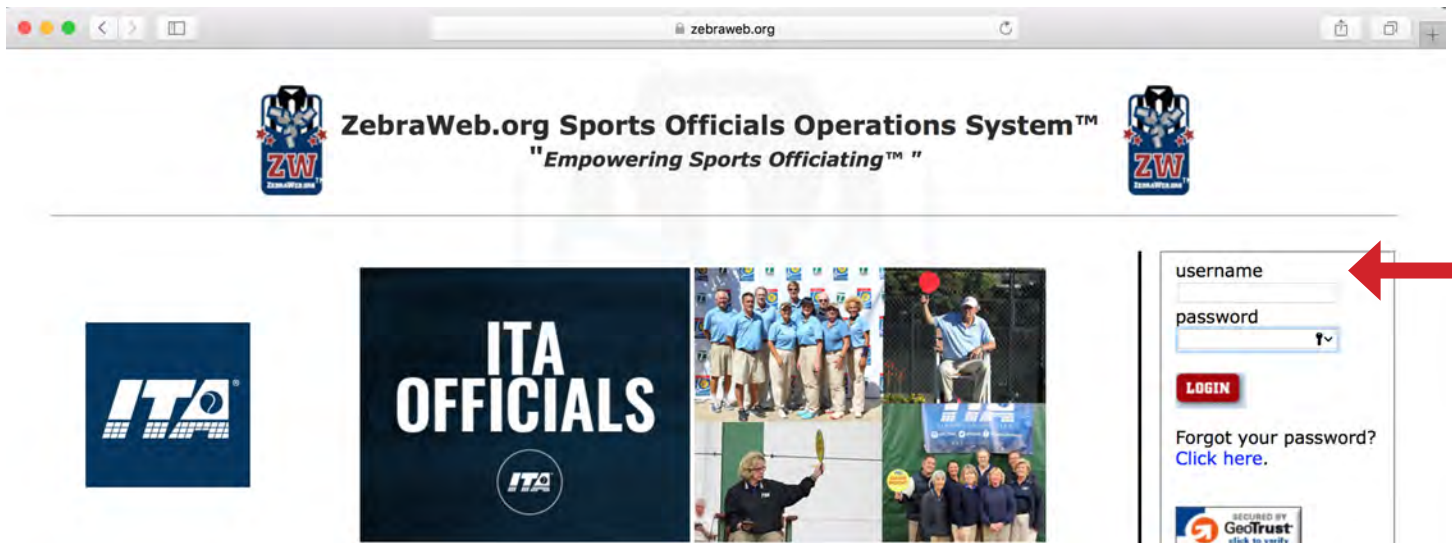


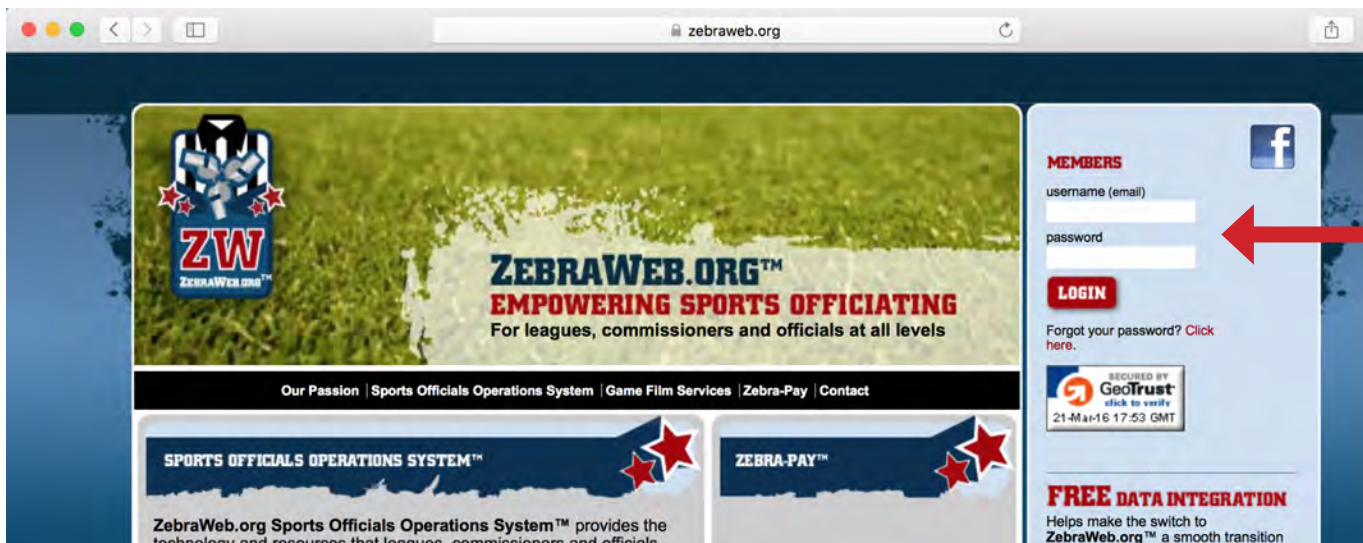


## Step by step guide for ZebraWeb.org

1. There are two ways you can login to your account:  
Using any browser of your choosing (Explorer, Safari, Firefox, Chrome, etc.), go to <https://www.zebraweb.org/sec/ITA/>. This is a page specific to ITA officiating.



A slightly easier address to remember is simply [www.zebraweb.org](http://www.zebraweb.org). This is the “main page” of the site.



*continued on next page*



## Step by step guide for ZebraWeb.org *(continued)*


2. Login using the credentials provided to you  
(email address is your user name; initial password will be sent in an email)
3. Change your password  
(you will only need to do this for your initial login)

zabweb.org

**Zebra-Secretary Console**  
Intercollegiate Tennis Association (ITA) [Sign out](#)

Welcome Meeting Attendance & Dues Committee Ctr. Reports Zebra Memos Documents Administration

**Change Password**

Current Password:  

New Password:

Confirm New Password:

[Help](#)

4. Select “Zebra-Secretary Console”

zabweb.org

**ZW** SPORTS OFFICIALS OPERATIONS SYSTEM

[Sign Out](#)

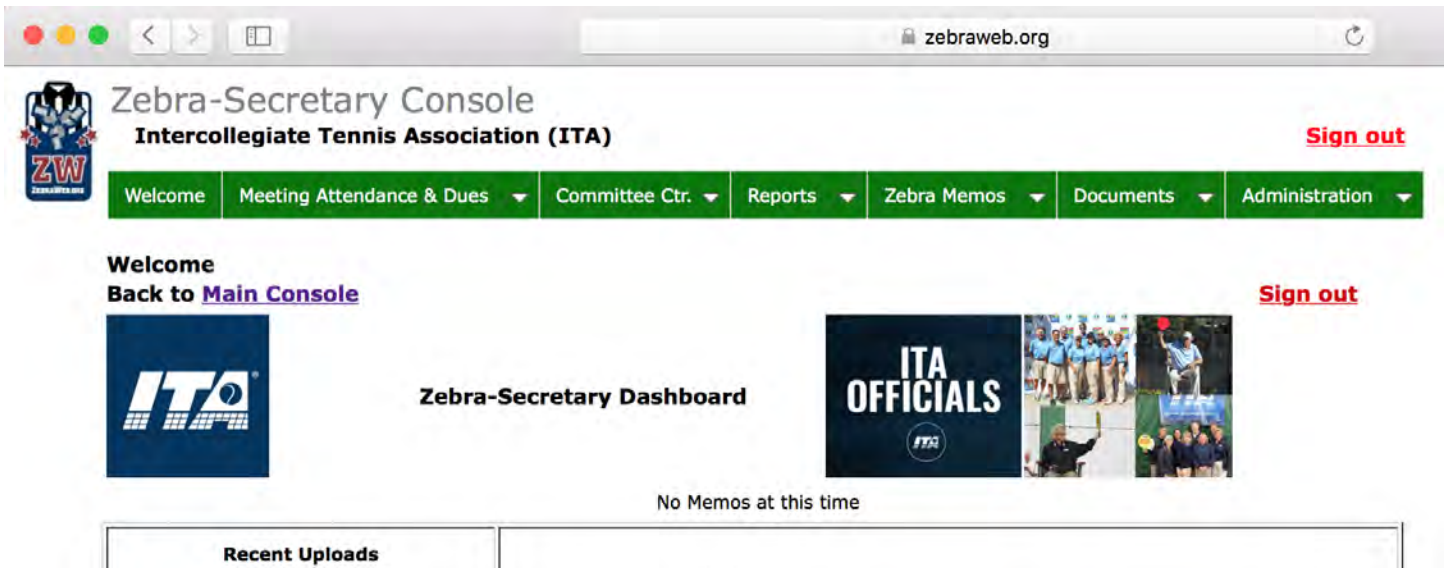
**Welcome Tennis Official**  
**Intercollegiate Tennis Association (ITA)**  
**ZEBRAWEB.org Sports Officials Operations System**  
**Main Console**

<a href="#">Commissioners Reporting Portal</a>	<a href="#">ZEBRAWEB.org Sports Officials Assigning System</a>	<a href="#">Official's Rating &amp; Forms Center</a>	<a href="#">Zebra-Observer Console</a>	<a href="#">Zebra-Pay Console</a>	<a href="#">Zebra-Secretary Console</a>	<a href="#">Game Film Exchange Service</a>
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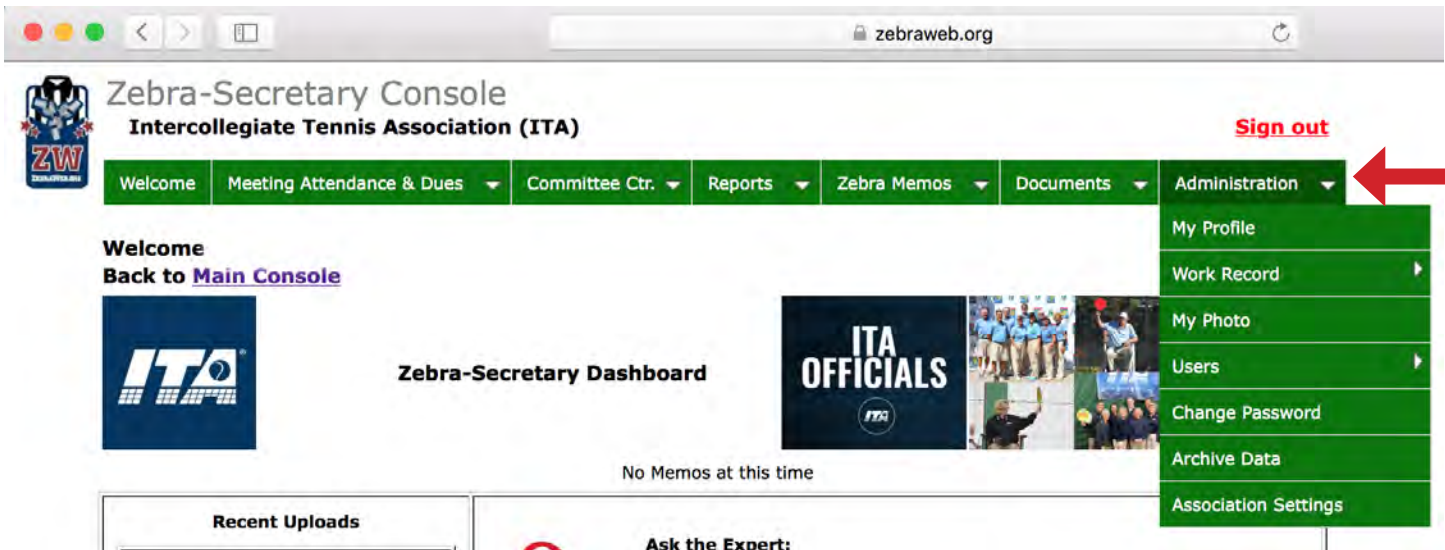


## Step by step guide for ZebraWeb.org *(continued)*

5. The dashboard should look something similar to this:



6. Select the “Administration” menu (drop down menu)



7. This menu will be used to update your profile, update your work record, upload a photo of yourself, and/or change your password (please note you do not have to repeat this step again unless you would like a new password).

*continued on next page*



## Step by step guide for ZebraWeb.org *(continued)*

8. Updating your profile:  
Under “Administration” choose “My Profile”

A screenshot of a web browser showing the ZebraWeb.org website. The page title is "Zebra-Secretary Console Intercollegiate Tennis Association (ITA)". The navigation menu includes "Welcome", "Meeting Attendance & Dues", "Committee Ctr.", "Reports", "Zebra Memos", "Documents", and "Administration". The "Administration" dropdown menu is open, showing "My Profile", "Work Record", and "Sign out". A red arrow points to the "My Profile" option.

Fill out all important information. Most fields are required. Please note, some of this information may already be filled in for you. You may change this information at any time.

A screenshot of the "My Profile" page on ZebraWeb.org. The page title is "Zebra-Secretary Console Intercollegiate Tennis Association (ITA)". The navigation menu includes "Welcome", "Meeting Attendance & Dues", "Committee Ctr.", "Reports", "Zebra Memos", "Documents", and "Administration". The "My Profile" page shows a "Date Last Updated" of 3/22/2016 7:23:06 AM and a "Date Last Login" of 3/26/2016 at 8:25 pm. The "Updated By:" field is empty. The "First Name:" field is empty. The "Address 1:" field is empty. The "City:" field is empty. The "State:" field is a dropdown menu with "Select state" selected. The "Zip Code:" field is empty. The "Gender" field is a dropdown menu with "Select Gender" selected. The "Last Name:" field is empty. The "Address 2:" field is empty. The "Cell Phone:" field is empty with a red asterisk and a red "XXX-XXX-XXXX" placeholder. The "Email Address:" field is empty. The "Alternate Email Address:" field is empty. The "Ethnicity" field is a dropdown menu with "Select Ethnicity" selected. The "Emergency Contact" section includes "Emergency Contact Name:" and "Emergency Contact Phone:" fields, both empty, with a red asterisk and a red "XXX-XXX-XXXX" placeholder.

*continued on next page*



## Step by step guide for ZebraWeb.org *(continued)*

The more information you provide, the better the ITA will be able to assist you.

USTA Number #

Are you currently a certified USTA Official? Yes

Date of Birth:   
(MM/DD)

Select Your First Year You Were Certified as an ITA Official:

Member From:  Member To:

Appl Fee Rec'd:

Membership ID Number:

USTA Section :  USTA District:

Officials 2016 Certification: ITA

The section noted below is important to the ITA. Please fill it out as completely as possible. With this information, we can contact you for specific conference or division information. Please scroll through all menus and select all that apply to you. Hold down your control (command on Apple computers) key while clicking with your mouse to make multiple selections.

**Additional Information**  
For fields with multiple select Hold CTRL to select more than one

**ITA Division I Region that you work the most in:**  [Division I Regional Map](#)

**What conference(s) do you work? (Select the top three)**

- Select Conferences Worked
- A 10 Conference
- A-Sun Conference
- ACC
- Allegheny Mountain Collegiate

**Tell us up to the top 5 ITA schools you regularly work at:**

1.
2.
3.
4.
5.

**ITA Work Performed: (Select all that apply)**

- Select ITA Work Performed
- Division I
- Division II
- Division III
- Junior College

**Have you worked an NCAA Championship or NCAA Regional?**  **If you have worked an NCAA Championship or NCAA Regional, what Division? (Skip if prior answer is "No")**

- Select NCAA Championship Di
- Division I
- Division II
- Division III
- Junior College

**Do you work as an ITA Referee** No

*continued on next page*



## Step by step guide for ZebraWeb.org *(continued)*

Please be sure to note any conflicts of interests. This can include, but are not limited to, employment at a school; enrollment in a school; former coach/player for a school; financial contributions to a school. Once you have completed all sections of your profile, **MAKE SURE YOU SAVE YOUR CHANGES.** You will automatically be redirected back to the secretary console after clicking save. You may re-enter at any time by selecting “My Profile” under the “Administration” tab.

**Possible Conflicts of Interest Disclosure**

To delete an conflict, remove the conflicted School, set the conflict drop down to "Select conflict.", remove the Date From, and remove the Date To data

Name of School	Conflict	Date From	Date To
<input type="text"/>	Select conflict	<input type="text"/>	<input type="text"/>
<input type="text"/>	Select conflict	<input type="text"/>	<input type="text"/>
<input type="text"/>	Select conflict	<input type="text"/>	<input type="text"/>
<input type="text"/>	Select conflict	<input type="text"/>	<input type="text"/>
<input type="text"/>	Select conflict	<input type="text"/>	<input type="text"/>

[Save](#) [Help](#)

[Back to Main Console](#)

### 9. Updating your work record: Under “Administration” choose “Work Record.”

Zebra-Secretary Console  
Intercollegiate Tennis Association (ITA)

[Sign out](#)

- Welcome
- Meeting Attendance & Dues
- Committee Ctr.
- Reports
- Zebra Memos
- Documents
- Administration
  - My Profile
  - Work Record
  - My Photo

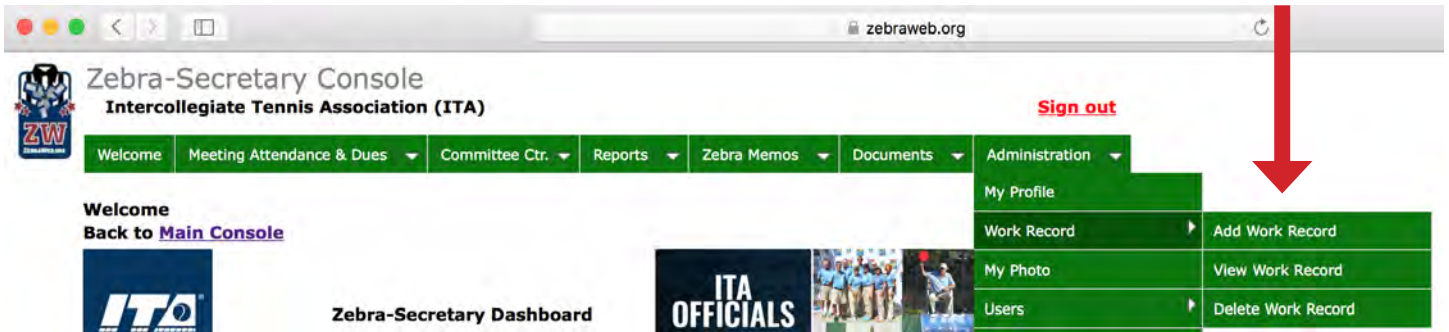
Welcome  
[Back to Main Console](#)

*continued on next page*

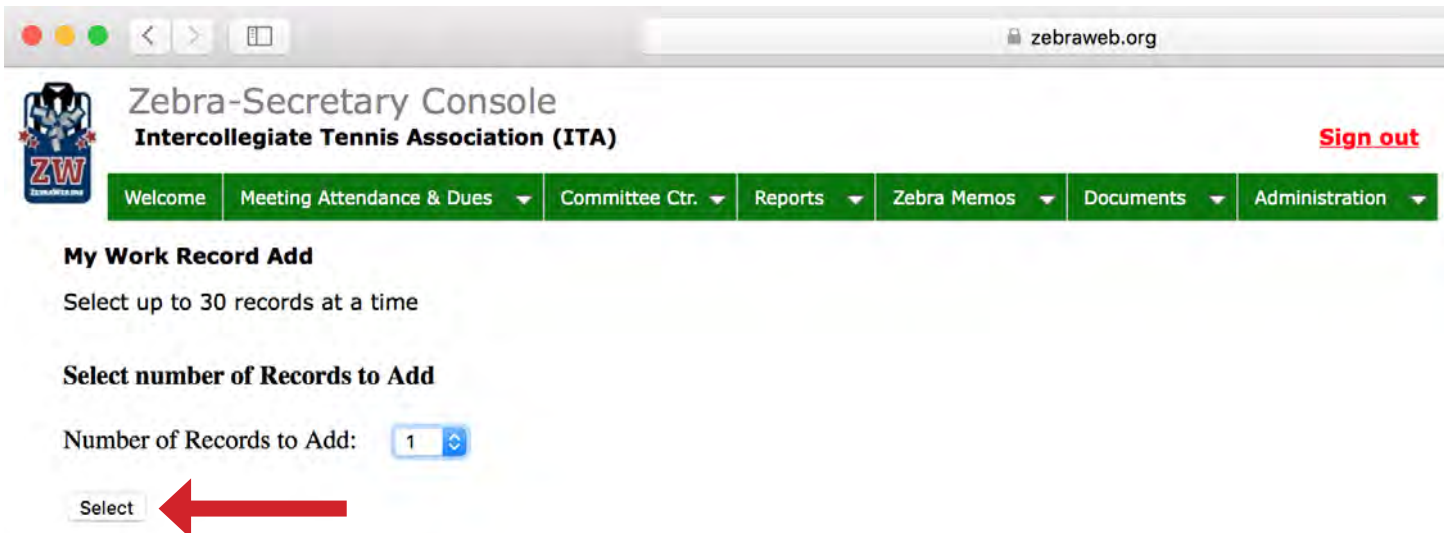


## Step by step guide for ZebraWeb.org *(continued)*

You must select “Add Work Record,” “View Work Record” or “Delete Work Record.”  
To update your work record, choose “Add Work Record.”



Choose the number of work records you would like to add at one time. You may do up to 30 at a time. **You only need to enter matches worked after January 1, 2016.** You do not need to enter anything prior to December 31, 2015. Once you have chosen the number of records you will be adding, click on “Select.”





## Step by step guide for ZebraWeb.org *(continued)*

Choose the date you worked the event.

The screenshot shows the 'Zebra-Secretary Console' interface. A red arrow points to the 'Date of Work' field, which has a calendar overlay. The calendar shows March and April 2016. The 'Type of Work' field has a dropdown menu. The 'Division' field has a dropdown menu. The 'Name of Tournament' field has a text input. The 'Gender' field has a dropdown menu. The 'Referee' field has a text input. The 'Position Worked' field has a dropdown menu. The 'Number of Matches Chaired' field has a text input.

Choose the type of work you completed.

The screenshot shows the 'Zebra-Secretary Console' interface. A red arrow points to the 'Type of Work' dropdown menu. The dropdown menu is open, showing options: Dual Match, Individual Tournament, National Championship, and NCAA. The 'Date of Work' field is empty. The 'Division' field has a dropdown menu. The 'Name of Tournament' field has a text input. The 'Gender' field has a dropdown menu. The 'Referee' field has a text input. The 'Position Worked' field has a dropdown menu. The 'Number of Matches Chaired' field has a text input.

Choose the Division you worked.

The screenshot shows the 'Zebra-Secretary Console' interface. A red arrow points to the 'Division' dropdown menu. The dropdown menu is open, showing options: Division I, Division II, Division III, NAIA, and Junior College. The 'Date of Work' field is empty. The 'Type of Work' field has a dropdown menu. The 'Name of Tournament' field has a text input. The 'Gender' field has a dropdown menu. The 'Referee' field has a text input. The 'Position Worked' field has a dropdown menu. The 'Number of Matches Chaired' field has a text input.

*continued on next page*





## Step by step guide for ZebraWeb.org *(continued)*

Manually enter the name of the tournament/event.

Zebra-Secretary Console  
Intercollegiate Tennis Association (ITA) [Sign out](#)

Welcome Meeting Attendance & Dues Committee Ctr. Reports Zebra Memos Documents Administration

Add Multiple Records

Add Record(s)

Date of Work	Type of Work	Division	Name of Tournament (If Dual Match, just type School v. School with the Home School First)	Gender	Referee	Position Worked	Number of Matches Chaired
	[Type of Work]	[Division]		Select Gender		[Position]	0

Select the gender of the tournament/event.

Zebra-Secretary Console  
Intercollegiate Tennis Association (ITA) [Sign out](#)

Welcome Meeting Attendance & Dues Committee Ctr. Reports Zebra Memos Documents Administration

Add Multiple Records

Add Record(s)

Date of Work	Type of Work	Division	Name of Tournament (If Dual Match, just type School v. School with the Home School First)	Gender	Referee	Position Worked	Number of Matches Chaired
	[Type of Work]	[Division]		<ul style="list-style-type: none"><li>Select Gender</li><li>Both</li><li>Female</li><li>Male</li></ul>		[Position]	0

Manually enter the name of the referee of the tournament/event.

Zebra-Secretary Console  
Intercollegiate Tennis Association (ITA) [Sign out](#)

Welcome Meeting Attendance & Dues Committee Ctr. Reports Zebra Memos Documents Administration

Add Multiple Records

Add Record(s)

Date of Work	Type of Work	Division	Name of Tournament (If Dual Match, just type School v. School with the Home School First)	Gender	Referee	Position Worked	Number of Matches Chaired
	[Type of Work]	[Division]		Select Gender		[Position]	0



## Step by step guide for ZebraWeb.org *(continued)*

Enter the position you worked.

Zebra-Secretary Console  
Intercollegiate Tennis Association (ITA) Sign out

Welcome Meeting Attendance & Dues Committee Ctr. Reports Zebra Memos Documents Administration

**Add Multiple Records**

Add Record(s)

Date of Work	Type of Work	Division	Name of Tournament (If Dual Match, just type School v. School with the Home School First)	Gender	Referee	Position Worked	Number of Matches Chaired
	[Type of Work]	[Division]		Select Gender		[Position] Referee Chair Rover	0

Enter the number of matches chaired for this event. If you roved, this number will be 0.

Zebra-Secretary Console  
Intercollegiate Tennis Association (ITA) Sign out

Welcome Meeting Attendance & Dues Committee Ctr. Reports Zebra Memos Documents Administration

**Add Multiple Records**

Add Record(s)

Date of Work	Type of Work	Division	Name of Tournament (If Dual Match, just type School v. School with the Home School First)	Gender	Referee	Position Worked	Number of Matches Chaired
	[Type of Work]	[Division]		Select Gender		[Position]	0 1 2 3 4 5

When you are finished filling in all these fields, choose “Add Record(s)” which can be found above “Date of Work.”

Zebra-Secretary Console  
Intercollegiate Tennis Association (ITA) Sign out

Welcome Meeting Attendance & Dues Committee Ctr. Reports Zebra Memos Documents Administration

**Add Multiple Records**

Add Record(s)

Date of Work	Type of Work	Division	Name of Tournament (If Dual Match, just type School v. School with the Home School First)	Gender	Referee	Position Worked	Number of Matches Chaired
	[Type of Work]	[Division]		Select Gender		[Position]	0

*continued on next page*



## Step by step guide for ZebraWeb.org *(continued)*

10. Upload your photo. First, make sure you know where on your computer your photo is located. Click on “Choose File” and select the file (JPG only). Once selected, click on “Upload.” Please note there is a 5MB maximum file size.

The screenshot shows the Zebra-Secretary Console interface. At the top, there is a navigation bar with the following items: Welcome, Meeting Attendance & Dues, Committee Ctr., Reports, Zebra Memos, Documents, and Administration. The 'Welcome' item is highlighted with a red arrow. Below the navigation bar, the page title is 'Zebra-Secretary Console Intercollegiate Tennis Association (ITA)'. There is a 'Sign out' link in the top right corner. The main content area is titled 'My Photo' and includes a red asterisk indicating required fields. The form contains a 'Select the Photo you wish to upload' section with a 'Choose File' button and a 'no file selected' message. Below this is an 'Uploading Photo For: Email Address:' field with a 'View your current photo' link. An 'Upload' button is located below the email field, with a red arrow pointing to it. A message below the form states: 'The name of the Photo will be changed to identify as yours Then the Photo will be uploaded'. At the bottom of the form, it specifies: 'Maximum size of each Photo = 5000000 bytes' and 'Photo types which can be uploaded = .jpg'. A 'Help' link is located at the bottom left of the form area.

11. If at any time you would like to return to the main Secretary Dashboard screen, click on “Welcome” in the top left of the menu bar. This is accessible from any screen you may be on.

The screenshot shows the Zebra-Secretary Console interface. At the top, there is a navigation bar with the following items: Welcome, Meeting Attendance & Dues, Committee Ctr., Reports, Zebra Memos, Documents, and Administration. The 'Welcome' item is highlighted with a red arrow. Below the navigation bar, the page title is 'Zebra-Secretary Console Intercollegiate Tennis Association (ITA)'. There is a 'Sign out' link in the top right corner. The main content area is titled 'My Work Record Add' and includes the text 'Select up to 30 records at a time'. Below this, there is a section titled 'Select number of Records to Add'.

If you have any other questions on how to navigate ZebraWeb, please do not hesitate to contact the ITA Officials department at [officials@itatennis.com](mailto:officials@itatennis.com).