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.

To Start: go to NetGeneration.com
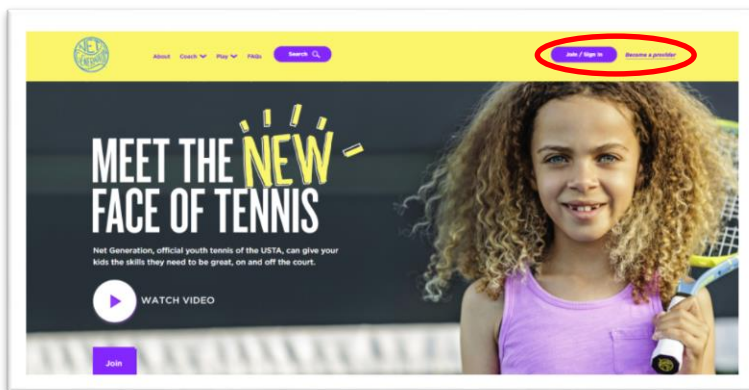
Select *Join / Sign In* or *Become a provider* in the top right hand corner.
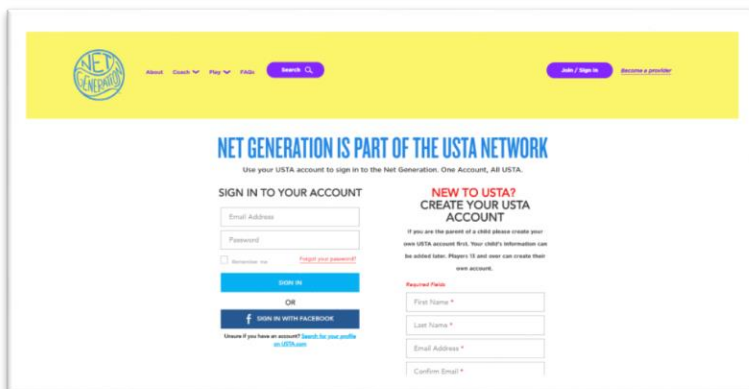
If you already have a USTA.com or TennisLink account you will use that same log in for Net Generation on the left side.

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.

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.

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.

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.

Step 3 is the *USTA Safe Sport Online Course*

Select *Launch Course* and the screen will bring you to the Safe Sport Online Course.
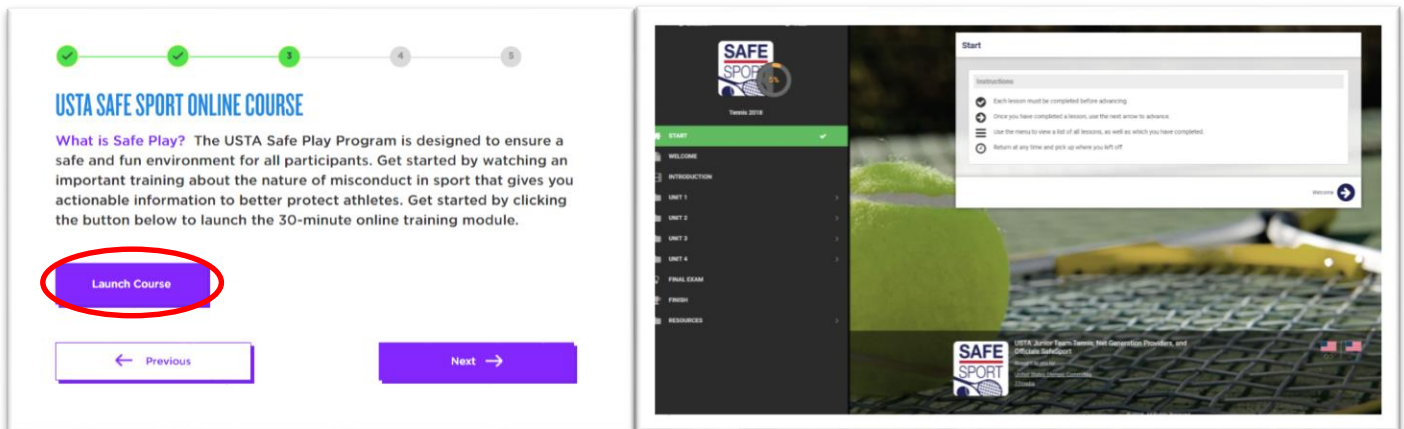
The Online Course will pop up in a new screen, if you have pop ups blocked you will need to
click *Launch Course* a second time.
Once completed, go back to the Net Generation page and select *Next*.

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

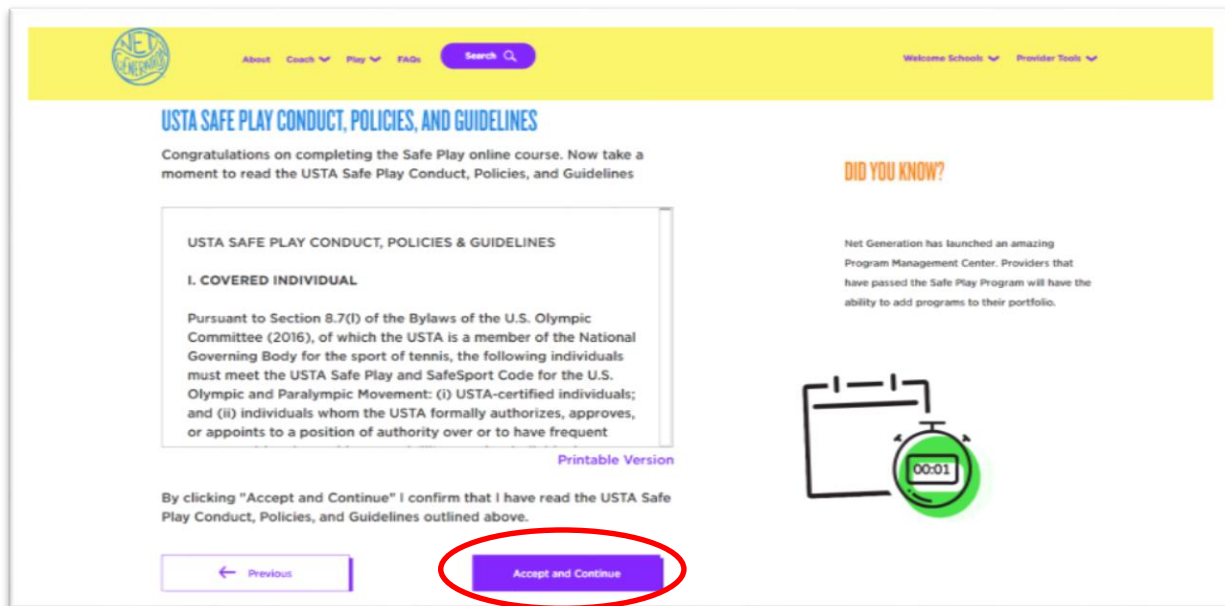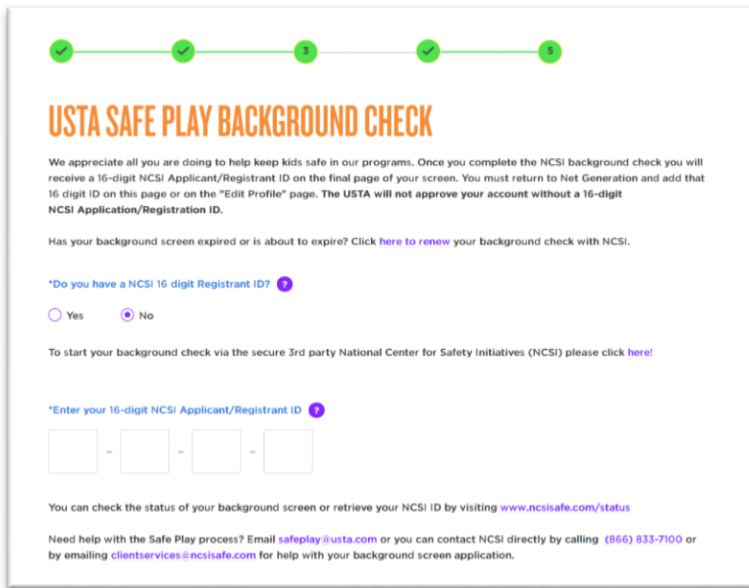

Please read the document and the select *Accept and Continue.*
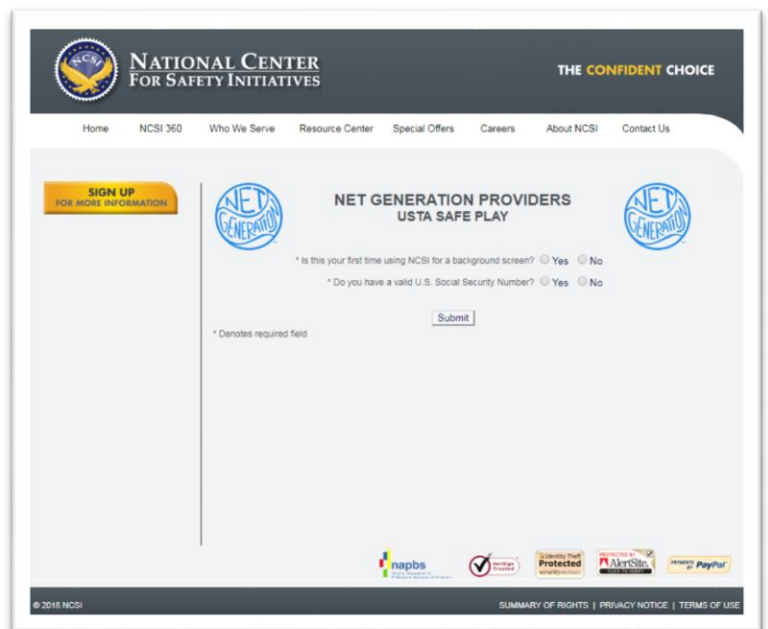
Step 5 is the *USTA Safe Play Background Check*

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.

If you have any questions regarding the NCSI background screen please contact 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.
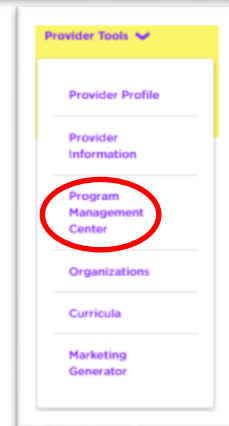
The first time you add a program the Program Management Center will look like the screen to the right. Select *Start Now* to begin.
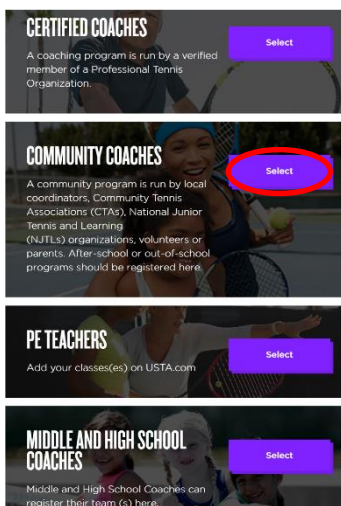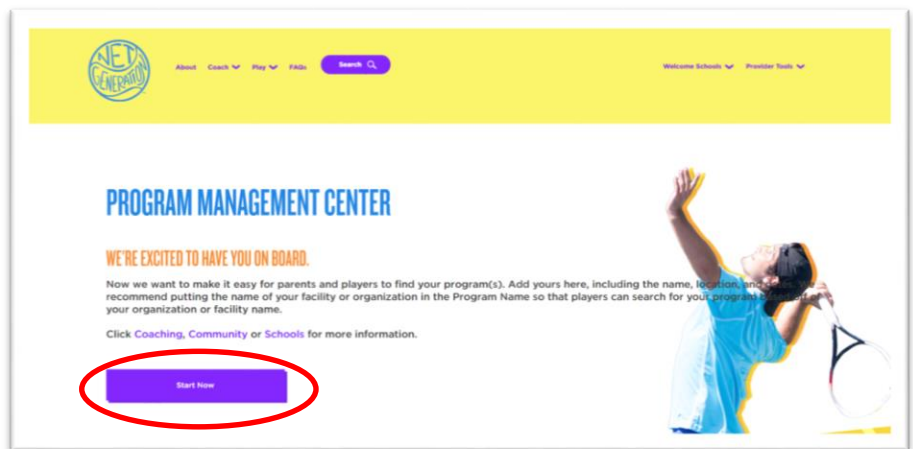
The four different types of program options will come up on the screen. Click on *Select* next to the community type to continue.

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

Step 1 is the general overview of your program.

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 progess as a draft

Add an organization ?

Start typing the name of the organization and zip code

Next   Pressing next will save your progess 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

*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 progess as a draft

Step 4

TIME

Let players and their parents know your program schedule.

*Program Begins: *Program Ends:

☐ [   ] 📅   [4/30/2018 📅]

Fault! This field is required

Registration Begins: Registration Ends:

[4/30/2018 📅]   [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

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   ☐ Orange Ball   ☐ Green Ball   ☐ Yellow Ball
36 Court   60 Court   78 Court   78 Court

Next   Pressing next will save your progess as a draft

Step 6

CONTACT INFORMATION

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: *Contact Last Name:

Susan   Taylor

*Public Email:
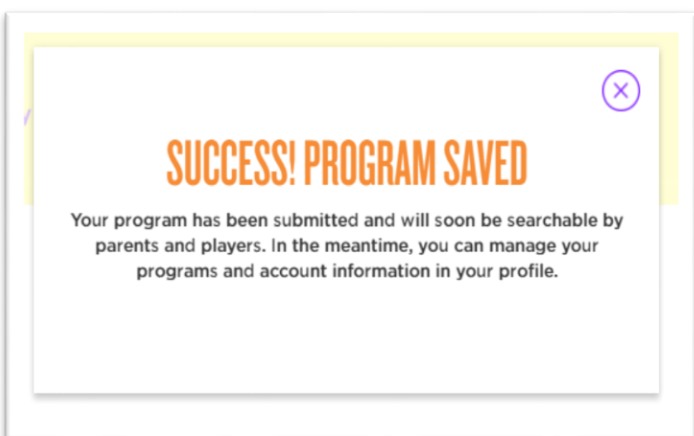
Taylor@user..com

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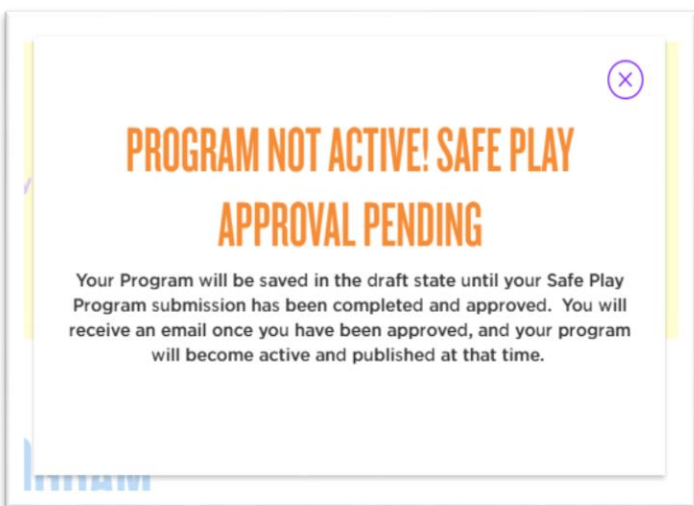
If your NCSI number hasn't been entered or isn't approved yet you will see this message.

If while your program is pending and you have questions feel free to reach out to the team at netgeneration@usta.com.

Great job! Your program is all set and now <u>you</u> are all set to start receiving the best Net Generation Schools has to offer!