

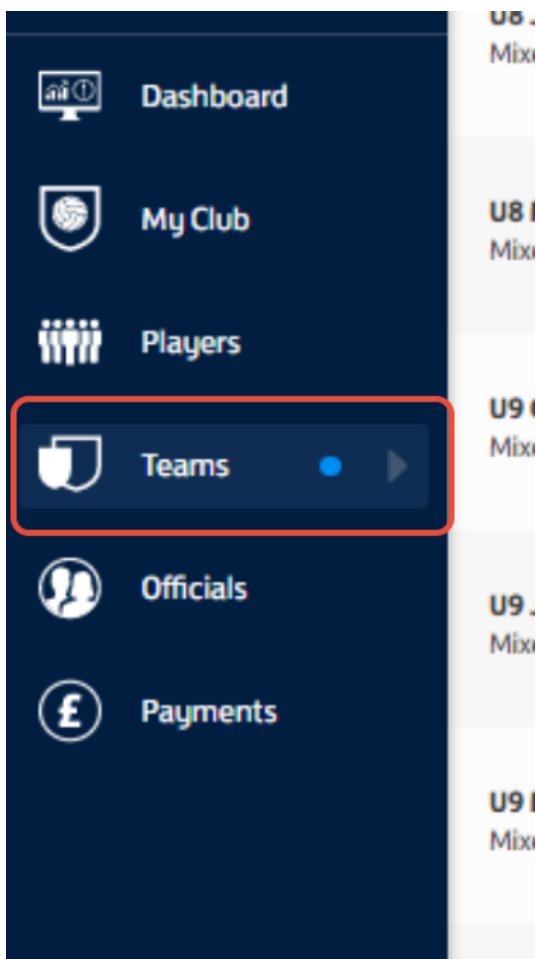


## Entering County Cups via Clubs Portal

Entering County Cups is no longer part of the Afflication Process!

You can enter County Cups before the team has been afflicated provided your County FA have opened application for the County Cup being entered

1. To enter County Cups, login into the Club Portal, then select the Teams tab on the Left hand side

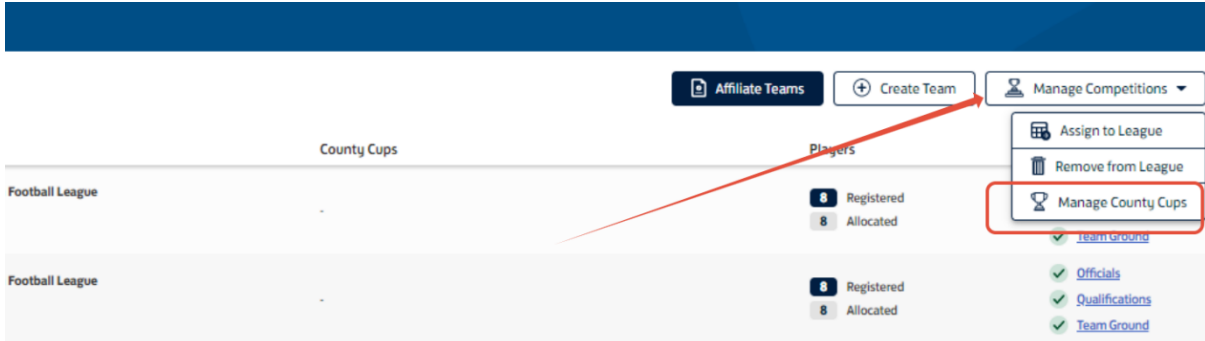




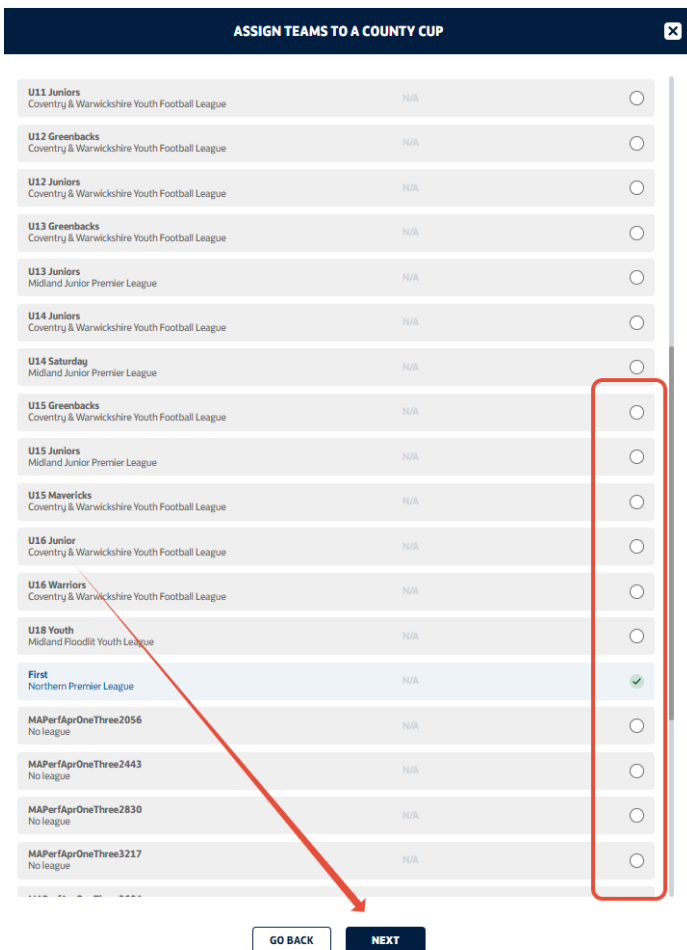
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- Then select the **Manage Competitions** drop-down (top right) and from the drop down select **Manage County Cups**



- You will then need to select the Team that you want to enter the competition by clicking in the circle on the right hand side and then click on 'Next'



You can only complete this process for **one team at a time** and teams cannot be multi-selected





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- 4. You will then need to select the Cup or Cups that you wish this team to enter (you can select more than one cup at a time).

The entry fee and County FA below are shown for reference.

Only the Cups that the team is eligible to enter, based on level, age, gender and match day will be shown in the list. If a Cup is not listed that you are expecting to see please check your team details, in terms of the above, are correct and then contact your County FA if they are correct.

**ASSIGN TEAMS TO A COUNTY CUP**

Select for the cup you wish to assign to:  
**First**

Select the cups that you wish to enter this particular team, you can select as many cups as you wish.

County Cup Name	County FA	Unit Price	VAT	Entry Fee
<input type="checkbox"/> Performance Test cup Adult Bir	Birmingham FA	£48.10	£2.40	£50.50
<input type="checkbox"/> Performance Test cup Adult2 Bir	Birmingham FA	£8.33	£1.67	£10.00
<input type="checkbox"/> Senior Challenge Cup	Birmingham FA	£1.00	£0.00	£1.00
<input type="checkbox"/> Test cup	Birmingham FA	£4.17	£0.83	£5.00





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5. Once you have selected the relevant Cups to enter you have two options

5.1. Click on 'Confirm & Add Another', this will take you back to the list of Teams to enter another team to enter into their Cups

5.2. Click on 'Confirm & Submit', this will then enter the teams into the Cups to the County FA

**ASSIGN TEAMS TO A COUNTY CUP**

Select for the cup you wish to assign to:  
**First**

Select the cups that you wish to enter this particular team, you can select as many cups as you wish.

County Cup Name	County FA	Unit Price	VAT	Entry Fee
<input type="checkbox"/> Performance Test cup Adult Bir	Birmingham FA	£48.10	£2.40	£50.50
<input checked="" type="checkbox"/> Performance Test cup Adult2 Bir	Birmingham FA	£8.33	£1.67	£10.00
<input checked="" type="checkbox"/> Senior Challenge Cup	Birmingham FA	£1.00	£0.00	£1.00
<input checked="" type="checkbox"/> Test cup	Birmingham FA	£4.17	£0.83	£5.00





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- Once submitted you will be returned to the main Teams page and the County Cups entered will show against the teams

Team Name	Affiliation Status	League	County Cups
U16 Warriors Mixed / 11v11	Unaffiliated	Coventry & Warwickshire Youth Football League U16 - Div C	-
U18 Youth Male / 11v11	Unaffiliated	Midland Floodlit Youth League Southern Premier Division	-
First Male / 11v11	Unaffiliated	Northern Premier League Midlands Division	Senior Challenge Cup Test Cup Performance Test cup Adult 2 Bx <a href="#">Show Less</a>

- Once the County FA have accepted the entries the system will send you an email to make a payment on the 'Payments Tab'. Guidance on how to do this can be found on [Paying an Invoice](#)

