# moto student

## 2024 - 2025

# MotoStudent Registration Process

**MEF** Moto Engineering Foundation · rfme · FIM · TECHNOPARK MOTORLAND

# MOTOSTUDENT REGISTRATION PROCESS

This document has been created to help all the MotoStudent teams and their team leaders/team members/team tutors to register the team and all its members for the MotoStudent International Competition!

To help you, the document explains the three different registrations your team has to proceed depending on the role each person has in the team: Team Registration, Team Leader Registration and Team members/Team Tutors Registration.
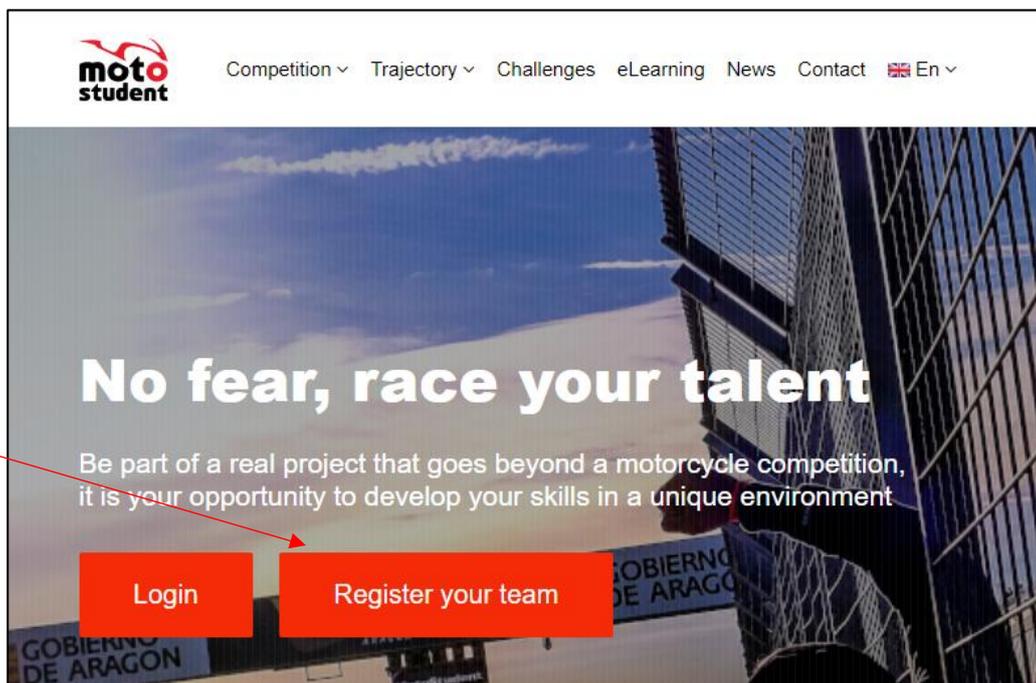
## TEAM REGISTRATION

Registration opened on **1st March 2024**, and the deadline for registration is **30 days before the Final Event**. Please note that the places are limited and teams have different Milestones to deliver.

The Team Registration process is explained below:

- ⊙ Each team has to register their Team through the <u>MotoStudent Platform</u>, where you will find the option "Register your team".

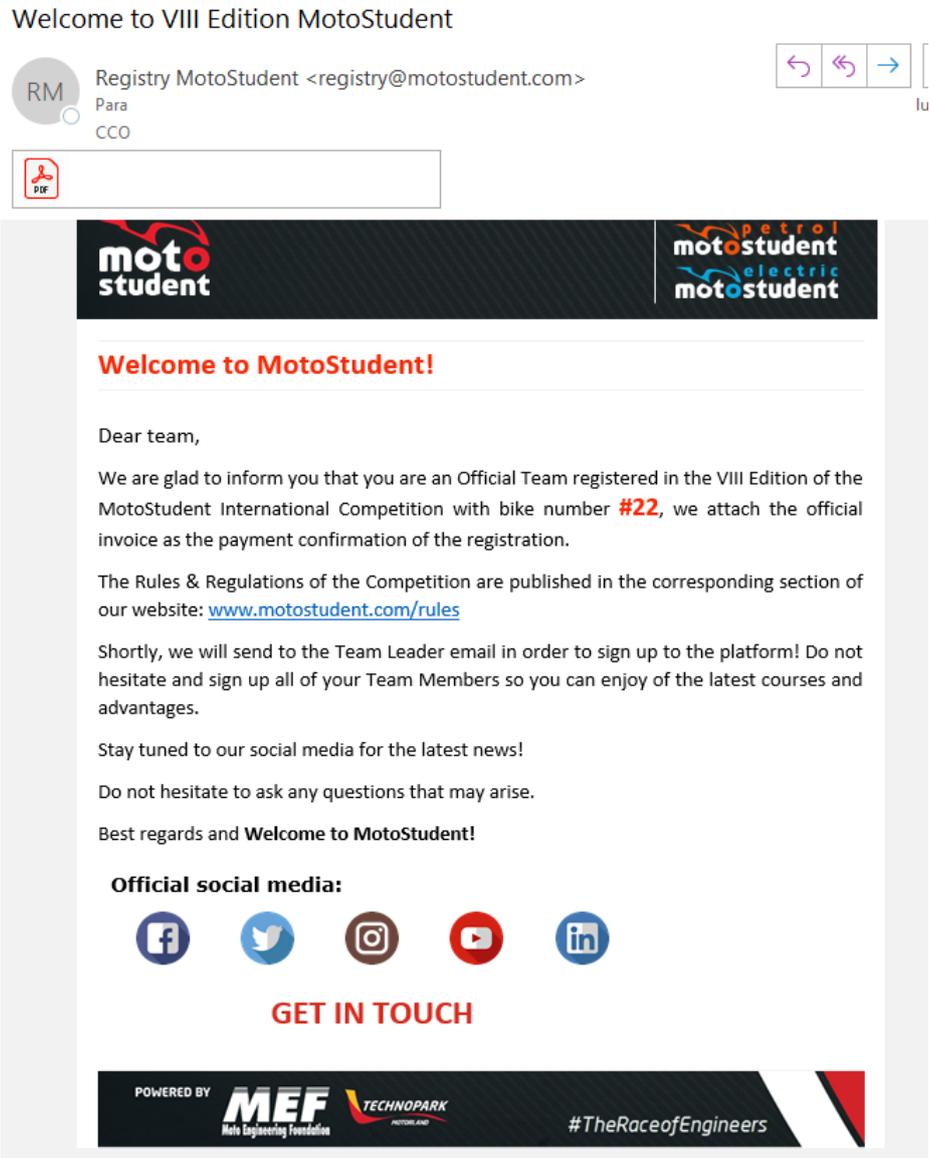*Picture 1: Mainpage MotoStudent Platform*

New button

○ Once the team clicks on the above button a new window will open and there you will find all the team information to fill in.

*Picture 2: Team Registration Form available in the MotoStudent Platform*



○ Once the Team Registration has been submitted, the Administration Department will validate the data, prepare the proforma invoice and send it to the Team Leader and Team Tutor contact indicated in the Registration Form. **The Team will be accepted as an official MotoStudent Team once the proforma invoice has been paid.**

○ Once the Administration Department confirms the payment with the bank details, the team will be contacted by email, sending to the team leader and tutor the **WELCOME TO MOTOSTUDENT email**.

**Picture 3: Welcome To MotoStudent email**

## Welcome to VIII Edition MotoStudent

**RM**

Registry MotoStudent <registry@motostudent.com>
Para
CCO

lu



### Welcome to MotoStudent!

Dear team,

We are glad to inform you that you are an Official Team registered in the VIII Edition of the MotoStudent International Competition with bike number **#22**, we attach the official invoice as the payment confirmation of the registration.

The Rules & Regulations of the Competition are published in the corresponding section of our website: www.motostudent.com/rules

Shortly, we will send to the Team Leader email in order to sign up to the platform! Do not hesitate and sign up all of your Team Members so you can enjoy of the latest courses and advantages.

Stay tuned to our social media for the latest news!

Do not hesitate to ask any questions that may arise.

Best regards and **Welcome to MotoStudent!**

**Official social media:**



## GET IN TOUCH

# TEAM LEADER/TEAM MEMBERS/TEAM TUTORS REGISTRATION

The **first member** who must be officially registered in the team is the **Team Leader**. This step is very important, as the Team Leader is the person **in charge of accepting the rest of Team Members/Team Tutors in the team**.

Once the Team Leader is registered, team members/team tutors can start registering through the MotoStudent Platform.

**To apply for the registration, team leader/team member/team tutor must go to the MotoStudent platform and click on "Register a Member":**

Click to register a member

*Picture 4: Mainpage MotoStudent Platform*
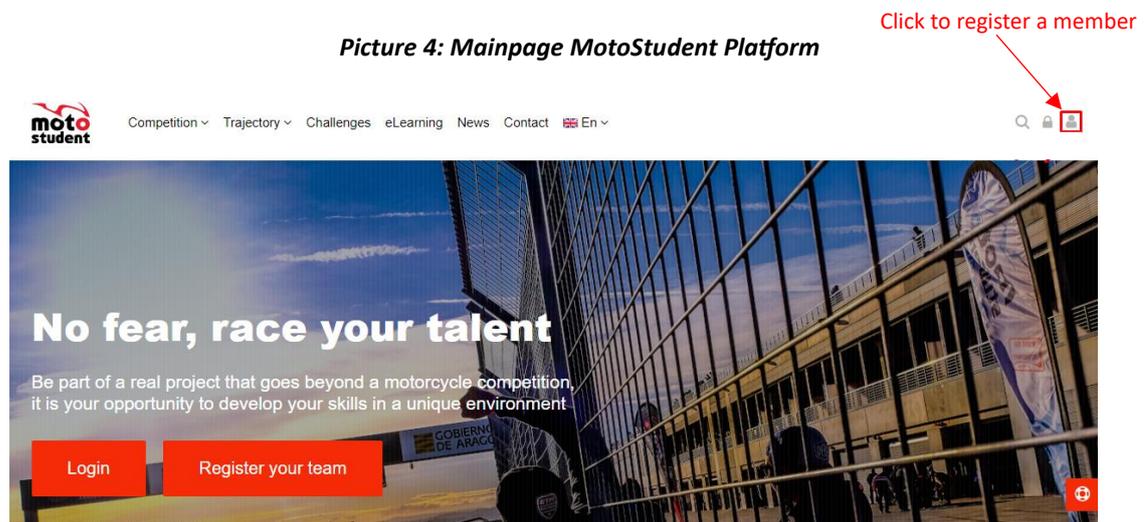


⭕ You must fill the following registration form. Here, we explain some of the fields that may generate doubts:

*Picture 5: Members Registration Form available in the MotoStudent Platform*



- Add a **personal photo.**

- **Team:** select your Team Name from the list.

- **Rol**: select your Team Rol.

- Complete your **personal data,** information about your **studies** and your **LinkedIn Profile**.

- **Upload your CV:** uploading your CV will help you to attract the top automotive companies in order to find your dreams job.

- Upload your **University Registration**: here, you have to upload an official document that justifies your relation with your University:
- **Team Leader/Team Member:** Official university enrolment document for the period 2023-2024 or 2024-2025.
- **Team Tutor:** University contract or official certificate from the University justifying the employment contract with the University.

- Accept the terms and conditions of the platform.

- Agreement and compliance with the Rules and Official Competition Documents.

- Accept the terms and conditions of the job board.

⚫ Save the information and **wait for the Organisation to validate the user**. Once the validation process is finished, the team leader/team member/team tutor will receive an **email confirming the official registration** as a team leader.

There is **difference** in the **acceptation** of registration of the Team Leader, from the Team Members/Team tutors.

1. **Team Leader** only has an **Administration acceptance**:

⚫ MotoStudent confirms the reception of the Team Leader data and start to revise it.

*Picture 6: Notification that the Teal Leader data has been received correctly and will be reviewed*
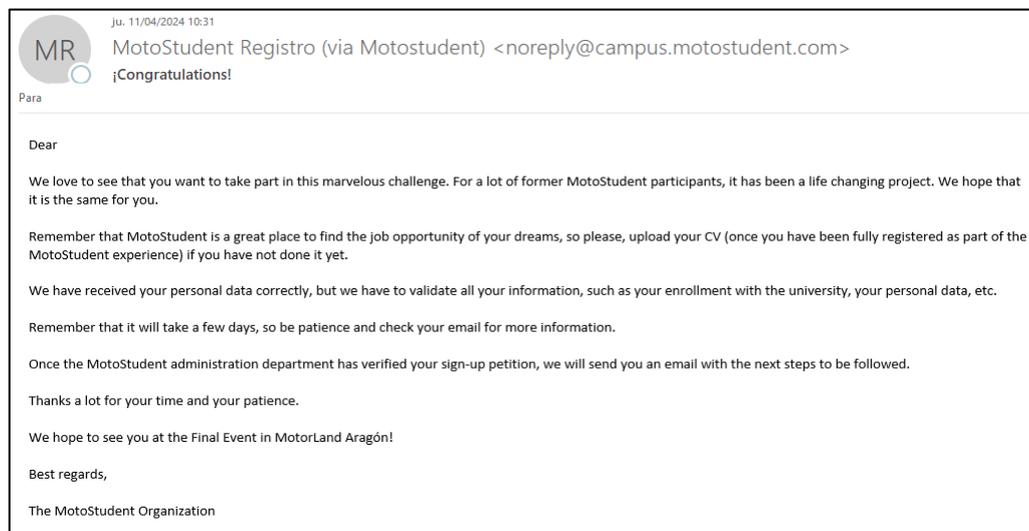


⚫ MotoStudent confirms the Team Leader registrarion after reviewing all the data

*Picture 7: Email confirming that the team leader's user has been validated.*
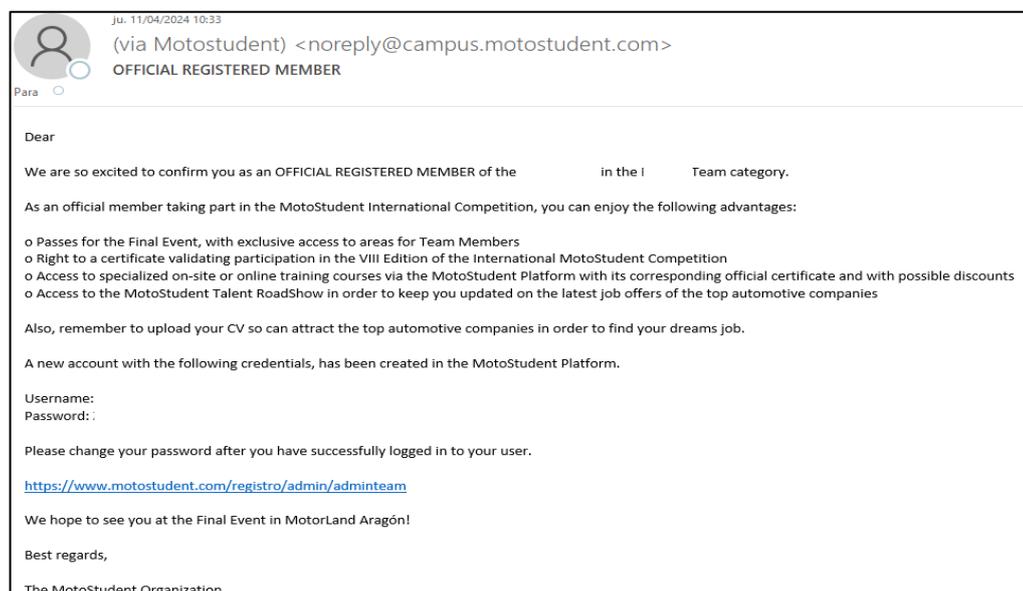
2. **Team Members/Team Tutors** have a **double acceptance** to be registered in the team:
   - In the first instance, **verification** by the **Administration Department**.
   - Secondly and finally the the **acceptance** of the **Team Leader** in the Team.

⭕ Once MotoStudent validate Team Member/Team Tutor data, the following email is sent:

*Picture 8: Email received by the team member/team tutor who wants to register, when the info has been validated by administration department but has to be validated also by the team leader*
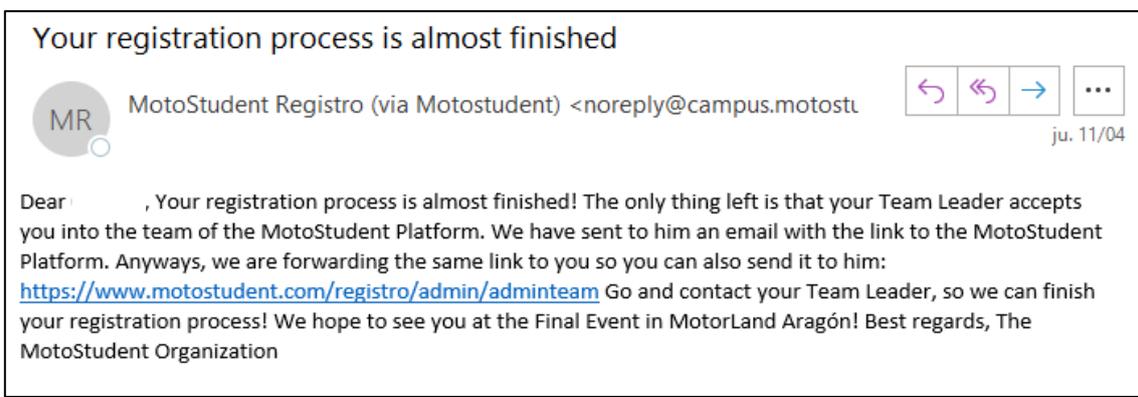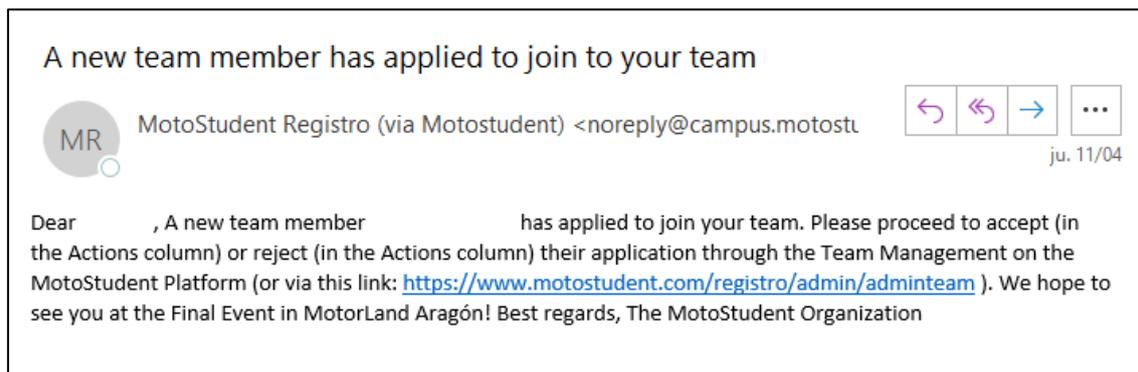
### Your registration process is almost finished

MR — MotoStudent Registro (via Motostudent) <noreply@campus.motostu

ju. 11/04

Dear , Your registration process is almost finished! The only thing left is that your Team Leader accepts you into the team of the MotoStudent Platform. We have sent to him an email with the link to the MotoStudent Platform. Anyways, we are forwarding the same link to you so you can also send it to him: https://www.motostudent.com/registro/admin/adminteam Go and contact your Team Leader, so we can finish your registration process! We hope to see you at the Final Event in MotorLand Aragón! Best regards, The MotoStudent Organization

⭕ The Team Leader will be notified that a team member/team tutor is applying to join the the team.

*Picture 9: Notification received by the team leader when a team member/team tutor applies to join the team.*

### A new team member has applied to join to your team

MR — MotoStudent Registro (via Motostudent) <noreply@campus.motostu

ju. 11/04

Dear , A new team member has applied to join your team. Please proceed to accept (in the Actions column) or reject (in the Actions column) their application through the Team Management on the MotoStudent Platform (or via this link: https://www.motostudent.com/registro/admin/adminteam ). We hope to see you at the Final Event in MotorLand Aragón! Best regards, The MotoStudent Organization

⭕ The team leader has to enter in the MotoStudent Platform, click on Team Course→My Team and accept the team member/team tutor who is requesting to be registered.

*Picture 10: My team Space (depending on the team Electric or Petrol)*



*Picture 11: Control Table´s Team controlled by the Team Leader*



⭕ Once the Team Leader accepts, the team member/team tutor will receive an email confirming the official registration as a team member/ team tutor and will **enjoy all the advantages of being part of the MotoStudent Community!**

*Picture 12: Confirmation email received by the team member/team tutor when has been accepted by both administration department and the team leader (a username and password are sent and need to be changed)*

OFFICIAL REGISTERED MEMBER

(via Motostudent) <noreplv@campus.motostudent.com>

ju. 11/04

Dear

We are so excited to confirm you as an OFFICIAL REGISTERED MEMBER of the          in the          Team category.

As an official member taking part in the MotoStudent International Competition, you can enjoy the following advantages:

o Passes for the Final Event, with exclusive access to areas for Team Members
o Right to a certificate validating participation in the VIII Edition of the International MotoStudent Competition
o Access to specialized on-site or online training courses via the MotoStudent Platform with its corresponding official certificate and with possible discounts
o Access to the MotoStudent Talent RoadShow in order to keep you updated on the latest job offers of the top automotive companies

Also, remember to upload your CV so can attract the top automotive companies in order to find your dreams job.

A new account with the following credentials, has been created in the MotoStudent Platform.

Username:
Password:

Please change your password after you have successfully logged in to your user.

https://www.motostudent.com/registro/admin/adminteam

We hope to see you at the Final Event in MotorLand Aragón!

Best regards,

The MotoStudent Organization

After these steps explained below, **the Team Leader/Team Members/Team Tutors will be registered and can enjoy all the advantages of being part of the MotoStudent Community!**