

SAE INTERNATIONAL

**SAE CLEAN  
SNOWMOBILE  
CHALLENGE®:  
AFFILIATING &  
YOUR FAST  
TRACK ROSTER**

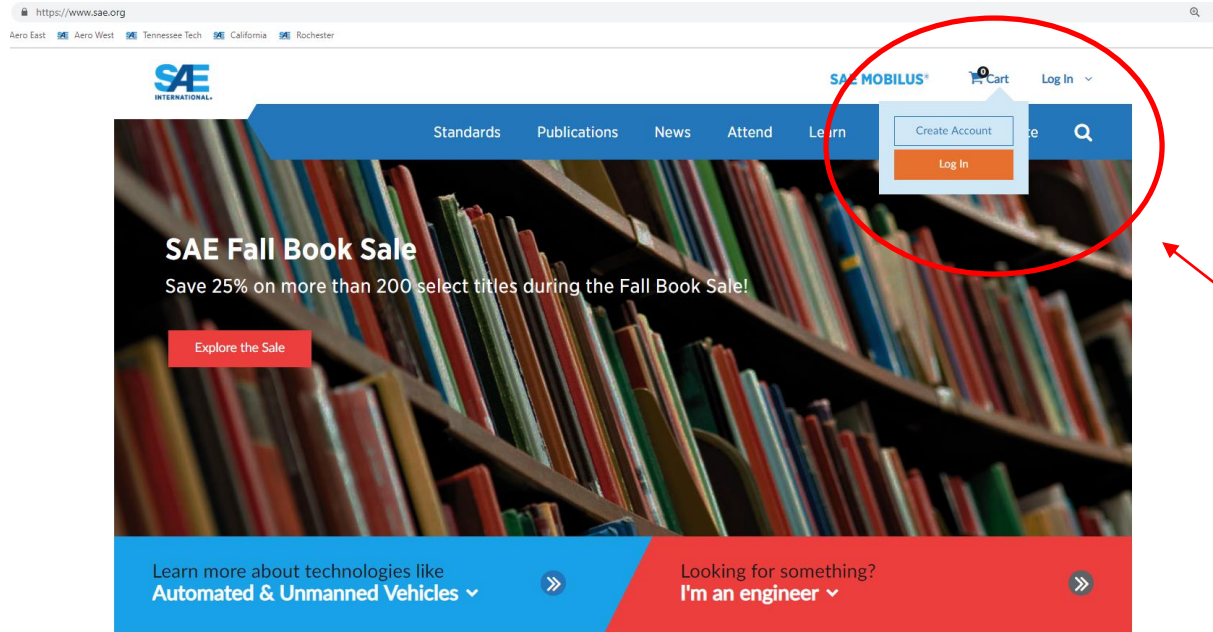


# AGENDA

## SAE Clean Snowmobile Challenge®: Affiliating & Your Fast Track Roster

- Step 1: Log into your mySAE account at [www.sae.org](http://www.sae.org)
- Step 2: Navigate to your competition's webpage at [www.sae.org](http://www.sae.org)
- Step 3: Verify Registration Requirements
- Step 4: Adding/Editing School Affiliation & Membership
- Step 5: Navigate to your event's 'Profile' tab
- Step 6: Click on your team's name
- Step 7: Add yourself to the 'Fast Track Roster'
- Step 8: Add/Update your information on the 'Fast Track Roster'
- Step 9: Print & Sign!
- Affiliating/Adding Faculty Advisors
- Affiliating/Adding International Affiliates

# Step 1: Log into your mySAE account at www.sae.org




# Step 1: Log into your mySAE account at www.sae.org

https://www.sae.org/servlets/login

Aero East SAE Aero West SAE Tennessee Tech SAE California SAE Rochester

SAE INTERNATIONAL

SAE MOBILUS®  Cart Log In ▾

Standards Publications News Attend Learn Participate Donate 🔍

## SAE Login

Email Address\*  
sara.guffey@sae.org ✓

Password\*  
●●●●●●●● ✓

☐ Remember me!

[Forgot your User ID or Password?](#)

## Step 2: Navigate to your competition's webpage at [www.sae.org](https://www.sae.org)

<https://www.sae.org/attend/student-events/sae-clean-snowmobile-challenge>

last [SAE Aero West](#) [Tennessee Tech](#) [California](#) [Rochester](#) [OneLogin](#)

**SAE** INTERNATIONAL **SAE MOBILUS** [My Cart](#) [Log In](#)

[Standards](#) [Publications](#) [News](#) [Attend](#) [Learn](#) [Participate](#) [Donate](#) [Q](#)

# SAE Clean Snowmobile Challenge®

March 4-5, 2019 | Houghton, MI, USA | Keweenaw Research Center

Hosted By:  
**Michigan Technological University**

**38** DAYS **19** HOURS **57** MINUTES

[Overview](#) [Attend](#) [Sponsors](#) [Teams](#) [Profile](#) [Awards & Results](#) [Contact](#)

[Main](#) [About](#)

### Event Location

Keweenaw Research Center  
23620 Airpark Blvd.  
Calumet, MI 49913

# Step 3: Verify Registration Requirements

The screenshot shows the SAE International website's registration page. At the top, there is a navigation bar with links: Overview, Attend, Sponsors, Teams, Profile, Awards & Results, and Contact. Below this is a secondary bar with 'Main' and 'About' tabs. The main content area is divided into sections: 'Event Location' (Keweenaw Research Center, 23620 Airpark Blvd., Calumet, MI 49913), 'Registration Fee: \$950', and 'Registration Limit: 25 Registered Teams/20 Waitlist Teams'. The 'Verify Registration Requirements' section is highlighted with a red circle and a red arrow pointing to it. This section includes an 'Update Team' button, the title 'Verify Registration Requirements', and two sub-sections: 'Student Membership' (Expires 02/28/2019) and 'School Affiliation' (Kettering Univ). Below the 'School Affiliation' section is an 'Edit »' link.

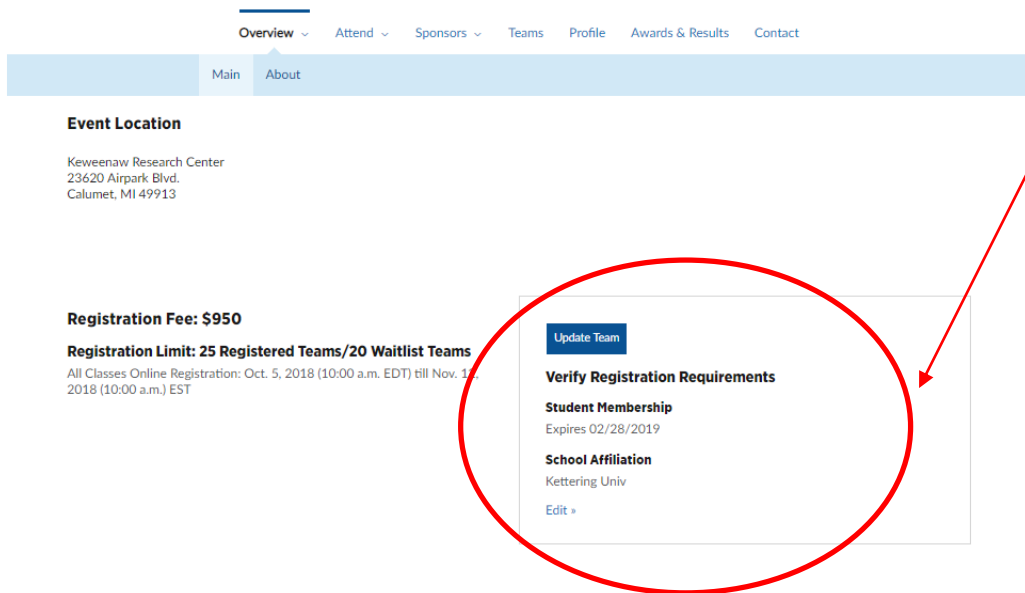
**Event Location**  
Keweenaw Research Center  
23620 Airpark Blvd.  
Calumet, MI 49913

**Registration Fee: \$950**  
**Registration Limit: 25 Registered Teams/20 Waitlist Teams**  
All Classes Online Registration: Oct. 5, 2018 (10:00 a.m. EDT) till Nov. 12, 2018 (10:00 a.m.) EST

**Verify Registration Requirements**  
**Student Membership**  
Expires 02/28/2019  
**School Affiliation**  
Kettering Univ  
[Edit »](#)

- Make sure that your correct university is displaying under 'School Affiliation'
- If it is showing not affiliated, not an "acceptable" CDS university, or not a member, you will need to edit your information in order to move forward.
- If your membership is showing currently and your correct university is displaying, proceed to Step 6.

# Step 3: Verify Registration Requirements



The screenshot shows the SAE International registration interface. At the top, there is a navigation bar with links: Overview, Attend, Sponsors, Teams, Profile, Awards & Results, and Contact. Below this is a secondary bar with 'Main' and 'About' tabs. The main content area is divided into two columns. The left column contains 'Event Location' (Keweenaw Research Center, 23620 Airpark Blvd, Calumet, MI 49913) and 'Registration Fee: \$950'. The right column contains 'Registration Limit: 25 Registered Teams/20 Waitlist Teams' and a date range for online registration. A red circle highlights a modal window titled 'Verify Registration Requirements' which includes an 'Update Team' button, a 'Student Membership' section with an expiration date of 02/28/2019, a 'School Affiliation' section listing 'Kettering Univ', and an 'Edit »' link.

Overview ▾ Attend ▾ Sponsors ▾ Teams Profile Awards & Results Contact

Main About

**Event Location**

Keweenaw Research Center  
23620 Airpark Blvd.  
Calumet, MI 49913

**Registration Fee: \$950**

**Registration Limit: 25 Registered Teams/20 Waitlist Teams**  
All Classes Online Registration: Oct. 5, 2018 (10:00 a.m. EDT) till Nov. 12, 2018 (10:00 a.m.) EST

**Verify Registration Requirements**

[Update Team](#)

**Student Membership**  
Expires 02/28/2019

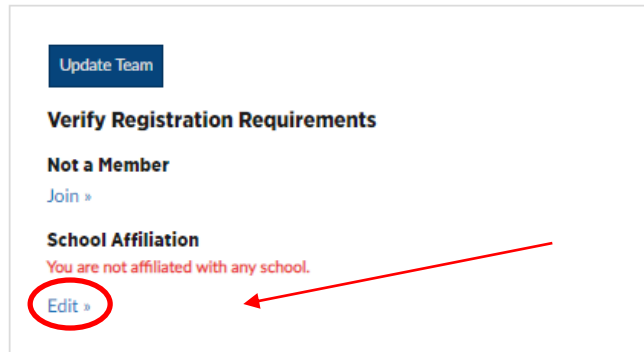
**School Affiliation**  
Kettering Univ  
[Edit »](#)

You may run into three different types of messages at this point that will prevent you from moving forward.

1. You are not affiliated with any school.
2. *'Your School Here'* is not an acceptable CDS University
3. Not a Member

## Step 4: Adding/Editing School Affiliation & Membership

What to do if you are displaying 'You are not affiliated with any school'.



- If you are displaying the message that you are not affiliated with any school click the 'Edit' button located under 'School Affiliation' to attach yourself to your university.
- Once the edit button is clicked, your mySAE page will load.



# Step 4: Adding/Editing School Affiliation & Membership

## MANAGE PROFILE

### Professional Information

University Programs Coordinator  
SAE International

[Edit »](#)

### Password

\*\*\*\*\*

[Edit »](#)

### Personal Information

Sara Guffey

[Edit »](#)

### Email

sara.guffey@sae.org

[Edit »](#)

### Contact Information

Sara Guffey  
1234 Jane Street  
Pittsburgh PA 01234

[Edit »](#)

### School Information

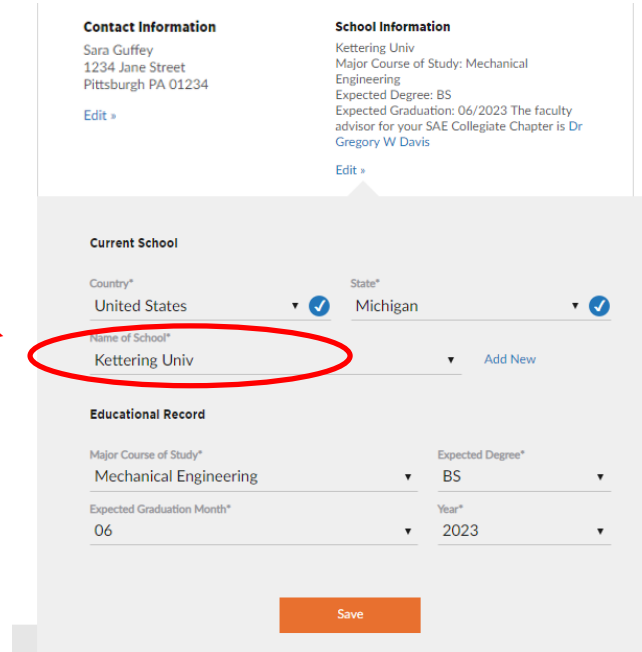
Kettering Univ  
Major Course of Study: Mechanical  
Engineering  
Expected Degree: BS  
Expected Graduation: 06/2023 The faculty  
advisor for your SAE Collegiate Chapter is Dr  
[Gregory W Davis](#)

[Edit »](#)

Update your 'School  
Information' section by  
clicking the 'Edit'  
button.

# Step 4: Adding/Editing School Affiliation & Membership

Find your university on  
the drop down list to  
affiliate yourself to your  
school



**Contact Information**  
Sara Guffey  
1234 Jane Street  
Pittsburgh PA 01234  
[Edit »](#)

**School Information**  
Kettering Univ  
Major Course of Study: Mechanical Engineering  
Expected Degree: BS  
Expected Graduation: 06/2023 The faculty advisor for your SAE Collegiate Chapter is Dr Gregory W Davis  
[Edit »](#)

**Current School**

Country\*  
United States ▼ ✓

State\*  
Michigan ▼ ✓

Name of School\*  
Kettering Univ ▼ [Add New](#)

**Educational Record**

Major Course of Study\*  
Mechanical Engineering ▼

Expected Degree\*  
BS ▼

Expected Graduation Month\*  
06 ▼

Year\*  
2023 ▼

[Save](#)

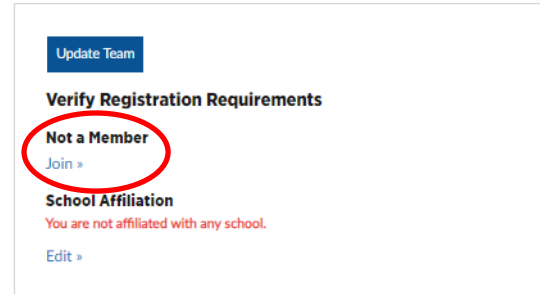
## Step 4: Adding/Editing School Affiliation & Membership

- What to do if you are displaying *'Your School Here'* is not an acceptable CDS University

If you are displaying that your school is not an acceptable CDS University, please email us at [collegiatecompetitions@sae.org](mailto:collegiatecompetitions@sae.org)

- What to do if you are displaying *'Not a Member'*

If you are displaying 'Not a Member', click Join to update your membership.



Update Team

Verify Registration Requirements

**Not a Member**

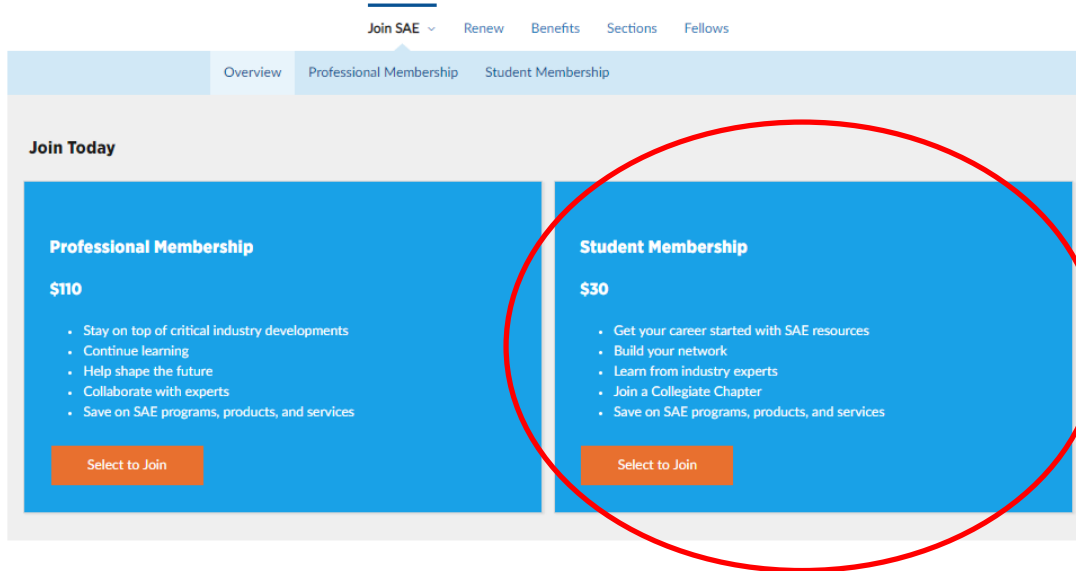
Join »

School Affiliation

You are not affiliated with any school.

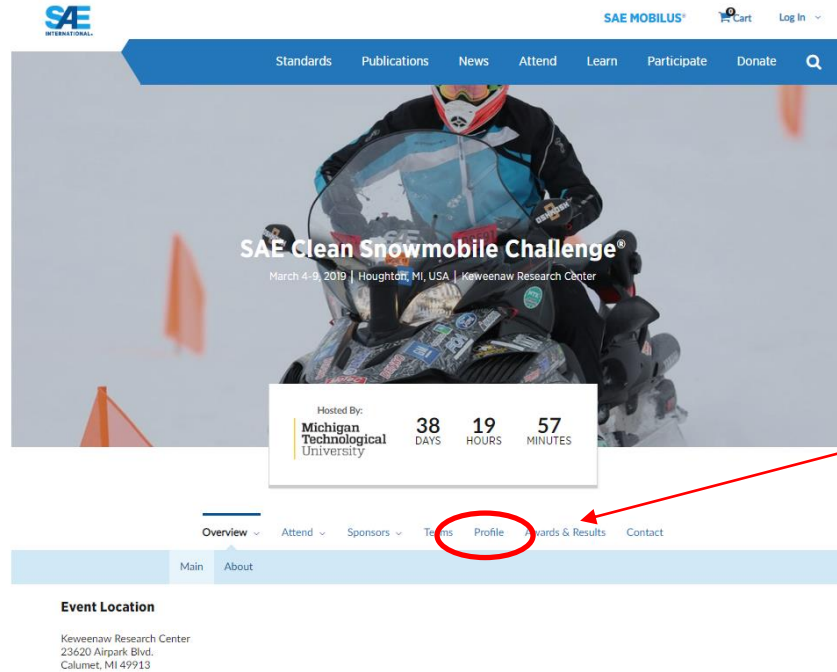
Edit »

# Step 4: Adding/Editing School Affiliation & Membership



Once Join is clicked, you will be redirected to a page where you can update your Student Membership

## Step 5: Navigate to your event's 'Profile' tab



Once properly affiliated, you can move on to the next step of building your roster by navigating to your event's 'Profile' tab

## Step 6: Click on your team's name

### Please Note:

You will only be able to add yourself to ONE roster even if your university has multiple teams competing in multiple classes.



# Step 7: Add yourself to the 'Fast Track Roster'

## Team Registration

Team Profile	
School Name:	Kettering Univ
Team Name:	Snow dogs
Confirmation Number:	2345678
Team Web Address:	<input type="text"/>
Team Facebook Address:	<input type="text"/>
Team Twitter Address:	<input type="text"/>
Category:	CI ~ Clean Snowmobile - Compression Ignition Class

Save Changes

Reprint Invoice

Add a new team member to the roster by clicking the orange 'Add New Team Member' button (you will need each team member's SAE # for this step)

Faculty Advisors and Team Captains have the ability to add team members to the roster.

## Design Standards

The standards needed for design are available in the [SAE MOBILUS](#), through an account set up for collegiate design team members. You can search or browse to find the standards needed.

## Fast Track Roster

Team Members			Print Roster
Manage Member	Role	Attending	
<input type="checkbox"/> Edit Eric Stuckey	TEAM MEMBER	Y	
<input type="checkbox"/> Edit Jordan William Taylor	TEAM CAPTAIN	Y	

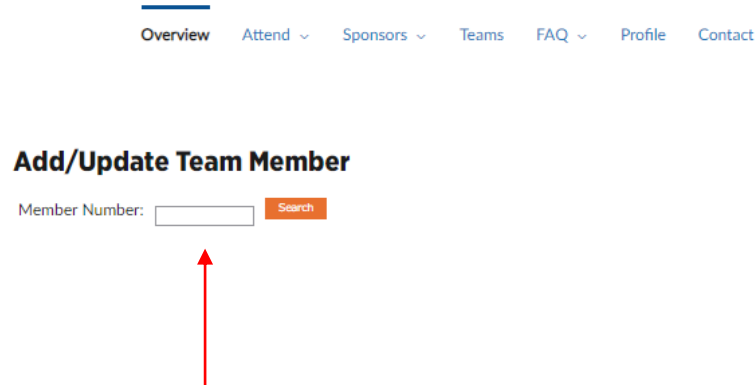
Add New Member

Team rosters will lock two weeks prior to the first day of competition. At that point, no additions can be made to the roster. Teams can still edit existing information and print the roster, which takes up to 24 hours to refresh with the newly modified information. All teams must provide a completed **GREEN** Fast Track roster at Registration in order to receive any giveaways, including sponsored meals. Any handwritten roster additions will not be provided any giveaways. This includes Faculty Advisors. **ABSOLUTELY NO EXCEPTIONS.**

If you are not a Faculty Advisor to Team Captain, you will only have access to add yourself to the roster.

If you need to go back in and edit your information at any point, you may click the edit button next to your name on the roster.

## Step 7: Add yourself to the 'Fast Track Roster'



The screenshot shows a web interface with a navigation bar at the top containing links: Overview, Attend, Sponsors, Teams, FAQ, Profile, and Contact. Below the navigation bar, the heading 'Add/Update Team Member' is displayed. Under this heading, there is a form with the label 'Member Number:' followed by a text input field and an orange 'Search' button. A red arrow points upwards to the text input field.

Once you click the 'Add New Team Member' button you will be directed to Add/Update Team Member by inputting your SAE ID number. If you are unsure of what your number is, you can find it in your 'Account Profile' at mySAE.



# Step 8: Add/Update your information on the 'Fast Track Roster'

- Add your cell phone, team role, event attendance, t-shirt size, gender, DoD Security Clearance level, and emergency contact information
- You may download your 'Confirmation Letter' and 'Participation Certificate' on this page as well.
- **Please Note:** Only 'Participation Certificates' from the current year's events are available. Previous years' certificates are unavailable and cannot be retrieved.

## Add/Update Team Member

Member Number:

[Search](#)

### Team Member Information

Name: Sara Guffey

Address: 1234 Jane Street  
Pittsburgh PA 01234

Cell Phone:

Role\*:

Event Attendance\*:

T-Shirt Size\*:

Individual medical insurance coverage is required and is sole responsibility of the participant.

If you are the driver, please be sure to bring your official Driver's License onsite; licenses will be checked at technical inspection for ground vehicle competitions.

Gender\*:

Do you possess, or have you been submitted for, a security clearance with the U.S. Department of Defense (DoD)?

☒ Yes

☐ No

What level is the clearance?\*

☒ Secret

☒ Top Secret


☐ TS

☐ SCI

### Emergency Contact

Name / Relationship\*:   
Parent / Legal Guardian OR Spouse only.

Contact Phone\*:

 Accessibility Needs?

SAE will do what is feasible to make its events reasonably accessible to attendees. If you have special accommodation needs, please let us know in advance by entering a brief description of how we can serve you better. Accommodations requested on site will be provided only if possible on short notice.







[Confirmation Letter](#) [Participation Certificate](#)

[Save Changes](#)

Disclaimer: Faculty members and Team Captains have access to Add/Update Team Member Data.

## Step 8: Add/Update your information on the 'Fast Track Roster'

### Fast Track Roster

Team Members			Print Roster
Manage Member	Role	Attending	
  Sara Guffey	TEAM MEMBER	Y	
  Eric Stuckey	TEAM MEMBER	Y	
  Jordan William Taylor	TEAM CAPTAIN	Y	
Add New Member			

Team rosters will lock two weeks prior to the first day of competition. At that point, no additions can be made to the roster. Teams can still edit existing information and print the roster, which takes up to 24 hours to refresh with the newly modified information. All teams must provide a completed **GREEN** Fast Track roster at Registration in order to receive any giveaways, including sponsored meals. Any handwritten roster additions will not be provided any giveaways. This includes Faculty Advisors. **ABSOLUTELY NO EXCEPTIONS.**

**Please Note:** Once you click 'Save Changes' you will appear on your team's roster. Although you will display on your 'Fast Track Roster' immediately, you will not appear on the printed version of the roster until 24 hours after you were added to the roster.

# Step 9: Print & Sign!

Print, Sign & Bring your Fast Track Roster to competition!

Once your roster is finalized make sure that you **PRINT** it and bring it with you to competition!

## Fast Track Roster

Team Members			Print Roster
Manage Member	Role	Attending	
<input type="checkbox"/> Edit Sara Guffey	TEAM MEMBER	Y	
<input type="checkbox"/> Edit Eric Stuckey	TEAM MEMBER	Y	
<input type="checkbox"/> Edit Jordan William Taylor	TEAM CAPTAIN	Y	
Add New Member			

Team rosters will lock two weeks prior to the first day of competition. At that point, no additions can be made to the roster. Teams can still edit existing information and print the roster, which takes up to 24 hours to refresh with the newly modified information. All teams must provide a completed **GREEN** Fast Track roster at Registration in order to receive any giveaways, including sponsored meals. Any handwritten roster additions will not be provided any giveaways. **This includes Faculty Advisors. ABSOLUTELY NO EXCEPTIONS.**

# Step 9: Print & Sign!

Print, Sign & Bring your Fast Track Roster to competition!

- This is what will generate after you click the 'Print Roster' button. Once your roster is 100% finalized, PRINT it.



## Fast Track Registration Steps

### **1. PRIOR TO ARRIVING ONSITE, ALL TEAM MEMBERS MUST SIGN THE PARTICIPANT WAIVER AND CONFIRM PERSONAL DATA.**

- Read the participant waiver terms.
- Review your personal data (cell phone number/ t-shirt size) and your emergency contact on the team list.
- Confirm with your signature on the team list that you accept the participant waiver terms and that your personal data is correct.
- All participants must be able to identify themselves with a form of identification onsite.
- Wristbands and giveaways will not be provided for members who are not coming to competition at all.
- Giveaways will not be provided for any members who are RED or handwritten.
- Although we try our best to ensure enough sizes for everyone, T-Shirt sizes are not guaranteed.

### **2. ONLY THE TEAM CAPTAIN AND/OR ADVISOR MUST REPORT TO REGISTRATION ONSITE.**

- A Team Captain or Advisor will proceed to the SAE International Registration Area with their unstapled, completed Fast Track Roster. Include all pages, including the Waiver page.
- The Team Captain or Advisor is required to sign the final page IN FRONT OF the Registration Staff to confirm the legitimacy of all signatures' information.
- The Team Captain or Advisor will receive all wristbands for only those who have signed.
- All Sponsored/ SAE International giveaways and information will be given to the Team Captain or Advisor.
- Anyone arriving to sign the waiver after Registration has closed will be a Spectator. If you know you will be arriving after it closes, sign the waiver ahead of time and see your Team Captain/Faculty Advisor when you arrive onsite for your wristband.

If the box here is red, that means information is missing from someone on your roster!

102 Kettering Univ  
Snow dogs



- All competitors MUST be affiliated and added to their roster prior to each competition's respective 'Fast Track Roster Affiliation' deadline (can be found at [www.sae.org](http://www.sae.org)).
- Any member handwritten onto the roster will not be provided any giveaways or lunch tickets on-site, NO EXCEPTIONS.

# Step 9: Print & Sign!

Print, Sign & Bring your Fast Track Roster to competition!



102 Kettering Univ  
Snow dogs

**7**  
members

**IMPORTANT:**  
After you print  
your roster,  
have EVERY  
team member  
sign here next  
to their name!

Must be  
signed BY  
HAND.  
Computer  
generated  
signatures will  
not be  
accepted.

You will be  
able to tell  
which  
member is  
missing  
information,  
because it  
will be  
marked red  
next to their  
name on the  
roster.

Captain(s): Phone #(s): Email(s):				Faculty Advisor: Phone #: Email:				
#	Last Name	First Name	T-Shirt Size	SAE Member #	Cell Phone	Emergency Contact	Emergency Phone	Signature
1	Barill	Sam	XL	612345678	412-555-1234	Bob Sechler	724-555-1234	I have read release on page 3
2	Ewing	Victoria	M	612345679	412-555-1122	Britney Spears	724-555-1122	I have read release on page 3
3	Paciorkowski	Amanda	M	612345680	412-555-2233	Mark Walhburg	724-555-2233	I have read release on page 3
4	Guffey	Sara	L	612345681	412-555-3344	Elon Musk	724-555-3344	I have read release on page 3
5	Knauff	Jamie	S	612345682	412-555-4455	Michael Phelps	724-555-4455	I have read release on page 3
6	Good	Ryan	XL	612345683		missing info!		I have read release on page 3
7	Zundel	Kaley	M	612345684	412-555-6677	Bob Ross	724-555-6677	I have read release on page 3

missing info!

# Step 9: Print & Sign!

Print, Sign & Bring your Fast Track Roster to competition!

- Once your Fast Track Roster is printed and signed by each team member, the only step that's left is for your team captain to bring the roster to on-site registration the first day of competition.
- When registering in person on-site, the team captain OR the faculty advisor will need to be present to sign and date page 5 in front of SAE Registration Staff.



102 Kettering Univ  
Snow dogs

2  
members

## Team Captain/Advisor Signature Confirmation

I confirm the correctness and validity of the signatures of all Team Members & Faculty Advisors in the list above. I affirm that only the persons listed above will work on the Student Design Vehicle as official team members. As Team Captain/Advisor I will take care that all Team Members will follow safety instructions while working on the vehicle. All Team Members by signing the above SAE Liability Waiver have declared to adhere to all rules presented in the official SAE Collegiate Design Series Rules in the areas of student participation and the requirements and eligibility.

\_\_\_\_\_  
Signature of the Faculty Advisor (Sign this confirmation IN FRONT OF the SAE Registration Staff) DATE \_\_\_\_\_

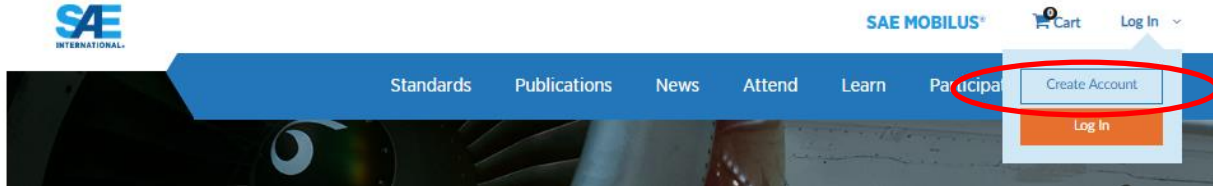
\_\_\_\_\_  
Signature of the Team Captain (Sign this confirmation IN FRONT OF the SAE Registration Staff) DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of the SAE Registration Staff (Acknowledging Receipt of documents and witness) DATE \_\_\_\_\_

# Affiliating/Adding Faculty Advisors

## How do I add my Faculty Advisor if they are not a member of SAE International?

Faculty Advisors can apply for a free customer number at [www.sae.org](http://www.sae.org). After, email their customer number to [collegiatecompetitions@sae.org](mailto:collegiatecompetitions@sae.org). CDS staff will affiliate them to the university and then they can be added. Select 'Faculty Advisor' when adding them to the roster. NOTE: They must be added two weeks prior to the competition just as team members are also required.



# Affiliating/Adding International Affiliates

**International students must be a member of one of the following organizations:**

- SAE International
- SAE Affiliates (SAE India, SAE Brasil, SAE Australasia, and SAE Japan)
- International Societies (IMEchE, ATA, and VDI)

## **SAE Affiliate Members**

If you're a member of an SAE affiliate, your membership may not be active in the SAE International system for up to a month after you renew or register with your affiliate organization. All team members must update their memberships at least one month prior to the opening of online registration so they can be affiliated to the team.

Members of an affiliate organization will need to create a free user account to obtain a customer number for [www.sae.org](http://www.sae.org).

After creating it, email [collegiatecompetitions@sae.org](mailto:collegiatecompetitions@sae.org) your customer number and university so we can affiliate it to the proper university.

1. Visit [SAE.org](http://SAE.org) and hover over the grey Login button in the top right corner.
2. Click Need to Sign Up?
3. Enter your Last Name and Email Address.
4. Enter your information.
5. Email [collegiatecompetitions@sae.org](mailto:collegiatecompetitions@sae.org) with your customer number and university so they can affiliate it to the proper university.



# Affiliating/Adding International Affiliates

## International Societies

Members of other international societies will need to create a free user account to obtain a customer number for [www.sae.org](http://www.sae.org). After creating it, email [collegiatecompetitions@sae.org](mailto:collegiatecompetitions@sae.org) your customer number, university, and proof of your other society's membership so we can affiliate it to the proper university.

1. Visit SAE.org and hover over the grey Login button in the top right corner.
2. Click Need to Sign Up?
3. Enter your Last Name and Email Address.
4. Enter your information.
5. Email [collegiatecompetitions@sae.org](mailto:collegiatecompetitions@sae.org) with your customer number and university so they can affiliate it to the proper university.

