



## Online Player Registration & Payment Procedure

**Please note, no refunds or credits will be issued for any reason, including if SATA must stop play subject to the level of Covid-19 transmission at any given time.**

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 <https://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 Blue 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 your team.
8. Click on the red **signup** tab in the upper right corner and a screen will appear showing the name of the player being registered and the team.
9. Click on **continue**. The registration summary screen will appear and you should select **Checkout, I'm done** unless you wish to register for additional teams. If you wish to register for another team, click on **register for more events** which will take you back to the home page. You then just repeat the process until you get to the registration summary page again.
10. Click on **Checkout, I'm done** which will bring up the payment screen. The fee is \$15 per player. If you are a Captain, you will not be charged, except for single line doubles leagues where normal charges apply.
11. Submit the payment information as directed.
12. You will receive an email confirming your signup.

### League Guidelines to remember:

- You may register any time during the season after leagues are scheduled.
- Your captain should know you are signing up, and match play is not guaranteed.
- If you register for the wrong team, your coordinator can correct it.
- There will be no refunds once you register. You will not receive a refund if you don't play during the season or if you sign up for a team that withdraws after matches have been scheduled.