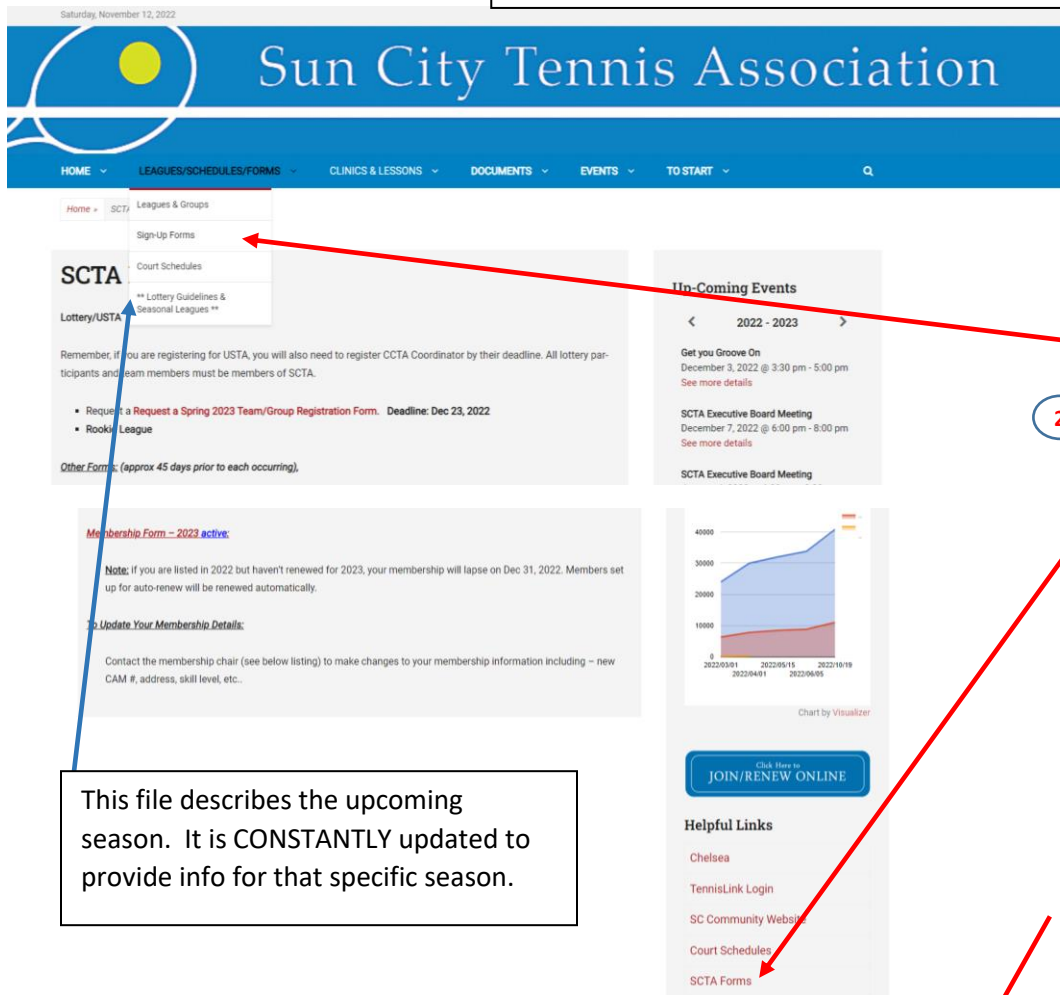


Here is the process for requesting lottery courts:

1 First, Go to WWW.SCTATENNIS.COM

The next season's lottery announcement and sign up survey are prepared and posted on the web about 3 months prior to each season.



2nd Step:
Pull down the Leagues/Schedules/Forms menu on the top banner, and click "Sign-Up Forms"

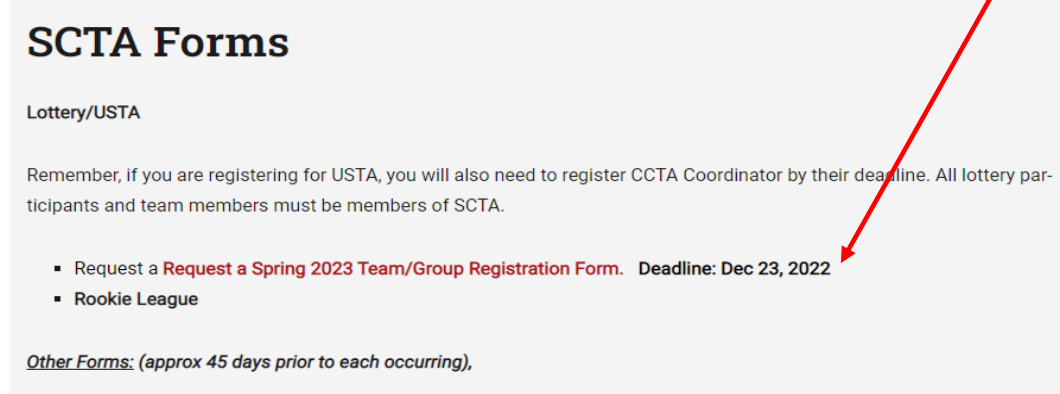
or
Use the link on the bottom right of the home page.

This file describes the upcoming season. It is CONSTANTLY updated to provide info for that specific season.

3rd Step:
From this page, click on the link to request a Registration Form for the next season before the deadline.

This request will open a form & allow you to select each type of group or team you are planning for the next season. It will also include the day of play for any USTA team. **Click ALL buttons that apply.** For example:

- If you plan to lead or captain any of the leagues/groups below (Only if you are LEADING/CAPTAINING)
- Social Grp (Lottery Courts)
 - Intraclub Coordinator
 - zzzzzzzz the following USTA league runs approx Jan15
 - Womens 2.5 (40+ Sun)
 - Womens 3.0 (55+ Tue)



Once you fill out this **request**, a link will be emailed to you for an actual **registration form**.

4 Click that link and fill out the form. On some systems, you may need to copy and paste the URL (internet address) into your browser if clicking on the link doesn't work. Best to use a PC or Mac. Much easier than trying to use a phone. The deadline for asking for this link is usually **2 weeks** before the lottery. It is needed in order to complete the lottery template, reserving appropriate number of courts for USTA & Intraclub, etc, and resolving any teams or groups with members over a prime time pre-placement limit.

5 Complete the registration file by **its** deadline date, approx **1 week** prior to the lottery.