



# Shell Eco-marathon

## Introduction to the Registration Portal

Welcome to the registration portal!

### **Content page**

1. Introduction
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 Introduction**

Each team member needs 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.

### Website roles versus event roles

#### Website 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**

- Can approve requests to join the team.
- Can grant other participants Team Admin rights.
- Can start, fill in, and submit event applications.

#### **(ii) Team Account Member**

- Can complete their self-registration portion, if a Team Account Admin starts an event



# Shell Eco-marathon

application and adds them to the event team.

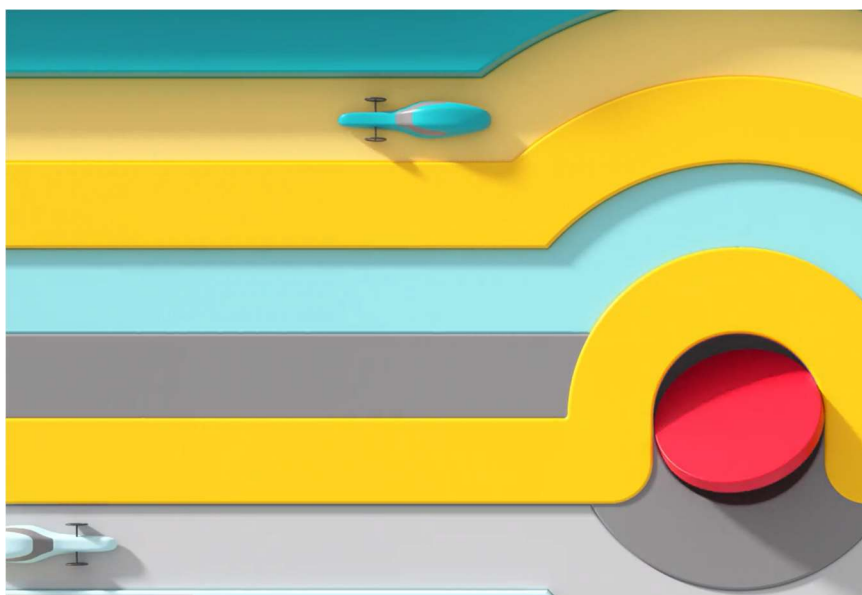
Each Team ID is allowed up to 4 Team Account Admins at a time. Team Account Admins bear the responsibility of ensuring future generations of a team have access at the Team Admin Level, to ensure continuity and tracking.

## Event Roles

Event roles define what a person does at a specific event, such as student, faculty advisor, driver, reserve driver, or chaperone. These roles are assigned at the event level, and a single user can have different roles across multiple events across different years.

## 2.0 How to create an account

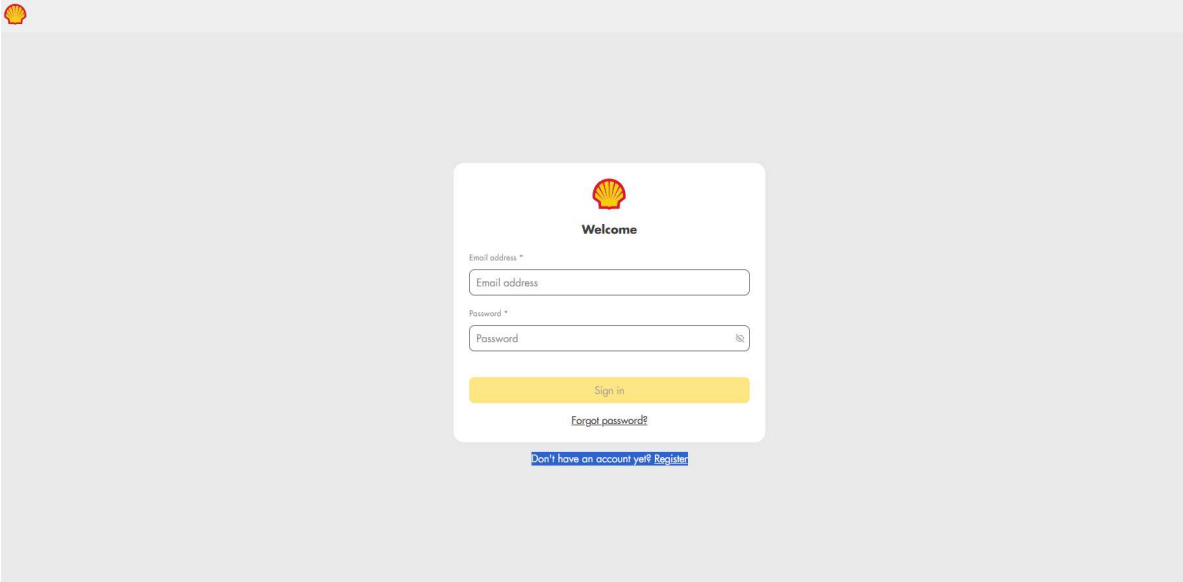
1. Go to <https://register.makethefuture.shell/> and click Sign in/Sign Up





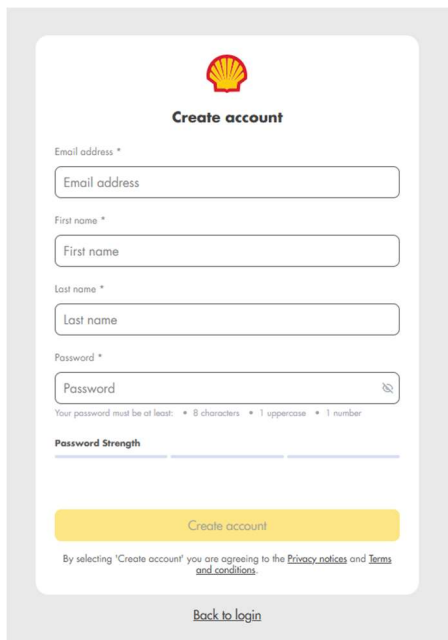
# Shell Eco-marathon

2. Click 'Don't have an account yet? [Register](#)'



The screenshot shows the Shell login page. At the top left is a small Shell logo. The main content area is a white card with a Shell logo and the word "Welcome". Below this are two input fields: "Email address \*" and "Password \*". There is a yellow "Sign in" button and a link "Forgot password?". At the bottom of the card is a link "Don't have an account yet? Register".

3. Fill in your personal details



The screenshot shows the Shell "Create account" page. At the top is a Shell logo and the text "Create account". Below this are four input fields: "Email address \*", "First name \*", "Last name \*", and "Password \*". The password field has a strength indicator. Below the password field is a note: "Your password must be at least: • 8 characters • 1 uppercase • 1 number". There is a yellow "Create account" button. At the bottom, there is a link "Back to login" and a note: "By selecting 'Create account' you are agreeing to the [Privacy notices](#) and [Terms and conditions](#)".



# Shell Eco-marathon



## Thank you

We have sent a verification email to  
s\*\*\*\*\*6@gmail.com Please open it  
and verify your email address.



Open Gmail

Haven't received the email? [Resend](#)

#### 4. Click the link to verify your email account:



Hello [REDACTED]

You need to verify your email to complete your registration.

Verify my email

*Kindly note that this mailbox is not monitored, and in case of any queries,  
you can reach out to customer care.*



## Account activation

Complete your account registration

Activate account



# Shell Eco-marathon



## Congratulations

Thank you [REDACTED] you have successfully activated  
your account!

Continue

### 5. You will reach this page:



**SHELL**  
ECO-MARATHON

## 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



# Shell Eco-marathon

## 3.0 How to create/join a team

### 1. Select your country and institute name



SHELL  
ECO-MARATHON

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

### 2. There can be three 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.



SHELL  
ECO-MARATHON

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



# Shell Eco-marathon

**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 Kingdom

\*Institution Name  
Others

\*Official Institution Name

\*Official Website URL  
Institution Display Name

\*Education Level  
\*Address

\*State/Province  
\*City

\*Postal/Zip code

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!**

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  
Raffles Institution

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.



# Shell Eco-marathon

(iii) Your institute has registered teams. You can either request to join the existing team or create a new team. The Team Account Admin of your team will have to add you to the team.

*Note: If the Team Admin is listed as a @shell.com email address (as seen in the screenshot below), please let us know you've requested to join the team via email to [shellecomarathon@shell.com](mailto:shellecomarathon@shell.com).*

### 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 is already registered with us. Use the arrows below to browse through the teams currently associated with your institute. You can choose to join an existing team or create a new one.

Team ID	SG0003001
Recent Vehicle Class	Urban Concept
Most Recent Team Name	NUS Eco Car 2021
Most Recent Energy Category	Battery Electric
Team Admin Name	shell-eco.marathon@shell.com

☐ I would like to join Team SG0003001

☐ I would like to create a new team






# Shell Eco-marathon

## 3.0 User Profile

1. Once you have logged in, complete your User Profile.


[Welcome Test Test](#) [Log out](#)

 **SHELL ECO-MARATHON** [Event Listing](#) [Results and Certificates](#) [Team Management](#) [User Profile](#) ①

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](#)

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
<input type="text"/>	<input type="text"/>
*Email	*Date of birth
<input type="text"/>	<input type="text"/>
*Phone Number	*Gender
<input type="text"/>	<input type="text"/>
*Emergency Contact Name	
<input type="text"/>	
*Emergency Contact Phone Number	*Relationship to User
<input type="text"/>	<input type="text"/>

[Update Profile](#)




# Shell Eco-marathon

## 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](#) [Log out](#)

 **SHELL ECO-MARATHON**


[Event Listing](#) [Results and Certificates](#) **[Team Management](#)** [User Profile](#)

**1**

**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 **2**

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

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?



**Shell  
Eco-marathon**

## 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 [shellecomarathon@shell.com](mailto:shellecomarathon@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.'



# Shell Eco-marathon

## 6.0 Registering for an event

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

Welcome Test Test Log out


Event Listing Results and Certificates Team Management User Profile

Welcome, Test Test

Team ID :  
LB0001002

Institution Name :  
Shell Eco-marathon Test University

1



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

Welcome, Test Test

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 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

Phase 3 - Logistics and Off-track Awards Please submit your logistics information and at event Off-track Awards (if any).  
Jun 08, 2022 - Jun 17, 2022

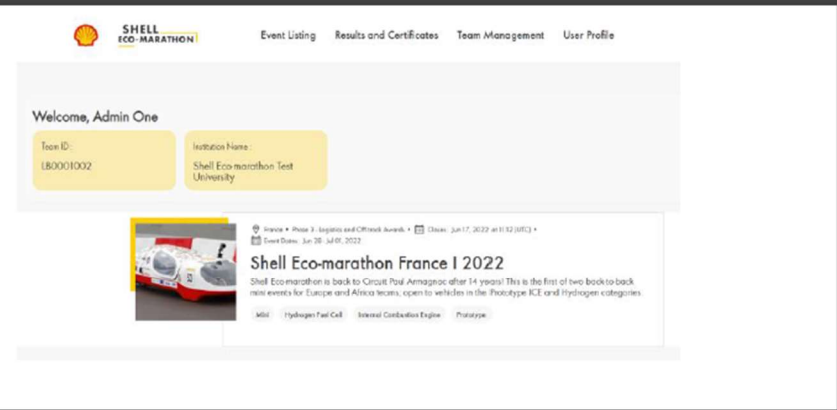
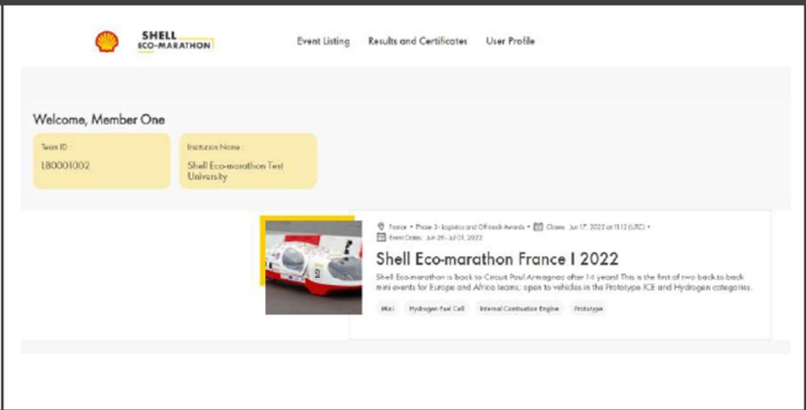
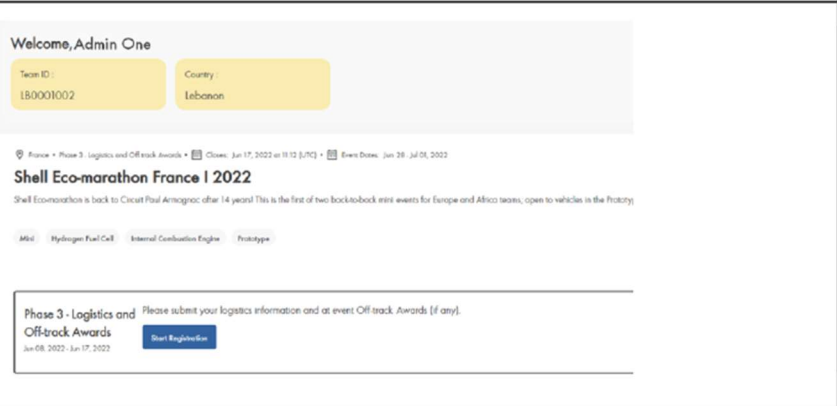
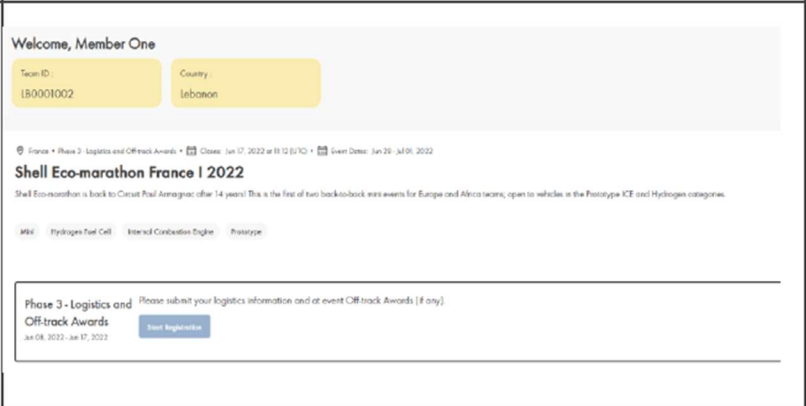
Start Registration

2



# Shell Eco-marathon

## 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' for the Shell Eco-marathon. The user is logged in as 'Admin One'. The page displays the team ID '180001002' and the institution name 'Shell Eco-marathon Test University'. Below this, there is a section for 'Shell Eco-marathon France I 2022' with a description and a 'Start Registration' button. The 'Start Registration' button is active and blue.</p>	 <p>The screenshot shows the 'Team Account Member View' for the Shell Eco-marathon. The user is logged in as 'Member One'. The page displays the team ID '180001002' and the institution name 'Shell Eco-marathon Test University'. Below this, there is a section for 'Shell Eco-marathon France I 2022' with a description and a 'Start Registration' button. The 'Start Registration' button is greyed out.</p>	<p>Only the Team Account Admin can see the Team Management Tab</p>
 <p>The screenshot shows the 'Team Account Admin View' for the Shell Eco-marathon. The user is logged in as 'Admin One'. The page displays the team ID '180001002' and the country 'Lebanon'. Below this, there is a section for 'Shell Eco-marathon France I 2022' with a description and a 'Start Registration' button. The 'Start Registration' button is active and blue.</p>	 <p>The screenshot shows the 'Team Account Member View' for the Shell Eco-marathon. The user is logged in as 'Member One'. The page displays the team ID '180001002' and the country 'Lebanon'. Below this, there is a section for 'Shell Eco-marathon France I 2022' with a description and a 'Start Registration' button. The 'Start Registration' button is greyed out.</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>



# Shell Eco-marathon

## Team Account Admin View

The screenshot shows a registration form for a team. It includes a 'Your Team' section with a text input for the team name and a note: 'Please use the same team name as you registered with on the 2022 Season Registration form.' Below this is a list of checkboxes for various categories: 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. At the bottom are three buttons: 'Complete Self Registration', 'Save and Close', and 'Submit'.

## Team Account Member View

The screenshot shows the member view dashboard. It includes a 'Welcome, Member One' message, a 'Team ID' of 180001002, and a 'Country' of Lebanon. Below this is a navigation bar with links for 'Home', 'Phase 3 - Logistics and Off-track Awards', 'Close: Jun 17, 2022 at 11:12 (UTC)', and 'Event Dates: Jun 29 - Jul 01, 2022'. The main content area is titled 'Shell Eco-marathon France | 2022' and includes a sub-header '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.' Below this is a section for 'Phase 3 - Logistics and Off-track Awards' with a 'Please submit your logistics information and at event Off-track Awards (if any)' note and a 'Start Registration' button.

## 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



# Shell Eco-marathon

Team Account Admin View	Team Account Member View	Notes
	<p>Welcome, Member One</p> <p>Team ID: 180001002    Owner: Sublime</p> <p>Phase 1: Phase 1 - Register and share your team's details. (2022-01-13 to 2022-01-20)    Next Phase: Jan 26, 2022</p> <p>Shell Eco-marathon France 1 2022</p> <p>Shell Eco-marathon is open to all teams that registered after 1st June. This is the list of the best teams from Europe and Africa teams open to include in the Prototype 100 and Hydrogen categories.</p> <p>Home    Options Panel Call    Search and share your team    Helpdesk</p> <p>Phase 2: Logistics and Off-track Awards</p> <p>These submit your logistics information and all event Off-track Awards (21 and 22 June 2022, Jan 27 2022)    <a href="#">Complete self-registration</a></p>	<p>One you add the team member, the button changes to complete self-registration on their event listing page</p>
<p>Agreements for self-registration</p> <p>Complete Self Registration</p> <p><b>Section to be completed if you're above 18 years of age at the time of the competition.</b></p> <p><a href="#">Shell Eco-marathon France 1 2022 - Terms and Conditions of Participation (18 and above)</a></p> <p><input type="checkbox"/> I declare that I have read, understood and accepted all the Terms and Conditions for participating in Shell Eco-marathon France 1 2022, as linked directly above this checkbox.</p> <p><b>Documents for your parent/legal guardian to complete if you are under 18 years of age at the time of the competition.</b></p> <p>This MANDATORY document outlines the Terms and Conditions of Participation in the event. Your parent/legal guardian needs to complete it (<a href="#">Download template here</a>) and you can upload the completed copy below.</p> <p>Terms and Conditions of Participation</p> <p><input type="button" value="Attach"/></p> <p>This OPTIONAL document gives consent to Shell and Competition Partners to process and use photographs, videos, audio and files containing your image (<a href="#">Download template here</a>). Should your parent/legal guardian consent, they need to complete it (and you can upload the completed copy below).</p> <p>Marketing Consent</p> <p><input type="button" value="Attach"/></p>	<p>Your Team</p> <p>Please use the same team name as you registered with on the 2022 Season Registration form.</p> <p>* Team name</p> <p><input type="text"/></p> <p>Legal Documents</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Team Member Information</li><li><input type="checkbox"/> Team Stories</li><li><input type="checkbox"/> Transportation of competition vehicle to event</li><li><input type="checkbox"/> Transportation of competition vehicle from event to school</li><li><input type="checkbox"/> Event Logistics</li><li><input type="checkbox"/> Off-track Awards</li><li><input type="checkbox"/> Agreements for self-registration</li></ul> <p><a href="#">Complete Self Registration</a></p>	<p>Apart from the Self-registration panel, all the other panels are greyed out. They also only have a complete self-registration button.</p> <p>Do note that the Team Account Admin has to complete their own self-registration as well.</p> <p>Also note that for participants 18 and above, a checkbox suffices, but if a team member is 18</p>



# Shell Eco-marathon

Team Account Admin View	Team Account Member View	Notes
	<div><p>Agreements for self registration</p><p>Complete Self Registration</p><p>Section to be completed if you're above 18 years of age at the time of the competition. <a href="#">Shell Eco-marathon France 1 2022 - Terms and Conditions of Participation (18 and above)</a></p><p><input type="checkbox"/> I declare that I have read, understood and accepted all the Terms and Conditions for participating in Shell Eco-marathon France 1 2022, as listed directly above this checkbox</p><p>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 (<a href="#">Download template here</a>) and you can upload the completed copy below:</p><p>Terms and Conditions of Participation: <input type="button" value="Attach"/> SEM France 1 2022 - T and C - Mines - for less Events - Final.pdf</p><p>This OPTIONAL document gives consent to Shell and Competition Partners to process and use photographs, videos, audio and film containing your image (<a href="#">Download template here</a>). Should your parent/legal guardian consent, they need to complete it (and you can upload the completed copy below):</p><p>Marketing Consent: <input type="button" value="Attach"/> SEM France 1 2022 - TMC - Mines - Final.pdf</p><p><input type="button" value="Complete Self Registration"/></p></div>	<p>or below, they will need signed forms from their parent/legal guardian.</p>