



## Introduction to the new registration portal

Welcome to the new registration portal! We will be using this portal from now on for all registration purposes so bookmark <https://register.makethefuture.shell/>. 😊

## Some current FAQs:

1. Will my log-in information from the [old registration site](#) work?
  - a. No, you will need to create a new account, using the instructions below.
2. What is a Team Admin?
  - a. Team Admins are individuals with access rights on the registration site. They can submit applications for competitions. They can also grant Team Admin permissions to other users through the user management portal.
  - b. Each team is allowed up to 4 Team Admins.
  - c. You should use the slots for Team Admins to ensure that there is always someone on the team who can access the team account, even when the team members of this participation year graduate.
  - d. **Team Admins do not necessarily need to be the Team Manager, but the Team Manager *must* be a Team Admin.**
3. Who will receive competition updates and reminders?
  - a. The specific team manager registered for the competition will receive competition updates.
4. How can other team members receive updates?
  - a. Other team members can subscribe to our newsletter [here](#) for general updates, but these will not be as frequent as the ones the team manager's updates.
5. Why doesn't the Team ID listed on the new registration site match the Team ID I have on the old registration site?
  - a. We are moving to a new system for Team IDs, and the one on the new site will be used going forward.
  - b. We have mapped them to the old historical Team IDs so your participation history is still preserved with us.

If you have any feedback/comments on the new site, please let us know! 😊



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## How to create an account and a team

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:



### 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**

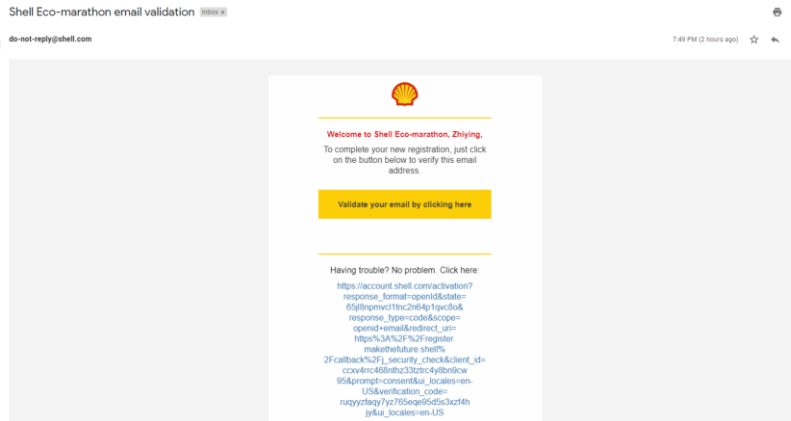
We have sent a confirmation email. Please check your email and click on the link to verify your email address.



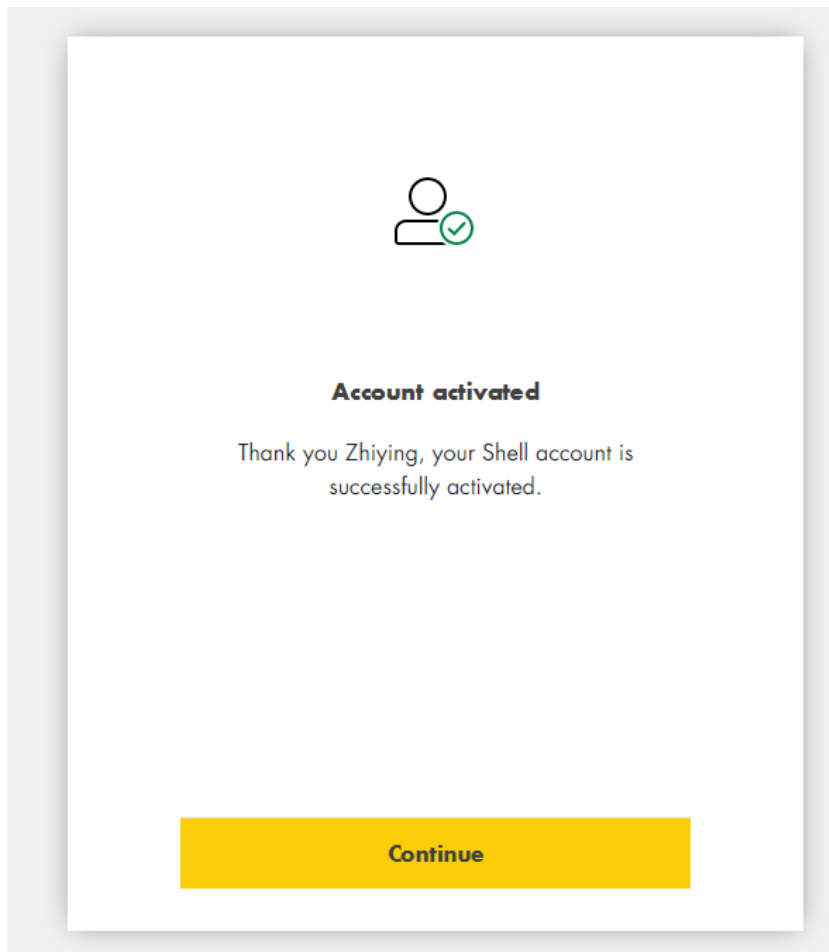
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## 4. Check your email for a link to verify your email address:



## 5. You should arrive here:



Note: if you reach a 404 page, please 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.



## 6. Select your country and institute name.

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  
[Dropdown menu]

\*Institution Name  
[Dropdown menu]

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

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  
[Text input field]

\*Education Level [Dropdown menu] \*Address [Text input field]

\*State/Province [Dropdown menu] \*City [Dropdown menu]

\*Postal/Zip code [Text input field]

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 48 hours, please be patient.

- (ii) Your institute has no registered teams. You can go ahead and create a 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  
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. This is where you were registered as part of the 2021 season and we have reserved a team spot in your institute for you. You should 'join' the existing 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

Your request to join will be sent to [shell-eco.marathon@shell.com](mailto:shell-eco.marathon@shell.com) and we will have to add you as team admin. Please allow 48 hours for this to be processed. Remember, once you're Team Admin, you can grant similar rights to other team members. It will not need to go through [shell-eco.marathon@shell.com](mailto:shell-eco.marathon@shell.com).

- (iv) Your institute has 2 registered teams. This is either because you were registered as part of the 2021 season and we have reserved both team spots in your institute to ensure that you get access.

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



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You can join either, but please make sure amongst your institute team's that if any subsequent Team Admin requests to join for your team, that they join the one with the correct ID.

Remember, once you're Team Admin, you can grant similar rights to other team members. It will not need to go through [shell-eco.marathon@shell.com](mailto:shell-eco.marathon@shell.com).