

SAE INTERNATIONAL

AFFILIATING & YOUR FAST TRACK ROSTER

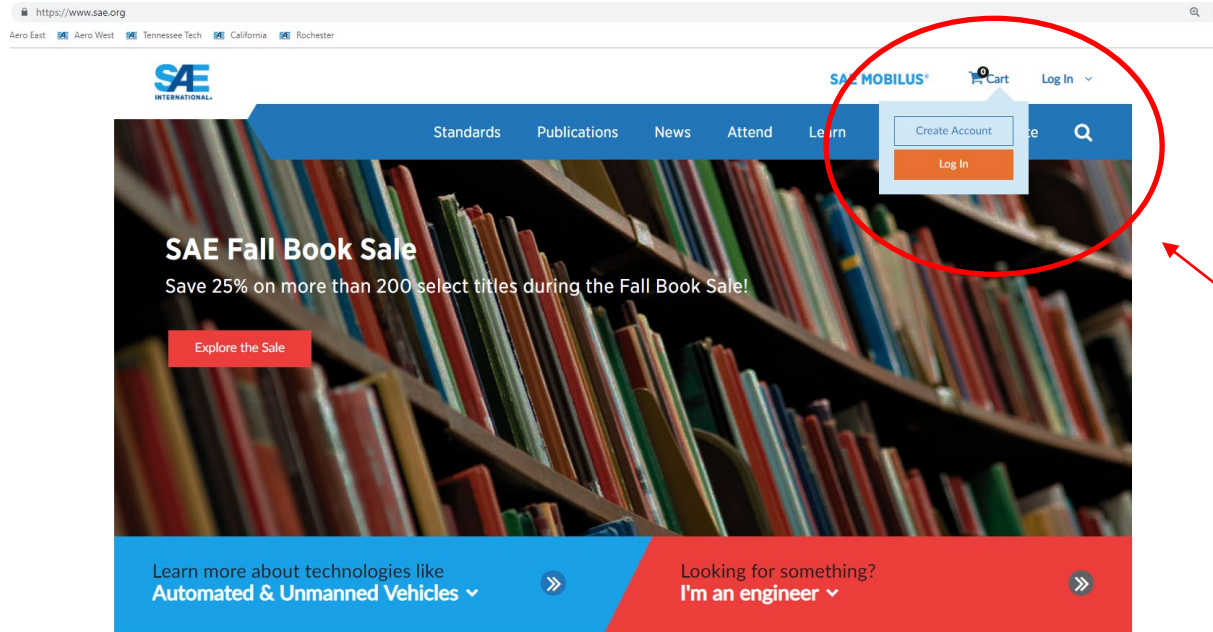


AGENDA

Affiliating & Your Fast Track Roster

- Step 1: Log into your mySAE account at www.sae.org
- Step 2: Navigate to your competition's webpage at www.sae.org
- Step 3: Verify Registration Requirements
- Step 4: Adding/Editing School Affiliation & Membership
- Step 5: Navigate to your event's 'Profile' tab
- Step 6: Click on your team's name
- Step 7: Add yourself to the 'Fast Track Roster'
- Step 8: Add/Update your information on the 'Fast Track Roster'
- Step 9: Print & Sign!
- Affiliating/Adding Faculty Advisors & Pilots
- Affiliating as an SAE Affiliate

Step 1: Log into your mySAE account at www.sae.org





Step 1: Log into your mySAE account at www.sae.org

https://www.sae.org/servlets/login

Aero East Aero West Tennessee Tech California Rochester

SAE INTERNATIONAL

SAE MOBILUS®  Cart Log In ▾

Standards Publications News Attend Learn Participate Donate 

SAE Login

Email Address*
sara.guffey@sae.org ✓

Password*
●●●●●●●● ✓

☐ Remember me!

[Forgot your User ID or Password?](#)

Step 2: Navigate to your competition's webpage at www.sae.org

https://www.sae.org/attend/student-events/sae-aero-design-east

SAE MOBILUS® SAE Aero Design

SAE International

Standards Publications News Attend Learn Participate Donate

SAE Aero Design East

March 8-10, 2019 | Fort Worth, TX, USA | Thunderbird Field, Lake Benbrook

45 DAYS 17 HOURS 24 MINUTES

Overview Attend Sponsor Teams Profile Awards & Results Contact

Main About

Event Locations

Static Events (Friday):
Radisson Fort Worth South
200 East Aqua Vista Blvd.
Fort Worth, TX 76134

Flying Field (Saturday-Sunday):
Fort Worth Thunderbird Field
4300 Wincoff Power Road
Fort Worth, TX 76126

Registration Fee: \$1050

Registration Limit: 85 Registered Teams/40 Waitlist Teams

All Cases Online Registration: Oct. 1, 2018 (10:00 a.m. EDT) to Nov. 12, 2017 (10:00 a.m. EST)

[Update Team](#)

[Verify Registration Requirements](#)

Step 3: Verify Registration Requirements

The screenshot shows the SAE International registration interface. At the top, there is a navigation bar with links: Overview, Attend, Sponsor, Teams, Profile, Awards & Results, and Contact. Below this is a sub-navigation bar with Main and About. The main content area is divided into sections. On the left, under 'Event Locations', there are details for 'Static Events (Friday)' at Radisson Fort Worth South and 'Flying Field (Saturday-Sunday)' at Fort Worth Thunderbird Field. Below this, the 'Registration Fee: \$1050' and 'Registration Limit: 85 Registered Teams/40 Waitlist Teams' are listed. On the right, a box titled 'Verify Registration Requirements' is highlighted with a red circle. This box contains an 'Update Team' button, 'Student Membership' information (Expires 12/31/2019), and 'School Affiliation' information (North Carolina A & T State Univ) with an 'Edit' link. A red arrow points from the text on the right towards the 'School Affiliation' section of the highlighted box.

Event Locations

Static Events (Friday):
Radisson Fort Worth South
100 East Alta Mesa Blvd.
Fort Worth, TX 76134

Flying Field (Saturday-Sunday):
Fort Worth Thunderbird Field
4300 Winscott Plover Road
Fort Worth, TX 76126

Registration Fee: \$1050

Registration Limit: 85 Registered Teams/40 Waitlist Teams
All Classes Online Registration: Oct. 1, 2018 (10:00 a.m. EDT) to Nov. 12, 2017, (10:00 a.m.) EST

Verify Registration Requirements

Student Membership
Expires 12/31/2019

School Affiliation
North Carolina A & T State Univ
[Edit »](#)

- Make sure that your correct university is displaying under 'School Affiliation'
- If it is showing not affiliated, not an "acceptable" CDS university, or not a member, you will need to edit your information in order to move forward.
- If your membership is showing currently and your correct university is displaying, proceed to Step 6.

Step 3: Verify Registration Requirements

The screenshot shows the SAE International registration interface. At the top, there is a navigation bar with links: Overview, Attend, Sponsor, Teams, Profile, Awards & Results, and Contact. Below this is a sub-navigation bar with 'Main' and 'About' tabs. The 'About' tab is active. The main content area is divided into two columns. The left column contains 'Event Locations' with details for 'Static Events (Friday)' and 'Flying Field (Saturday-Sunday)'. The right column contains 'Registration Fee: \$1050', 'Registration Limit: 85 Registered Teams/40 Waitlist Teams', and a 'Verify Registration Requirements' section. This section is highlighted with a red circle and contains a red arrow pointing to it from the text on the right. The 'Verify Registration Requirements' section includes a 'Student Membership' status (Expires 12/31/2019) and a 'School Affiliation' (North Carolina A & T State Univ) with an 'Edit' link. A red arrow also points from the text on the right to the 'Verify Registration Requirements' section.

Event Locations

Static Events (Friday):
Radisson Fort Worth South
100 East Alta Mesa Blvd.
Fort Worth, TX 76134

Flying Field (Saturday-Sunday):
Fort Worth Thunderbird Field
4300 Winscott Plover Road
Fort Worth, TX 76126

Registration Fee: \$1050

Registration Limit: 85 Registered Teams/40 Waitlist Teams
All Classes Online Registration: Oct. 1, 2018 (10:00 a.m. EDT) to Nov. 12, 2017, (10:00 a.m.) EST

Verify Registration Requirements

Student Membership
Expires 12/31/2019

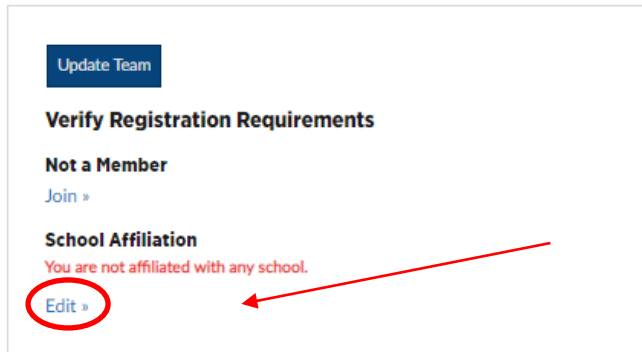
School Affiliation
North Carolina A & T State Univ
[Edit »](#)

You may run into three different types of messages at this point that will prevent you from moving forward.

1. You are not affiliated with any school.
2. 'Your School Here' is not an acceptable CDS University
3. Not a Member

Step 4: Adding/Editing School Affiliation & Membership

What to do if you are displaying 'You are not affiliated with any school'.



- If you are displaying the message that you are not affiliated with any school click the 'Edit' button located under 'School Affiliation' to attach yourself to your university.
- Once the edit button is clicked, your mySAE page will load.

Step 4: Adding/Editing School Affiliation & Membership

MANAGE PROFILE

Professional Information

University Programs Coordinator
SAE International

[Edit »](#)

Password

[Edit »](#)

Personal Information

Sara Guffey

[Edit »](#)

Email

sara.guffey@sae.org

[Edit »](#)

Contact Information

Sara Guffey
1234 Jane Street
Pittsburgh PA 01234

[Edit »](#)

School Information

North Carolina A & T State Univ
Major Course of Study: Mechanical
Engineering
Expected Degree: BS
Expected Graduation: 05/2019 The faculty
advisor for your SAE Collegiate Chapter is
[Daniel K Acree](#)

[Edit »](#)

Update your 'School
Information' section by
clicking the 'Edit'
button.

Step 4: Adding/Editing School Affiliation & Membership

Find your university on
the drop down list to
affiliate yourself to your
school



Contact Information
Sara Guffey
1234 Jane Street
Pittsburgh PA 01234
[Edit »](#)

School Information
North Carolina A & T State Univ
Major Course of Study: Mechanical Engineering
Expected Degree: BS
Expected Graduation: 05/2019 The faculty advisor for your SAE Collegiate Chapter is [Daniel K Acree](#)
[Edit »](#)

Current School
Country*
United States
State*
North Carolina
Name of School*
North Carolina A & T State Univ
Add New
Educational Record
Major Course of Study*
Mechanical Engineering
Expected Degree*
BS
Expected Graduation Month*
05
Year*
2019
Save

Step 4: Adding/Editing School Affiliation & Membership

- What to do if you are displaying *'Your School Here'* is not an acceptable CDS University

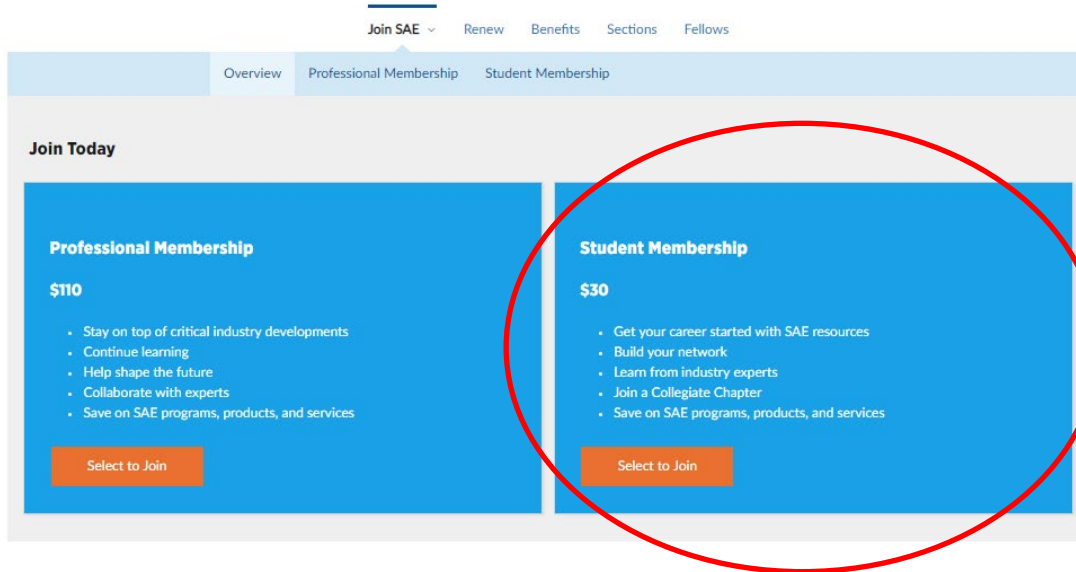
If you are displaying that your school is not an acceptable CDS University, please email us at collegiatecompetitions@sae.org

- What to do if you are displaying *'Not a Member'*

If you are displaying 'Not a Member', click Join to update your membership.

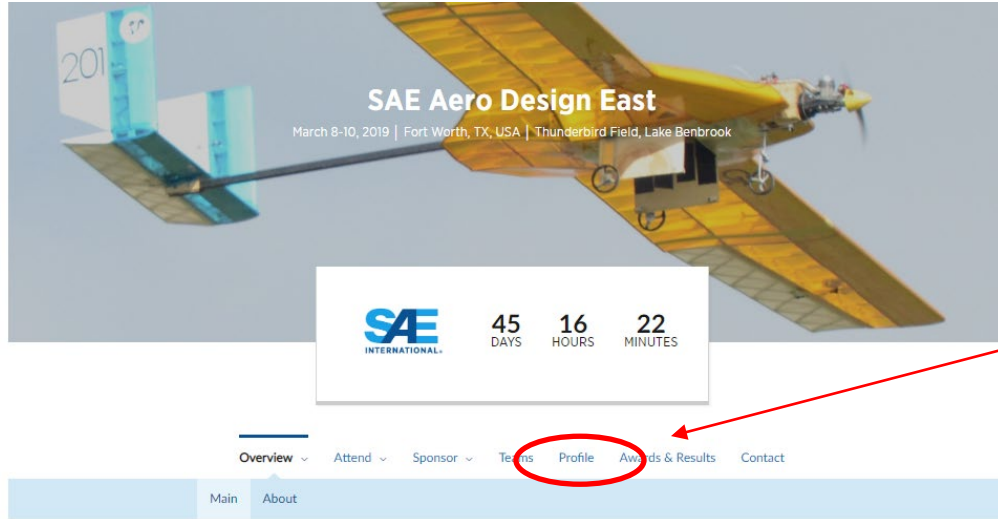
A screenshot of a web interface for SAE International. At the top is a blue button labeled 'Update Team'. Below it is the heading 'Verify Registration Requirements'. Under this heading, the text 'Not a Member' is displayed, with 'Join »' written below it. The 'Join »' text is circled in red. Below this is the heading 'School Affiliation' followed by the text 'You are not affiliated with any school.' and an 'Edit »' link at the bottom.

Step 4: Adding/Editing School Affiliation & Membership



Once Join is clicked, you will be redirected to a page where you can update your Student Membership

Step 5: Navigate to your event's 'Profile' tab

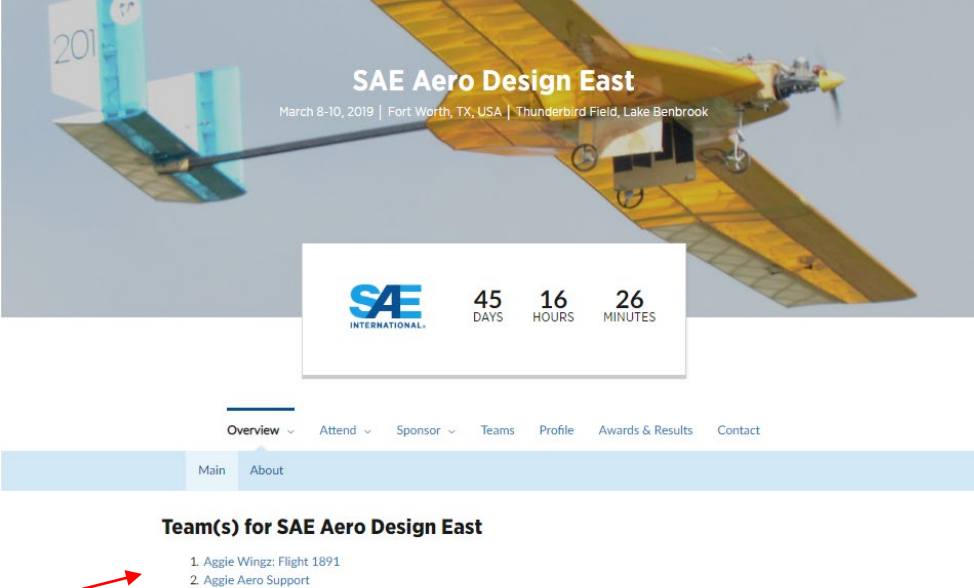


Once properly affiliated, you can move on to the next step of building your roster by navigating to your event's 'Profile' tab

Step 6: Click on your team's name

Please Note:

You will only be able to add yourself to ONE roster even if your university has multiple teams competing in multiple classes.



The screenshot displays the SAE Aero Design East website. At the top, a banner features a yellow and blue aircraft model with the text "SAE Aero Design East" and the event details "March 8-10, 2019 | Fort Worth, TX, USA | Thunderbird Field, Lake Benbrook". Below the banner is a white box containing the SAE International logo and a countdown timer showing "45 DAYS 16 HOURS 26 MINUTES". A navigation bar includes links for "Overview", "Attend", "Sponsor", "Teams", "Profile", "Awards & Results", and "Contact". Below the navigation bar, a sub-navigation bar has "Main" and "About" links. The main content area is titled "Team(s) for SAE Aero Design East" and lists two teams: "1. Aggie Wingz: Flight 1891" and "2. Aggie Aero Support". A red arrow points from the text "Please Note" to the "Teams" link in the navigation bar.

SAE Aero Design East
March 8-10, 2019 | Fort Worth, TX, USA | Thunderbird Field, Lake Benbrook

SAE
INTERNATIONAL

45 DAYS 16 HOURS 26 MINUTES

[Overview](#) [Attend](#) [Sponsor](#) [Teams](#) [Profile](#) [Awards & Results](#) [Contact](#)

[Main](#) [About](#)

Team(s) for SAE Aero Design East

1. Aggie Wingz: Flight 1891
2. Aggie Aero Support

Step 7: Add yourself to the 'Fast Track Roster'

Team Registration

Team Profile	
School Name:	North Carolina A & T State Univ
Team Name:	Aggie Wingz: Flight 1891
Confirmation Number:	1872345678
Team Web Address:	<input type="text"/>
Team Facebook Address:	<input type="text"/>
Team Twitter Address:	<input type="text"/>
Category:	REG - Aero Design - Regular Class

[Save Changes](#)

Design Standards

The standards needed for design are available in the [SAE MOBILUS](#), through an account set up for collegiate design team members. You can search or browse to find the standards needed.

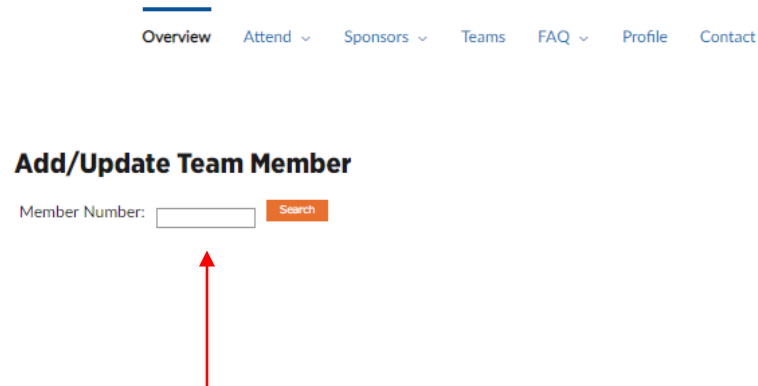
Fast Track Roster

Team Members			Print Roster	
Manage Member		Role	Attending	
X	Edit	kaley Z	TEAM MEMBER	Y
X	Edit	Scott S	TEAM MEMBER	Y
X	Edit	Victoria E	TEAM MEMBER	Y
X	Edit	Amanda P	FACULTY ADVISOR	
X	Edit	Zac P	TEAM CAPTAIN	Y
X	Edit	Andrea E	TEAM MEMBER	Y
X	Edit	Suzy M	TEAM MEMBER	Y
X	Edit	Mike I	TEAM MEMBER	Y
Add New Member				

The roster will be due two weeks prior to the first day of competition. At that point, no additions can be made to the roster. Teams can still edit existing information and print the roster, which takes up to 24 hours to refresh with the newly modified information. All teams must provide a completed **GREEN** Fast Track roster at Registration in order to receive any giveaways, including sponsored meals. Any handwritten roster additions will not be provided any giveaways. This includes Faculty Advisors. ABSOLUTELY NO EXCEPTIONS.

- Add yourself to the roster by clicking the orange 'Add New Team Member' button and inputting your SAE membership number
- Faculty Advisors and Team Captains **NO LONGER** have the ability to add team members to the roster.
- If you need to go back in and edit your information at any point, you may click the edit button next to your name on the roster.

Step 7: Add yourself to the 'Fast Track Roster'



The screenshot shows a web interface with a navigation bar at the top containing links: Overview, Attend, Sponsors, Teams, FAQ, Profile, and Contact. Below the navigation bar is a section titled 'Add/Update Team Member'. Under this title is a form with the label 'Member Number:' followed by a text input field and an orange 'Search' button. A red arrow points upwards to the text input field.

Once you click the 'Add New Team Member' button you will be directed to Add/Update Team Member by inputting your SAE ID number. If you are unsure of what your number is, you can find it in your 'Account Profile' at mySAE.

Step 8: Add/Update your information on the 'Fast Track Roster'

- Add your cell phone, team role, event attendance, t-shirt size, gender, DoD Security Clearance level, and emergency contact information
- You may download your 'Confirmation Letter' and 'Participation Certificate' on this page as well.
- **Please Note:** Only 'Participation Certificates' from the current year's events are available. Previous years' certificates are unavailable and cannot be retrieved.

Add/Update Team Member

Member Number:

Team Member Information	
Name:	Sara Guffey
Address:	1234 Jane Street Pittsburgh PA 01234
Cell Phone:	<input type="text" value="000-000-0000"/>
Role*:	<input type="text" value="TEAM MEMBER"/>
Event Attendance*:	<input type="text" value="Yes, I plan to attend the com"/>
T-Shirt Size*:	<input type="text" value="Large"/>
Individual medical insurance coverage is required and is sole responsibility of the participant.	
If you are the driver, please be sure to bring your official Driver's License onsite; licenses will be checked at technical inspection for ground vehicle competitions.	
Gender*:	<input type="text" value="Female"/>
Do you possess, or have you been submitted for, a security clearance with the U.S. Department of Defense (DoD)?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
What level is the clearance?*	
<input checked="" type="radio"/> Secret <input checked="" type="radio"/> Top Secret <input type="radio"/> TS <input type="radio"/> SCI	
Emergency Contact	
Name / Relationship*:	<input type="text" value="Sam Barill"/> Parent / Legal Guardian OR Spouse only.
Contact Phone*:	<input type="text" value="000-000-0000"/>
<input type="checkbox"/> Accessibility Needs?	
<div></div>	
SAE will do what is feasible to make its events reasonably accessible to attendees. If you have special accommodation needs, please let us know in advance by entering a brief description of how we can serve you better. Accommodations requested on site will be provided only if possible on short notice.	
<div><input type="button" value="Confirmation Letter"/> <input type="button" value="Participation Certificate"/></div>	

Disclaimer: Faculty Advisors and Team Captains have access to Add/Update Team Member Data.

Step 8: Add/Update your information on the 'Fast Track Roster'

Fast Track Roster

Team Members			Print Roster
Manage Member		Role	Attending
<input type="checkbox"/> Edit	Kaley Z	TEAM MEMBER	Y
<input type="checkbox"/> Edit	Scott S	TEAM MEMBER	Y
<input type="checkbox"/> Edit	Sara Guffey	TEAM MEMBER	Y
<input type="checkbox"/> Edit	Victoria E	TEAM MEMBER	Y
<input type="checkbox"/> Edit	Amanda P	FACULTY ADVISOR	
<input type="checkbox"/> Edit	Zac P	TEAM CAPTAIN	Y
<input type="checkbox"/> Edit	Andrea E	TEAM MEMBER	Y
<input type="checkbox"/> Edit	Suzy M	TEAM MEMBER	Y
<input type="checkbox"/> Edit	Mike I	TEAM MEMBER	Y
Add New Member			

Team rosters will lock two weeks prior to the first day of competition. At that point, no additions can be made to the roster. Teams can still edit existing information and print the roster, which takes up to 24 hours to refresh with the newly modified information. All teams must provide a completed **GREEN** Fast Track roster at Registration in order to receive any giveaways, including sponsored meals. Any handwritten roster additions will not be provided any giveaways. This includes Faculty Advisors. **ABSOLUTELY NO EXCEPTIONS.**

Please Note: Once you click 'Save Changes' you will appear on your team's roster. Although you will display on your 'Fast Track Roster' immediately, you will not appear on the printed version of the roster until 24 hours after you were added to the roster.

Step 9: Print & Sign!

Print, Sign & Bring your Fast Track Roster to competition!

Once your roster is finalized make sure that you **PRINT** it and bring it with you to competition!

Fast Track Roster

Team Members				Print Roster
Manage Member			Role	Attending
X	Edit	Kaley Z	TEAM MEMBER	Y
X	Edit	Scott S	TEAM MEMBER	Y
X	Edit	Sara Guffey	TEAM MEMBER	Y
X	Edit	Victoria E	TEAM MEMBER	Y
X	Edit	Amanda P	FACULTY ADVISOR	
X	Edit	Zak P	TEAM CAPTAIN	Y
X	Edit	Andrea E	TEAM MEMBER	Y
X	Edit	Suzy M	TEAM MEMBER	Y
X	Edit	Mike I	TEAM MEMBER	Y
Add New Member				

Team rosters will lock two weeks prior to the first day of competition. At that point, no additions can be made to the roster. Teams can still edit existing information and print the roster, which takes up to 24 hours to refresh with the newly modified information. All teams must provide a completed **GREEN** Fast Track roster at Registration in order to receive any giveaways, including sponsored meals. Any handwritten roster additions will not be provided any giveaways. This includes Faculty Advisors. **ABSOLUTELY NO EXCEPTIONS.**

Step 9: Print & Sign!

Print, Sign & Bring your Fast Track Roster to competition!

- This is what will generate after you click the 'Print Roster' button. Once your roster is 100% finalized, PRINT it.



057 North Carolina A & T State Univ
Aggie Wingz: Flight 1891



Fast Track Registration Steps

- All competitors MUST be affiliated and added to their roster prior to each competition's respective 'Fast Track Roster Affiliation' deadline (can be found at www.sae.org).
- Any member handwritten onto the roster will not be provided any giveaways or lunch tickets on-site, NO EXCEPTIONS.

1. PRIOR TO ARRIVING ONSITE, ALL TEAM MEMBERS MUST SIGN THE PARTICIPANT WAIVER AND CONFIRM PERSONAL DATA.

- Read the participant waiver terms.
- Review your personal data (cell phone number/ t-shirt size) and your emergency contact on the team list.
- Confirm with your signature on the team list that you accept the participant waiver terms and that your personal data is correct.
- All participants must be able to identify themselves with a form of identification onsite.
- Wristbands and giveaways will not be provided for members who are not coming to competition at all.
- Giveaways will not be provided for any members who are RED or handwritten.
- Although we try our best to ensure enough sizes for everyone, T-Shirt sizes are not guaranteed.

2. ONLY THE TEAM CAPTAIN AND/OR ADVISOR MUST REPORT TO REGISTRATION ONSITE.

- A Team Captain or Advisor will proceed to the SAE International Registration Area with their unstapled, completed Fast Track Roster. Include all pages, including the Waiver page.
- The Team Captain or Advisor is required to sign the final page IN FRONT OF the Registration Staff to confirm the legitimacy of all signatures' information.
- The Team Captain or Advisor will receive all wristbands for only those who have signed.
- All Sponsored/ SAE International giveaways and information will be given to the Team Captain or Advisor.
- Anyone arriving to sign the waiver after Registration has closed will be a Spectator. If you know you will be arriving after it closes, sign the waiver ahead of time and see your Team Captain/Faculty Advisor when you arrive onsite for your wristband.

Step 9: Print & Sign!

Print, Sign & Bring your Fast Track Roster to competition!



057 North Carolina A & T State Univ
Aggie Wingz: Flight 1891



Captain(s):
Phone #(s):
Email(s):

Faculty Advisor:
Phone #:
Email:

#	Last Name	First Name	T-Shirt Size	SAE Member #	Cell Phone	Emergency Contact	Emergency Phone	Signature
1	Jones	Mike	XL	612345678	412-555-1234	Bob Sechler	724-555-1234	I have read release on page 3
2	Ewing	Victoria	M	612345679	412-555-1122	Britney Spears	724-555-1122	I have read release on page 3
3	Paciorkowski	Amanda	M	612345680	412-555-2233	Mark Walhburg	724-555-2233	I have read release on page 3
4	Guffey	Sara	L	612345681	412-555-3344	Elon Musk	724-555-3344	I have read release on page 3
5	Smith	Caleb	S	612345682	412-555-4455	Michael Phelps	724-555-4455	I have read release on page 3
6	Williams	Robert	XL	612345683	412-555-5566	Kim Kardashian	724-555-5566	I have read release on page 3
7	Zundel	Kaley	M	612345684	412-555-6677	Bob Ross	724-555-6677	I have read release on page 3

IMPORTANT:
After you print
your roster,
have EVERY
team member
sign here next
to their name!

Must be
signed BY
HAND.
Computer
generated
signatures will
not be
accepted.

Step 9: Print & Sign!

Print, Sign & Bring your Fast Track Roster to competition!

- Once your Fast Track Roster is printed and signed by each team member, the only step that's left is for your team captain to bring the roster to on-site registration the first day of competition.
- When registering in person on-site, the team captain OR the faculty advisor will need to be present to sign and date page 5 in front of SAE Registration Staff.



057 North Carolina A & T State Univ
Aggie Wingz: Flight 1891



Team Captain/Advisor Signature Confirmation

I confirm the correctness and validity of the signatures of all Team Members & Faculty Advisors in the list above. I affirm that only the persons listed above will work on the Student Design Vehicle as official team members. As Team Captain/Advisor I will take care that all Team Members will follow safety instructions while working on the vehicle. All Team Members by signing the above SAE Liability Waiver have declared to adhere to all rules presented in the official SAE Collegiate Design Series Rules in the areas of student participation and the requirements and eligibility.

Signature of the Faculty Advisor (Sign this confirmation IN FRONT OF the SAE Registration Staff)

DATE _____

Signature of the Team Captain (Sign this confirmation IN FRONT OF the SAE Registration Staff)

DATE _____

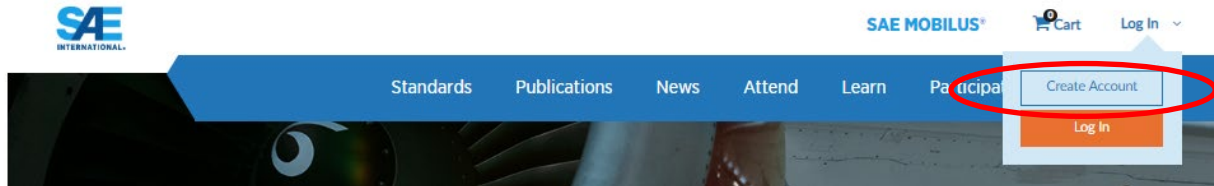
Signature of the SAE Registration Staff (Acknowledging Receipt of documents and witness)

DATE _____

Affiliating/Adding Faculty Advisors

How do I add my Faculty Advisor if they are not a member of SAE International?

Faculty Advisors can apply for a free customer number at www.sae.org. After, email their customer number to collegiatecompetitions@sae.org. CDS staff will affiliate them to the university and then they can be added. Select 'Faculty Advisor' when adding them to the roster. NOTE: They must be added two weeks prior to the competition just as team members are also required.



Affiliating as an SAE Affiliate

International students must be a member of one of the following organizations:

- SAE International
- SAE Affiliates (SAE India, SAE Brasil, SAE Australasia, and SAE Japan)

SAE Affiliate Members

If you're a member of an SAE affiliate, your membership may not be active in the SAE International system for up to a month after you renew or register with your affiliate organization. All team members must update their memberships at least one month prior to the opening of online registration so they can be affiliated to the team.

Members of an affiliate organization will need to create a free user account to obtain a customer number for www.sae.org.

After creating it, email collegiatecompetitions@sae.org your customer number and university so we can affiliate it to the proper university.

1. Visit SAE.org and hover over the grey Login button in the top right corner.
2. Click Need to Sign Up?
3. Enter your Last Name and Email Address.
4. Enter your information.
5. Email collegiatecompetitions@sae.org with your customer number and university so they can affiliate it to the proper university.

QUESTIONS? CONCERNS?

PLEASE CONTACT US AT
COLLEGIATECOMPETITIONS@SAE.ORG