

Formula SAE-A 2019

Registration Instructions for Team Leaders

Before you register your team

Please ensure you have downloaded, read and understood the [Expressions of Interest Information for Teams](#) document. This includes details about:

- Conditions of Entry
- Entry Fees
- Insurance
- Site Admission
- Travel and Accommodation
- Workshops, Equipment and Vehicle Repairs
- Pits
- Fuel and Electric Vehicle Recharging
- Monday Driver Swap Day

Any questions relating to this document can be sent to formulasae@sae-a.com.au.

Team Leaders will be the nominated contact for all updates and communications (with Faculty Advisors copied in to all announcements).

Information you will need to complete the team registration

You will be required to provide all information relevant to your team entry including:

- Vehicle class and age
- Fuel type required
- SAE-A allocated car number. (If you are entering for the first time, SAE-A will advise you of your car number post registration).

Information you will need to complete your individual registration

By selecting Team Leader from the drop down list of registration types, you will be able to complete your individual registration and your team registration in one transaction.

You (and all individual team members) will need to have the following information and documents ready in order to complete the registration.

1. Emergency contact name and number - for each individual, typically next of kin or a family member (not Team Leader or Faculty Advisor).

Formula SAE-A 2019

Registration Instructions for Team Leaders

2. If you answer "yes" to holding any of the items listed below, please upload a copy of the document via the registration form in jpeg or pdf format:

- Drivers licence
- CAMS licence
- CAMS Risk Warning, Disclaimer and Indemnity Form
- Proof of Society membership

If you answer "no" then you can still complete the registration and log back in at a later date to upload these documents.

Team Member registrations

Once you have completed the team registration, you will receive a confirmation email that contains a link you can forward to all of your Team Members so that they can register themselves individually.

You also have the option to register them on their behalf. However, you will need to be able to answer all of the questions relating to licences and emergency contact details (as detailed above), so it is recommended that individual Team Members complete the registration themselves.

Faculty Advisors should register themselves individually by selecting "Team Member" from the drop down list of registration types, and then selecting Faculty Advisor when the question relating to Team Role appears.

How to modify / update your registration

Once you have finished your registration, you will receive an email which will include the Confirmation Number. Use this number plus your registered email address to log back in and modify the registration.

Registration payment options

You will be able to select from the following payment options for your Team Registration fee and the optional Monday Driver Swap Day:

- Credit Card
- EFT / SWIFT online bank transfer
- Purchase Order – PO number required

Your confirmation email will include a link to print your invoice for the team registration.

Formula SAE-A 2019

Registration Instructions for Team Leaders

All payments for the SAE-A Student Membership fee (individual Team Member registration fee), will be invoiced separately once all Team Members have registered. The registration form asks you to nominate who is paying this fee – University or individual.

We will verify with you the total number of Team Members that the University is paying for before issuing the invoice.

If your university has more than one team entry

Each team must be registered separately using a unique email address.

International Teams

If you require a letter of invitation for your Visa application, please send your request to formulasae@sae-a.com.au.