



School Affiliation Guide

How to register your school and enter teams online

2026/27 Season

Sussex Schools Football Association

ssfa.online · admin@ssfa.online

What is Affiliation?

Every school that wants to take part in Sussex Schools FA competitions needs to **affiliate** each season. This means registering your school online, choosing which competitions to enter, and paying the entry fees. It takes about 5 minutes.

✔ What you'll need

- Your school name and address
- A contact email address (this becomes your login)
- Your school bursar or finance contact's email
- A debit or credit card for payment

How much does it cost?

ENTRY TYPE	COST	NOTES
Cup entry (per team)	£30	U12 – U19, Boys & Girls knockout cups
League entry (per team)	£60	U19 only (1st XI, 2nd XI, Girls)
Affiliate only (no teams)	£30	Nominate players for county squads only
Processing fee	5% + 50p	Added automatically at checkout
Shield entry	Free	Automatic – you don't need to enter these

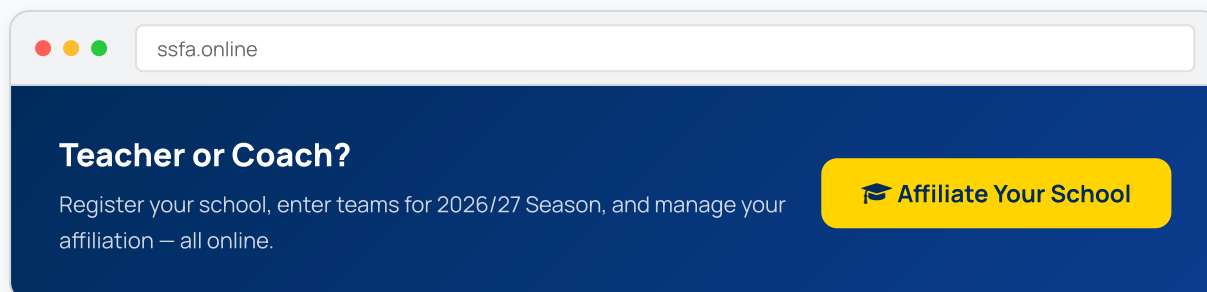
★ **AGM Discount:** If your school sends a representative to the SSFA Annual General Meeting, you receive a **10% discount** on entry fees. Tick the box when you register – the discount is applied after SSFA confirms your attendance.

Step-by-Step: How to Affiliate

1 Go to the SSFA Website

Open your web browser and visit **ssfa.online**

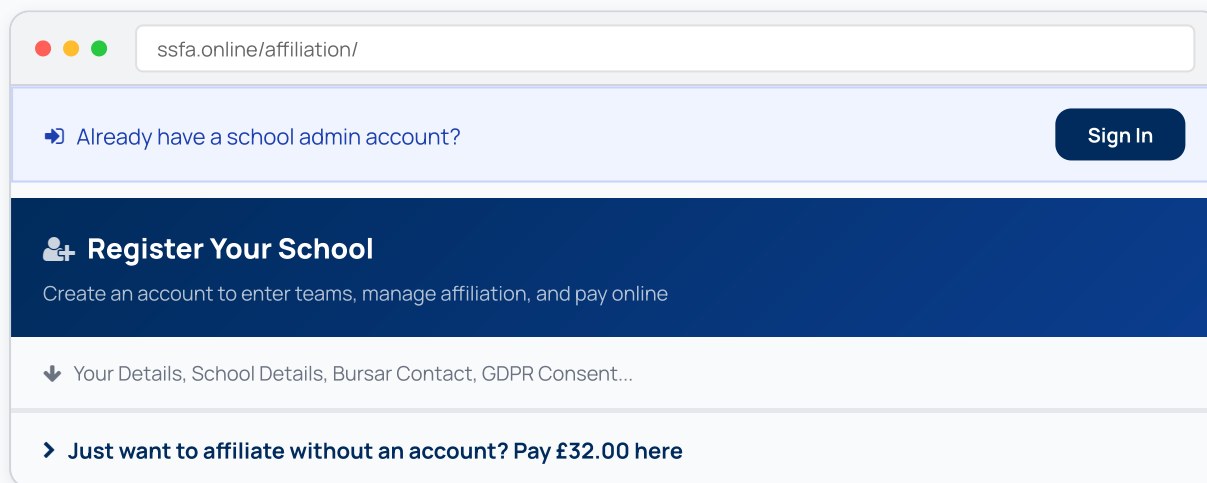
On the homepage, you'll see a blue banner that says "**Teacher or Coach?**". Click the gold button.



Or go directly to: **ssfa.online/affiliation/**

2 The Affiliation Page

You'll see three sections on the page. Here's what to look for:



For most schools: scroll down to the "**Register Your School**" form and follow Steps 3–5 below.

If you already have an account from last year, click "**Sign In**" at the top and skip to Step 6.

Affiliate only (no teams, just £32): click the collapsed section at the bottom, fill in your name, school, and email, then pay.

3

Fill in Your Details

In the "Register Your School" section, fill in your personal details:

ssfa.online/affiliation/

 **Register Your School**

Create an account to enter teams, manage affiliation, and pay online

 **YOUR DETAILS**

FIRST NAME *

Jane

LAST NAME *

Smith

EMAIL ADDRESS *

j.smith@brightonacademy.sch.uk

PHONE NUMBER

07700 123456

YOUR ROLE

Teacher

PASSWORD *

.....

CONFIRM PASSWORD *

.....

Remember your password! Your email address and password are what you use to log in next time.

4

Select Your School & Enter Details

Click the **"Select your school"** dropdown. Find your school in the list and click it.

If your school isn't listed, choose **"My school is not listed"** and type the name.

Then fill in your school's current details — address, phone, website, and contacts:

YOUR SCHOOL

SELECT YOUR SCHOOL

 Please enter your school's current details below.

PRIMARY CONTACT NAME

CONTACT EMAIL

ADDRESS LINE 1

TOWN

COUNTY

POSTCODE

BURSAR / FINANCE CONTACT (invoices sent here too)

BURSAR NAME

BURSAR EMAIL

Important: Make sure the bursar email is correct. Invoices and receipts are sent to **both** your email and the bursar's email.

5 Accept Data Protection & Create Your Account

Read the data protection notice, then **tick the checkbox** to confirm.

Click the gold button: **"Create Account & Register School"**



Data Protection Consent *

I consent to Sussex Schools FA collecting, storing, and processing personal data (name, email, phone, school details) for the purposes of managing school affiliations, competition entries, and SSFA communications...



Create Account & Register School

You'll be automatically logged in and see a green **"Account created!"** message.



Account created! You can now enter teams and manage your school's affiliation below.

6 Choose Your Competitions (after logging in)

You'll now see a list of all available competitions, split into **Knockout Cups** and **Leagues**.

Tick the box next to each competition you want to enter. You'll see the fee next to each one.

Knockout Cups – Cup entries £30 each



2026/27 U14 Cup

Boys · Knockout Cup

£30



2026/27 U14 G Cup

Girls · Knockout Cup

£30



2026/27 U15 Cup

Boys · Knockout Cup

£30



2026/27 U16 Cup

Boys · Knockout Cup

£30

Don't worry about Shields! Shield competitions are free and automatic. If your team loses their first cup match, they enter the shield – no action needed from you.

7 Add Team & Coach Details (Optional)

When you tick a competition, extra fields appear below it. You can optionally add:

- **Team Name** – e.g. "Brighton Academy U14 Boys"
- **Coach Name** – who manages this team
- **Coach Email** – they'll receive fixture notifications

If you leave these blank, we'll create defaults for you.

☒

2026/27 U14 Cup
Boys · Knockout Cup

£30

TEAM NAME (OPTIONAL)

Brighton Academy U14 Boys

COACH NAME (OPTIONAL)

Mr Davies

COACH EMAIL (OPTIONAL)

p.davies@brightonacademy.sch.uk

8 Review Total & Continue to Payment

Scroll to the bottom. You'll see your total with a clear breakdown:

TOTAL DUE

£63.50

Subtotal: £60.00 · Processing fee: £3.50

 **Continue to Payment**

Tick the **AGM box** if your school plans to send someone to the SSFA AGM (for the 10% discount).

Click "**Continue to Payment**" to proceed to the secure checkout.

9

Pay Securely via Stripe

You'll be taken to a secure **Stripe** checkout page. You'll see each competition listed separately. Enter your card details and click **Pay**.

The screenshot shows a web browser window with the address bar displaying 'checkout.stripe.com'. The page content is divided into two main sections. On the left, there is a list of competitions: '2026/27 U14 Cup – Brighton Academy' with a price of '£30.00', '2026/27 U15 Cup – Brighton Academy' with a price of '£30.00', and a 'Processing & admin fee' of '£3.50'. A horizontal line separates these from the 'Total: £63.50'. On the right, under the heading 'Card information', there is a card number field containing '4242 4242 4242 4242', a field for 'MM / YY', and a field for 'CVC'. At the bottom right, there is a large blue button labeled 'Pay £63.50'.

You can also pay with **Apple Pay** or **Google Pay** if available on your device.

Important: Don't close the browser window until payment is complete and you're redirected back to the SSFA website.

10

Done! You're Affiliated

After payment, you'll be taken back to the affiliation page where you'll see:

The screenshot shows a green-bordered box with a green checkmark icon and the heading 'Affiliation Confirmed'. Below the heading, it says 'Payment received · 2 competitions entered'. There is a table with two rows: '2026/27 U14 Cup' and '2026/27 U15 Cup', both with 'Confirmed' in the right column.

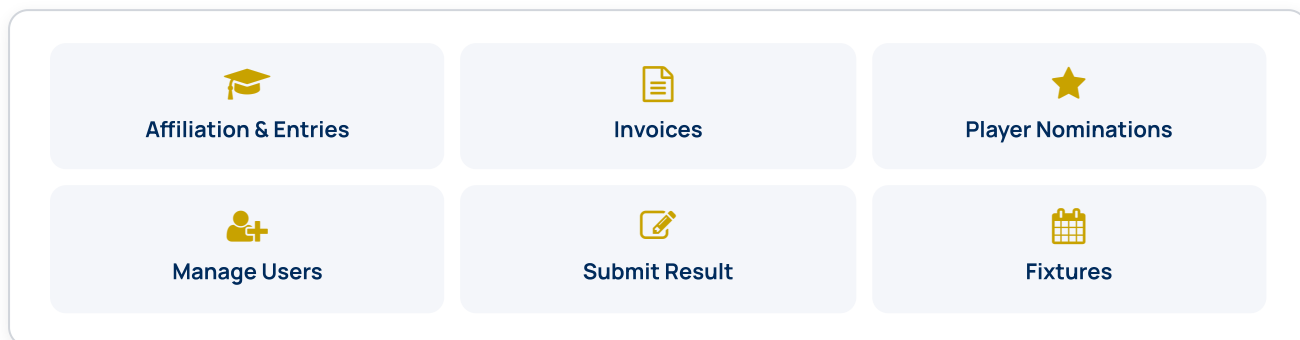
2026/27 U14 Cup	Confirmed
2026/27 U15 Cup	Confirmed

An **invoice email** is automatically sent to both you and your bursar.

Your teams are now entered and fixtures will be created by SSFA.

After You've Affiliated

Log in anytime at ssfa.online/login/ to access your School Manager dashboard:



Things you can do from your dashboard

FEATURE	WHAT IT DOES
Affiliation & Entries	View confirmed entries, enter additional competitions, request withdrawals
Invoices	View and pay outstanding invoices, print receipts
Player Nominations	Nominate players from your school for county or district representative squads
Manage Users	Create accounts for your coaches so they can submit results and nominate players
Submit Result	Enter the score after a match has been played
Fixtures	View upcoming matches for your teams

Entering More Teams Later

Visit ssfa.online/affiliation/ while logged in. Below your confirmed entries, click "**Enter additional competitions**" to add more teams and pay for them.

Withdrawing a Team

Before the entry deadline, you can click "**Withdraw**" next to any confirmed entry. SSFA will review and process a refund.

Quick Reference

I WANT TO...	GO TO...
Affiliate my school / enter teams	ssfa.online/affiliation/
Log in to my account	ssfa.online/login/
See my dashboard	ssfa.online/dashboard/
View or pay invoices	ssfa.online/school-invoices/
Submit a match result	ssfa.online/submit-result/
Nominate players for county	ssfa.online/nominations/
Create coach accounts	ssfa.online/school-users/
View fixtures & results	ssfa.online/fixtures-results/
Contact SSFA	admin@ssfa.online

Fees Summary

TYPE	FEE	NOTES
Cup entry (per team)	£30	U12–U19, Boys & Girls
League entry (per team)	£60	U19 1st XI, 2nd XI, Girls
Affiliate only	£30	No team entries
Shield entry	Free	Automatic after first cup loss
Processing fee	5% + 50p	Per transaction
AGM discount	10% off	After confirmed attendance

Need Help?

If you have any problems with the affiliation process or need assistance, please contact us:

Email: admin@ssfa.online

Website: ssfa.online



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