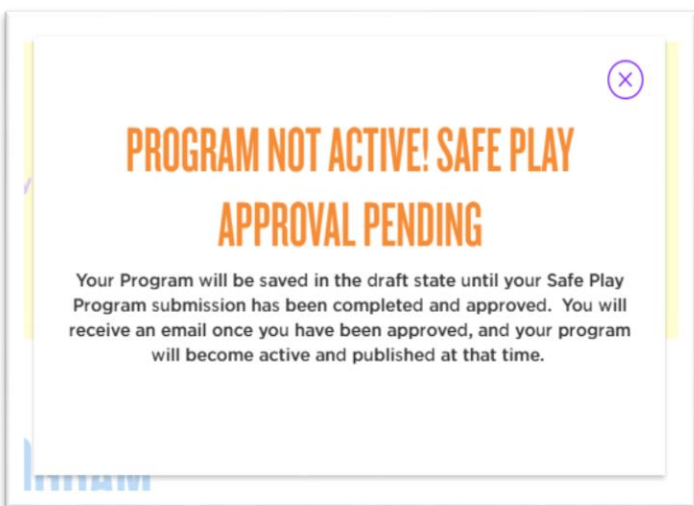
**Post Your Program**

After 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 Net Generation Schools has to offer!**