



Collegiate Design Series Registration Instructions

Registration Requirements

Students: Students registering a team must:

- Be a paid SAE member
- Be affiliated with the school you are registering. The school that is currently listed in your MySAE record will be the school that you will have the ability to register

Note: If your team members have not joined, send them to:

<http://www.sae.org/membership/joinsaenow.htm>

Faculty Advisors: For faculty advisors to register a team, you must:

- Be the advisor of an official SAE Collegiate Chapter
- OR**
- Be the advisor of a competition team from an official SAE Collegiate Chapter
 - You will need a MySAE login user ID and password to have the ability to register your team

How to Register

Registration may only be done online and paid for via credit card or deposit account. No other form of registration will be acceptable, i.e. faxes, snail mail, registering via telephone, etc. You will need a credit card to register and order your Mini Baja engine if necessary. The SAE registration system will provide you with an Order Receipt for reimbursement. You may register on the website from two (2) different areas:

1. Go to the Competition Schedule located at the following link, and choose the event you would like to register for:
http://www.sae.org/servlets/collegiateCompetitionInfo?OBJECT_TYPE=CollegiateCompetition&PAGE=getCompetitionSchedulePage

OR

2. Go to: <http://www.sae.org/students/student.htm>
Choose the event you would like to register for
Click the “Event Info” button
From there, click the register button

Once you have chosen the event you wish to register for, you will need to complete the following instructions (the words in all caps and blue are key registration steps):

1. When prompted by the SAE Login, enter your **USER NAME** and **PASSWORD**
2. Your university name will appear in the upper left-hand corner. Click the **ADD A NEW TEAM** button
3. Choose the appropriate **COST OF REGISTRATION**
4. Enter your **TEAM NAME**
5. Choose the **COMPETITION DEFAULT CATEGORY** unless you are registering for **AERO DESIGN**, at which point you will choose **OPEN** or **REGULAR CLASS**
6. Select your **ROLE** on the team, your choices are: **FACULTY ADVISOR**, **TEAM MEMBER** or **TEAM CAPTAIN**
7. Click the **REGISTER AND PAY** button
8. Enter your **CREDIT CARD** or **DEPOSIT ACCOUNT** information
Note: The credit card holder does not have to be the same as the person registering
9. You will be taken to **YOUR ORDER RECEIPT** page. This is the only receipt that will be available to you. Please print your receipt!
10. From the Order Receipt page, click your **TEAM NAME** if you would like to do any of the following:
 - See your vehicle number
 - Order your Mini Baja engine
 - Add new team members
 - Update Vehicle Specs
 - Reprint Your Invoice
11. To order your Mini Baja engine, click the **ORDER ENGINE** button. If you do not want your engine shipped to the default **BILL TO ADDRESS**, then click the **MODIFY / SELECT FROM MY ADDRESSES** button and choose another address, or add a new address. From there click the **SUBMIT ORDER & PAY NOW** button. Enter your credit card or deposit account information and click the **SUBMIT PAYMENT** button.

The following is a Q & A to assist you with possible registration errors :

What if my school on my membership card or MySAE is wrong?

If the appropriate school is not listed in MySAE, use the following instructions to change your affiliation. Access MySAE, go to MyMember Info, and simply click Update School Information.

What if my school is not listed in the choices on the website when updating my school affiliation in MySAE?

If you cannot find your school when searching, you will be prompted to enter your school information to create a new school record.

What if I am not a current SAE student member?

If you are not a student member, or if your membership has expired, you will need to complete the online membership form before registering your team. There will be a delay of one business day between the time you apply for membership and when your membership becomes active. To join SAE, please go to:

<http://www.sae.org/membership/joinsaenow.htm>

Unrecognized Schools

What do I do if the system does not recognize my school?

When trying to register your team as a paid SAE student member, the school you are affiliated with will automatically appear. If the appropriate school is not listed in MySAE, use the following instructions to change your affiliation. Access [MySAE](#), go to [MyMember Info](#), and simply click [Update School Information](#).

Mini Baja Engine Ordering

How do I order a Mini Baja Engine?

If you are eligible under the specified criteria in the Baja rules to receive an engine, you must 1st complete the team registration process. Once you have registered, you may immediately order your engine, or you may log out and order your engine at a later date by consulting number **11** of the **HOW TO REGISTER** instructions above.

Adding Additional Team Members

How do I register additional team members after I have registered?

You will need to be a **paid SAE student member** or the **faculty advisor**. Students must be affiliated with the school for the team that you are adding the student or yourself to.

One paid SAE student member or faculty advisor may add all team members to their competition registration by logging into MySAE and following the **HOW TO REGISTER** instructions above. However, all driver's license, insurance and emergency contact information must be added/updated prior to the competition. You may request a roster of your student members by emailing: CustomerService@sae.org. In your email be sure to include your school name and campus/city branch if necessary.

NOTE: IT IS IMPERATIVE THAT YOU ENTER ALL VALID DRIVER'S LICENSE; INSURANCE AND EMERGENCY CONTACT INFORMATION PRIOR TO THE COMPETITION

Potential errors are:

This is not a valid number

The number you entered can not be found in the computer system because the individual is not a paid member, or is not affiliated with the school.

Member is not associated with this school

This means that although the student is an SAE member, our records do not show them as being affiliated with the school that you are trying to add them to. See "unrecognized schools" above.

A blank screen is also an error, which could occur for various reasons

If you get a blank screen and reloading the page will not fix it, please send an email to collegiatecompetitions@sae.org explaining what exactly occurred.

Receipts

How do I get a receipt?

Once you have completed the registration, you will be taken to the **YOUR ORDER RECEIPT** page. This is the only receipt that will be provided to you. You may log in to your registration and print your receipt at any time.

Team/Vehicle Numbers

How do we get a team number?

Team numbers are automatically assigned by the online registration system. Once you have completed your registration and are sitting on the **YOUR ORDER RECEIPT** page, you may click on your **TEAM NAME**. This will take you back to your registration where you will be able to view your number.