



Leeds & District FA

District Cup Applications

2024/25 Season

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1. LEEDS & DISTRICT FA WEBSITE

1.1 CUP APPLICATION FORM

To access the Leeds & District FA district cup application form on our website, enter or copy <https://e-leedsfa.org/cup-competitions/> in your internet browser. The main District Cup Competition page will be displayed. Scroll down to the section Cup Applications 2024/25 for the link to the cup application form.

The cup application form is divided into three sections, Club Details, Club Secretary Details and Team Details.

It is suggested to use a PC, laptop or tablet when using the application form.

1.2 CUP ENTRY ACCEPTANCE CRITERIA

Please read the following guidance before entering teams into the Leeds & District FA cup competitions :

Senior Open Age Competitions

Saturday Senior Challenge Cup

enter the team into the Senior Challenge Cup competition if the team plays in the top division of its Saturday open age league.

Saturday District Cup

enter the team into the District Cup competition if the team does not play in the top division of its Saturday open age league.

Sunday Senior Challenge Cup

enter the team into the Senior Challenge Cup competition if the team plays in the top division of its Sunday open age league.

Sunday District Cup

enter the team into the District Cup competition if the team does not play in the top division of its Sunday open age league.

The final decision on which senior cup competition the team will enter will be made by the Leeds & District FA cup working group.

Junior Competitions

A **Leeds & District FA** affiliated club can enter teams into their respective age group competition from U11 through to U18.

A **Barkston Ash FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U13, U15, U17 and U18 age group only. Teams in the U14 and U16 age group must enter the Barkston Ash FA cup competitions.

A **Bradford FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U13, U15, U17 and U18 age group only. Teams in the U14 and U16 age group must enter the Bradford FA cup competitions.

A **Castleford FA** affiliated club can enter teams into their respective age group competition from U11 through to U18.

A **Goole & Thorne FA** affiliated club can enter teams into their respective age group competition from U11 through to U18.

A **Harrogate FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U13, U14, U15, U17 and U18 age group only. Teams in the U16 age group must enter the Harrogate FA cup competitions.

A **Heavy Woollen FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U14, U16, U17 and U18 age group only. Teams in the U13 and U15 age group must enter the Heavy Woollen FA cup competitions.

A **Wakefield FA** affiliated club can enter teams into their respective age group competition from U11 through to U18.

A **Wharfedale FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U13, U15, U17 and U18 age group only. Teams in the U14 and U16 age group must enter the Wharfedale FA cup competitions.

1.3 CLUB DETAILS

Complete the following information in the Club Details section :

The screenshot shows the 'District Cup Application Form' with a progress bar at the top indicating three steps: 1. Club Details (highlighted in orange), 2. Club Secretary Details, and 3. Team Details. The 'Club Details' section is active and contains the following fields:

- Club Name (Required)**: A dropdown menu with the text 'select a club'. Below it, a note states: 'Select your club from the drop down list. If your club name does not appear or your club name has changed name since last season, please email : cupentry@e-leedsfa.org'.
- Affiliation Number**: A text input field containing 'Y-TBC0000'. A note below it says: 'This field is no longer required.'
- District FA (Required)**: A dropdown menu with the text 'select your parent fa'. A note below it says: 'The District FA will default from the club record on our system.'

At the bottom of the form is a blue 'Continue' button with a right-pointing arrow.

Club Name – select the club name from the drop down list. If the club name has changed since last season please email cupentry@e-leedsfa.org with the full club name, as registered with County FA. before commencing the cup application.

Affiliation Number – this field is no longer required and has been disabled.

District FA – this field will default from our records and cannot be changed in the form.

Click on the NEXT button to proceed to the Club Secretary Details section:

1.4 CLUB SECRETARY DETAILS

The screenshot shows the 'District Cup Application Form' with a progress indicator at the top. The progress bar has three steps: 1. Club Details (marked with a checkmark), 2. Club Secretary Details (the current step, marked with a '2' in a circle), and 3. Team Details (marked with a '3' in a circle). Below the progress bar, the 'Club Secretary Details' section is highlighted in blue. The form contains the following fields:

- Full Name (Required)**: Enter the full name of the club secretary contact. (Text input field)
- Primary Email Address (Required)**: Enter the email address of the club secretary contact. (Text input field)
- Confirm email address**: Enter email address. (Text input field)
- Mobile Number (Required)**: Enter the mobile number of the club secretary contact. (Text input field)
- Address (Required)**: Enter the address of the club secretary contact. (Text input field)
- Address Line 1**: type an address to display a list of addresses. (Text input field)
- Address Line 2**: (Text input field)
- City**: (Text input field)
- Post Code**: (Text input field)

At the bottom of the form, there are two buttons: a yellow 'Back' button and a blue 'Continue' button.


The following information is required on this page:

Full Name, Email Address and Mobile Number of the Club Secretary. You will be prompted to enter the email address again to validate the first entry is correct.

In the Address field, start to type your house number and address and select the address from the list or you can enter your address manually.

Click on the NEXT button to proceed to the Team Details section :

1.5 TEAM DETAILS



District Cup Application Form

Team Details

Click on the 'Add Team' button to add team(s) into a cup competition. When all team(s) have been entered click on the Submit button.

Teams

Cup Competition	Team Name	Age Group	Team Identifier	League Name
There are no teams.				

ADD TEAM

Cup Entry Total
Price: £ 0.00

Payment Method (Required)
No payment will be taken at this time. We will contact you with payment information after your application has been reviewed.

Credit / Debit Card
 Manual Bank Transfer

GDPR Privacy Policy (Required)
 I have read and understood the [Leeds & District FA GDPR Privacy Policy](#)

← Back
SUBMIT →

Click on the ADD TEAM button to add a team to a cup competition.

Add Team

Team Information

Cup Competition *(Required)*

Cup Entry Fee

Price: £ 0.00

Team Name *(Required)*

Age Group

Team Identifier *(Required)*

Enter a team identifier to uniquely identify the team in the competition, for example, First, Reserves, Oranges, Whites, Blues, Reds, Colts, Juniors etc. Enter N/A if there is no team identifier.

League Name *(Required)*

Cup Competition – select the Cup Competition from the drop-down list. The list of available cup competitions to select is based on the parent District FA associated with the club. Please refer to section 1.2 of this document.

The Cup entry fee is displayed. The Team Name (defaults from the Club Name) and the Age Group (juniors teams only) will be automatically populated. These fields cannot be changed.

Team Identifier - enter a team identifier to uniquely identify the team. This is important if you are entering multiple teams in the same cup competition. Typically this will be First, Reserves, Thirds etc (for senior teams) and Colts, Juniors, Reds, Blues, Yellows etc (for junior teams). The combination of the Team Name, Age Group (juniors only) and Team Identifier should represent the name of the team as it is known on the Whole Game System (WGS).

League Name – select the League Name from the drop-down list. If the league does not exist, email cupentry@e-leedsfa.org with the name of the league to be added.

Complete the Team Contact Full Name, email address and mobile number of the teams primary contact. This is the person who will receive information of upcoming cup fixtures from the Leeds FA and will be our primary contact for all cup related matters.

Team Contact Name *(Required)*

enter the full name of the primary team contact

Team Contact Email Address *(Required)*

Enter Email Confirm Email

Team Contact Mobile Number *(Required)*

enter the mobile number of the primary team contact

Click on the Add Team button to add the team to the Cup Competition, else click on Cancel to go back to the cup application summary form without saving.

CANCEL **ADD TEAM**

When all of the required fields have been entered, click on the ADD TEAM button, to add the team to the cup application.

The Team Details section is then displayed. Repeat the above process to add all of the teams to the cup application.

✓ Club Details
✓ Club Secretary Details
3 Team Details

Team Details

Click on the 'Add Team' button to add team(s) into a cup competition. When all team(s) have been entered click on the Submit button.

Teams

Cup Competition	Team Name	Age Group	Team Identifier	League Name	
U13 Millennium Trophy		U13	Na	Selby & District Junior League	<input type="button" value="EDIT"/> <input type="button" value="DUPLICATE"/> <input type="button" value="DELETE"/>

ADD TEAM

Cup Entry Total
Price: £ 15.00

Payment Method *(Required)*
No payment will be taken at this time. We will contact you with payment information after your application has been reviewed.

Credit / Debit Card
 Manual Bank Transfer

GDPR Privacy Policy *(Required)*
 I have read and understood the [Leeds & District FA GDPR Privacy Policy](#)

Back **SUBMIT**

On this form, you can now edit a team cup application or delete the record. The duplicate button will copy the record and allow you to edit the details. This is useful if you have the same contact for multiple teams or have multiple teams in the same junior cup competition.

When all teams have been entered into the cup application, selected the preferred Payment Method and check the GDPR Policy box to indicate you have read and understood this policy.

<https://e-leedsfa.org/privacy-policy/>


If you select Credit/Debit Card we will send you a link from our STRIPE hosted payment portal.

If you selected Manual Bank Transfer we will email you information of our bank details to send the payment. The District Cup Application Number generated must be entered in the payment reference when making the payment.

Click on the SUBMIT button to send your district cup application to the Leeds & District FA.

1.6 CUP APPLICATION EMAIL ACKNOWLEDGEMENT

The following form should be displayed to confirm your district cup application has been submitted. If you do not see this form then the application form has not been submitted.



District Cup Application Form

District Cup Application Number :	4950
Date Submitted	17/07/2024
Club Name	

Thank you for submitting your District Cup Application to the Leeds & District FA.
You will shortly receive an automated email acknowledging the receipt of your district cup application form that will contain a pdf file detailing the information of the teams entered.

Please check your email junk/spam folder if the email acknowledgement is not received in your email inbox.
We will review your district cup application and email you within 3 days with information on how to pay.
Payment in full must be received within 7 days of submitting your application.
Teams will not be entered into the cup draw if payment is not received by this date.
For cup entry enquiries and information, please email cupentry@e-leedsfa.org

Regards
Leeds & District FA
District Cup Application Administration
cupentry@e-leedsfa.org
Follow us on our social media accounts: [Website](#) | [Twitter](#) | [Facebook](#)



Shortly after submitting the form, you will receive an automated email acknowledging the receipt of your district cup application form that will contain a pdf file detailing the information of the teams entered. Please check your email junk/spam folder if the email acknowledgement is not received in your email inbox.

We will review your district cup application and email you within 3 days with information on how to pay. Payment in full must be received 7 days from the date of the payment information email is sent. Teams will not be entered into the cup draw if payment is not received by this date.