



UTR SPORTS

How to: Activate Your School Page, Add Players & Post Scores

1. **Create Free Personal Profile:** <https://app.utrsports.net/join>
2. **Activate High School:** <https://app.utrsports.net/highschool>
3. **Add Team Roster**
 - a. **If players already have a claimed UTR profile** - Search for them by choosing "Add Players" on your team page. Type in your player's name in the "Search Existing Players" bar. Choose "Next" when finding your player, "Select Their Graduation Year" and "Add member" to your roster.
 - b. **If players have an unclaimed UTR profile:** The player's name appears when searching for them, but still asks to "Invite New Player." Type in the player's email address to invite them to roster. This means the player has NOT claimed their profile and still needs to do so. The player will not appear on roster until the player has accepted the invite by creating a free profile.
 - c. **If players do not have a UTR profile:** Choose "Add Players" on team page, choose "Invite New Player" and type in the player's email address to invite them to roster. Player will not appear on roster until the player has accepted the invite by creating a free profile.
4. **Post Challenge Match Scores** - Post scores for practice or challenge matches, choose "Post Scores." Posting scores helps players build their tennis profile and showcase their game.
5. **Post Dual Match Scores (Only One Coach Reports Scores!)**
 - a. Choose "Create Event"
 - b. Choose "Official" when asked Is this an official High School event or a fundraiser/other event?
 - c. Choose "Dual Match"
 - d. Start typing in opponent school and select
 - e. Choose "yes or no" if the dual match should be grouped in your [standings](#)?
 - f. Enter date, time, location
 - g. Choose the individual match lineups by selecting each player from the team roster - note that only players who are on the team roster will appear in the drop-down
 - h. Post scores for the individual dual matches, as well as the overall team score
6. **Run Sanctioned High School Tournaments** - You can use the Universal Tennis easy-to-use event management system and tournament management system to take registration, create draws and post Verified UTR scores for any official high school tournament, such as a post-season tournament. To create an event, choose "Create Event" and "Tournament".
7. **Video on Activation Process** - [4-minute video on how UTR High School works!](#)
8. For UTR High School questions, please contact Jonathan Hicks at jonathan.hicks@utrsports.com.
9. For immediate assistance, our Customer Success Team is here to help you. Staffed nearly 24/7, you won't wait long for answers. Please email success@utrsports.com. You can also chat with us seven days a week via Live Chat 8a-5p EST. Live Chat lives in the bottom right corner of your screen and is only visible if you are logged in and an Organizer of your High School page.

USING UTR

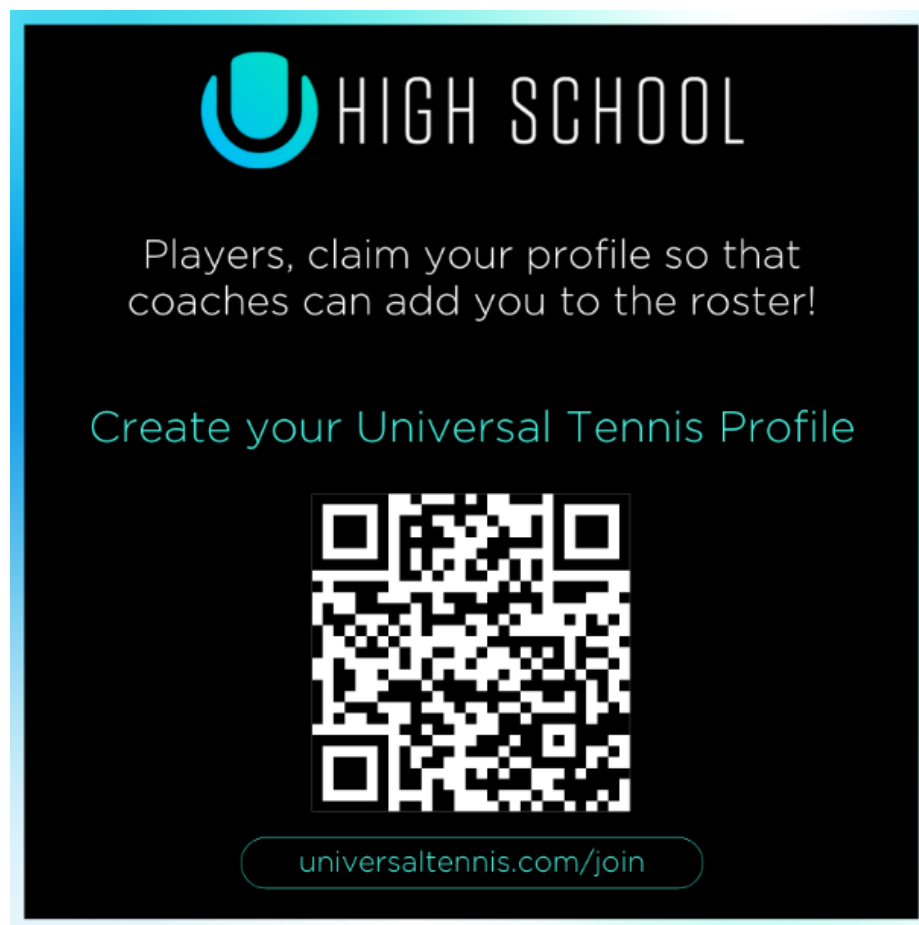
- Below is how to enter your school and build a profile. Jonathan Hicks is the UTR guru that you will need to contact if you have issues with signing up etc. He is aware that you will be developing a school profile. Please be patient for approval, especially if you do it on a weekend or Friday (he is usually off those days).
- The easiest way to add players (and add ALL players that have a possibility of playing VARSITY) is by giving them the QR code and having them sign up and then you go into the program and "Create Roster" with looking up their name. We have found out by inviting them via email, does not work well because they usually do not check their email.
- If you do the QR code and signing up with your players at your first meeting of the season, the whole process should take 5-10 minutes. So put it as one of your first day activities.

UTR GO TO PERSON:

Jonathan Hicks

Jonathan.hicks@utrports.com

For help with posting results, adding a match or players I can help you there. (Mike 😊)



COACHES: THIS IS MANDATORY TO USE THE SEASON BY THE OHSAA. PLEASE REACH OUT FOR HELP, IF NEEDED. FINES AND/OR PENALTIES WILL BE ACCESSED TO THOSE THAT DO NOT PARTICIPATE.