



[1130 E. University Dr., Unit 115, Tempe, AZ 85281; www.ITATennis.com](http://www.ITATennis.com)

ITA Online Registration for:

ITA Membership, ITA SANCTIONED EVENTS,

Event Sanctioning and Convention Registration Frequently Asked

Questions ("FAQ")

(As of September, 2017)

1. How can I become a member of the ITA?

Please email our Director of Member Programs to set up an account (medman@itatennis.com). Once the account is set up we will send you further instructions to complete your registration and make payment.

2. I am already an ITA member. How do I renew my ITA membership?

- Go to the ITA Homepage (www.ITATennis.com)
- Select the last tab on the horizontal bar near the top of the page "About the ITA" and scroll down to "Membership".
- Scroll down to the applicable membership category and click on the appropriate orange Membership button.
- Login to your existing account (Returning User). If you do not know your login information, please contact medman@itatennis.com
- Follow the registration directions and you will be on your way to renewing your membership.

3. Do I have to complete my membership online?

Yes, all registration must be completed online.



4. What type of information will I need to know before beginning the online registration?

You will need to include personal contact information and payment information. If you are a college tennis coach, you will also need to have Division, ITA Region, Conference and your assistant coach's contact information (where applicable).

5. What are my payment options?

a. Credit card: The system will accept all major credit cards. You may pay immediately with a credit card number or you may create a purchase order number for processing by your business department. Once authorized by your business department you may return to the system with your P.O. number and pay by credit card.

b. Check: You may register to create a Purchase Order to pay by check. Late fees are applied after a certain date. In order to avoid late fees that may apply, mail your check within 30 days to: ITA, 1130 E. University Drive, Unit 115, Tempe, AZ 85281 along with a copy of the completed invoice created at registration.

6. Are my electronic transactions safe?

Yes, all your transactions are safe and secure with 128-bit encryption through the Thriva Secure Link.

7. How can I get an invoice for my membership dues to provide to my business office?

An invoice can be printed off the system at the time of registration. A confirmation will also be sent to you via email (please check your Junk/Spam box if you do not receive). If you need a copy of your statement at any other time please contact our staff at medman@itatennis.com.

8. Do I need to be an ITA member to host a sanctioned tournament?

Yes, a coach must be an ITA member in good standing for the current academic year and an individual or organization who wishes to host a sanctioned tournament for either Division I or Small College participation must enroll as an ITA Affiliate Member.

9. What if I overpay or have to cancel my Registration?

The ITA can provide you a refund in some cases (unless policy states otherwise). Processing fees will be deducted. The amount will depend on the original transaction amount and may range



from \$20 to \$50. In lieu of paying the transaction fee for cancellation, you may elect to keep the overpayment in your account as a credit balance to be applied to a future transaction. Please be sure to read the specific information related to each type of registration. You must make your refund request in writing and send to the ITA office directly (membership@itatennis.com).

10. Other than registering and paying for ITA Membership, what else will I be able to do under my Membership account?

You will be able to register for ITA sanctioned events, sanction a tournament through this system, register for the Annual ITA Coaches Convention or simply check your account for outstanding balances and update personal or team information.

11. Who should I contact with questions?

For questions directly related to ITA Membership and Coaches Convention (cost, benefits, etc), as well as for requesting a refund, you should contact Mary Edman (medman@itatennis.com); for sanctioned tournaments, contact Chris Eriksson (ceriksson@itatennis.com).

12. How do I register for the ITA Rankings and Results Entry System?

Please visit the [Coaches Workspace](#) under the Coaches tab on the ITA website and click the Results Entry Registration link for more information.

13. How do I register for ITA Tournaments or Championships?

Registration for ITA Regional Championships is handled by each individual host site. For ITA National Championships, registration instructions will be posted on each event's [official tournament page](#).

14. How do I find out Rankings?

Contact Chris Eriksson (ceriksson@itatennis.com).

15. I have questions about Rules?

Contact Cory Brooks (cbrooks@itatennis.com).

16. I need login for Results Entry and/or have questions regarding Results?

Contact Chris Eriksson (ceriksson@itatennis.com).