



## Online Team Registration for Regular League Spring 2020 (January 10<sup>th</sup> – January 26<sup>th</sup>)

Before registering online, you must have an existing email address and password. If you are new to SATA and are not in the Database, have forgotten your password or do not remember what email address is on your player profile please contact Chris Modin at [cmodin@pacbell.net](mailto:cmodin@pacbell.net) or 916-933-0175 for help.

Once you have your password and email account, do the following:

1. Go to the SATA website at [www.sactennis.org](http://www.sactennis.org)
2. Click on **TopDog Tennis**. You may have to scroll down.
3. Click on **Login** in the top right corner and enter the necessary information which takes you to your player profile page.
4. Click on the SATA logo with the words Sacramento Area Tennis Association in the Green Bar across the top of the page. You are now on the Sacramento Area Tennis Association Page showing all leagues and seasons.
5. Click on **Divisions**. (top left area of screen)
6. Click on your desired league.
7. Click on tab that says **New Team**.
8. Enter the captain's last name and select the name from the generated list.
9. Enter the co-captain's last name and select it from the generated list. If there is no co-captain, enter the captain's name again under co-captain or click on **Proceed to next step**.
10. Enter the home facility where home matches should be played (**not** Sacramento Area Tennis Association). Select the home club from the generated list.
11. Enter a team name if desired and click on "**I Confirm**". It is important that the club name and play level be part of the team name: Rollingwood W3.5, Rio's Rockets 9.5, etc.

You should now be able to see your team listed and you can exit out of TopDog. You will also receive a confirmation email.

**Note: The deadline to register a team is also the deadline to remove a team, so be sure to notify a coordinator by January 26<sup>th</sup> if you need to remove your team.**