

HOW TO SET UP A NEW UNIVERSITY TEAM FOR FORMULA STUDENT

Each team must create a University team account and all the team members must have an account, in order to:

- Register for the event
- Submit their submissions to be marked by the judges and Committee
- Submit questions to the judges/FS Admin team and receive answers to their technical and administrative questions

Please find the link here: <https://teams.formulastudent.com/Account/LogIn>

New University instructions

In order to set up a new University entirely, your Faculty Advisor of your University team will need to register a new University on the portal.

They do this by using the main link and then clicking "Register University"

The screenshot shows a web interface with a navigation menu on the left and a login form on the right. The menu items are: 'IN THIS SECTION', 'APPLY FOR STUDENT AFFILIATE MEMBERSHIP', 'REGISTER UNIVERSITY' (circled in red), 'REGISTER TEAM MEMBER', 'SIGN IN', 'LOST PASSWORD/ USERNAME?', and 'HELP WITH MY ACCOUNT'. The login form is titled 'LOGIN' and contains two input fields: 'Username' and 'Password', both with a red asterisk and the word 'Required' next to them. Below the password field is a red 'Login' button.

You will need to fill in the University details and your Faculty advisor details.

Once this is filled in, the portal will send you an email with your log in details:

Congratulations! Your Formula Student University Account has been created for your team(s) to manage your account details and upload your documents for Formula Student.

Your login details are:

Username: FS31002

Password: s6wsaw4x

To access your account, visit <http://teams.formulastudent.com>

To view the Formula Student Question Database (FSQD),

visit: <http://teams.formulastudent.com/FAQ/FAQ.aspx>

IMPORTANT:

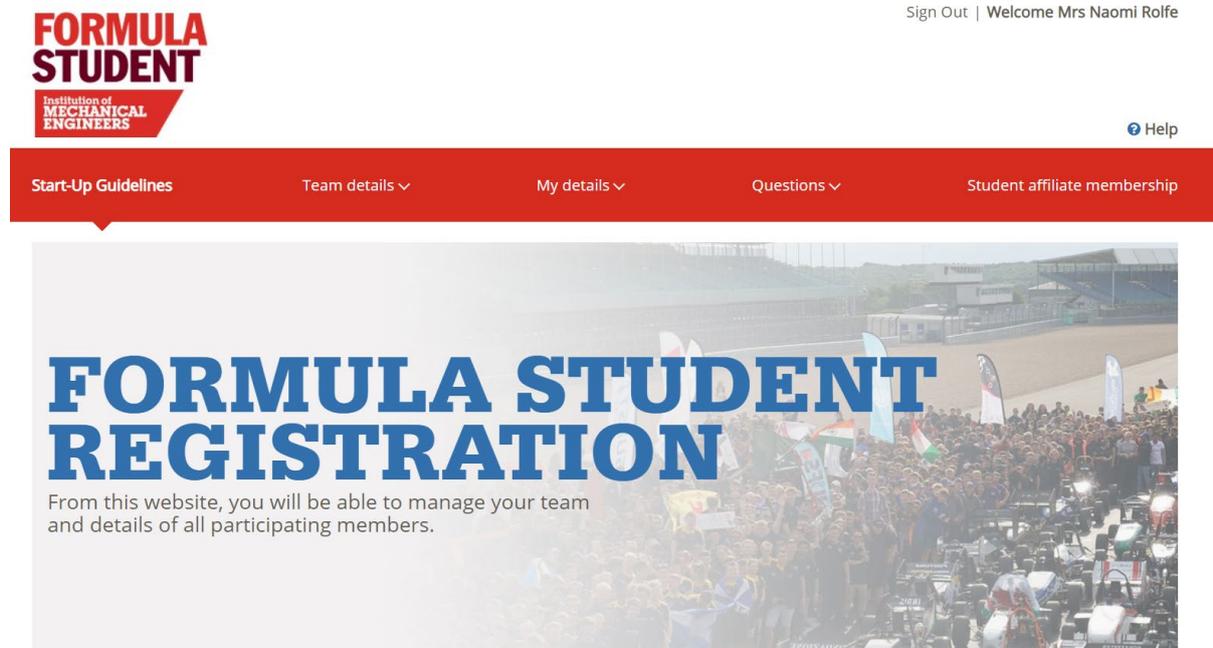
You will need to become a member of the Institution of Mechanical Engineers to participate in Formula Student. Deadlines for application can be found on the Key dates webpage (<http://www.formulastudent.com/teams/key-dates>).

To apply for free membership, please visit www.imeche.org/FSaffiliate.

Best wishes
Formula Student Team

Inputting Team details

Your Faculty Advisor will need to log in and they will see the following:



The screenshot shows the Formula Student registration website. At the top left is the logo for FORMULA STUDENT, Institution of MECHANICAL ENGINEERS. At the top right, it says "Sign Out | Welcome Mrs Naomi Rolfe" and a "Help" icon. Below the header is a red navigation bar with the following items: "Start-Up Guidelines", "Team details" (with a dropdown arrow), "My details" (with a dropdown arrow), "Questions" (with a dropdown arrow), and "Student affiliate membership". Below the navigation bar is a large banner image of a Formula Student race track with the text "FORMULA STUDENT REGISTRATION" in large blue letters. Below the banner, it says "From this website, you will be able to manage your team and details of all participating members."

You need to click 'Team Details' to register the team.

Please note:

Subject to the Registration Procedures, you may enter up to:
Two Formula Student teams (under headings Team 1 and Team 2)
Two Concept Class teams (under headings Team 3 and Team 4)
Two FS-AI teams (under headings Team 5 and Team 6)

Formula Student		Concept Class		FS-AI	
TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6

TEAM DETAILS

Team Name

Class (If Your Class Is Incorrect, Please Contact Your Faculty Advisor Or Email FS@imeche.Org)

Website (Optional)

Once you have registered your team, you need to inform your team members so they can register for the team.

Registering team members

Team members need to use the link: <https://teams.formulastudent.com/Account/LogIn> and click "Register team member"

IN THIS SECTION

- APPLY FOR STUDENT AFFILIATE MEMBERSHIP
- REGISTER UNIVERSITY
- REGISTER TEAM MEMBER**
- SIGN IN
- LOST PASSWORD/ USERNAME?
- HELP WITH MY ACCOUNT

LOGIN

Username

* Required

Password

* Required

Login

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They then choose their team name from the drop down menu, note that the type of team is listed by class first, then University name:

Ie. Concept class- ASE Racing

Once they have created a team member account, they will receive their log in details via email.

Managing members

Your Faculty advisor can then assign the team members to your team.

Log onto your account and click "Manage members"

FORMULA STUDENT
Institution of MECHANICAL ENGINEERS

Sign Out | Welcome Mrs Naomi Rolfe

Help

Start-Up Guidelines Team details My details Questions Student affiliate membership

Team details
Manage members
University details
Payment and car number

Then click on the class you've created a team for ie. FS AI, Concept, FS Class

MANAGE MEMBERS

Tip: Maintain, add and remove team members for each team here. If a member is removed from all teams, they will no longer have access to the site.

Formula Student		Concept Class		FS-AI	
TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
<p>TEAM NAME: NAOMI ROLFE RACING CLASS: FORMULA STUDENT CAR NUMBER: 0</p> <p>Team member list</p> <p>The deadline for selecting your team members attending live event and completing any additional payments is as per the key dates document. Any changes to your account made after this time are not guaranteed to be actioned.</p>					

Scroll down and the team members names who registered to be part of that team should be listed.

Additional Info.	Name	Member Type	
+	Mrs Naomi Rolfe	Faculty Advisor	Assign
+	Mr Joel Rolfe	Team Leader	Edit Remove
<p>Total number of members attending this year's competition : (Please tick the box above to confirm your member's attendance in the event.)</p>			<input type="text" value="0 members"/>

In order to change the team leader, your FA can click "Edit" and change their role through the next page:

Member Details

Title	Full Name
Mr	Joel Rolfe
Member Type	
Team Leader	
Membership Institution**	(If Other)
Institution of Mechanical Engineers	
Are You A Graduate?	Year Of Study *
<input checked="" type="radio"/> Yes <input type="radio"/> No	3rd
Course Name	
Mech Eng	

In order to assign new members to the team, underneath the list of members already part of the team, there will be a list of "Members not assigned to teams" ie. the people who have registered as team members:

Members not assigned to teams

	Name	Email Address	Phone Number	Mobile Number
<input checked="" type="checkbox"/>	Mrs Naomi Rolfe	nhrolfe1@gmail.com	02073046911	900000000000

Assign to team 1

To assign them, your FA needs to tick the box next to their name and assign to the right team.

Faculty Advisors can add new members also via this Manage members page:

TEAM NAME: NAOMI ROLFE RACING

CLASS: FORMULA STUDENT

CAR NUMBER: 0

Team member list

The deadline for selecting your team members attending live event and completing any additional payments is as per the key dates document. Any changes to your account made after this time are not guaranteed to be actioned.

+ Add new team members