

## APPLICATION INSTRUCTIONS FOR THE JUNIOR CHALLENGE LADDER

1. If you or the applicant are already an ALTA member
2. Go to our Home Page at [www.altatennis.org](http://www.altatennis.org) and sign in. (If neither is an ALTA member, select Jr. Challenge Ladder under Leagues and Tournaments, click on Sign Up and follow instructions on the Challenge Ladder Sign-Up page. When the applicant has been issued an ALTA number, then continue on to # 7 below).
3. Select Jr. Challenge Ladder under Leagues and Tournaments
4. Click on Sign Up. The Challenge Ladder Sign Up screen will appear
5. Continue to # 8 below if applicant already has an ALTA number.
6. “All Challenge Ladder participants must be ALTA members first. If the applicant has never been an ALTA member please sign up [here](#). Choose membership for the year of the ladder that interests you.” Click on this link if applicant needs to purchase a membership number. Be sure to print the payment confirmation page and the new ALTA number for your records.
7. Once the applicant has been issued a member number, repeat steps 1 – 5 and continue on to # 8..
8. Click on the following link if applicant already has an ALTA number—Click here to [Choose](#) a Challenge Ladder.
9. Select either the Boys or the Girls Ladder.
10. Read the Requirements. If you agree, click Yes. The following screen will appear.
11. Enter the applicant’s ALTA membership number and click Add, or
12. Click Search if you cannot remember the applicant’s membership number.
13. Select the correct member from the list on which his/her name appears.
14. Fill in all fields on next screen and click Pay.
15. Enter your credit card information and click Submit. A Payment Confirmation page will appear.
16. If you agree with the total, click Continue.
17. A sign-up verification page will appear. Print for your records.