

2026 Sectional Championships Virtual TD App: Captain's Guide

Welcome to the Virtual TD App Operations Guide

USTA Florida currently uses *Tennis Director* as the software platform for running our Sectional Championships. All players and Captains should familiarize themselves with the functions of the Virtual TD app in order to have a positive experience.

Features include:



Line-up Submissions



**Text Notifications
(Line-ups & Court Assignments)**



Score Submission

Virtual TD App Functionality

Once you download the Virtual TD App, you will need to enter in the email address that you used when registering for Sectionals. (Please take your time. A typo will cause you to not have access to the app.) You will then be prompted to create or enter a password for your account.

Menu: The menu options are represented by the three horizontal lines at the top left of the screen. You will find all the options listed below in this drop down. This is how you will navigate from page to page.

My Events: This is where you will find the events that you are playing in. You will need to click on this event to open that specific event.

My Matches: This is where that specific person's matches will be located. If the Captain has put the line-up in, and you are scheduled to play in the match, this is where that match will appear.

Team Schedule: This is where all the matches for the weekend will appear. They will be labeled by match number and then line number. It will also have the date, time and expected court number here, too.

My Team: All of the team members and their phone numbers will be located here. If this App is downloaded before the tournament starts, you will be able to see everyone who is registered for your team here. You can also call or text from this area.

Contact Tournament Desk: This can be used to contact the Tournament Desk and/or make any line-up changes or score corrections after they are locked. ALL communication with our staff once the event has started MUST come through the "Contact Tournament Desk" feature.

***Submit Line-up: Captains only** - This is where you will submit the line-up for each match. All matches will be located here.

***Enter Results: Captains only** - This is where you will enter in match results. Winning Captains are primarily responsible for entering scores, but opposing Captains may also enter the scores. Scores should be entered as soon as the match is complete.

*Score input, score changes, or line-up changes in Tennis Director will not be completed by tournament staff unless communication is received from a team Captain or representative via the Tennis Director app.

Virtual TD App Functionality: My Events

My Events

Welcome: **Elizabeth McCafferty**

USTA number 12345678

Please select your event

Testing 3 Courts
Team: Dayton

Click Your Event

My Events:

This is where you will find the events that you are playing in.

You will need to click on this event to open that specific event.

Visit the Apple App Store or Google Play Store to download the “Virtual TD” app.



Virtual TD App Functionality: My Matches

My matches	
Dayton	
2809055-L1	Elizabeth McCafferty
8/6@9 AM	Roberson (Player names not available yet)
Court: H04	Results:
2809059-L3	Garcia Maria Rodriguez / Lisa Oonk
8/5@3:30 PM	Elizabeth McCafferty / Beth-Ann Rodgers
Court: H03	Results:

My matches	
Dayton	
Match ID & Line Number	HOME PLAYERS
Date and Time	VISITORS PLAYERS
Court Number	RESULTS
2809059-L3	Garcia Maria Rodriguez / Lisa Oonk
8/5@3:30 PM	Elizabeth McCafferty / Beth-Ann Rodgers
Court: H03	Results:

Note: Not all matches will show here.
These are the matches that you are scheduled to play in.

My Matches: This is where the specific person's matches will be located. If the Captain has put the line-up in and you are scheduled to play in the match, this is where that match will appear.

Virtual TD App Functionality: Team Schedule

Team Schedule	
Dayton	
2809059-L1	Garcia Ashley Miller
8/5@3:30 PM	Trish DiPalo
Court: H01	Results:
2809059-L2	Garcia J Dennis / S Jones
8/5@3:30 PM	E Rodgers / S Means
Court: H02	Results:
2809059-L3	Garcia M Rodriguez / L Oonk
8/5@3:30 PM	E McCafferty / B Rodgers
Court: H03	Results:
2809055-L1	Elizabeth McCafferty
8/6@9 AM	Roberson (Not available yet)
Court: H04	Results:
2809055-L2	B Rodgers / E Rodgers
8/6@9 AM	Roberson (Not available yet)
Court: H05	Results:

All Matches and Line Numbers will show here regardless if you are playing in that line.

The players from the opposing team in this match will not show up on this page until both teams are notified via the app to report to their courts. (This will occur no earlier than 15 minutes before match time).

Match/Line Results will show here as they are entered.

Court # Key:
H-Hard Courts
C-Clay Courts
I-Indoor Courts
S-Collegiate Courts

Virtual TD App Functionality: Submit Line-up



Submit Lineup

Dayton

Tap on the match number to allocate players

2809059	Garcia
8/5@3:30 PM	Dayton
2809055	Dayton
8/6@9 AM	Roberson (Player names not available yet)
2809062	Dayton
8/6@11:30 AM	Reichard (Player names not available yet)

To Submit a Line-up, click on the Match Number. This will open up the entire match for you to pick your players.

You must submit line-ups at least one (1) hour before matches. The line-up submission will lock 30 minutes before match time and you will be unable to edit your line-up. If you need to change your line-up after that time, use the "Contact Tournament Desk" functionality in the app. After line-ups have been **published** (no earlier than 15 minutes prior to official start time) no changes may be made to a line-up except for instances of illness or injury (see NR 2.03F).

Line-Up Submission Key

Red Match ID:

Your line-up needs to be submitted or is incomplete.

Blue Match ID:

Your line-up is submitted, complete & ready to go.

Grey Match ID:

Your line-up is locked. If changes need to be made, you must call the Tournament Desk.

After the Line-up is Submitted

Captains will have continuous access to submitted line-ups via the Virtual TD App. 30 minutes prior to your scheduled match time, the submitted line-up will be locked in. Beyond 30 minutes please use the “Contact Tournament Desk” menu option to modify your line-up.

Submit Lineup

Dayton

2809062-L1	(Your team here) (Add 1 player)
8/6@11:30 AM	Reichard (Player names not available yet)
Court: H01	Results: Default this line

2809062-L2	(Your team here) (Add 2 players)
8/6@11:30 AM	Reichard (Player names not available yet)
Court: H02	Results: Default this line

2809062-L3	(Your team here) (Add 2 players)
8/6@11:30 AM	Reichard (Player names not available yet)
Court: H03	Results: Default this line

Clear all players

Click the players that you would like to put in the match according to the Line Number. Combo Matches will be the following:

Line 1—Doubles 1
Line 2—Doubles 2
Line 3—Doubles 3

Submit Lineup

Court: H01	Results: Default this line
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2809062-L2	(Your team here) (Add 2 players)
8/6@11:30 AM	Reichard (Player names not available yet)
Court: H02	Results: Default this line

2809062-L3	(Your team here) (Add 2 players)
8/6@11:30 AM	Reichard (Player names not available yet)
Court: H03	Results: Default this line

Clear all players

	Line 1	2	3
Elizabeth	☐	☐	☐
McCafferty	☐	☐	☐
Beth-Ann Rodgers	☐	☐	☐
Elizabeth Rodgers	☐	☐	☐
Stephanie Means	☐	☐	☐
Trish DiPalo	☐	☐	☐

(Click on the name to call on the phone)

Submit Lineup

Upon Completion of Match

Players should text or call Captains with individual match scores.

All individual match scores must be reported via the Virtual TD App no later than 30 minutes after the team match has completed.

Note: The match conclusion (for example, completed, retired, default) is considered part of the score.



Match results

Tap on the match number to enter results

2809059-L1	Garcia Ashley Miller
8/5 @ 3:30 PM	Trish DiPalo
Court; H01	
2809059-L2	Garcia Janine Dennis / Sally Jones
8/5 @ 3:30 PM	Elizabeth Rodgers / Stephanie Means
Court; H02	
2809059-L3	Garcia Maria Rodriguez / Lisa Oonk
8/5 @ 3:30 PM	Elizabeth McCafferty / Beth-Ann Rodgers
Court; H03	

To enter scores, click on each Match ID.



Match results

Enter results from the winner's perspective

2809059-L1	Garcia Ashley Miller
8/5 @ 3:30 PM	Trish DiPalo
Court; H01	

Pick another match

Clear results

Start time 3:30 PM

End time **Now**

Match result

	/		/	
--	---	--	---	--

Winner

☐ Garcia

☐ Dayton

☒ Complete ☐ Retired ☐ Default

Update Scores

Examples:

6-2 2-6 1-0: Enter 62 26 10

7-5 7-6: Enter 75 76

Winning Captains are primarily responsible for entering scores, but opposing Captains may also enter the scores.

Match scorecards must be submitted no later than 30 minutes after the conclusion or interruption of latest line match.

Do not enter in dashes. Enter the scores like the examples on the bottom of the App.

Examples:

62 62
36 62 10

You must select a winner for the match.

When you are done, click the "Update Scores" button and that will take you back to the previous screen where you can input scores for other lines.

After the scores are entered, players of each line and the Captain will receive a text message detailing the score.

Once all lines of play are complete, both Captains must immediately report to the Tournament Desk together, no later than 60 minutes, to confirm accurate scores.

**Scores Should Be Entered
From The Winner's Perspective**

3:09

☰ Match results

Tap on the match number to enter results
To report a score discrepancy, click on the ► (red flag)

2914819-L1	Trish DiPalo / Donna Kass
2/11 @ 7:45 AM	USTA Florida (StaffC18 7.5) Ashley Miller / Maria Miro ✓
Court; C17	Completed 6-3; 6-2 ►
2914819-L2	Elizabeth Rodgers / Julia Frazier ✓
2/11 @ 7:45 AM	USTA Florida (StaffC18 7.5) Megan Frederick / Chelsea Underwood
Court; C25	Completed 6-1; 6-2 ►
2914819-L3	Janine Dennis / Christine Ducey ✓
2/11 @ 7:45 AM	USTA Florida (StaffC18 7.5) Stephanie Means / Lisa Oonk
Court; C26	Completed 6-2; 3-6; 1-0 ►

3:09

☰ Report Score Discrepancy

Match
Match Number 2914819-L1
Match date 2/11/2023 7:45:00 AM

Reported result
Winner Ashley Miller
Maria Miro
Conclusion Completed
Score 6-3 6-2

Requested result
Winner ☐ Trish DiPalo
Donna Kass
☐ Ashley Miller
Maria Miro
Conclusion ☐ Completed
☐ Retired
☐ Defaulted
Score

Comments

Send

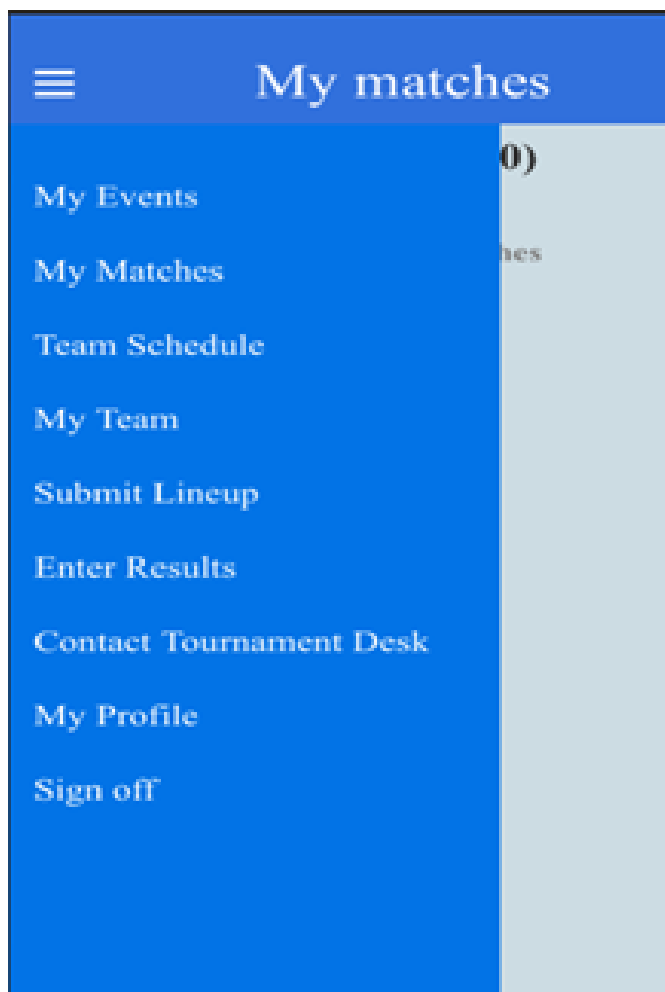
To report a score discrepancy, please use this page. Click on the red flag next to the incorrect match score to get to the “Report Score Discrepancy” page.

Note: The match conclusion (for example, completed, retired, default) is considered part of the score.

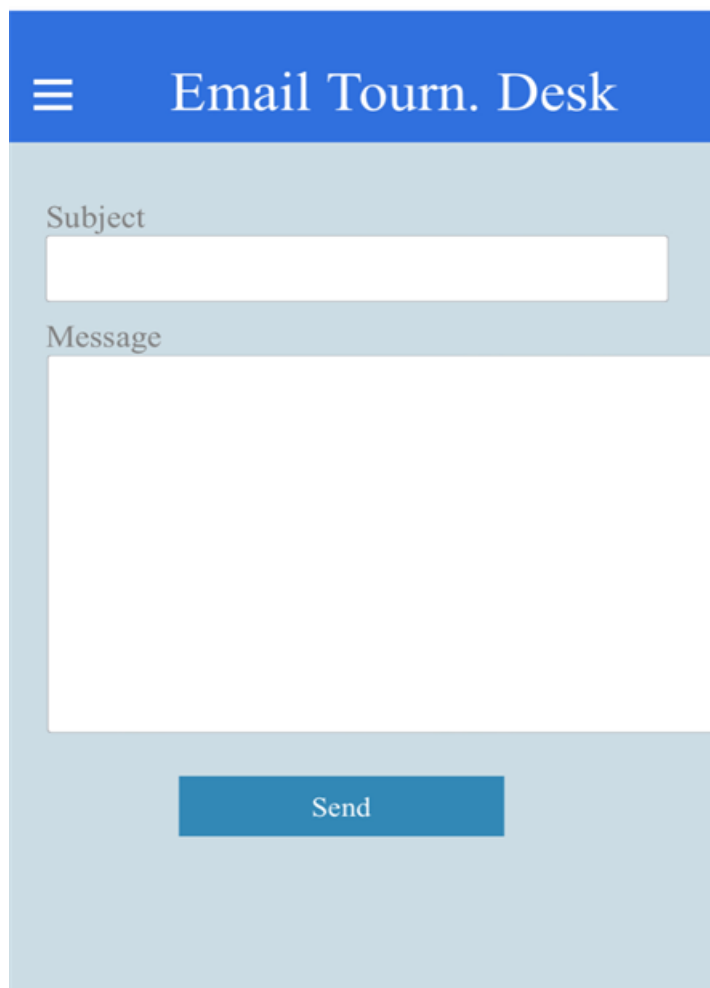
All score corrections must be made no later than **one hour after** match completion for either involved team. **Scores must be entered and confirmed as correct within one hour of match completion.** If a Captain refuses to submit scores or doesn’t request a correction, the score will stand as reported. All scores must be confirmed in TennisLink.

Note: Score input, score changes, or line-up changes in Tennis Director will not be completed by tournament staff unless communication is received from a Team Captain or Team Representative via the Tennis Director app.

Contact Tournament Desk



The screenshot shows the 'My matches' app interface. At the top is a blue header with a hamburger menu icon and the text 'My matches'. Below the header is a blue sidebar menu with the following options: 'My Events', 'My Matches', 'Team Schedule', 'My Team', 'Submit Lineup', 'Enter Results', 'Contact Tournament Desk' (which is highlighted in white), 'My Profile', and 'Sign off'. The main content area on the right is light blue and partially obscured by the sidebar.



The screenshot shows the 'Email Tourn. Desk' app interface. At the top is a blue header with a hamburger menu icon and the text 'Email Tourn. Desk'. Below the header is a light blue form area. It contains a 'Subject' label followed by a white text input field. Below that is a 'Message' label followed by a larger white text area. At the bottom of the form is a blue 'Send' button.

Following the conclusion of the Captains' Call for a each Sectional event, all tournament related communication should be sent exclusively through "Contact Tournament Desk" function of the app.

To get in touch regarding line-up edits or any general questions, simply click on the "Contact Tournament Desk" option within the app. Please note that during the Championship weekend, the tournament staff will be actively responding only to messages related to the tournament that are submitted through the Virtual TD app. Refrain from sending separate emails to individual staff members or the Adult Team Inbox, as they may not be seen nor considered as valid requests throughout the event.

Rain Delay Procedures

Match results

Enter results from the winner's prespective

2941982-L3	Orange (McLaughlinA18 4.5) Liz Rodgers / Trish DiPalo
8/1 @ 10:05 AM	Ashley Miller / Janine Dennis
Court; C30	

Pick another match

Clear results

Start time

9:30 AM

End time

Now

Match result

62 / 30 /

Winner

☐ Orange (McLaughlinA18 4.5)
 ☒ Hills (MeansA18 4.5)

Match status

☐ Complete
 ☐ Retired
 ☐ Default
 ☒ Rain delay

Update Scores

Examples:

6-2 2-6 1-0:

Enter 62 26 10

7-5 7-6:

Enter 75 76

When a weather delay happens, Captains will need to enter in scores ***as is*** via the Virtual TD app.

Captains will be able to enter in any partial or complete scores. If you are entering partial scores, please click the button labeled **Rain Delay** (and pick which team is currently winning the match; if tied, select your team as the winner). If the match has already finished, click the button labeled **Complete**. Then click **Update Scores**.

Once the tournament has been released from the delay and the match has been completed, Captains will be able to enter in full scores via the Virtual TD App.