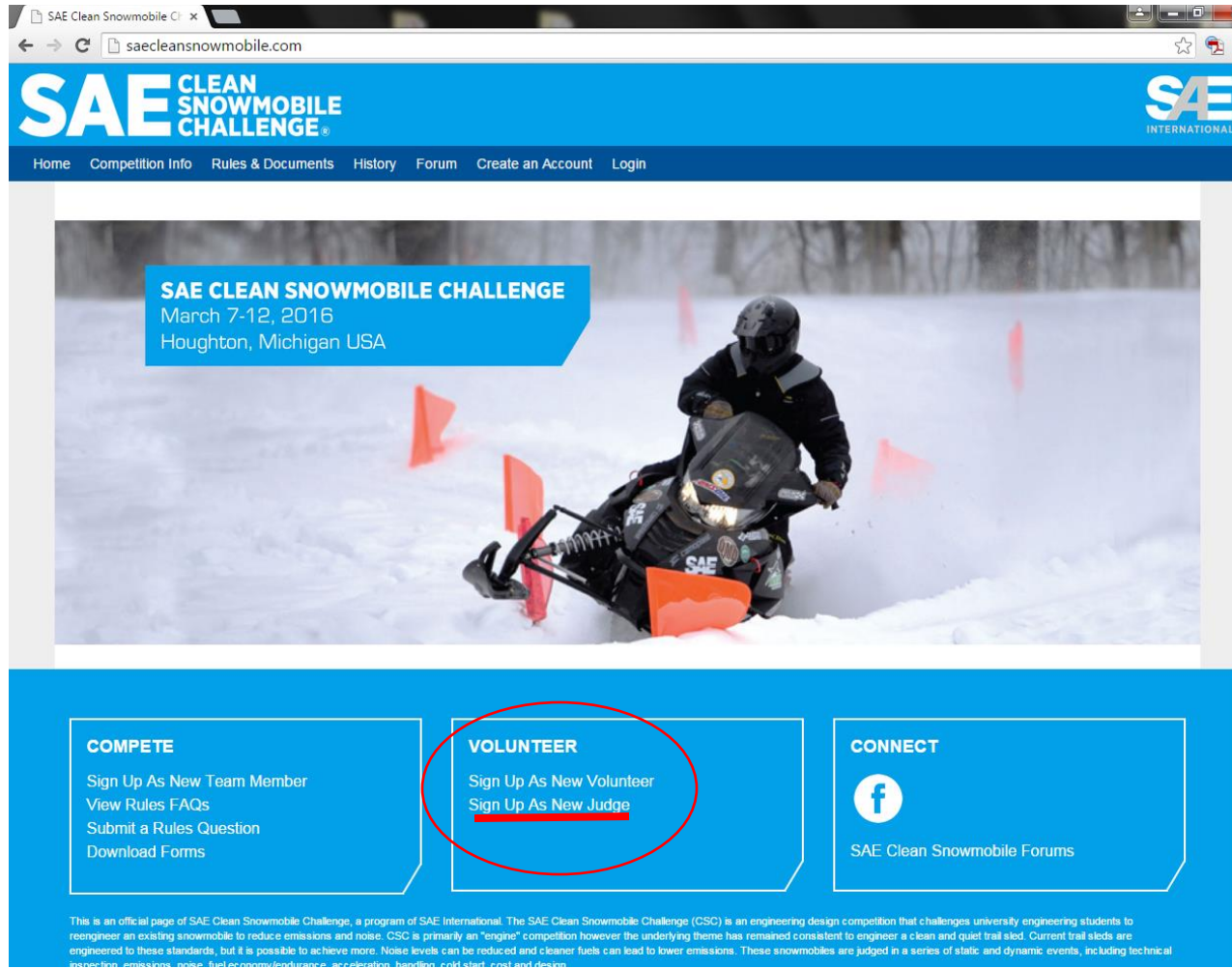


## How to Sign Up as Judge

1. Visit new website [www.saeleansnowmobile.com](http://www.saeleansnowmobile.com)



The screenshot shows a web browser window with the URL [www.saeleansnowmobile.com](http://www.saeleansnowmobile.com). The page features a blue header with the SAE International logo and a navigation menu. A central banner image shows a snowmobile rider on a snowy track with orange flags. Below the banner is a blue navigation bar with three main sections: COMPETE, VOLUNTEER, and CONNECT. The VOLUNTEER section is circled in red, and the 'Sign Up As New Judge' link is underlined in red.

**SAE CLEAN SNOWMOBILE CHALLENGE**  
March 7-12, 2016  
Houghton, Michigan USA

Home Competition Info Rules & Documents History Forum Create an Account Login

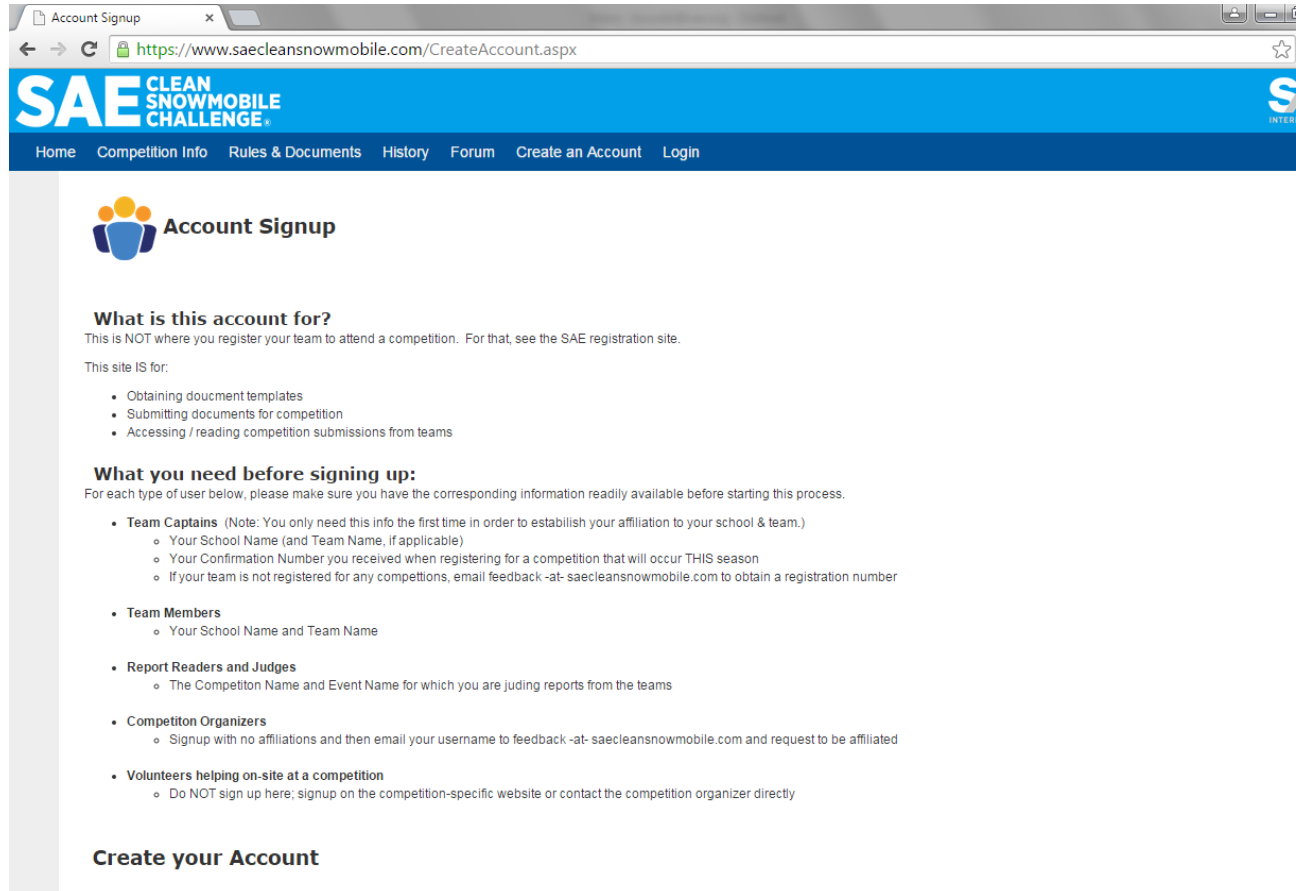
**COMPETE**  
Sign Up As New Team Member  
View Rules FAQs  
Submit a Rules Question  
Download Forms

**VOLUNTEER**  
Sign Up As New Volunteer  
Sign Up As New Judge

**CONNECT**  
SAE Clean Snowmobile Forums

This is an official page of SAE Clean Snowmobile Challenge, a program of SAE International. The SAE Clean Snowmobile Challenge (CSC) is an engineering design competition that challenges university engineering students to reengineer an existing snowmobile to reduce emissions and noise. CSC is primarily an "engine" competition however the underlying theme has remained consistent to engineer a clean and quiet trail sled. Current trail sleds are engineered to these standards, but it is possible to achieve more. Noise levels can be reduced and cleaner fuels can lead to lower emissions. These snowmobiles are judged in a series of static and dynamic events, including technical inspection, emissions, noise, fuel economy/efficiency, acceleration, handling, roll/stair, cost and design.

2. Select the link under VOLUNTEER for Sign Up As New Judge
3. Complete the required field on next page (which is shown in two separate screen shots below):



The screenshot shows a web browser window with the URL <https://www.saeleansnowmobile.com/CreateAccount.aspx>. The page header features the SAE Clean Snowmobile Challenge logo and a navigation menu with links: Home, Competition Info, Rules & Documents, History, Forum, Create an Account, and Login. The main content area is titled "Account Signup" and includes the following sections:

**What is this account for?**  
This is NOT where you register your team to attend a competition. For that, see the SAE registration site.  
This site IS for:

- Obtaining document templates
- Submitting documents for competition
- Accessing / reading competition submissions from teams

**What you need before signing up:**  
For each type of user below, please make sure you have the corresponding information readily available before starting this process.

- **Team Captains** (Note: You only need this info the first time in order to establish your affiliation to your school & team.)
  - Your School Name (and Team Name, if applicable)
  - Your Confirmation Number you received when registering for a competition that will occur THIS season
  - If your team is not registered for any competitions, email [feedback -at- saeleansnowmobile.com](mailto:feedback-at-saeleansnowmobile.com) to obtain a registration number
- **Team Members**
  - Your School Name and Team Name
- **Report Readers and Judges**
  - The Competition Name and Event Name for which you are judging reports from the teams
- **Competition Organizers**
  - Signup with no affiliations and then email your username to [feedback -at- saeleansnowmobile.com](mailto:feedback-at-saeleansnowmobile.com) and request to be affiliated
- **Volunteers helping on-site at a competition**
  - Do NOT sign up here; signup on the competition-specific website or contact the competition organizer directly

**Create your Account**

### Your Account Information

These are required fields

Username:	<input type="text"/>	Your unique account username, used to login to the system.
Password:	<input type="password"/>	Your password needs: -between 6 and 16 chars -at least 4 letters -at least 1 number -to not contain your username
Re-type Password:	<input type="password"/>	If you forget your password, we can send this to your email. It cannot contain your username or password.
Password Hint:	<input type="text"/>	
Your Greeting:	<input type="text"/>	We'll show you this text during the login process (along with your UserImage which you can set later) so that you know it's actually our website that you are logging into.
First Name:	<input type="text"/>	Your first name. This is not used in public.
Last Name:	<input type="text"/>	Your last name. This is not used in public.
Display Name:	<input type="text"/>	The name you would like to be shown in the public / community areas of the system.
Email Address:	<input type="text"/>	Your email. Please use an actively-checked email address. The SAE Collegiate Design Series will not share your email with any groups.
Country:	<input type="text"/>	The country in which you currently live.
State/Province/Area:	<input type="text"/>	Optional: Your state (US), province, or other general geographic area.
City:	<input type="text"/>	Optional: The city or local region in which you live.

### Your Affiliations

Check any of the following that apply to you. More information about your affiliation will be collected at the next step. If none apply, simply click Next to continue.

- Team Captain / Team Advisor (Authorization Number Required)
- Team Member (non-Captain)
- Competition Report Judge
- Competition Event Captain
- Rule Representative

Whether you are reviewing the Design Papers, MSRP or Electrical Systems Form this should be your selection. Then hit the Next button

Next

4. Next you will need to ensure you are affiliating to the correct event.

The screenshot shows a web browser window with the URL <https://www.saeleansnowmobile.com/AccountRole.aspx?roles=RepJudge,EventCapt,RulesRep>. The page title is "Add Affiliations". The SAE Clean Snowmobile Challenge logo is at the top left, and the SAE International logo is at the top right. A navigation menu includes Home, Competition Info, Rules & Documents, History, Forum, Create an Account, and Login.

**Affiliations**

Note: Your account has been created. Continue the following steps to complete the affiliations you selected. If you cannot complete the affiliations now, you will still be able to login with your account and add them later.

**Competition Event Captain**

Competition: SAE Clean Snowmobile Challenge 2016 Choose the Competition at which you are an Event Captain.  
Event: Design Paper Choose the particular Event or other part of the Competition for which you are a Captain.  
Display Name: [Text Box] This is the name that will be displayed instead of your account username in the Competition and Event related areas of the site. This should be a name by which others will easily recognize you.

Note: This will create a request that will be sent to the Competition Organizer for approval. Once your request has been approved (or rejected) you will be notified via email.

**Competition Report Judge**

Competition: SAE Clean Snowmobile Challenge 2016 Choose the Competition at which you are a Report Judge.  
Event: Design Paper Choose the particular Event or other part of the Competition for which you are a Report Judge.  
Display Name: [Text Box] This is the name that will be displayed instead of your account username in the Competition and Event related areas of the site. This should be a name by which others will easily recognize you.

Note: This will create a request that will be sent to the Event Captain for approval. Once your request has been approved (or rejected) you will be notified via email.

**Rules Representative**

Series Group Name: CSC North America Choose the Series Group Name for which you are a Rules Representative.  
Display Name: [Text Box] This is the name that will be displayed instead of your account username in related areas of the site. This should be a name by which others will easily recognize you.

Note: This will create a request that will be sent to the Rules Manager for approval. Once your request has been approved (or rejected) you will be notified via email.

Unless you are requesting more than the Report Judge role such as Event Captain or Rules Representative per Jay's request, you will only see the option for Competition Report Judge (circled in red).

In the Event Drop Down Box be sure to scroll for your event: Design, MSRP or Electrical Systems Form.

Then hit Next.

5. An email will be sent to Jay and Kaley Zundel regarding your request. Once approved you will be granted access. An email will also be sent to your inbox notifying you that you now have access or been denied such as examples below:

File Explorer icons: Save, Undo, Redo, Up, Down, Refresh

Affiliation Denied - Message (HTML)

FILE MESSAGE ADOBE PDF

Ignore X Delete Reply Reply All Forward Meeting IM More


Junk -

Quick Steps: detroit section, Team Email, Reply & Delete, To Manager, Done, Create New


Move Rules OneNote Actions

Delete Respond

Tue 10/6/2015 1:14 PM

 website@saeleansnowmobile.com

**Affiliation Denied**

To  Kaley Zundel

**Affiliation Denied**

**Your request to be a Event Captain has been denied.**

Kaley, you were denied to be a Event Captain.

Please do not reply to this message; it was sent from an unmonitored email address. This message is a service email related to your use of SAE Clean Snowmobile.

File Explorer icons: Save, Undo, Redo, Print, Forward, Reply, Reply All, Meeting, Team Email, Reply & Delete, To Manager, Done, Create New, Rules, OneNote, Actions

FILE MESSAGE ADOBE PDF

Ignore X Delete Reply Reply All Forward IM More

detroit section To Manager Done Create New

Team Email Reply & Delete

Rules OneNote Actions

Delete Respond Quick Steps Move

Tue 10/6/2015 1:16 PM

 website@saeleansnowmobile.com

**Affiliation Approved**

To Kaley Zundel

**Affiliation Approved**

**Your request to be a Report Judge has been approved.**

Kaley, you are now a Report Judge. New features will be available to you the next time you login to your account at [www.saeleansnowmobile.com](http://www.saeleansnowmobile.com)

Please do not reply to this message; it was sent from an unmonitored email address. This message is a service email related to your use of SAE Clean Snowmobile.

Welcome to the SAE Clean Snowmobile CdsWeb site. Please choose from the menu options:

**COMMUNITY MEMBER**

- [Change My Password](#)
- [Update My CdsWeb User Account](#)



Welcome to the SAE Clean Snowmobile CdsWeb site. Please choose from the menu options:

**COMMUNITY MEMBER**

- [Change My Password](#)
- [Update My CdsWeb User Account](#)

### Add Affiliation

Username:

Please select one or more of the following and enter the required information to complete your affiliation request:

- Team Member
- Team Captain / Team Advisor
- National Tech Inspector
- Competition Event Captain
- Competition Report Judge
- Rules Representative

#### Competition Report Judge

Series Group Name:  ▾  
Competition:  ▾  
Event:  ▾  
  
Display Name:

Choose the Series Group to which the Competition belongs.  
Choose the Competition at which you are an Report Judge.  
Choose the particular Event or other part of the Competition for which you are a Report Judge.  
  
This is the name that will be displayed instead of your account username in the Competition and Event related areas of the site. This should be a name by which others will easily recognize you.

**Note: This will create a request that will be sent to the Event Captain for approval. Once your request has been approved (or rejected) you will be notified via email.**

Welcome to the SAE Clean Snowmobile CdsWeb site. Please choose from the menu options:

**REPORT JUDGE- SAE CLEAN SNOWMOBILE CHALLENGE 2016: ELECTRICAL SYSTEMS FORM (ESF)**

- View / Process Submitted Documents

**COMMUNITY MEMBER**

- Change My Password
- Update My CdsWeb User Account

Welcome to the SAE Clean Snowmobile CdsWeb site. Please choose from the menu options:

### REPORT JUDGE- SAE CLEAN SNOWMOBILE CHALLENGE 2016: DESIGN PAPER

- View / Process Submitted Documents

### COMMUNITY MEMBER

- Change My Password
- Update My CdsWeb User Account

Welcome to the SAE Clean Snowmobile CdsWeb site. Please choose from the menu options:

**REPORT JUDGE- SAE CLEAN SNOWMOBILE CHALLENGE 2016: MRSP**

- View / Process Submitted Documents

**COMMUNITY MEMBER**

- Change My Password
- Update My CdsWeb User Account