



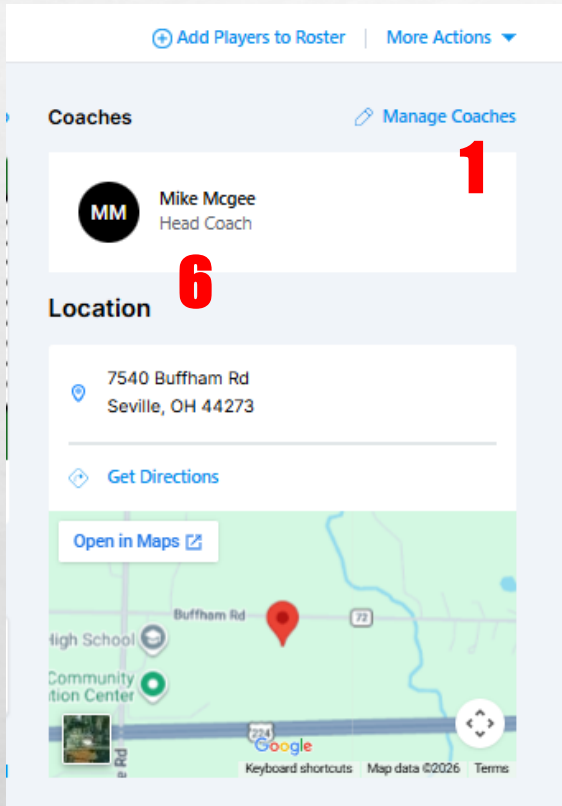
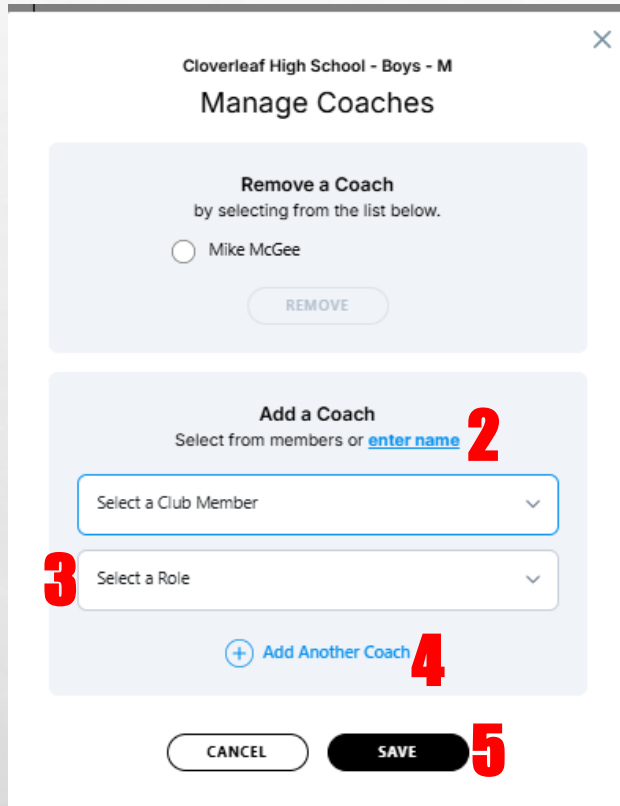
UTR TUTORIAL

HOW-TO-ENTER ROSTERS, MATCHES, SCORES, ETC. ONCE TEAM IS SET UP



GETTING STARTED

After you get your school (team) set up then you need to add coaches and players to your UTR site.

On the right side of the screen you will see your name as the head coach. If you would like to add your assistants and JV coach. Follow these steps.

1. Click on “Manage Coaches”
2. Click on “Enter Name”
3. Then choose their role.
4. Repeat those steps you want to add more.
5. After adding all the coaches, hit “SAVE”
6. They will now appear under you name as head coach.



ADDING PLAYERS



On the right side of the screen you will see “Add Players to Roster”. Follow these steps.

1. Click on “Add Players to Roster”
2. On the new screen you will see the 2 options to add players.
3. If you give the players the QR code then once the players makes a profile, all you have to do is type in their first & last name and their name will pop up. Make sure you look at the city and state before adding them because might be someone in the country with same name.
4. After selecting your player, it gives you the option to click “next” and you can keep on adding until all players are on roster.
5. INVITING PLAYERS: this option you put in the players email, they then open the email and do all the steps. And then you will go on and search their name to add to the roster. Problem with this, is that players open it up but do not fill out the profile when they think they are done.

TIPS: Having the players scan the QR Code is by far the fastest and easiest way to get all players on your roster. My opening meeting I put the QR on an index card (making about 10) and then pass them around and have the players do it right then and there and your done.

TIP 2: Put your WHOLE Roster on UTR (Varsity and JV) just in case you must move up players, that way you do not have to worry about entering new players later.

This step seems to stump most coaches, but it is easy. There are 2 ways of adding players:

1. **Inviting**
2. **Players Sign up using QR Code and you search for them.**
(easiest, in my opinion)

Invite Players to High School

Search by name or invite by email

5

[Add another player](#) or [Add up to 500 at once](#)



QR CODE



Players, claim your profile so that coaches can add you to the roster!

Create your Universal Tennis Profile



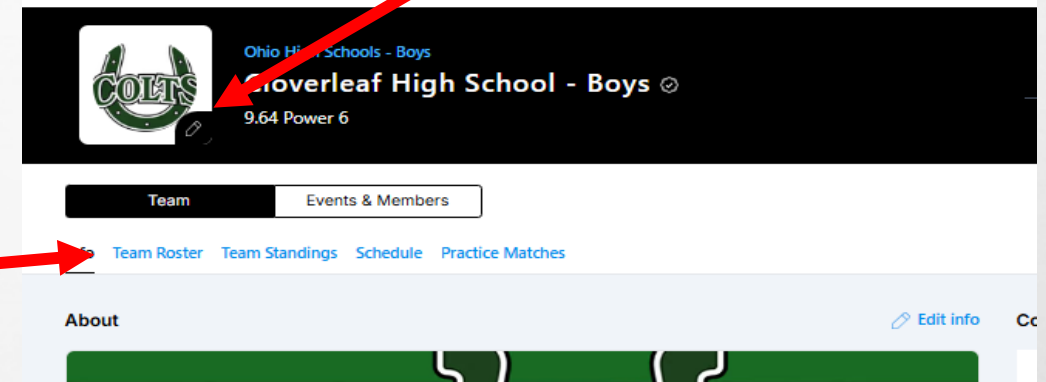
universaltennis.com/join

Team Roster

Once you start getting players into your roster, you can check anytime to make sure all players are listed.

Click on "Team Roster" and you will see all those that you inputted into your roster.

HIGHLY SUGGEST: input your school logo. It helps identify teams in the team scores.



Team Events & Members

[Info](#) [Team Roster](#) [Team Standings](#) [Schedule](#) [Practice Matches](#) [Add Players to Roster](#) [More Actions](#)

2025-26 Roster 12 Players 9.64 Power 6 2.97 - 2.00 Power 6 Spread [Compare Teams](#) [Add Players](#) [Save to List](#)

Name	UTR	UTR Δ	UTR Δ Δ	Year
Camden Tinter M • Cloverleaf High School	2.97	100% Reliable	1.00-3.00 Estimated	Junior
Ian Shultz M • Cloverleaf High School	2.31	100% Reliable	1.00-3.00 Estimated	Senior
Owen Brownson M • Cloverleaf High School	2.00	100% Reliable	2.72 8% Reliable	Senior
Drew Baltic M • Cloverleaf High School	2.34	10% Reliable	2.43 100% Reliable	Senior
Macaden Bohan M • Cloverleaf High School	2.25-4.25 Estimated		2.44 100% Reliable	Sophomore
Drew Firebaugh M • Cloverleaf High School	3.00-5.00 Estimated		3.00-5.00 Estimated	Senior
Ashton Gray M • Cloverleaf High School	1.00-3.00 Estimated		3.64 100% Reliable	Senior





Creating Event

CLICK ON "CREATE EVENT"

1

Create Event

Post Score

Share

Upgrade to Performance HS

2

CLOVERLEAF HIGH SCHOOL - BOYS

CREATE AN EVENT

Let's start creating your next event

For what sport are you creating this event?

☐ Tennis

☐ Pickleball

3

CLOVERLEAF HIGH SCHOOL - BOYS

CREATE A TENNIS EVENT

Let's start creating your next event

Is this an official High School event or a fundraiser/other event?

Official

What type of event are you creating?

☐ Tournament

Create draws types such as round robins, compass draws, and traditional formats

☒ Dual Match

Team competition allowing players to compete in singles & doubles

Opponent High School

Search for your opponent high school

Should this dual match be grouped in your standings?

No
Yes

4

5

6

6. This step is very important when choosing to add to your league standings or not. If you choose "no" it is a non-league match, and "yes" it would be grouped in with your conference teams and standings. This step is where many make mistakes and throws off the standings.

Here is where you enter the date, starting time and location.

Date

7/25/2026

Time

8:00 am

Timezone: America/Antigua (GMT-04:00) [change](#)

Location

8525 Friendsville Rd, Lodi, OH 44254, USA - Cloverleaf High School

☒ Use my last event as a template

High School dual matches are Verified Events. Verified events can only be run by Verified Event Organizers, Clubs, Colleges, or High Schools and must follow the [Verified Event Rules](#)

This is where after your first dual match creation you can check to use the "3 singles / 2 doubles" template.

CREATE

CLICK ON "CREATE"



Creating Event: part 2



DOUBLES DONE THE SAME WAY
AS SINGLES.

2

STATUS

DRAFT

Edit lineups and enter scores below. Click "Publish" once completed and scores will be added to players' records and rating.

PUBLISH

BOYS HIGH SCHOOL MATCH

Share

HUDSON HIGH SCHOOL

25.60 Power 6 • Hudson, OH



Is Winner

0

VS

0



Is Winner

CLOVERLEAF HIGH SCHOOL

9.64 Power 6 • Seville, OH

Sat, Jul 25, 8:00 AM at 7540 Buffham Rd, Seville, OH 44273, USA, Cloverleaf High School

DUAL MATCH - SINGLES :

0 matches

Add Lineup

Players

Score

Add singles match

DUAL MATCH - SINGLES :

3 matches

1

Select a player

Select a player

Score

Jul 25
Cloverleaf High School

2

Select a player

Select a player

Score

Jul 25
Cloverleaf High School

3

Select a player

Select a player

Score

Jul 25
Cloverleaf High School

- Now you will add your line-ups.
This is usually completed after the match.
1. Select the player from each team. If player does not show up this means they are not on the roster or have a profile that is why it is important to have EVERYONE on the roster at the start of the season.
 2. It is a simple pull-down arrow and you will see all the players to choose from.
 3. The three dots is if you want to delete the match.

DUAL MATCH - DOUBLES :
2 matches

Players	Score
1 Select a player Select a player Select a player Select a player	Score Jul 25 Cloverleaf High School
2 Select a player Select a player Select a player Select a player	Score Jul 25 Cloverleaf High School

ENTERING SCORES



1 Zelin Shen 8.58
 Ashton Gray 1.00-3.00

1

Score

CLICK ON "SCORE"

Jul 25
Cloverleaf High School

Zelin Shen
Player 1

Set 1	Set 2	Set 3

2

ENTER THE SCORE OF THE MATCH (EVEN WILL HAVE A PLACE FOR TIE BREAKER SCORE)

Ashton Gray
Player 2

[Learn About Scoring](#)

3

Other Match Outcomes ^

Player Defaulted

- ☐ Zelin Shen
- ☐ Ashton Gray

Player Withdrew

- ☐ Zelin Shen
- ☐ Ashton Gray

☐ Abandoned Match

☐ Double Walkover

New: under "Other Match Outcomes" this screen will show up, and you can click one of these options.

4

IMPORTANT STEP: After entering the score. You MUST hit "Save & Exit" to have the results saved.

POST SCORE
Singles 1

SAVE & EXIT

You will repeat this for ALL 5 matches. Remember to click on "Save & Exit" each time you input the score. DO NOT hit the back button.

PUBLISHING RESULTS

If you want your results to be recorded, published and in your conference standings then this page is IMPORTANT and probably the most missed item.

1

Enter the final match score and click on the box of the winning team. CLICK THAT BOX 😊

STATUS

DRAFT

Edit lineups and enter scores below. Click "Publish" once completed and scores will be added to players' records and rating.

PUBLISH

:

2

CLICK ON "PUBLISH"

Share

BOYS HIGH SCHOOL MATCH

HUDSON HIGH SCHOOL

25.60 Power 6 • Hudson, OH



Is Winner

☒

VS

CLOVERLEAF HIGH SCHOOL

9.64 Power 6 • Seville, OH



Is Winner

☐

Sat, Jul 25, 8:00 AM at 7540 Buffham Rd, Seville, OH 44273, USA, Cloverleaf High School

PUBLISH

:

Include Match In Team Standings

Delete

Edit Date/Time or Location

After you hit publish this screen will appear. Here you can double check your work, and if something is not right, click on "edit" and it will take you back to the past screen to edit.

3

Since this is only a demo, you do not see the individual match results, but they would be listed there.

UTR SPORTS

Home Players Events College Corner

Q Search

Power Perks

STATUS

PUBLISHED

Edit

BOYS HIGH SCHOOL MATCH

Share

HUDSON HIGH SCHOOL

25.60 Power 6 • Hudson, OH



4

FINAL

1



CLOVERLEAF HIGH SCHOOL

9.64 Power 6 • Seville, OH

Sat, Jul 25, 8:00 AM at 7540 Buffham Rd, Seville, OH 44273, USA, Cloverleaf High School

DUAL MATCH - SINGLES

0 matches

Players

UTR

Score

DUAL MATCH - DOUBLES

0 matches

Players

UTR

Score

No matches have been posted yet.



RESULTS

Once you publish the result. You will see it on the Past Team Events page, under Schedule. But usually waits until the next day because it is “past” events.

[Info](#) [Team Roster](#) [Team Standings](#) [Schedule](#) [Practice Matches](#)

[+ Add Players to Roster](#) | [More Actions](#) ▼

[2026-27](#) [2025-26](#) [2024-25](#)

Past Team Events

Apr 30 - May 1, 2026 | DUAL MATCH | Verified Event

Cloverleaf High School

4

VS.

1

North Ridgeville High School

[Show Match Results](#) ▼

Apr 27 - 28, 2026 | DUAL MATCH | Verified Event

Cloverleaf High School

5

VS.

0

Field High School

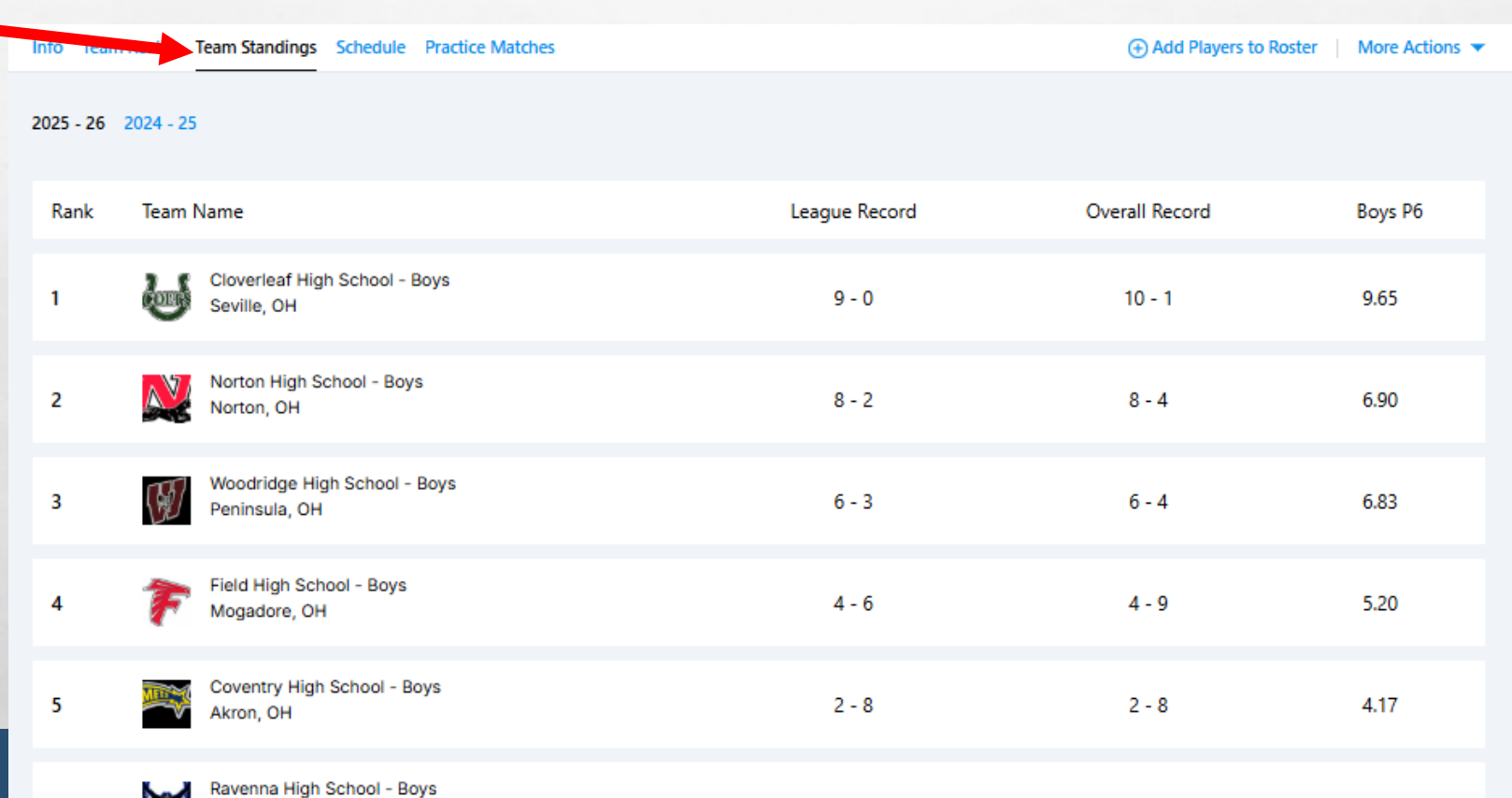
[Show Match Results](#) ▼

Make sure you are on the right school year also.



Team Standings

Besides developing a UTR for each player, there are other benefits of UTR; you see your conference standings (if the conferences have been identified and given to UTR to develop). Conferences that have piloted this program really liked this feature. Keeps them updated on where they are in their conference. BUT only works if all coaches / teams are inputted the match results.



Rank	Team Name	League Record	Overall Record	Boys P6
1	 Cloverleaf High School - Boys Seville, OH	9 - 0	10 - 1	9.65
2	 Norton High School - Boys Norton, OH	8 - 2	8 - 4	6.90
3	 Woodridge High School - Boys Peninsula, OH	6 - 3	6 - 4	6.83
4	 Field High School - Boys Mogadore, OH	4 - 6	4 - 9	5.20
5	 Coventry High School - Boys Akron, OH	2 - 8	2 - 8	4.17
6	 Ravenna High School - Boys			

Adding Matches Ahead of Time



Before the beginning of the season or first week, if you desire, you can put in all your matches into UTR (of course with no line-up), and when you complete the match, you can just add the line-up, scores, results, and publish very quickly.

Now the biggest question I had in piloting this in leagues was: **“Who creates the Match in UTR?”**

****** Each team put in all their home matches. The home team was responsible for entering the results. But if the home team forgets, the visiting team can still enter the results. If everyone put in their home matches, league and non-league, all matches will be posted.

After you make the upcoming match, click on “publish” at the top to make it appear on your upcoming events.

Team

Events & Members

[Info](#) [Team Roster](#) [Team Standings](#) [Schedule](#) [Practice Matches](#)

[Add Players to Roster](#) | [More Actions](#)

[2026-27](#) [2025-26](#) [2024-25](#)

Upcoming Team Events

Past Team Events

Aug 14 - 15, 2026 | DUAL MATCH | Verified Event

Cloverleaf High School

0 vs. 0

Centerville High School

Show Match Results

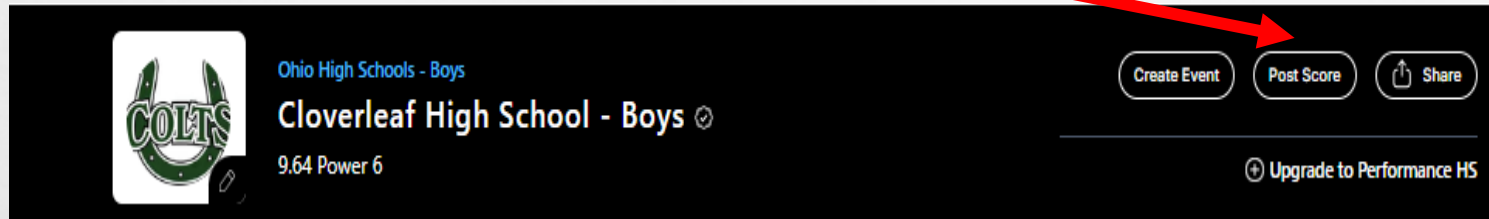


Post Score Button



If you want to add in a JV match, challenge match, exhibition.

1. Click on “Post Score”
2. Then just follow the directions.



This is a new option this year, and to be honest , I have not experimented with that section. But play around with it and see how it works with JV and Challenge matches.



POST SCORES

Post JV, Challenge Matches, or any unofficial high school results.
To Post Dual Matches or Official High School results click [here](#)

Match Sport

Tennis ▼

Singles ▼

Match Score

Add Player
Player 1

Set 1	Set 2	Set 3
Set 1	Set 2	Set 3

↑↓

Add Player
Player 2

[Learn About Scoring](#)

Other Match Outcomes ▼

Match Date

Thursday, July 23

BENEFITS

WITH ANYTHING, GIVE IT A CHANCE AND SEE HOW BENEFICIAL IT CAN BE, DO NOT WRITE IT OFF BEFORE YOU EVEN GET STARTED.

I know this seems overwhelming and probably thinking another item to input as a coach. But be positive about it, learn the program, and you will see, after the beginning set up it is easy and quick.

BENEFITS USING UTR

I know some of you are leery on using UTR from more work, and your players UTR numbers being impacted. But let's look at the benefits of UTR on the season.

- Coaches now have an item to refer to for seeding at sectionals besides the records, and information given by the coach at the coaches meeting. (possible use of UTR to help seeding at state)
- Many coaches have complained they do not know results of other teams. Now they can see results of all schools they will face.
- Helps with identifying stacking issues.
- See league standings
- Can share with media outlets, parents, etc.
- Areas of the state that must rank their schools for sectional placement, now have an outlet and information (more than what the coach gives) to rank all the schools more accurate instead of guessing.





FINAL THOUGHTS



UTR has supplied us with a “How-To” video also, in case our directions are confusing.
HERE IS THE LINK:

<https://www.youtube.com/watch?v=UCsX5IWsHME>

- For technical or password help reach out to Jonathan Hicks (Jonathan.hicks@utrports.com)
- Your OHSAA Tennis Rules Interpreter: Mike McGee, has been helping schools in the NE pilot the program, and he has knowledge on the interactions of putting together rosters, scores, matches, etc. You can reach out to him at mmcgee0225@gmail.com.
- Mike also has admin access to all the schools in the NE district, so he can help edit or troubleshoot items for those schools by going into your school and making changes you request.

Please reach out if you have issues, instead of just giving up. Remember this is a learning process. There are people to help you. Lastly, remember this is mandatory to do this school year (2026-27). GOOD LUCK!!!