



Entering Multiple Teams in the Same Age Group

A step-by-step guide to adding extra teams to your Competition
Entry Basket – for affiliated and not-yet-affiliated schools

2026/27 Season

Sussex Schools Football Association

ssfa.online · admin@ssfa.online

Can I enter more than one team into the same age group?

Yes. If your school has two, three, or more teams in the same age group – for example two U13 Boys teams – you can enter every team through the same online Competition Entry Basket. Each extra team is added as its own entry and is charged the **full standard entry fee** for that competition. There is no separate form, no admin request, and no limit on how many teams you can add.

Who is this guide for?

Team managers, PE staff, or school administrators with (or creating) an SSFA online account who need to register 2 or more teams into one age group / competition.

Does it matter if my school is already affiliated?

Yes – it changes what’s on your invoice, not how you add teams. The steps are identical either way; only the checkout total differs:

✓ Already Affiliated This Season

- Your school has already paid an SSFA affiliation fee or has a paid competition entry this season.
- Adding teams only charges the **entry fee per team** – no affiliation fee is added again.
- Just follow Steps 1–8 below.

! Not Yet Affiliated

- This is your school's first competition entry this season.
- The SSFA affiliation fee is **automatically added** to your invoice alongside your team entry fees at checkout.
- You do **not** need to affiliate separately first – one payment covers both. See Step 6.

Cost summary

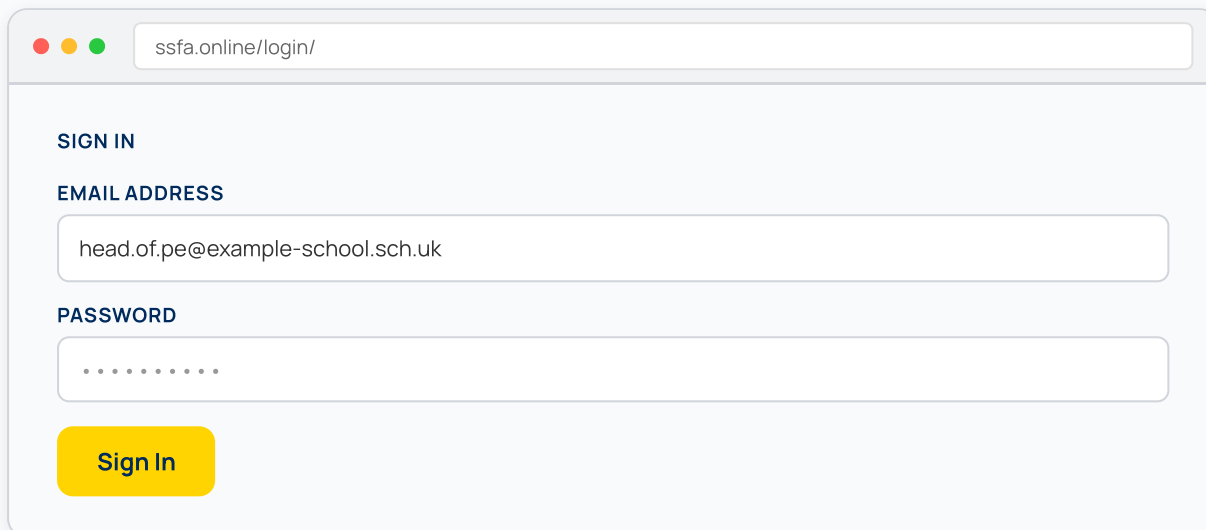
SCENARIO	1ST TEAM	2ND, 3RD... TEAM	AFFILIATION FEE
Already affiliated this season	Entry fee	Entry fee (same, per team)	Not charged again
Not yet affiliated	Entry fee	Entry fee (same, per team)	Added once, automatically, at first checkout

Already paid an "affiliate only" invoice this season? The system checks for that automatically and credits it against your first competition checkout – you won't be charged twice.

Step-by-Step: Adding Extra Teams

1 Log In

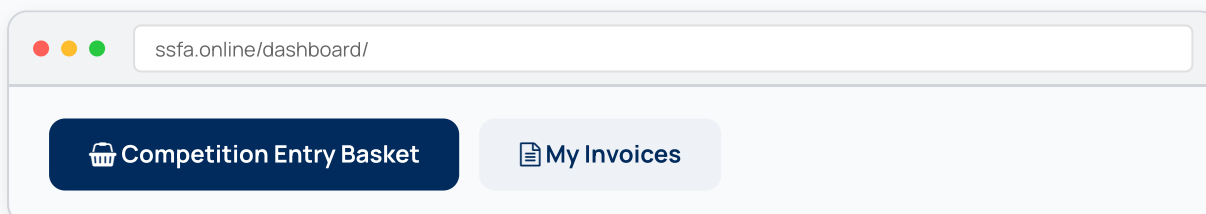
Go to **ssfa.online** and sign in with your school account email and password.



A screenshot of a web browser window showing the login page for ssfa.online. The address bar displays 'ssfa.online/login/'. The page has a light blue background. It features a 'SIGN IN' heading, followed by an 'EMAIL ADDRESS' label and a text input field containing 'head.of.pe@example-school.sch.uk'. Below this is a 'PASSWORD' label and a password input field with ten dots. A yellow 'Sign In' button is positioned at the bottom left of the form area.

2 Open Your Competition Entry Basket

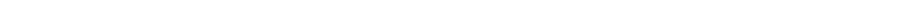
From your dashboard, click "**Competition Entry Basket**", or go directly to ssfa.online/payment/basket/



A screenshot of the ssfa.online dashboard. The address bar shows 'ssfa.online/dashboard/'. The dashboard has a light blue background and contains two prominent buttons: a dark blue button with a shopping basket icon and the text 'Competition Entry Basket', and a light blue button with a document icon and the text 'My Invoices'.

Add a Second Team to the Same Age Group

Once your first team is in the basket, the form is ready for the next one. **Select the same competition again** and enter the second team's details. The page will tell you how many teams you already have entered for that competition – this is expected, not an error.



+ Add Competition Entry

COMPETITION *

U13 Boys League – £65.00

i You already have 1 team entered for this competition. This will be team 2 – the additional team is charged the same entry fee.

TEAM NAME *

Brighton College U13 Boys "B"

GENDER *

Boys

YEAR GROUP

Y8

+ Add to Basket

Tip: Give each team a distinct name (e.g. "...A" and "...B", or "1st XI" / "2nd XI") so fixtures and results are easy to tell apart later.

Repeat this step for a 3rd, 4th, or further team – there's no limit.

5

Check Your Basket

On the right-hand side of the page, your basket lists every team you've added. Extra teams in the same age group are clearly marked with an **"Additional team"** badge, and the running total updates automatically.

ssfa.online/payment/basket/	
 Your Basket 2	
U13 Boys League Brighton College U13 Boys Boys · Y8 · Mr. J. Carter	£65.00
U13 Boys League Additional team · #2 Brighton College U13 Boys "B" Boys · Y8	£65.00
Total	£130.00

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Review Invoice & Pay

Click **"Review Invoice & Pay"**. You'll see a full breakdown before anything is charged. What's on this screen depends on your affiliation status:

✓ If your school is already affiliated

ssfa.online/payment/invoice/		
COMPETITION	TEAM	FEE
U13 Boys League	Brighton College U13 Boys	£65.00
U13 Boys League	Brighton College U13 Boys "B"	£65.00
Total		£130.00

! If this is your school's first entry this season

ssfa.online/payment/invoice/		
COMPETITION	TEAM	FEE
U13 Boys League	Brighton College U13 Boys	£65.00
U13 Boys League	Brighton College U13 Boys "B"	£65.00
Affiliation	SSFA affiliation fee	£32.00
Total		£162.00
Includes SSFA affiliation fee of £32.00 – this covers your whole school for the season.		

Changed your mind? Click "Edit Basket" to remove a team before you pay – nothing is charged until you confirm on the next screen.

7

Confirm & Pay

Click **"Confirm & Pay"**. You'll be taken to a secure payment page where you can pay by card or instant bank payment — all payments go through the system; we can't accept offline bank transfers.

checkout.stripe.com

Pay Sussex Schools Football Association

Competition entries — INV-2027

Total due

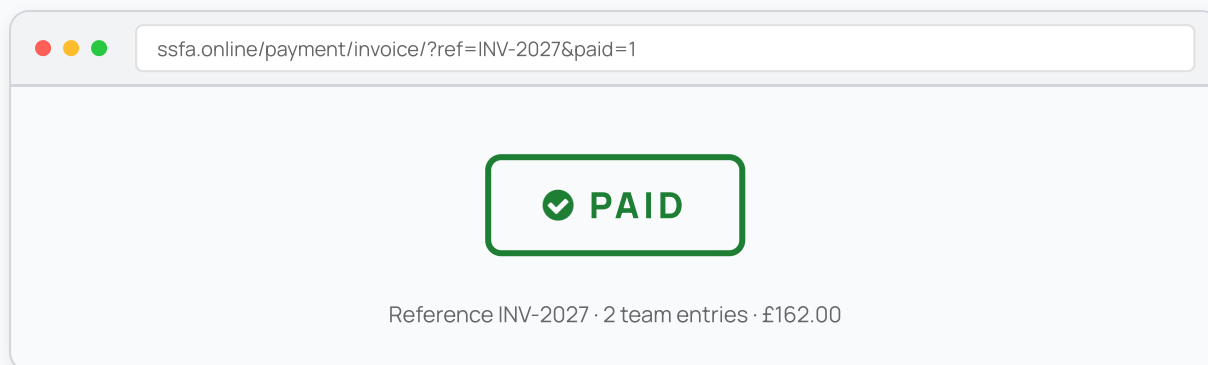
£162.00

 Card

 Pay by Bank

8 Confirmation & Receipt

Once payment completes, you'll land back on ssfa.online with a receipt for your records. Every team you added – including the additional ones – is now a confirmed entry.



A copy is also emailed to your school and can always be found under **"My Invoices"** on your dashboard.

Frequently Asked Questions

Do I need to fill in a separate form for each extra team?

No. Use the same "Add Competition Entry" form each time – just select the same competition and give the new team its own name.

Will I be charged the affiliation fee more than once?

No. It's added automatically only the first time your school checks out competition entries in a season. If you've already paid it (or paid an "affiliate only" invoice), it's credited automatically and won't appear again.

Is there a limit to how many teams I can add to one age group?

No fixed limit – add as many teams as your school is entering. Each one is charged the standard entry fee for that competition.

Can I remove a team before I pay?

Yes – click the ✕ icon next to any item in your basket to remove it before checkout.

I've already paid but need to add another team – what now?

Just repeat the basket process for the new team and check out again; it will be invoiced separately. If you need help, email us with your original invoice reference.

Entry deadlines apply. Competitions close to new entries on their published deadline. Add all your teams – first and additional – before that date.



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Questions about this guide or your invoice? Contact the SSFA office – we're happy to help.