



## MEMORANDUM

October 22, 2024

### VIA EMAIL

TO: NCAA Institutions Sponsoring Division III Men's and/or Women's Tennis.

FROM: Victoria Lipscomb  
Assistant Director, Championships and Alliances

SUBJECT: Reminder - Submission of 2024-25 Online Results and Rankings Program.

**Please note that for the 2024-25 academic year, all results must be submitted to the Intercollegiate Tennis Association (ITA).**

This is the only tennis organization that the NCAA has partnered with to receive this information. Submission of your complete results will allow your team(s) to receive full consideration for the ITA rankings (team, singles and doubles), NCAA regional Rankings and selection and seeding for the NCAA Division III Men's and Women's Tennis Championships. The ITA Division III Operating committee voted to utilize computerized rankings in the spring of 2024 and the success of those rankings continues to be largely dependent on the amount of accurate data collected.

It should be noted that ITA membership is not required in order to submit rosters & results, nor is there a fee charged in order to submit an institution's 2024-25 scores.

ITA Members may enter rosters & results by signing into their [Team Workspace](#) & clicking the racquets icon on the left hand side. To see if a result is in the system already, use the public [team search function](#). For additional support with dual match entry, please see the guide [here](#). Step by step instructions to assist you in submitting your results to the ITA will also be posted to the [Division III Men's and Women's Tennis page](#) on NCAA.org

If you do not have an ITA membership, dual match results for non-members vs. non-members can still be submitted to the ITA, utilizing this [form](#). Results from **non-sanctioned ITA tournaments** that your team participates in can be submitted [here](#). It is important to note that these results will not be considered for ITA ranking purposes, entered into the ITA system or sent to WTN. These results will only be shared with the NCAA committees for NCAA ranking and selection purposes.

All **Fall results** must be submitted to the ITA no later than **Friday, November 15**. All results **must** be submitted to the ITA no later than one week after the completion of a dual match. Programs that fail to meet this deadline are subject to fine by the NCAA.

Please contact Lizzie Conti ([econti@itatennis.com](mailto:econti@itatennis.com)) from the ITA staff to assist you with any questions, concerns or comments that you might have while entering results.