



## FAI NATIONAL CUP COMPETITIONS 2023/2024 PAYMENT & ENTRY FORM GUIDE



### Notes

Payment must be completed via the link provided before completing the competition entry form. The steps below will bring you through the process for completing payment. Please refer to this document for any issues that may arise – should you have any problem with payment, please contact ([garret.higgins@fai.ie](mailto:garret.higgins@fai.ie)) stating your club, position and your issue via email. Queries submitted at the weekend will be responded to between Monday and Friday so please take this into consideration if making a payment/submissions right before the deadline.

The deadline for closing of entries for all competitions is 11:59pm on Sunday 20<sup>th</sup> August 2023. There will be no late entries accepted. An entry will not be accepted if only one part of the two part process (1. Payment & 2. Entry Form) is not completed i.e. payment made but entry form not completed or entry form completed without payment.

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

The cost of the each competition will be stated in the entry email sent to leagues to circulate to their clubs. Payment and Entry Form links will be available in the email and have been included in this guide document for use also.

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.

### **Links – FAI Junior Cup 2023/24**

Payment Link (Stripe): [FAI Junior Cup 2023/24 - Payment Link](#)

Payment must be processed before completing the entry form

Entry Form Link: [FAI Junior Cup 2023/24 - Entry Form](#)

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

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

Upon clicking the payment link, you will be brought to the below page. Please review the information to make sure you are entering the correct competition. Please provide your email and club name in the first section followed by card information in the lower section. Once all details are included, select 'Pay' to progress to the receipt page.



Email

Club

Payment method

Card  giropay  Google Pay  eps

Card information:

1234 1234 1234 1234

MM / YY  CVC

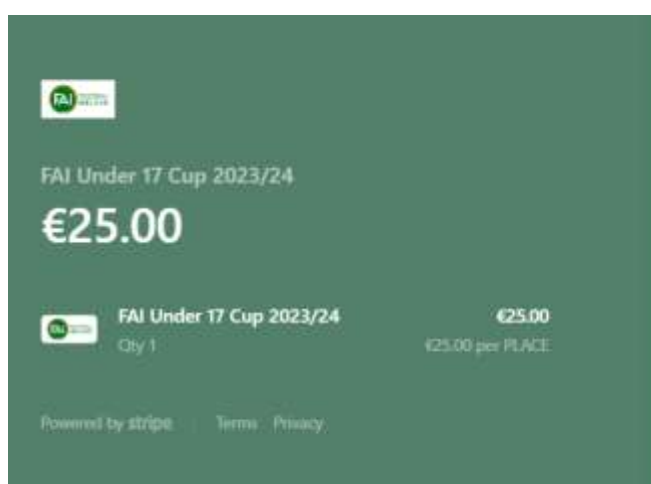
Name on card

Country or region  
Ireland

Securely save my information for 1-click checkout.  
Enter your phone number to create a Link account and pay faster on FAI (Football Association Of Ireland) and everywhere Link is accepted.

link - More info

Following payment, on the receipt page which you can see below, you will see a Reference Code which is highlighted in yellow. **Please take note of the Reference Code as you will need for the first section of the Entry Form.** An email receipt will be sent to the email address provided on the previous page but this will not include the Reference Code so it is important to take note of the code once at the receipt page.



Thank you for your competition payment. Your Reference Code to use on the FAI Under 17 Cup 23-24 entry form is:

**FAIU17**

## Entry Form Guide

Click on the entry form link and you will be brought to the below page for the relevant competition. The entry form requires you to populate key information about your club in sections 2 & 3. You are required to submit your Reference Code received in the payment receipt page for your club in the first section of the entry form – an example reference code highlighted in yellow can be seen in the image below.



The screenshot shows the 'FAI UNDER 17 CUP 2023/24 ENTRY FORM' page. At the top left is the FAI logo. The title 'FAI UNDER 17 CUP 2023/24' is in large white text on a teal background, with 'ENTRY FORM' below it. A closing date of 'SUNDAY 20TH AUGUST 2023' is listed. Below that, it says 'One entry per club' and 'IMPORTANT: Payment must be processed before completing entry form. A payment reference code is required below to complete entry form.' The main section is titled 'Competition Entry Payment Details' and includes instructions: 'Clubs must first complete payment through the link provided. Upon making payment, a reference code will be visible on the payment receipt page and the code will begin with 'FAI'. Please provide the reference code in the section below. If you have not completed the payment process, please exit this entry form until you have done so.' A form field labeled '1. Competition Payment Reference Code \*' contains the text 'FAIU17', which is highlighted in yellow. At the bottom left is a 'Next' button, and at the bottom right is a progress indicator showing 'Page 1 of 3'.

Complete the remaining club detail in which you will then select the 'Submit' button and you will be brought to the below page. This page is confirmation of your club's entry form in this year's competition. There will be no receipt email provided for this so please take a screenshot/picture for your own information. This concludes your club's 2 step entry for the 2023/24 FAI Cup Competitions.



The screenshot shows the confirmation page for the 'FAI UNDER 17 CUP 2023/24 ENTRY FORM'. It features a large green checkmark icon followed by the text 'Thanks!'. Below this, it states: 'Your Club's entry form for the FAI Under 17 Cup 2023/24 has been submitted.' Further down, it says: 'You should now have completed both steps (payment & entry form) for entry into this year's competition. If you have not, you will need to complete both steps to confirm your club's entry.' The final line of text reads: 'You will not receive an email for this submission. Please take a screenshot/image of this page for your own information.' At the bottom left, it says 'Thank You'.