



Step-by-Step: Submitting Results to the ITA

1. Go to <https://www.r2sports.com/system/login.asp?sportOrganizationID=792> to login to your team page.
 - a. *Problems logging in? Email cody.johnson@itatennis.com*
2. Once logged in, you should see a screen similar to this:

A screenshot of the ITA team manager dashboard. The interface is clean and modern, with a dark sidebar on the left containing navigation icons for Home, Events, Users, E-Commerce, Communications, Rankings, and Old System. The main content area is white and features several orange-tinted cards with icons and text. The top right corner displays the user's name, "Team Name", and the role, "Team Manager". The dashboard is organized into a grid of cards: 'Events' (with a trophy icon) includes links for Pay Sanctioning, Current Results, and Dual Matches; 'Users' (with a group icon) includes My Team, New Player, and Team Roster; 'Rankings' (with a list icon) includes View Rankings, Event Ranking History, and Ranking Summary; 'R2 Membership Home' (with a double arrow icon) includes Users Section and Events Section; and 'E-Commerce' (with a shopping cart icon) includes Shopping, My Stored Payments, My Orders, and My Products Ordered. At the bottom, there is a security notice and a contact link.

3. First, click 'Team Roster' and make sure your team's roster is up-to-date. All graduates and transfers should be marked as "Inactive". Please also check for duplications and misspelled names.
4. **Schedule / Results Entry**
 - a. If entering your schedule, click 'Dual Matches' and 'Schedule New Dual Match'.
 - i. Enter scores by clicking the Results icon next to that dual match.
 - b. If entering tournament results: all tournament results must be entered through the tournament page for that sanctioned event.

IMPORTANT REMINDERS:

1. Matches decided before a point was played should be entered as 'Default (Match Not Started)' (sanctioned tournaments) or as 'Scheduled' (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. Always double-check to make sure your results are entered correctly and promptly, even when not hosting a dual match.