



TEAM REGISTRATION GUIDELINES **Revision-2**

The registration will close on 31st May, 2018.

A. Registration Procedure-

1. Please read the team registration guidelines given in this document very carefully before starting team registration process.
2. Registration **has started** from **7th Apr, 2018**.
3. EFFI-CYCLE 2018 registrations will follow a 3-step procedure as explained below:

Step-1:

- i. Registration of teams for EFFI-CYCLE 2018 will be done online through the link <http://saenis.org/efficycle/effiregistrationform.php>
- ii. Teams should fill all the details very carefully as asked in the registration form.
- iii. After successful submission of registration form, a confirmation message will be displayed-
 - a. Every team will be assigned a **Team Registration ID**. Team Registration ID will be a 5 digit number with last 3 digits showing the sequence of their registration for Efficycle-2018. Teams should mention this team registration ID as a reference wherever required in further communications.
 - b. In the confirmation message, a link will be provided to **print the registration form**. Teams should immediately take the print of this form (or save as .pdf file through PDF printers).
- iv. Auto generated confirmation mail for successful registration will be sent to registered team email ID. Team will also receive a confirmation message at Team Captain's registered mobile number.
- v. For any problem faced during online registration procedure or if the registration form could not be printed/saved, teams must immediately write to Efficycle Organizing Committee at efficycle.teams@saenis.org.

Step-2:

- i. After getting the print out of form, team must check all the details carefully. If all details are correctly produced in the registration form, affix the good quality recent colour photographs of all the required members.
- ii. This form must be dully signed by team captain, faculty advisor, Reference Contact Person (Dean/HOD/Director) and stamp should be affixed.
- iii. Then the scanned copy of this signed & stamped form must be sent back to efficycle.teams@saenis.org within 10 days of the online registration by team. **[Subject Line: Team ID_TeamName_Registration Form Submission]**
- iv. In case, there are any corrections required in the details produced in the registration form, teams must write to efficycle.teams@saenis.org with all the required corrections mentioned in the separate email.
- v. Teams, by themselves, will not edit or write anything on the PDF form. Revised copy of form will be sent to teams with corrected information within 48 hours. **Teams will be allowed to make such corrections only once.**

[Subject Line: *Team ID_TeamName_Registration Form Correction*]

- vi. After getting the corrected form, please follow steps (i) to (iii).
- vii. A confirmation mail will be sent to registered team email ID within 48hrs of receipt of form's scanned copy.
- viii. **No need to send hard copy of the form. Teams must keep the hard copy of this form safe; it will be required to produce at the time of event.**

Step-3:

- i. To further participate in the event, all the successfully registered teams will have to submit a registration fees.
- ii. Registration fees will be deposited in 2 phases.
- iii. **Final participation will be considered only after the completion of above 3 steps i.e. submission of scanned copy of form and submission of 1st phase of registration fees.**

B. Team Requirements-

4. There should be **minimum 5 to maximum 12 student members** per team and **one faculty advisor** appointed by College/University.
5. Teams can appoint one Team Facilitator (not Mandatory) to guide the team throughout the event. The roles & eligibility for the facilitator is given below.

Role of Team Facilitator:

- a) Team facilitator will guide the team by sharing their previous experience of participation in SAE CDS competitions and they will help the team in technical discussions, project planning, design validation planning, vehicle fabrication and smooth execution of overall project.
- b) Facilitator will have the similar status as of a team member but their direct involvement in the designing, fabrication; planning, documents preparation and team representation during event (for example; presentation on behalf of team, driving of vehicle during event) is strictly prohibited.
- c) Team facilitator may communicate with the organizers on behalf of team. Team facilitator can accompany the team to the main event and access the pit area. He/she will be bound to all the event rules as applicable for other members of participating teams.
- d) Teams are encouraged to select a team facilitator wisely so that they can get the maximum benefit from him/her.

Eligibility for Team Facilitator:

- a) Must be an undergraduate engineering student of an institute passing a 4 year degree course in year 2018 or 2019.
 - b) For the institutes which have participated in Efficycle earlier, facilitator appointed must be a participant of any previous Efficycle seasons.
 - c) However, for institutes which are participating first time in Efficycle, the previous participant of any other reputed SAE event (recognized as CDS event by SAE) may be appointed as facilitator provided that the event is already finished by March' 2018.
 - d) **Institute which have not participated in any CDS event of SAE earlier, are not eligible for appointing a facilitator for participating team.**
6. All participants must be enrolled in degree seeking undergraduate programs under any engineering disciplines. Students who have completed their graduation seven (7) months prior to last date of competition remain eligible.

7. All the team members and faculty advisor should have **active and valid SAE membership**. In case of not having SAE membership, write **A/F** in the respective cells at time of online registration. The membership must stand valid till main event. For SAE membership visit www.saeindia.org

C. Instructions to Fill the Online Registration Form-

8. All mandatory fields must be filled and teams must provide the correct information in the form.
9. **Teams must use a separate email ID for team.** Any team member's personal email ID cannot be used as team email ID. It is recommended to keep the team email ID very simple and to include team name in it for easy identification.
10. Teams should not use the word "Team" in the team name. For example, if the team name is ABC, DON'T WRITE the name as "Team ABC".
11. Details of **reference contact person** (HOD/Dean/Director of college) must be filled correctly.
12. If a team want to change any particular information in their form, it should contact immediately to Efficycle Organizing committee at efficycle.teams@saenis.org. **In any such situations, team should NOT try to register again**

D. Registration Fees Structure-

13. Total fees for Efficycle 2018 event is Rs. 30,000/-
Phase-I →Rs. 20,000/-
Phase-II →Rs. 10,000/-
14. In phase-I, team will be given concessions of Rs. 1,000/- per girl participant in the team and maximum up to Rs. 6,000/- per team.
15. Fee concession is not applicable in Phase-II except for "All Girls Team". **Registration fees for phase-II for "All girls team" registered for the Efficycle 2018 will be completely waived-off.**
16. The fee submission guidelines will be uploaded separately.

E. General Guidelines-

17. In case of more than one team registering with the similar name, team registering later may be asked to change the team name.
18. The team has to provide 3 different email IDs i.e. team ID, Faculty advisor's email ID and Team captain's email ID. The communications can be made to any of the 3 registered email IDs. It will be the responsibility of team to continuously check the emails.
19. Teams are advised to like our official Facebook page <https://www.facebook.com/groups/EfficycleSAENIS/> for updates about the event.
20. There should be an active SAE collegiate club in participating institute and all team members should have +1 SAE membership.

F. IMPORTANT LINKS -

Queries related to registration	: efficycle.teams@saenis.org
Official announcements	: facebook.com/groups/EfficycleSAENIS/
Contact Details	: 9873188382, 9468032701, 0123-4567890

Efficycle Organizing Committee

[Disclaimer: Any information received through any unauthorized sources such as phone calls, emails or any other Facebook groups/pages etc should be considered fake/misleading/spam. Teams must immediately check the authenticity of such information by contacting Efficycle Organizing Committee.]