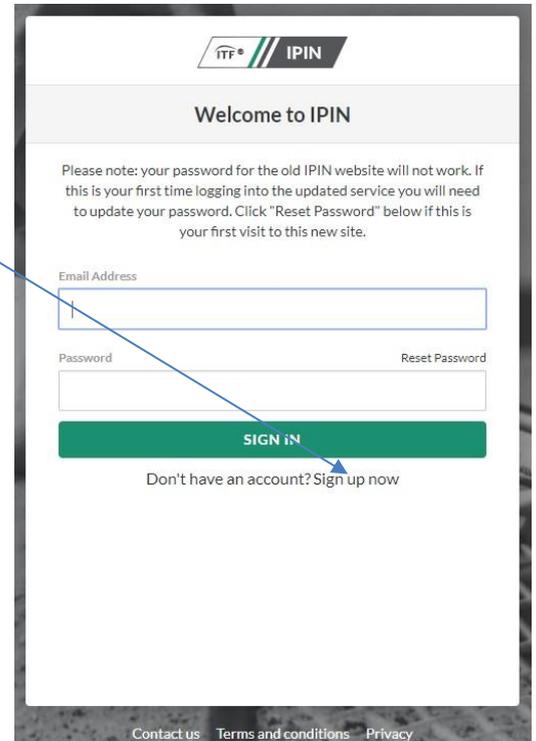




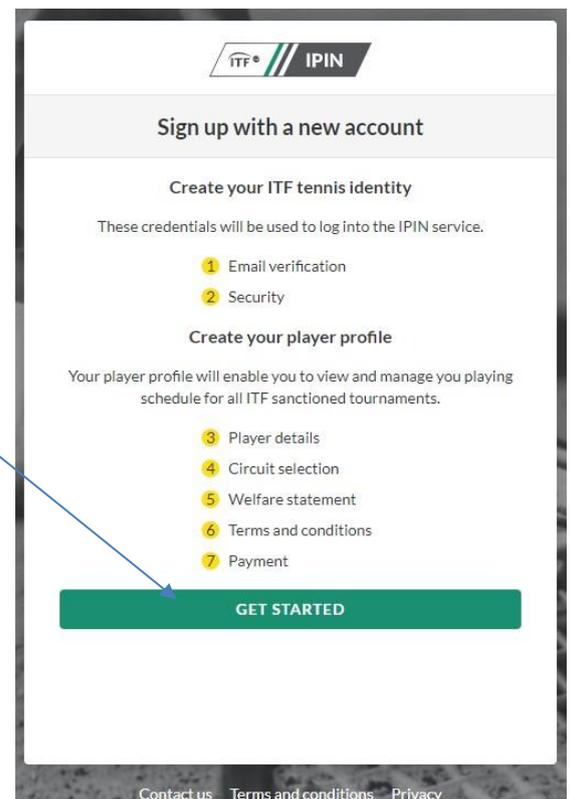
## Step-by-Step Guide to creating a Seniors IPIN Membership

**Step 1:** To create your IPIN account, go to <https://ipin.itftennis.com>

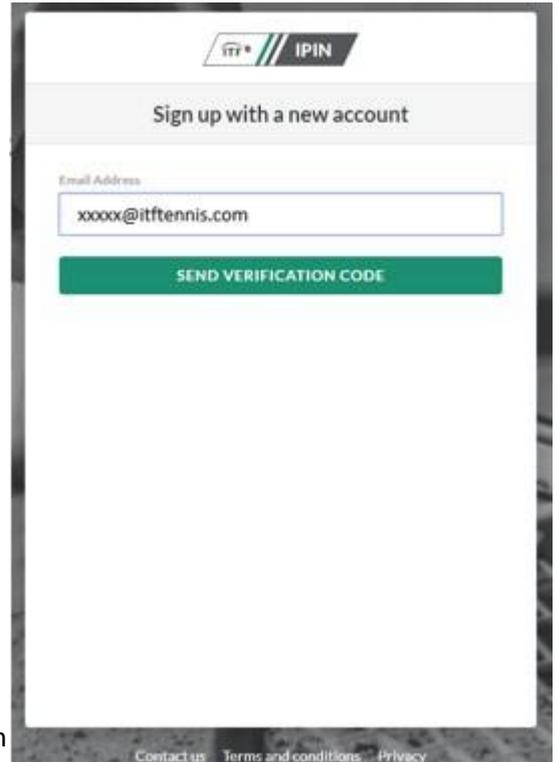
Click on 'Sign up now' on the IPIN login homepage:

A screenshot of the IPIN login homepage. At the top is the ITF IPIN logo. Below it is a grey header with the text 'Welcome to IPIN'. A paragraph of text explains that passwords from the old website will not work and provides a 'Reset Password' link. There are two input fields: 'Email Address' and 'Password'. A green button labeled 'SIGN IN' is positioned below the fields. Below the button is a link that says 'Don't have an account? Sign up now'. At the bottom of the page are links for 'Contact us', 'Terms and conditions', and 'Privacy'. A blue arrow points from the text 'Click on 'Sign up now'' to the 'Sign up now' link.

**Step 2:** You will be taken directly to the 'Sign up with a new account' page which shows the steps needed to create your ITF tennis identity. Click 'Get Started'

A screenshot of the 'Sign up with a new account' page. At the top is the ITF IPIN logo. Below it is a grey header with the text 'Sign up with a new account'. The main heading is 'Create your ITF tennis identity'. A sub-heading says 'These credentials will be used to log into the IPIN service.' Below this is a numbered list of two steps: '1 Email verification' and '2 Security'. The next heading is 'Create your player profile'. A sub-heading says 'Your player profile will enable you to view and manage you playing schedule for all ITF sanctioned tournaments.' Below this is a numbered list of seven steps: '3 Player details', '4 Circuit selection', '5 Welfare statement', '6 Terms and conditions', and '7 Payment'. A green button labeled 'GET STARTED' is at the bottom. At the bottom of the page are links for 'Contact us', 'Terms and conditions', and 'Privacy'. A blue arrow points from the text 'Click 'Get Started'' to the 'GET STARTED' button.

**Step 3:** Enter your email address. Please note you **must** have access to the email address. Click on 'Send verification code' to continue the process.



The screenshot shows the IPIN sign-up interface. At the top, the IPIN logo is displayed. Below it, the heading "Sign up with a new account" is centered. An "Email Address" input field contains the text "xxxxx@itftennis.com". Below the input field is a green button labeled "SEND VERIFICATION CODE". At the bottom of the page, there are links for "Contact us", "Terms and conditions", and "Privacy".

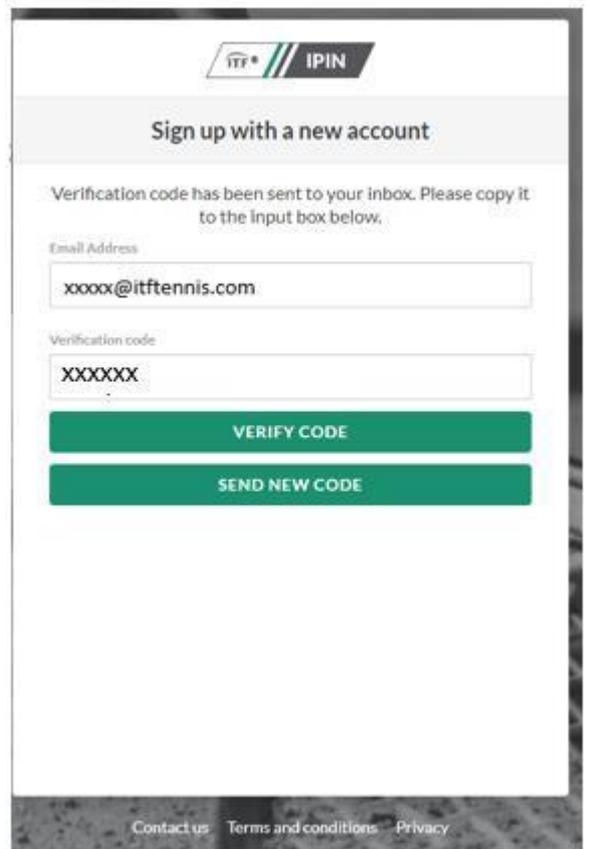
**Step 4:** You will receive a 6-digit verification code to your email address (please check junk/spam email as it may appear here).

The email will be:

From: Microsoft on behalf of International Tennis Federation

Subject: International Tennis Federation account email verification code

**Step 5:** Copy the code from the body of your email into the Verification code box and click 'Verify Code':



The screenshot shows the IPIN sign-up interface after the verification code has been sent. The heading "Sign up with a new account" is still present. A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." Below this message, the "Email Address" input field still contains "xxxxx@itftennis.com". A new "Verification code" input field contains "XXXXXX". Below the verification code field are two green buttons: "VERIFY CODE" and "SEND NEW CODE". At the bottom of the page, there are links for "Contact us", "Terms and conditions", and "Privacy".

**Step 6:** Input a password of your choice to be used going forward when logging in to your IPIN account.

ITF® IPIN

### Sign up with a new account

Email address verified. You can now continue.

Email Address

xxxxx@itftennis.com

CHANGE E-MAIL

New Password

\*\*\*\*\*

Confirm New Password

\*\*\*\*\*

CREATE

Contact us Terms and conditions Privacy

**Step 7:** Select your language: English, French or Spanish.

You have now created your ITF tennis identity, to proceed you will need to click on 'create player profile' in to complete steps 3 to 8 as displayed in order to finalise the creation of your IPIN account:

ITF® IPIN

### ITF tennis identity

#### Create your ITF tennis identity

These credentials will be used to log into the IPIN service

- ✓ Email verification
- ✓ Password

#### Create your player profile

Your player profile will enable you to view and manage you playing schedule for all ITF sanctioned tournaments.

- 3 Player details
- 4 Pass phrase
- 5 Circuit selection
- 6 Welfare statement
- 7 Terms and conditions
- 8 Payment

CREATE PLAYER PROFILE

Contact us Terms and conditions Privacy Logout

**Step 8:** Start your player profile by entering the required player details.

ITF IPIN

### Player profile creation

3 Player details

All information on this page is required as part of the player registration process.

Club name  
XXXX

Family name  
XXXX

Surname  
XXXX

Passport given name  
XXXX

Passport family name  
XXXX

Gender  
XXXX

Date of birth  
XXXX

Nationality  
XXXX

Mobile number  
XXXX XXXX

**Step 9:** Create a pass phrase, a series of words which will be used to confirm your identity in future by the ITF. It must contain a Letter/special key and number: **i.e. tennis1!**

Create a hint for the pass phrase so ITF staff can help you remember.

ITF IPIN

### Player profile creation

4 Pass phrase

Please enter a passphrase and passphrase hint. This will be used to confirm your identity should you need to contact the ITF directly.

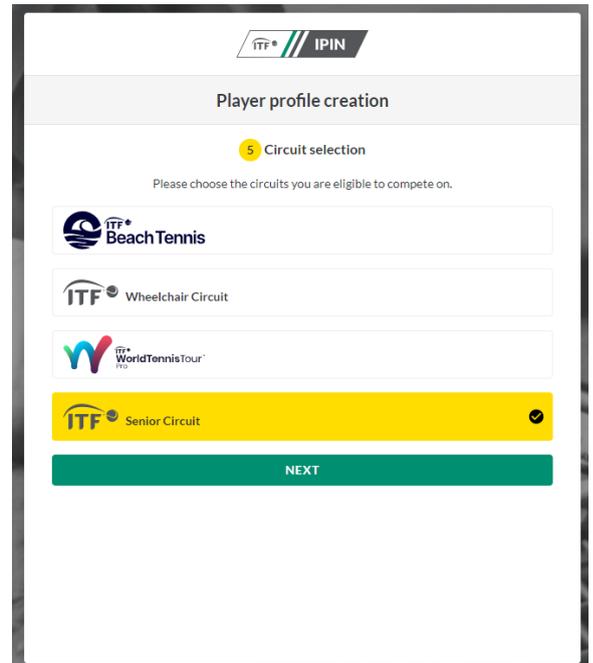
Pass phrase  
XXXX

Pass phrase hint  
XXXX

NEXT

Contact us Terms and conditions Privacy Logout

**Step 10:** Select the Seniors Circuit only.

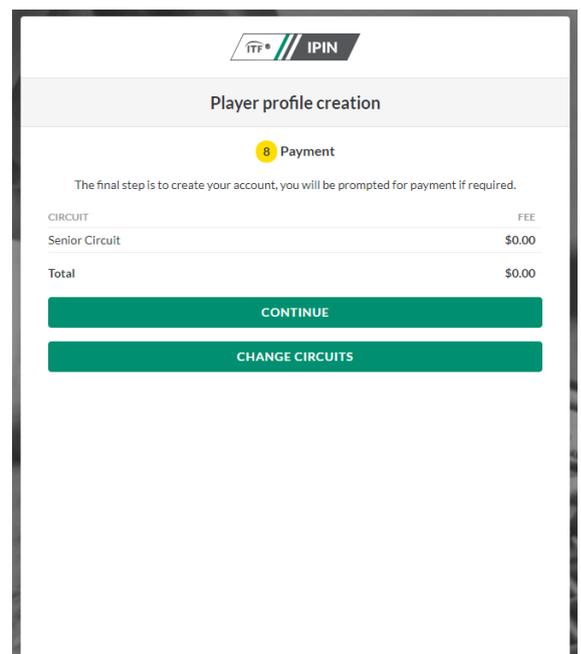


**Step 11:** Please make sure you read and understand the **Player Welfare Statement**, prior to accepting.

**Step 12:** Please make sure you read and understand the **Terms and Conditions**, prior to accepting.

**Step 13:** Please review the Circuits (Seniors) you have selected and proceed by selecting the 'Continue' button (The fee here will show as \$0.00 for a Seniors IPIN, please click 'Continue' to complete).

You will then be sent an email with a link that will allow you to access your new IPIN account.



## **1. General Questions**

### **1. Is there a minimum age in order to obtain a Seniors IPIN Membership?**

Senior Tournaments: Player must be turning 30 during the calendar year

### **2. When will my IPIN membership expire?**

Your membership will be valid for 52 weeks from the date of registration.

Players with current IPIN memberships but desiring to renew their IPIN, should wait until the month of their renewal date.

### **3. Do I have to pay for IPIN?**

No, there is no cost for registering for an ITF Seniors IPIN for your National Championships \*

### **4. When will I receive my IPIN?**

Your IPIN membership number will be sent by automated email to the email address you supplied during the registration process, once you have paid and completed your registration.

### **5. Can I change my IPIN registered email address?**

Yes, Players must log into IPIN and select the 'My Profile' section and then 'Personal Details' and then click 'Edit' on the email address button. Then click 'Save Changes.'

### **6. Who should I contact if I have forgotten my IPIN and/or password or have other questions about the Seniors Circuit.**

[seniors@itftennis.com](mailto:seniors@itftennis.com)

\*\*Players who go on to compete in other tournaments on the ITF Seniors Tour will pay a fee equivalent 6 USD per tournament along with their tournament entry fee.