



Introduction to the Registration Portal 2.0

Welcome to the registration portal 2.0!

In this new release, each team member should have their own user account, and will be able to control their consents for better control over their own data and permissions, as well as drastically reduce the number of physical documents that need to be signed, scanned, and uploaded.

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2. How to create an account
3. How to create/join a team
4. User Profile
5. Team Management
6. How to register for an event

1.0 Terminology

1.1. Institute versus Team

Per Chapter I, to participate in the Shell Eco-marathon programme, a team must be affiliated with an educational institute.

An educational institute is allowed up to 2 teams.

For the purposes of the programme and tracking progress, these 2 teams will maintain the same team IDs for as long as their institute participates in the programme.

Each year, while each team might have new team members, the two Team IDs your Institute holds will not change.

Each individual who wishes to join a team must create a user account and request to join a team.

1.2. Website roles versus event roles

First things first, it's important to know the distinction between a participant's website role and their event role.

The website role refers to the type of access and rights the participants have on the registration site and apply across all events, throughout the site for a single team ID. Each user account can only be linked to one team at a time, and can only have one website role. There are two types of website roles with different levels of access:

- (i) **Team Account Admins**
 - a. Can approve requests to join the team.
 - b. Can grant other participants Team Admin rights.
 - c. Can start, fill in, and submit event applications.



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- *Team Account Admins do not necessarily need to be a Team Manager, but a Team Manager must be a Team Admin. Team Admins also have the responsibility to ensure that access is passed on after their tenure, such that future generations of the team have access to the account.*
- *Team Account Admins must be 18 and above*
- *Each Team is allowed up to 4 Team Account Admins.*

(ii) Team Account Member

- a. Can complete their self-registration portion, if a Team Account Admin starts an event application and adds them to the event team.

The event roles refer to the roles each individual plays at an event. They can be things like student, faculty advisor, driver, reserve driver, chaperone. These are defined at the event level. Each user account can be linked to multiple combinations of these roles, and these roles can be defined separately for each event, i.e. a person can be a general student team member for one event and a driver for another.

2.0 How to create an account

Note: If you already had an account on the site before April 2022, you automatically are a Team Account Admin of your team (same email log-in and password as before) and can just skip to Section 4.0

1. Go to <https://register.makethefuture.shell/> and click Sign in/Sign up:



2. On the next screen, click 'Do not have an account yet?' indicated in the blue box below:



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
3. Follow the instructions to create an account:

Create account

Email address*

First name*

Last name*

Password* 

8 characters • 1 uppercase • 1 number

By selecting 'Create account' you are agreeing to the [Privacy notices](#) and [Terms and conditions](#).

Create account

Create account

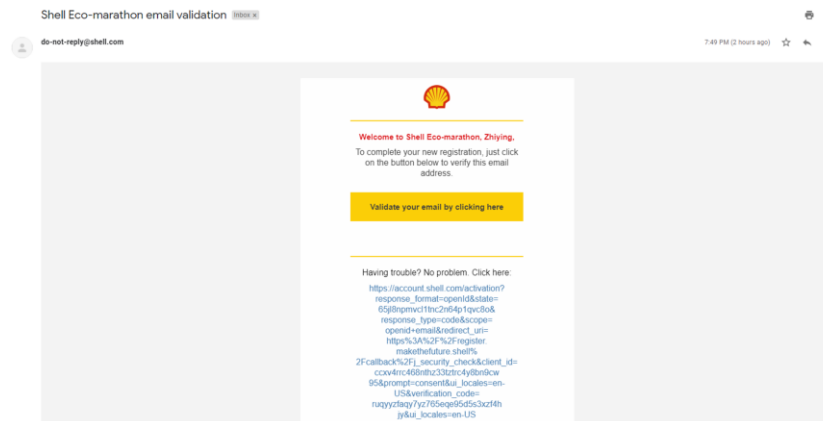
We have sent a confirmation email. Please check your email and click on the link to verify your email address.



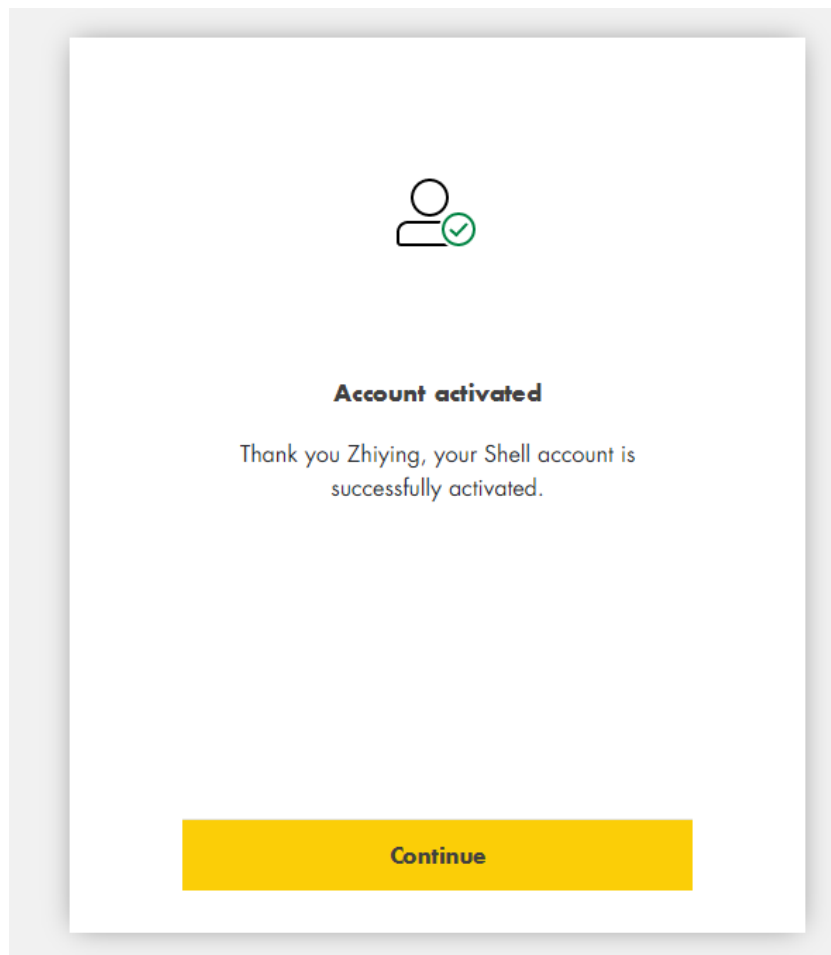
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4. Check your email for a link to verify your email address:



5. You should arrive here:



Note: If you reach a 404 page, please log out, visit <https://register.makethefuture.shell/> again and click the sign in/sign up button. It should then bring you to the page in the step 5 screenshot above. We will fix this soon!



3.0 How to create/join a team:

1. Log into the account you created via Section 2.0.
2. Select your country and institute name.

WELCOME TO SHELL ECO-MARATHON! | Log out

WELCOME TO SHELL ECO-MARATHON!

It appears you are a new user. Before proceeding, please review the following:

☐ Please refer to the [Shell Eco-marathon Privacy Notice](#).

*Country

*Institution Name

Submit

There can be four possible cases.

- (i) Your institute is not on the list. Please scroll to the end of the list and select the 'Others' option. Then fill in the details of your institute and click submit.

WELCOME TO SHELL ECO-MARATHON! | Log out

WELCOME TO SHELL ECO-MARATHON!

It appears you are a new user. Before proceeding, please review the following:

☐ Please refer to the [Shell Eco-marathon Privacy Notice](#).

*Country

United States

*Institution Name

Others

*Official Institution Name

*Education Level

*Address

*State/Province

*City

*Postal/Zip code

Submit

We will validate the information provided and once verified, your institute will be added to the system and we will notify you. This process might take up to a week, please be patient.

- (ii) Your institute has no registered teams. You can go ahead and create a team.

WELCOME TO SHELL ECO-MARATHON! | Log out

WELCOME TO SHELL ECO-MARATHON!

It appears you are a new user. Before proceeding, please review the following:

☐ Please refer to the [Shell Eco-marathon Privacy Notice](#).

*Country

Singapore

*Institution Name

Institute of Technical Education

Your institute has no teams registered with us. We will create a new team for you. Please confirm you consent to being the primary Team Admin of the new team. Your name will be visible to registrants who are joining from your institute, and should they request to join this team, you will be notified via the email address you logged in with. You will also need to be responsible for managing access rights to this team.

☐ I consent to being the primary Team Admin of the new team. I understand that my name will be visible to registrants who are joining from my institute, and also understand that should they request to join this team, I will be notified via the email address I logged in with. I understand I will need to be responsible for managing access rights to this team.

Submit



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- (iii) Your institute has 1 registered team. You can either request to join the existing team or create a new team. The Team Account Admin of your team, if not shell-eco.marathon@shell.com or SEPL-Shell-Eco-marathon-Registration@shell.com, will have to add you to the team.

Welcome to Shell Eco-marathon!

It appears you are a new user. Before proceeding, please review the following:

☐ Please refer to the [Shell Eco-marathon Privacy Notice](#)

*Country
Singapore

*Institution Name
National University of Singapore

Your institute has one team registered with us. Please let us know if you'd like to join this team, or if you'd like to create a new team.

Team ID
SG0003001

Most Recent Team Name
N/A

Most Recent Vehicle Class
N/A

Most Recent Energy Category
N/A

Team Admin Name
shell-eco.marathon@shell.com

☐ I would like to join SG0003001
☐ I would like to create a new team

Submit

Please note that the fields for most recent team name, vehicle class and energy category are drawing from your team's last participation. They are not editable.

- (iv) Your institute has 2 registered teams. You can join either. The Team Account Admin of your team, if not shell-eco.marathon@shell.com or SEPL-Shell-Eco-marathon-Registration@shell.com, will have to add you to the team.

Welcome to Shell Eco-marathon!

It appears you are a new user. Before proceeding, please review the following:

☐ Please refer to the [Shell Eco-marathon Privacy Notice](#)

*Country
Singapore

*Institution Name
Nanyang Technological University

Your institute has two teams registered with us with the below details. As each institute is only allowed to have two active teams in the programme at any one time, you will not be able to create a new team. To continue, please select which of the two teams below you'd like to join

Team ID SG0002001	Team ID SG0002002
Most Recent Team Name N/A	Most Recent Team Name N/A
Most Recent Vehicle Class N/A	Most Recent Vehicle Class N/A
Most Recent Energy Category N/A	Most Recent Energy Category N/A
Team Admin Name shell-eco.marathon@shell.com	Team Admin Name shell-eco.marathon@shell.com

☐ I would like to join SG0002001
☐ I would like to join SG0002002

Submit

Please note that the fields for most recent team name, vehicle class and energy category are drawing from your team's last participation. They are not editable.




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4.0 User Profile

Once you have logged in, complete your User Profile

Welcome Test Test Log out


**SHELL**
ECO-MARATHON

Event ListingResults and CertificatesTeam ManagementUser Profile1

Welcome, Test Test

Team ID :
LB0001002

Institution Name :
Shell Eco-marathon Test University



France • Phase 3 - Logistics and Off-track Awards • Closes: Jun 17, 2022 at 11:12 (UTC) •
Event Dates: Jun 28 - Jul 01, 2022

Shell Eco-marathon France I 2022

Shell Eco-marathon is back to Circuit Paul Armagnac after 14 years! This is the first of two back-to-back mini events for Europe and Africa teams; open to vehicles in the Prototype ICE and Hydrogen categories.

MiniHydrogen Fuel CellInternal Combustion EnginePrototype

Indication whether profile is complete (not for user to edit)2

☒ Yes

[Click here to edit your First Name, Last Name, and/or Password for the account](#)

Note: Clicking the button will open a new page, and upon saving, you'll have to log out of this system in order to see the reflected changes,

*First Name

*Last Name

*Email

*Date of birth

*Phone Number

*Gender

*Emergency Contact Name

*Emergency Contact Phone Number

*Relationship to User

Update Profile

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5.0 Team Management

As Team Account Admin, upon log-in, you will see the Team Management tab and be able to add and remove team members that way

Welcome, Test Test

Team ID : LB0001002

Institution Name : Shell Eco-marathon Test University

France • Phase 3 - Logistics and Off-track Awards • Closes: Jun 17, 2022 at 11:12 (UTC) • Event Dates: Jun 28 - Jul 01, 2022

Shell Eco-marathon France I 2022

Shell Eco-marathon is back to Circuit Paul Armagnac after 14 years! This is the first of two back-to-back mini events for Europe and Africa teams; open to vehicles in the Prototype ICE and Hydrogen categories.

Mini Hydrogen Fuel Cell Internal Combustion Engine Prototype

Team Members - Website Roles - Access Provisioning

Name	Email ID	Role	
<input type="text"/>	<input type="text"/>	Team Account Admin	<button>Update</button> <button>Delete</button>
<input type="text"/>	<input type="text"/>	Team Account Admin	<button>Update</button> <button>Delete</button>
<input type="text"/>	<input type="text"/>	Team Account Admin	<button>Update</button> <button>Delete</button>
<input type="text"/>	<input type="text"/>	Team Account Member	<button>Update</button> <button>Delete</button>

Add

Email ID

Please enter user's email ID

Do note that the user you are trying to add/modify needs to already have a user account on the site and requested to join this team.

Team Admin

☐ Would you like to give this user Team Account Admin privileges?

Confirm Remove

5.1 Team Management page error messages and solutions

Error Message: The user does not have a user account. Please ask them to create one, log into the portal, and complete the relevant pre-registration flow (requesting to join this team).

Solution: They need to complete the steps in Section 2.0 and 3.0



Error Message: The user has a user account but has not requested to join this team. Please ask them to log in and complete the relevant pre-registration flow (requesting to join this team).

Solution: They need to complete the steps in Section 3.0.

Error Message: The user already exists in this team.

Solution: Use the modify function instead to change the website role type of the user

Error Message: The Team must have at least one Team Account Admin.

Solution: If you would like to delete the last Team Account Admin of your Team and don't have anyone to transfer the rights to, please contact us at SEPL-Shell-Eco-marathon-Registration@shell.com.

Error Message: This user account is already associated with another team. If they would like to be added to this team, they need to be removed from the other team.

Solution: The Team Account Admin of the current team the user is in must remove the user from the team, before the user can be added to your team.

Error Message: A Team cannot have more than 4 Team Account Admins.

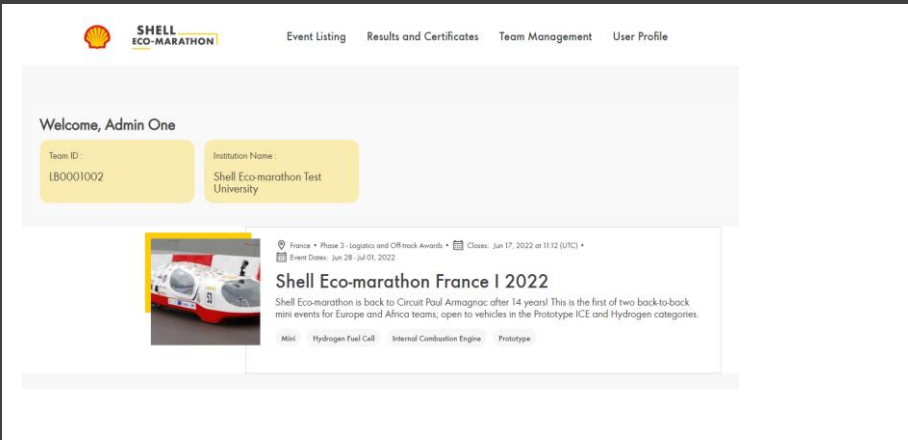
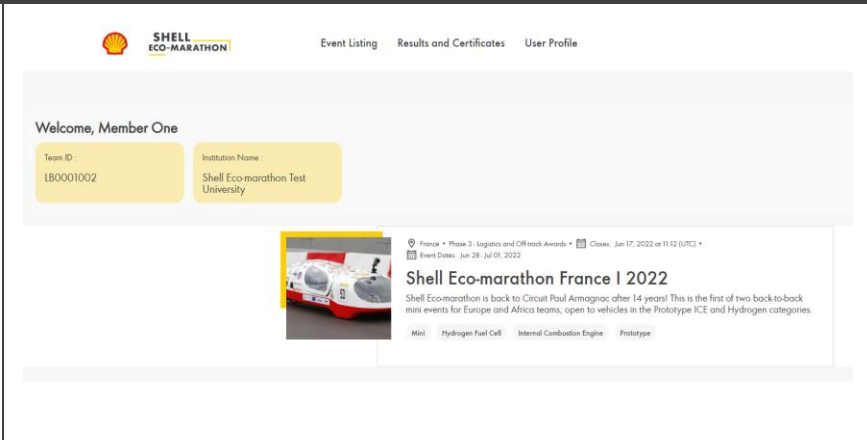
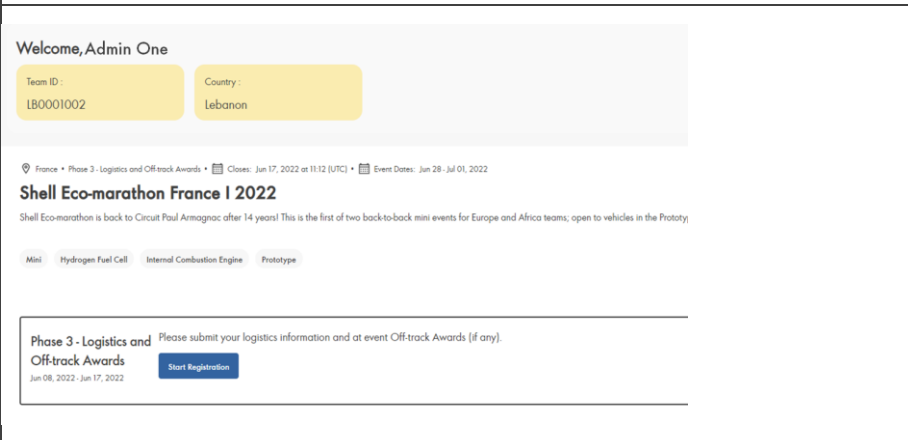
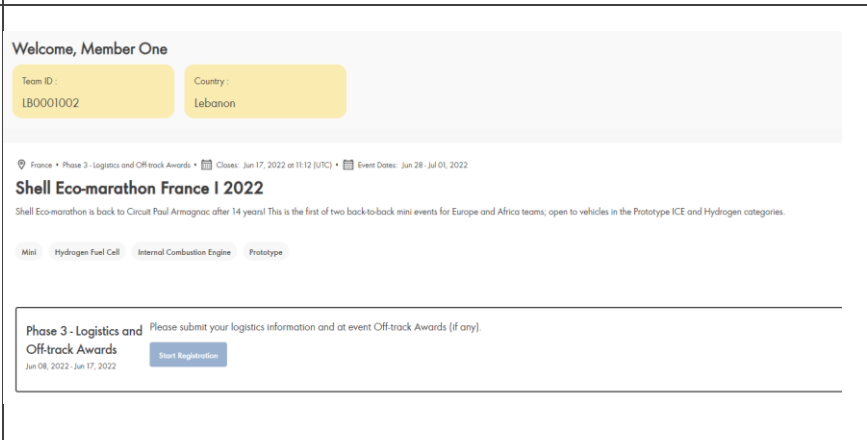
Solution: Remove/modify the access of one of the Team Account Admins before trying to add this Team Account Admin.

6.0 Registering for an event

A Team Account Admin has to start the event application process by following the steps below

The screenshot displays the Shell Eco-marathon user interface. At the top, there is a navigation bar with the Shell logo, the event name, and links for Event Listing, Results and Certificates, Team Management, and User Profile. Below this, a 'Welcome, Test Test' message is shown with the Team ID (180001002) and Institution Name (Shell Eco-marathon Test University). A blue circle with the number 1 highlights the 'Shell Eco-marathon France I 2022' event card. This card includes details about the event's location (Circuit Paul Armagnac), dates (Jun 28 - Jul 01, 2022), and categories (Hydrogen Fuel Cell, Internal Combustion Engine, Prototype). Below the event card, another 'Welcome, Test Test' message shows the Team ID and Country (Lebanon). A second blue circle with the number 2 highlights the 'Start Registration' button in the 'Phase 3 - Logistics and Off-track Awards' section.

6.1 Team Account Admin path versus Team Account Member

Team Account Admin View	Team Account Member View	Notes
 <p>The screenshot shows the 'Team Account Admin View' interface. At the top, there is a navigation bar with the Shell Eco-marathon logo and links for 'Event Listing', 'Results and Certificates', 'Team Management', and 'User Profile'. Below the navigation bar, a welcome message 'Welcome, Admin One' is displayed. To the right of the welcome message, there are two yellow boxes: 'Team ID: LB0001002' and 'Institution Name: Shell Eco-marathon Test University'. Below these boxes, there is a section for 'Shell Eco-marathon France 2022' with a small image of a race car and text describing the event. At the bottom, there are tabs for 'Mini', 'Hydrogen Fuel Cell', 'Internal Combustion Engine', and 'Prototype'.</p>	 <p>The screenshot shows the 'Team Account Member View' interface. It has a similar layout to the Admin View, with a navigation bar and a welcome message 'Welcome, Member One'. The 'Team ID' and 'Institution Name' boxes are present. The event section for 'Shell Eco-marathon France 2022' is also visible, but the 'Start Registration' button is greyed out.</p>	<p>Only the Team Account Admin can see the Team Management Tab</p>
 <p>This screenshot provides a more detailed view of the Admin interface. It shows the 'Phase 3 - Logistics and Off-track Awards' section with a 'Start Registration' button. The text below the button reads: 'Please submit your logistics information and at event Off-track Awards (if any).' The event dates are 'Jun 08, 2022 - Jun 17, 2022'.</p>	 <p>This screenshot shows the Member interface for the same event. The 'Start Registration' button is greyed out, and the text 'Please submit your logistics information and at event Off-track Awards (if any)' is visible. The event dates are 'Jun 08, 2022 - Jun 17, 2022'.</p>	<p>The Team Account Member is unable to start registration if a Team Account Admin has not done so. The panel is greyed out.</p>



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Team Account Admin View

The screenshot shows a registration form for a team. It has a sidebar with a list of sections: 'Your Team' (selected), 'Legal Documents', 'Team Member Information', 'Challenge Submissions', 'Transportation of competition vehicle to event', 'Transportation of competition vehicle from event to school', 'Event Logistics', 'Off-track Awards', and 'Agreements for self-registration'. The 'Your Team' section contains a note: 'Please use the same team name as you registered with on the 2022 Season Registration form.' Below this is a text input field labeled '*Team name'. At the bottom of the form are three buttons: 'Complete Self Registration', 'Save and Close', and 'Submit'.

Team Account Member View

Welcome, Member One

Team ID:
LB0001002

Country:
Lebanon

France • Phase 3 - Logistics and Off-track Awards • Closes: Jun 17, 2022 at 11:12 (UTC) • Event Dates: Jun 28 - Jul 01, 2022

Shell Eco-marathon France | 2022

Shell Eco-marathon is back to Circuit Paul Armagnac after 14 years! This is the first of two back-to-back mini events for Europe and Africa teams, open to vehicles in the Prototype ICE and Hydrogen categories.

Mini Hydrogen Fuel Cell Internal Combustion Engine Prototype

Phase 3 - Logistics and Off-track Awards

Jun 08, 2022 - Jun 17, 2022

Please submit your logistics information and at event Off-track Awards (if any).

[Start Registration](#)

Notes

A Team Admin has edit access to all the panels, and has three buttons at the bottom.

Unless a Team Admin adds a Team Member under the Team Member panel, the start registration panel will remain greyed out.

Note: If a Team Member has not completed their user profile, you will be unable to select them



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Team Account Admin View

Team Account Member View

Notes

Welcome, Member One

Team ID: 180001002 Country: Lebanon

France • Phase 3: Logistics and Off-track Awards • Close: Jan 17, 2022 at 11:02 (UTC) • Event Date: Jan 28, Jan 29, 2022

Shell Eco-marathon France I 2022

Shell Eco-marathon is back to Circuit Paul Armagnac after 14 years! This is the first of two back-to-back race events for Europe and Africa teams, open to vehicles in the Prototype ICE and Hydrogen categories.

ICE: Hydrogen Fuel Cell Internal Combustion Engine Prototype

Phase 3 - Logistics and Off-track Awards Please submit your logistics information and at event Off-track Awards (if any).

Jan 18, 2022 - Jan 17, 2022 Complete Self Registration

0/1000

0 Progress

One you add the team member, the button changes to complete self-registration on their event listing page

Agreements for self-registration

Complete Self Registration

Section to be completed if you're above 18 years of age at the time of the competition.

[Shell Eco-marathon France I 2022 - Terms and Conditions of Participation \(18 and above\)](#)

☐ I declare that I have read, understood and accepted all the Terms and Conditions for participating in Shell Eco-marathon France I 2022, as linked directly above this checkbox.

Documents for your parent/legal guardian to complete if you are under 18 years of age at the time of the competition.

This MANDATORY document outlines the Terms and Conditions of Participation in the event. Your parent/legal guardian needs to complete it ([Download template here](#)) and you can upload the completed copy below.

Terms and Conditions of Participation

Attach

This OPTIONAL document gives consent to Shell and Competition Partners to process and use photographs, videos, audio and film containing your image ([Download template here](#)). Should your parent/legal guardian consent, they need to complete it (and you can upload the completed copy below).

Marketing Consent

Attach

Your Team

Please use the same team name as you registered with on the 2022 Season Registration form.

*Team name

Legal Documents

Team Member Information

Team Stories

Transportation of competition vehicle to event

Transportation of competition vehicle from event to school

Event Logistics

Off-track Awards

Agreements for self-registration

Complete Self Registration

Apart from the Self-registration panel, all the other panels are greyed out. They also only have a complete self-registration button.

Do note that the Team Account Admin has to complete their own self-registration as well.

Also note that for participants 18 and above, a checkbox suffices, but if a team member is 18

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