

HOW TO USE THE *TENNISLINK*  
**ONLINE REGISTRATION SYSTEM**

**How to Withdraw from a tournament:**

If online registration is already closed you will need to contact the tournament director as only he/she can process the refund. If registration is still open please follow the steps below.

If you need your confirmation number you can locate the number by following the steps outlined at the bottom of this page.

To withdraw from an event please do the following:

1. Go to [Http://tournaments.usta.com](http://tournaments.usta.com)
2. Choose the edit registration link from the right side of the screen
3. Choose the withdraw link from the left navigation menu
4. Enter the USTA # or Non-Member ID of the person you wish to withdraw. Note that only eligible events will display.  
If registration is already closed for an event you will need to contact the tournament organizer to withdraw and receive any applicable refund.
5. Enter the confirmation number of the event(s) you wish to withdraw from. Enter the number as such: 123456-01. Choose withdraw.
6. You will receive a message indicating that the withdrawal was successful. Note that the processing fee is non-refundable as indicated at the time of the original registration.

Please look for the refund back to your credit card within 3-5 business days. If you withdraw with the tournament director they will not be able to credit your card. They will inform you of how they will process your refund.

If you do not have your confirmation number follows Steps 1 & 2. Then do the following:

Choose the locate confirmation number on the left navigation  
Enter the USTA number/Non-Member ID and the Zip Code used at registration.  
Choose Continue.  
A list of events and the corresponding charge and confirmation numbers will be displayed.