

Formula Student 2025

Team Registration Guidance

www.imeche.org/events/formula-student

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CHANGELOG

Document	Version	Change
Team Registration Guidance Document	V1.0	Updated for 2025 entries
Team Registration Guidance Document	V2.0	Updated 'inputting team details' section – split of the 6 team categories available for registration (IC or EV, DDT or ADS)

TEAM REGISTRATION

Formula Student team registration is split into 3 main parts:

PART 1: PRE-REGISTRATION

(October 2024 – December 2024)

- Create / update team accounts on the FS Portal - Ensure team and contact details are correct and complete. *Refer to Formula Student Portal section.*
- Design Concept Specification (DCS) must be uploaded to your FS Portal Team Account as per Key Dates Document. [Template available here.](#)

PART 2: SELECTION, PAYMENT AND CONFIRMATION

(January 2025)

- Receive an email notification that you have been selected.
- Select car number (FS Class and FS-AI only).
- Pay entry fee (all classes) via team account as per Key Dates document on FS Portal.
- Confirmed entry list and reserve list published online all as per Key Dates document.

PART 3: LIVE EVENT REGISTRATION AND DOCUMENTATION

(May – June 2025)

Upload the following Health & Safety documents on the FS Portal as per Key Dates document:

- Motorsport UK Liability Form
- General Data Protection Regulation (GDPR) Consent
- Medical Insurance (International teams only)
- Insurance

SELECTION CRITERIA

The Formula Student committee will review each team's DCS and registration form.

They will select teams based on the content of teams' DCS. Any remaining teams will be placed on the reserve list. (Please note the reserve list does not guarantee a place at the competition.)

Entries must comply with the Formula Student Rules and UK Supplementary Rules and acceptance of a place at competition is indicative that you agree to do so.

The committee reserves the right to modify the number of entries accepted and their decision is final.

Applications that contain any of the below criteria will be favoured:

- UK teams
- Top 10 finishers at previous competition
- Alternative fuelled cars and interesting technology
- Representation from as many countries as possible

REGISTRATION FEES

Entry Type	Entry Description	Entry Fee
Formula Student	Fee includes Silverstone attendance for up to 25 team members , additional passes can be purchased closer to event)	£2,095 + VAT = £2,514
Concept Class	Fee includes Silverstone attendance for up to 15 team members , additional passes can be purchased closer to event)	£765 + VAT = £918
FS-AI (ADS & DDT Classes)	Fee includes Silverstone attendance for up to 25 team members , additional passes can be purchased closer to event)	£1,285 + VAT = £1,542
Additional Team Member / Faculty Advisor	All classes – this is only required once you select team members to attend Silverstone, if the number of team members exceeds the entry fee allowance.	£50 + VAT = £60

PAYMENT METHODS

CREDIT CARD (PREFERRED AND QUICKEST)

Pay entry fees online via your portal team account (additional team members can be added later, closer to the July event).

We accept Visa, Mastercard, Eurocard, American Express, Diners Club, or Maestro.

Step 1: Log into your Team Account

Step 2: Select 'Credit Card' on the 'Payment & Car Number' tab.

Step 3: Enter your credit card details via the online form to complete payment.

Step 4: Download the payment confirmation.

Step 5: Email fs@imeche.org with your payment confirmation email for a VAT receipt. All credit card payments are final.

***** VAT RECEIPT IS NOT THE SAME AS AN INVOICE. IF YOU SIMPLY REQUIRE A VAT RECEIPT FOR YOUR PAYMENT, PLEASE PAY BY CREDIT CARD AND IF YOU REQUIRE AN INVOICE, READ ON TO 'INVOICE PAYMENT'. *****

INVOICE PAYMENT

*****AN INVOICE IS NOT A VAT RECEIPT. FOR A VAT RECEIPT, PLEASE PAY BY CREDIT CARD*****

Step 1: If your university uses Purchase Orders (POs), please provide us with a PO number for us to raise the invoice. If they do not issue POs, email fs@imeche.org you don't need a PO to make the payment or alternatively to pay by credit card.

Step 2: Select 'Invoice' on the 'Payment & Car Number' tab and enter your PO number (see above note).

Step 3: Complete the invoice request form.

Step 4: You must request your invoice **before 7 February**, but you will have **30 days** from the date of invoice to pay it in full. We aim to raise invoices within 7 days of receiving your request.

*****IMPORTANT NOTE*****

- Completing an invoice request form confirms that you accept your place in the competition and consent to an invoice being raised for the full entry fee.
- **Raised invoices must be paid in full on receipt. Your place is not confirmed until payment is received.**
- **Payment is mandatory, even if you decide not to participate so, please only request an invoice if you are prepared to pay it and participate in the competition.**

FORMULA STUDENT PORTAL

Each team is required to have a **University team account**, and all team members must have individual accounts. These accounts are necessary for the following actions:

- **Event Registration:** Register the team and its members for the competition.
- **Submission of Work:** Submit all deliverables to be reviewed by the judges and the Committee.
- **Communication:** Submit questions and receive responses from the judges or the FS Admin team regarding technical or administrative enquiries.

Access the FS Portal and manage your team account via this link here: [FS Portal Team Account Login](#)

ACTIVATE OR UPDATE AN EXISTING UNIVERSITY TEAM ACCOUNT

New team with same Faculty Advisor: For Universities that are already registered but the team is new, the Faculty Advisor can login and manage the account. Once successfully logged in, please follow the steps from "Inputting Team Details".

- **New team with new Faculty Advisor:** The new FA will need to register as a new Team Member and ask the previous FA to login and assign the new FA. Once successfully logged in, please follow the steps from "Inputting Team Details".

If your team cannot locate the previous FA, please contact us at fs@imeche.org.

SET UP NEW UNIVERSITY TEAM ACCOUNT

To register a new University team entirely on the FS Portal, your **Faculty Advisor** needs to initial the process by following the next steps:

1. Faculty Advisor Registration

The Faculty Advisor of your University team must initiate the registration process by accessing the FS Portal via the main link: [FS Portal Team Account Login](#).

2. Register a New University

Once on the portal, the Faculty Advisor should click on the "**Register University**" option.

IN THIS SECTION

- ▶ APPLY FOR STUDENT AFFILIATE
 - ▶ MEMBERSHIP
 - ▶ REGISTER UNIVERSITY
 - ▶ REGISTER TEAM MEMBER
-
- ▶ SIGN IN
 - ▶ LOST PASSWORD/ USERNAME?
 - ▶ HELP WITH MY ACCOUNT

LOGIN

Username

* Required

Password

* Required

3. Complete the University Registration Form

- Fill in the required University details.
- Provide the Faculty Advisor's contact information.

4. Confirmation and Login Details

After completing the registration form, the portal will send the below confirmation email containing the login details.

Congratulations! Your Formula Student University Account has been created for your team(s) to manage your account details and upload your documents for Formula Student.

*Your login details are:
Username: FS31002
Password: s6wsaw4x*

*To access your account, visit <http://teams.formulastudent.com>
To view the Formula Student Question Database (FSQD),
visit: <http://teams.formulastudent.com/FAQ/FAQ.aspx>*

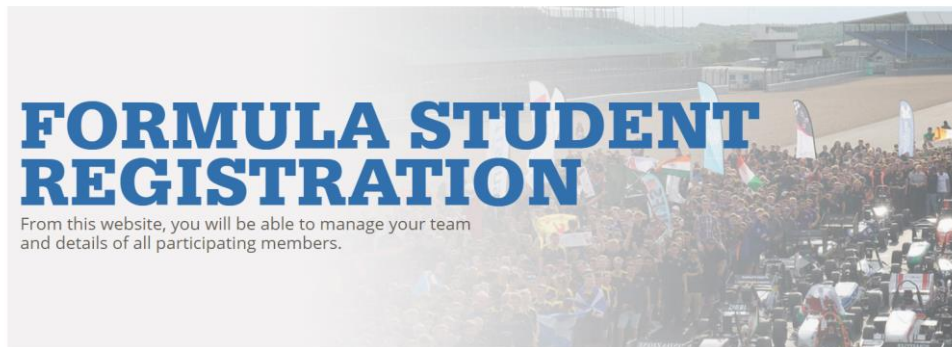
IMPORTANT:
You will need to become a member of the Institution of Mechanical Engineers to participate in Formula Student. Deadlines for application can be found on the Key dates webpage (<http://www.formulastudent.com/teams/key-dates>).

To apply for free membership, please visit www.imeche.org/FSaffiliate.

*Best wishes
Formula Student Team*

INPUTTING TEAM DETAILS

After your Faculty Advisor has successfully logged into the FS Portal, they will see the following:



1. Navigate to Team Registration

Click on the 'Team Details' section to begin registering the team.

Formula Student		Concept Class		FS-AI	
TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
<h4>TEAM DETAILS</h4> <hr/> <p>Team Name</p> <input type="text" value="Naomi Rolfe Racing"/> <p>Class <i>(If Your Class Is Incorrect, Please Contact Your Faculty Advisor Or Email F's@imeche.Org)</i></p> <input type="text" value="Formula Student"/> <p>Website <i>(Optional)</i></p> <input type="text" value="www.abc.co.uk"/>					

2. Register Team(s)

Based on the Registration Procedures, your University may register teams under the following categories:

- **Formula Student Teams:** Up to two teams (labelled as Team 1 and Team 2) – one IC, one EV.
- **Concept Class Teams:** Up to two teams (labelled as Team 3 and Team 4) – one IC, one EV.
- **FS-AI Teams:** Up to two teams (labelled as Team 5 and Team 6) – one DDT and one ADS.

Once you have registered your team, you need to inform your team members so they can register for the team.

REGISTERING TEAM MEMBERS

Team members need to register using this link: [FS Portal Team Account Login](#) and click "Register Team Member".

IN THIS SECTION

- APPLY FOR STUDENT AFFILIATE MEMBERSHIP
- REGISTER UNIVERSITY
- REGISTER TEAM MEMBER**
- SIGN IN
- LOST PASSWORD/ USERNAME?
- HELP WITH MY ACCOUNT

LOGIN

Username

* Required

Password

* Required

Login

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1. Select Team Name from the drop-down menu.

Note that the team type is listed by class first, followed by the University name.
Example: Concept Class - ASE Racing

2. Once they have created a team member account, they will receive their log in details via email.

MANAGING MEMBERS

Your Faculty advisor can then assign the team members to your team.

- The Faculty Advisor should log into their account
- Click "Manage Members"

Sign Out | Welcome Mrs Naomi Rolfe

FORMULA STUDENT
Institution of MECHANICAL ENGINEERS

Help

Start-Up Guidelines Team details My details Questions Student affiliate membership

Team details
Manage members
University details
Payment and car number

3. Select Team Class

Click on the class you've created a team for (e.g. FS AI, Concept, FS Class)

MANAGE MEMBERS

Tip: Maintain, add and remove team members for each team here. If a member is removed from all teams, they will no longer have access to the site.

Formula Student		Concept Class		FS-AI	
TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
<p>TEAM NAME: NAOMI ROLFE RACING CLASS: FORMULA STUDENT CAR NUMBER: 0</p> <p>Team member list</p> <p>The deadline for selecting your team members attending live event and completing any additional payments is as per the key dates document. Any changes to your account made after this time are not guaranteed to be actioned.</p>					

4. View registered team members

Scroll down to see the names of team members who have registered to be part of that specific team.

Additional Info.	Name	Member Type	
+	Mrs Naomi Rolfe	Faculty Advisor	Assign
+	Mr Joel Rolfe	Team Leader	Edit Remove

Total number of members attending this year's competition :
 (Please tick the box above to confirm your member's attendance in the event.)

0 members

5. Change Team Leader: If you wish to change the team leader, your FA can click "Edit" next to the member's name, and update their role on the following page.

Member Details

Title: Mr | Full Name: Joel Rolfe

Member Type: Team Leader

Membership Institution**: Institution of Mechanical Engineers | (If Other):

Are You A Graduate? Yes No | Year Of Study *: 3rd

Course Name: Mech Eng

6. Assign New Members

- Below the list of already assigned members, there will be a section labelled "Members Not Assigned to Teams." i.e. individuals who have registered as team members but are not yet assigned to a team.
- To assign them, your FA needs to tick the box next to their name and assign to the right team.

Members not assigned to teams

	Name	Email Address	Phone Number	Mobile Number
<input checked="" type="checkbox"/>	Mrs Naomi Rolfe	nhrolfe1@gmail.com	02073046911	900000000000

Assign to team 1

7. Add New Members

Faculty Advisors can also add new members directly from the Manage Members page.

TEAM NAME: NAOMI ROLFE RACING

CLASS: FORMULA STUDENT

CAR NUMBER: 0

Team member list

The deadline for selecting your team members attending live event and completing any additional payments is as per the key dates document. Any changes to your account made after this time are not guaranteed to be actioned.

+ Add new team members

DESIGN CONCEPT SPECIFICATION (DCS)

DEADLINE

The Design Concept Specification Deadline: Friday 6 December 2024, 17:00 UTC

DOCUMENT SUBMISSION

The Design Concept Specification document must be submitted via the portal here:
<https://teams.formulastudent.com/Account/Login>

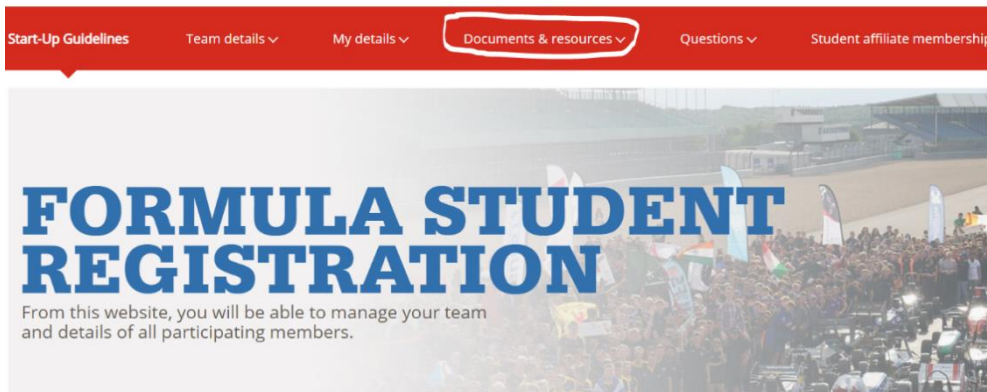
To submit the document, please ensure the following:

- Your team has an account on the portal.
- The Team Leader must have a username (which begins with an "F") and a password.
- *Note: Only the team leader/deputy team leader of each team can submit documents.*

1. Login as Team leader

Visit <https://teams.formulastudent.com/Account/Login> and log in using your Team Leader account credentials.

- Click on "Documents & resources" in the main menu.
- Then, navigate to "Document submissions"



DOCUMENT SUBMISSIONS

If you cannot see any documents for upload or documents are missing for your powertrain type, Team Leaders or Faculty Advisors should check "Team Details" and ensure correct "Fuel Type" and "Vehicle Type" has been selected (not blank).

Team Details
University: Naomi Rolfe University
Team: Naomi Rolfe Racing
Class: Formula Student
Car Number: 0

THE DOCUMENTS YOU NEED TO UPLOAD IN CERTAIN FORMATS ARE:

Documents to upload	Format	Status	Upload Details	Due Date	Final Date for Late Submissions	Penalty Info	Penalty Incurred
Electrical System Form (ESF) (electric vehicles only)	Word	No longer available to upload		06/06/2022 17:00	06/06/2022 17:00		None
Alternative Fuel Report	Word	Upload now <small>[File Explorer]</small>		08/12/2022 17:00	08/12/2022 17:00	There is no template for the Alternative Fuel Report but	None

2. Find the Document Submission Section

- In the "Document Submissions" section, locate the "Design Concept Specification 2024" (or "Design Concept Specification 2024 FS AI" if you are entering FS AI) in the list.
- Click on the "Upload now" button next to it.

3. Upload the Document

- You will be directed to the upload page shown below.
- Note: Please ensure you use **Internet Explorer** to upload your document, as other browsers may not be compatible.

File Upload

TEAMS MUST USE INTERNET EXPLORER IN ORDER TO UPLOAD DOCUMENTS TO THE SUBMISSION SITE

What Type Of Document Would You Like To Upload?

Design Concept Specification 2023

* Note : This is not the complete set of required documents. Please check the website and ensure you submit all required documents.

Location Of The File On Your Computer:

Choose file No file chosen

(Maximum file size is 20MB)

Cancel Submit

TROUBLESHOOTING

Problem 1: No Submissions Listed in "Document Submissions"

If there are no submissions listed when you click on "Document Submissions", please contact fs@imeche.org to get your account fixed. They will respond to these queries as quickly as possible.

When sending an email, please include the following in the subject line:

DCS: [University Name], [Team Name], [Class Type], [Powertrain] – Account Help

Problem 2: Unable to Access the Website Despite Having a Correct Account

If you cannot access the website but you have the correct account details and your Team Leader is set up, this could be due to technical difficulties. Please check the Formula Student social media channels for updates on any ongoing issues.

In the meantime, if you are unable to access the website, email your DCS document to fs@imeche.org and use the following subject line in your email:

DCS: [University Name], [Team Name], [Class Type], [Powertrain] – Submission

*****IMPORTANT NOTE*****

If the website is not down, but you choose to email your DCS, please include an explanation stating why you cannot access your account. Otherwise, your submission will not be accepted.

The registration fee payment is not required by 8 December and will not open until the teams have been selected and sent confirmation emails in January 2024.

Any DCS submissions received after 17:00 UTC on Friday 06 December 2024 will not be accepted.

CONTACT

If you have any questions, please contact fs@imeche.org.