



## FAI NATIONAL CUP COMPETITIONS 2024/25 ENTRY FORM & PAYMENT GUIDE



### Notes

All entry applications for FAI Cup Competitions are now processed through FAI Connect. If your club does not yet have an account, you will be required to do so to complete an application. Should your club need to create an account, please do not leave this process until near the competition entry deadline as this may lead to your club missing the deadline for entry.

To create a club account you must first contact the FAI Connect Department by email: ([faiconnect@fai.ie](mailto:faiconnect@fai.ie)) stating your name, position, and the club with which you are affiliated. The FAI Connect Department will then contact you to assist in creating your club's account.

Once this process is completed, you will then follow the link included and complete the below steps to confirm your club's entry into this year's competition.

For those with a club account on FAI Connect, should you have any problem with entry and/or payment, please contact ([cupcompetitions@fai.ie](mailto:cupcompetitions@fai.ie)) stating your club, position, and your issue via email. Queries submitted at the weekend will be reviewed during working hours. As such, please take this into consideration if making a payment/submission just before the deadline.

**It is highly recommended to make your club's entry as soon as possible and avoid missing the deadline.**

The cost of each competition will be stated in the entry email sent to leagues to circulate to their clubs. The entry form link will be available in the email and is included in this guide document.

Mobile & tablet devices can be used but for best results, please complete the payment process and entry form using a personal computer (laptop). Business PCs may not give access to the payment page – Stripe.

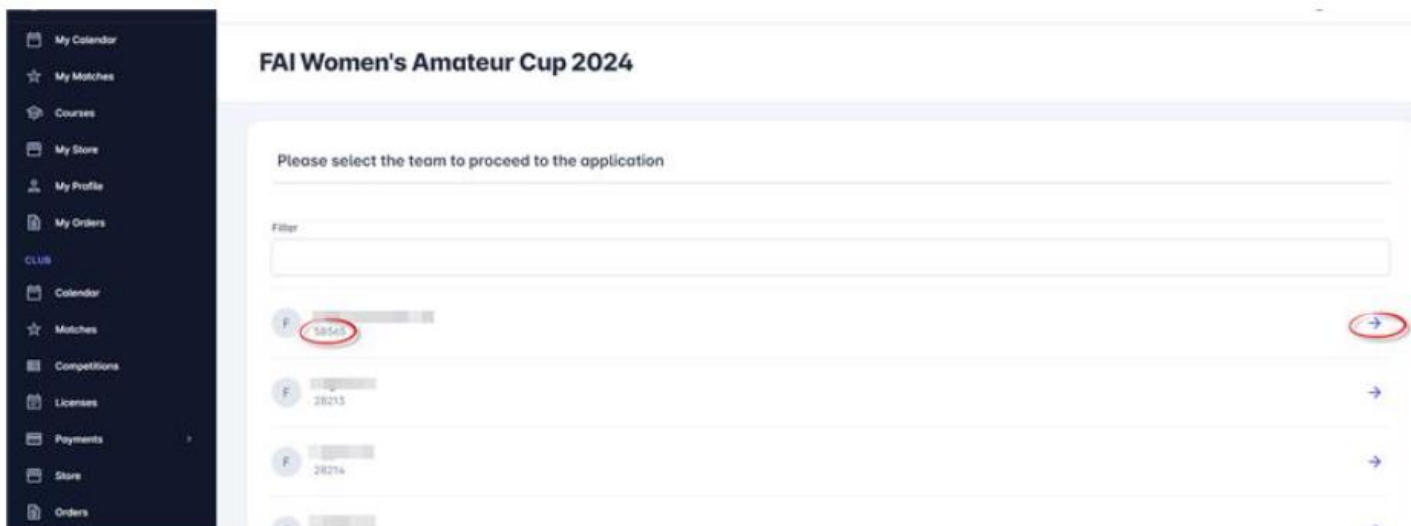
Online payments only – cheques are not accepted.

Link: [FAI Women's Under 17 Cup 2025 - Entry & Payment Link](#)

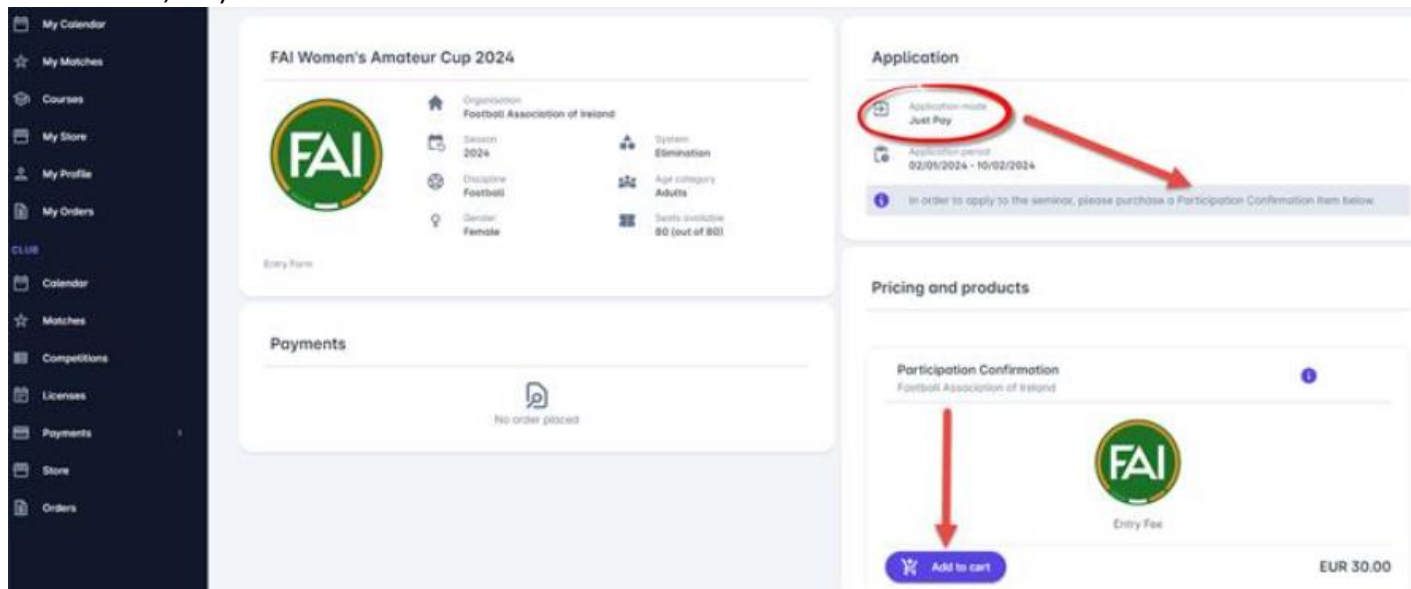
**Please see page 2 for the start of the guide.**

## Payment Guide (Sample competition payment page images used for visual reference.)

STEP 1 – Please make sure to log in to FAI Connect through your club’s account and not a personal account. Upon following the entry link, you will be brought to the below page in which you will be requested to select your club’s team ID (circled in red), please select the relevant team and progress by selecting the arrow next to the team selected (circled in red).



STEP 2 – Please select the participation confirmation by selecting 'Add to Cart'. Following this, you will be requested to provide information in relation to your team (Kit Colours, Ground Address, Secretary Information, etc).



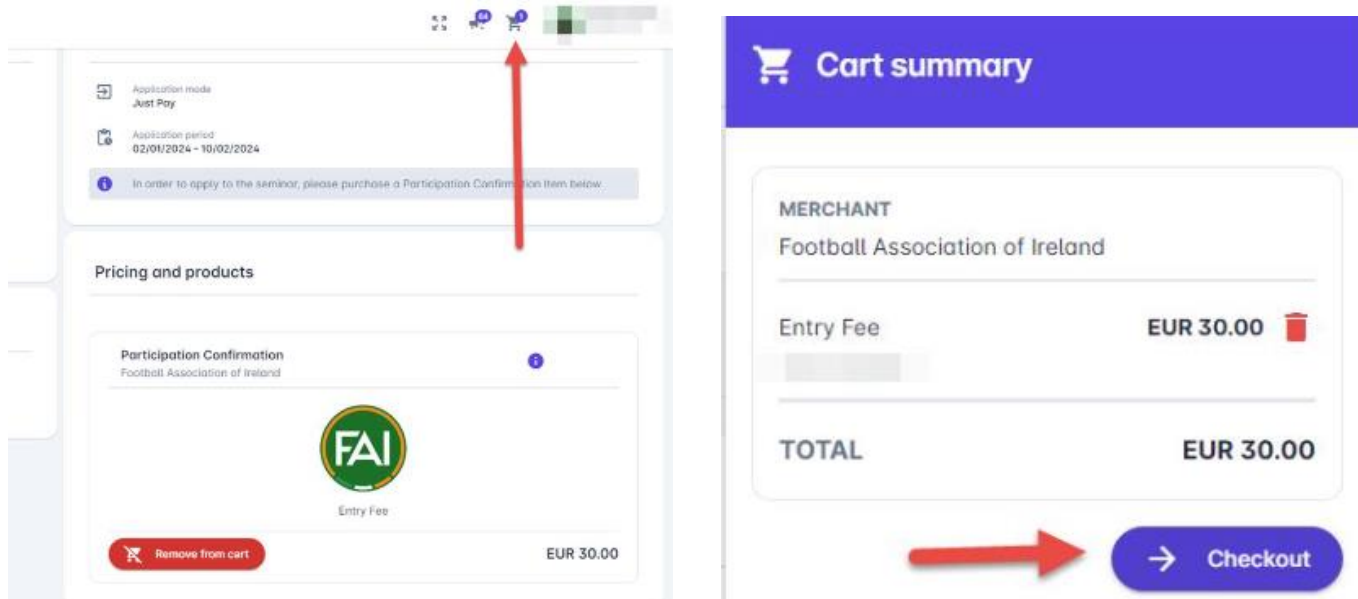
STEP 3 – Please complete all questions and provide accurate club information. Using the TAB/Enter button, move the cursor to the right-hand side of the question list or zoom out to make the scrolling sidebar appear to move down through the question list.

The screenshot shows a mobile application interface for an 'Entry Fee' form. The title 'Entry Fee' is at the top left. Below it is a section titled 'Team Info' with a subtitle: 'Provide information about your team - if the scroll bar is missing, try zooming out or pressing the TAB button on keyboard.' The form contains several fields: 'Affiliated League?' with a dropdown menu showing 'EWFL'; 'Preferred Match Day?' with a dropdown menu showing 'None', 'Saturday', and 'Sunday'; 'Preferred Kick Off Time?'; 'Kit Colour (1st Choice Kit)'; and 'Kit Colour (2nd Choice Kit)'. Each field has an information icon (i) to its right. A vertical scrollbar is visible on the right side of the form.

Once all questions are answered, select 'Add to Cart' again. The item (competition entry information) will now be in the Cart.

The screenshot shows a mobile application interface for a form. The title 'Secretary Mobile Number \*' is at the top left. Below it is a text input field containing the text 'test'. At the bottom left of the form is a blue button labeled 'Add to cart'. A red arrow points to the 'Add to cart' button. A vertical scrollbar is visible on the right side of the form.

STEP 4 – Select the Cart and then select Checkout.



STEP 5 – Select 'Pay Online Now (Stripe)' and then Place Order. You will then be brought to the card information page in which you will be asked for details to complete payment. Following payment, you will be provided with a receipt to the email account associated with the FAI Connect account.

