



## BAJA SAEINDIA 2019 Registration Guidelines

The registrations for the 12<sup>th</sup> Edition of BAJA SAEINDIA will commence on 19<sup>th</sup> April 2018. Just like the previous edition, this edition of BAJA SAEINDIA will also have two events. The first event will be held from **24<sup>th</sup> to 27<sup>th</sup> January 2019**, whereas the second event will be held from **8<sup>th</sup> to 10<sup>th</sup> March 2019**. Registrations for both the events would be common and all the teams would have to participate in Virtual BAJA SAEINDIA 2018 at Chitkara University on 13<sup>th</sup> & 14<sup>th</sup> July 2018.

Registration Website	<a href="http://www.bajasaeindia.co.in">www.bajasaeindia.co.in</a>
Online Registration Start	19 <sup>th</sup> April 2018
Online Registration End	20 <sup>th</sup> May 2018

### Team Eligibility Criteria

All participating Institutes must have an operational SAEINDIA collegiate club with at least 50 active members. **All collegiate club members participating in BAJA SAEINDIA must have a +1 membership of SAEINDIA.** Faculty advisors of the team should also be SAEINDIA members. For details on membership or Collegiate Club, please visit [www.saeindia.org](http://www.saeindia.org) or contact the below SAEINDIA representatives.

<b>Ms. Sowmiya</b> Assistant (Membership) – SAEINDIA <a href="mailto:asst-membership@saeindia.org">asst-membership@saeindia.org</a>	<b>Ms. Jean Sophiya Shiny</b> Officer – SAEINDIA <a href="mailto:shiny@saeindia.org">shiny@saeindia.org</a>	<b>Mr. Sreekant Geete</b> Baja Secretariat <a href="mailto:saeindia_indore@saeindia.org">saeindia_indore@saeindia.org</a>
<b>SAEINDIA HQ – Contact Number:</b> +91-44 2441 1904, +91-44 4332 7336		

Colleges who have just applied for collegiate club can also register for the event, provided they have all the relevant documents supporting collegiate club registration completion, such as payment proof, copy of acknowledgement from SAEINDIA etc.

Teams should have an active SAE Collegiate Club bank account to complete the online registration process. **Teams who do not have a valid SAE Collegiate club bank account will not be eligible to receive any Prize Money/eBAJA Subsidy.** No further consideration/queries will be entertained later on.

### Team Size

<b>Team Members</b>	5 [Minimum]	25 [Maximum]
<b>Faculty Advisors</b>	1 [Minimum]	2 [Maximum]

It is mandatory for Faculty Advisor(s) to accompany the team during the Main Event. Teams to confirm FA's availability during the event to avoid issues.

Registrations for BAJA and eBAJA will happen under different heads, which enables the teams to register a maximum of 2 teams from one college .i.e. 1 BAJA team and 1 eBAJA team.

Additional Points shall be awarded to the teams if they register members from Electronics / Electrical / Instrumentation / Mechatronics engineering branch. Teams will get 1 additional point for every team member belonging to the above mentioned branch of study. These points shall be considered for Virtual BAJA SAEINDIA 2018 Merit List. The maximum additional points that can be earned is 5 for Main BAJA and 10 for eBAJA. Kindly note that these points are applicable only for Virtual BAJA SAEINDIA 2018.

## Registration Fees Structure

Phase	Amount
Phase 1	INR 20,000/-
Phase 2	INR 30,000/-

The above fee is excluding GST which accounts to an additional 18% as per the GOI norms. The registration fee payment must be done online through the registration portal only. (Guidelines for payment are mentioned in subsequent pages).

**Registration Fee is NON REFUNDABLE, and will not be returned to the teams in any case.**

## Registration Fees Waiver

To promote diversity, BAJA SAEINDIA offers registration fee waiver for Woman participation in the team. The waiver is only applicable for the second phase of registration. There will be a fee waiver of INR 1000 per woman participation (e.g. If there are 5 women in a team, the waiver would be INR 5000 from the registration amount base fee. Base fee is the fee which excludes GST).

## eBAJA Team Financial Support

To promote electric mobility in India, eBAJA teams who are new, will receive a financial support of up to INR 1.5 Lakhs from BAJA SAEINDIA. Only new teams who will register for eBAJA 2019, and have to purchase a new KIT, will receive this support. The subsidy will be disbursed (after the event is over) to the new teams on successful clearance of technical evaluation during the main event.

In case of any further query/ clarifications, we recommend teams to contact below designated officers and get it cleared before taking your own assumptions.

Mr. Neel Patel	Mr. Abheek Maiti
Co – Convener – Virtual Baja	Alumni Committee Head
9429303460	9629901303
neel2307@gmail.com	abheek.maiti@gabriel.co.in

BAJA Email – [bajahelpline@gmail.com](mailto:bajahelpline@gmail.com) BAJA Forum - [bajasaehindiaforum.com](http://bajasaehindiaforum.com)

## Registration Procedure

IMPORTANT
1. As the registration process is highly administered, information once entered cannot be edited. Hence, we request you to enter details with utmost sanity.
2. Once you Lock your profile you can request for unlock only once.
3. Any duplication/ false data, if found will lead to immediate termination of that particular team member.
4. After 20 <sup>th</sup> May 2018, your profiles will be locked automatically, hence complete the same well in time.

### Registration Flow:

1. Registration:
  - Visit [www.bajasaehindia.co.in](http://www.bajasaehindia.co.in).
  - Click on **Register Here**.
  - Enter the details as instructed in the table.
  - After filling all the details click on the **Register** button.

Name of Institution	Full name of college without abbreviations
Website of Institution	College/Institution Website - If any (not mandatory)
Country	Select Country
State	Select State
City	Enter City Name
Address	Full Postal Address of College/Institution
Phone No.	Functional 10-Digit contact no. valid throughout the season
Zip/Pin Code	Correct 6 digit pin code
Event Format	Select BAJA or eBAJA
Team Email ID	Team email ID that will be your login ID for the portal as well as mode of communication hence forth
Team Name	Full Team Name without abbreviations

2. After clicking on the Register button, a verification code will be sent to your Team Email ID (entered by you in the previous step).
  - Enter the verification code in the box provided and click on Verify.
  - Upon successful verification, click on back to login and you will be redirected to the login page.
  - Enter your Login ID (same as your Team Email ID).
  - Enter your Password (same as the verification code). You can change your password after logging into the portal.
  
3. Dashboard:
  - After successful login, you will be led to the dashboard of the portal where you will be able to see all your data as you add it.
  - To proceed, click on Team Profile Tab and enter the details as instructed below: (The details that you have already entered will appear on the screen. You have to fill in the remaining fields.)

SAE Collegiate Club Bank Account	Enter the title of your SAE Collegiate Club Bank Account followed by the Bank Account Number. This field is mandatory for proceeding further
Team Website	Enter your Team Website – if any (not mandatory)
No of Faculty Advisors	Select either 1 [Minimum] or 2 [Maximum]
No of Team Members	Select between 5 [Minimum] and 25 [Maximum]
Name of Sponsor	Enter the name of your team sponsor – if any (not mandatory)
Are you Interested to Host Upcoming Workshop	Select Yes or No
Would your institute be interested to host the Virtual Baja event in future?	Select Yes or No
Would your institute be interested to host the Main Baja event in future?	Select Yes or No

After filling all the required fields accurately, click on the Lock button on the top right corner to lock your team profile. Once the profile is locked you cannot make any changes.

**Note that the number of team members and the number of faculty advisors entered in the team profile are binding and cannot be changed after locking your team profile data.**

#### 4. Team Members Tab:

- The Team Members Tab gets activated after you lock the data in the Team Profile tab.
- You can add the details of your team members in this tab.
- To add members, click on the Add Members button on the top right corner and fill the details as instructed below for each member of the team.
- Once you enter the details for all the team members equal to the number mentioned in the Team Profile Tab, the Add Members button will be deactivated and the Lock button will be activated.
- Click on the Lock button to lock all the team member data and proceed further.

First Name	First Name
Last Name	Last Name
Date of Birth	Select from Calendar
Email ID	Functional Email ID which will be active throughout the season
Current Image	Proper, Decent and Appropriate passport size photograph. Photograph from social media or WhatsApp DPs are strictly prohibited. <b>If found inappropriate</b> , the particular member will be automatically removed from the team without addition/replacement
Role in Team	The role of the member defined by the Team
SAE Membership ID	Enter the SAE Membership ID. Temporary ID issued by SAE can be entered if permanent ID is not received
Gender	Select Male or Female
Year of Study	Enter the current year of study
Semester	Enter the current semester
Member Type	Choose from the drop down list
T-Shirt Size	Choose from the drop down list
Phone Number	Functional 10 Digit number that will be active throughout the season
Branch	Enter your Branch of Study
Blood Group	Select from the drop down list
Known Illness/ Medical Condition	Enter known illness / medical condition (if any)

Note: No changes in team members will be allowed after completion of registrations. Teams to take utmost care while entering the team member's data.

The total number of team members allowed (same as the number entered by you in the team profile tab) and the number of team members entered are also displayed on the top right corner.

## 5. Faculty Advisor Tab:

- The Faculty Advisor Tab gets activated after you lock the data in the Team Members tab.
- You can add the details of your Faculty Advisors in this tab.
- To add a Faculty Advisor, click on the Add Faculty button on the top right corner and fill the details as instructed below for each faculty advisor of the team.
- Once you enter the details for all the faculty advisor(s) equal to the number mentioned in the Team Profile Tab, the Add Faculty button will be deactivated and the Lock button will be activated.
- Click on the Lock button to lock all the Faculty Advisor data and proceed further.

First Name	First Name
Last Name	Last Name
SAE Membership ID	Enter the SAE Membership ID. Temporary ID issued by SAE can be entered if permanent ID is not received
Current Image	Proper, Decent and Appropriate passport size photograph. Photograph from social media or WhatsApp DPs are strictly prohibited. <b>If found inappropriate</b> , the particular member will be automatically removed from the team without addition/replacement
Blood Group	Select from the drop down list
Email ID	Functional Email ID which will be active throughout the season
Phone Number	Functional 10 Digit number that will be active throughout the season
T-Shirt Size	Choose from the drop down list

Note: The total number of Faculty members allowed (same as the number entered by you in the team profile tab) and the number of Faculty members entered are also displayed on the top right corner.

## 6. Registration Fee:

- The Registration Fee Tab gets activated after you lock the data in the Faculty Advisor tab.
- Click on the Registration Fee Tab and follow the below mentioned steps to make the payment:
- The total registration fee amount for Phase-1 will be INR 20,000/- + 18% GST, totaling to INR 23,600/-

### Step 1:

- a. On the Registration Fee Tab, click on the link to pay the registration fee (shown below).

## Payment Details

The link to pay the Registration fee:

[click here](#)

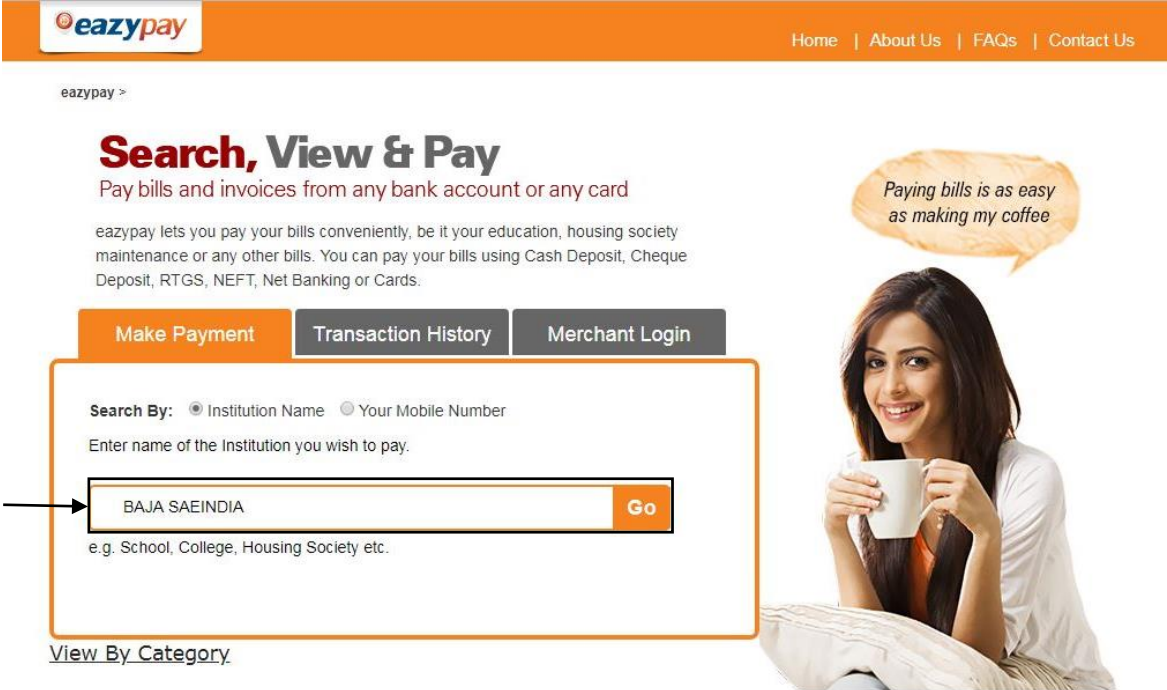
Note : Type BAJA SAEINDIA in ENTER INSTITUTE NAME field on the Home Page and click on GO.

Name of Team	<input type="text" value="Name of Team"/>
Payment Module	<input type="text" value="NEFT/RTGS"/>
City Name	<input type="text" value="City Name"/>
Amount (Rs)	<input type="text" value="Amount (Rs)"/>
Transaction no.	<input type="text" value="Transaction no."/>
<input type="button" value="Update"/>	

These fields must be filled after making the payment

## Step 2:

- The eazypay interface for ICICI bank will open in browser.
- The “Make Payment” tab is open by default.
- In the “Search By” field select “Institution Name” option. (Selected by default).
- Enter “BAJA SAEINDIA” in the entry box and click on “GO”.




The screenshot shows the eazypay website interface. At the top, there is an orange navigation bar with the eazypay logo on the left and links for Home, About Us, FAQs, and Contact Us on the right. Below the navigation bar, the main content area features the heading "Search, View & Pay" in bold red and black text. Underneath, it says "Pay bills and invoices from any bank account or any card". A sub-heading reads "eazypay lets you pay your bills conveniently, be it your education, housing society maintenance or any other bills. You can pay your bills using Cash Deposit, Cheque Deposit, RTGS, NEFT, Net Banking or Cards." There are three tabs: "Make Payment" (highlighted in orange), "Transaction History", and "Merchant Login". Below the tabs, there is a "Search By:" section with two radio buttons: "Institution Name" (selected) and "Your Mobile Number". Below this, it says "Enter name of the Institution you wish to pay." There is a text input field containing "BAJA SAEINDIA" and a "Go" button. Below the input field, it says "e.g. School, College, Housing Society etc." To the right of the search area, there is a woman sitting and holding a white coffee cup, with a speech bubble above her saying "Paying bills is as easy as making my coffee". At the bottom left of the search area, there is a link "View By Category".



### Step 3:

- a. Fill in the team details as shown below.  
Click on "Show Details" button after entering all the data.

Home | About Us | FAQs | Contact Us

eazypay > Make Payments > Search by Institution Name > View Bills **Search, View & Pay**  
Pay bills and invoices from any bank account or any card

1 2 3  
SEARCH VIEW PAY

**Your Search : BAJA SAEINDIA**

Institute Name*	<input type="text"/>	←	ENTER THE NAME OF YOUR INSTITUTE
Captains Name	<input type="text"/>	←	ENTER THE NAME OF TEAM CAPTAIN
Team Name	<input type="text"/>	←	ENTER THE NAME OF YOUR TEAM
Amount*	<input type="text"/>	←	ENTER THE TOTAL REGISTRATION AMOUNT OF INR 23,600/-
Mbaja Or Ebaja	<input type="text"/>	←	ENTER THE BAJA EDITION OF YOUR CHOICE
Mobile*	<input type="text" value="+91"/> <input type="text"/>	←	ENTER A VALID AND ACTIVE MOBILE NO.

? Show Details

Step 4:

- Upon clicking “Show Details” button at the end of the previous step, an OTP (One Time Password), will be sent to the mobile number entered by you in the previous step.
- Check all the data entered by you and proceed to enter the OTP in the “OTP” box and click the “Submit” button.

**Your Search : BAJA SAEINDIA**

Institute Name\*

Captains Name

Team Name

Amount\*

Mbaja Or Ebaja

Mobile\*

We have sent you a six digit One Time Password (OTP), please enter OTP to validate the registered mobile number. You will be able to view the bill only if this mobile number entered is registered with your biller. [Click here to regenerate OTP](#)

OTP\*

Step 5:

- Re-check all of the data entered by you along with the payment amount.
- Go through the Terms & Conditions and check the “I read and accept Terms and Conditions” checkbox.
- Click on “Pay Now” Button.

**Your Search :** BAJA SAEINDIA

BAJA SAEINDIA

**Details**

Institute Name	ABC
Captains Name	ABC
Team Name	ABC
Amount	<input checked="" type="checkbox"/> 23600
Mbaja Or Ebaja	Mbaja
Mobile	9825000000
Bill Amount (Rs.)	23600

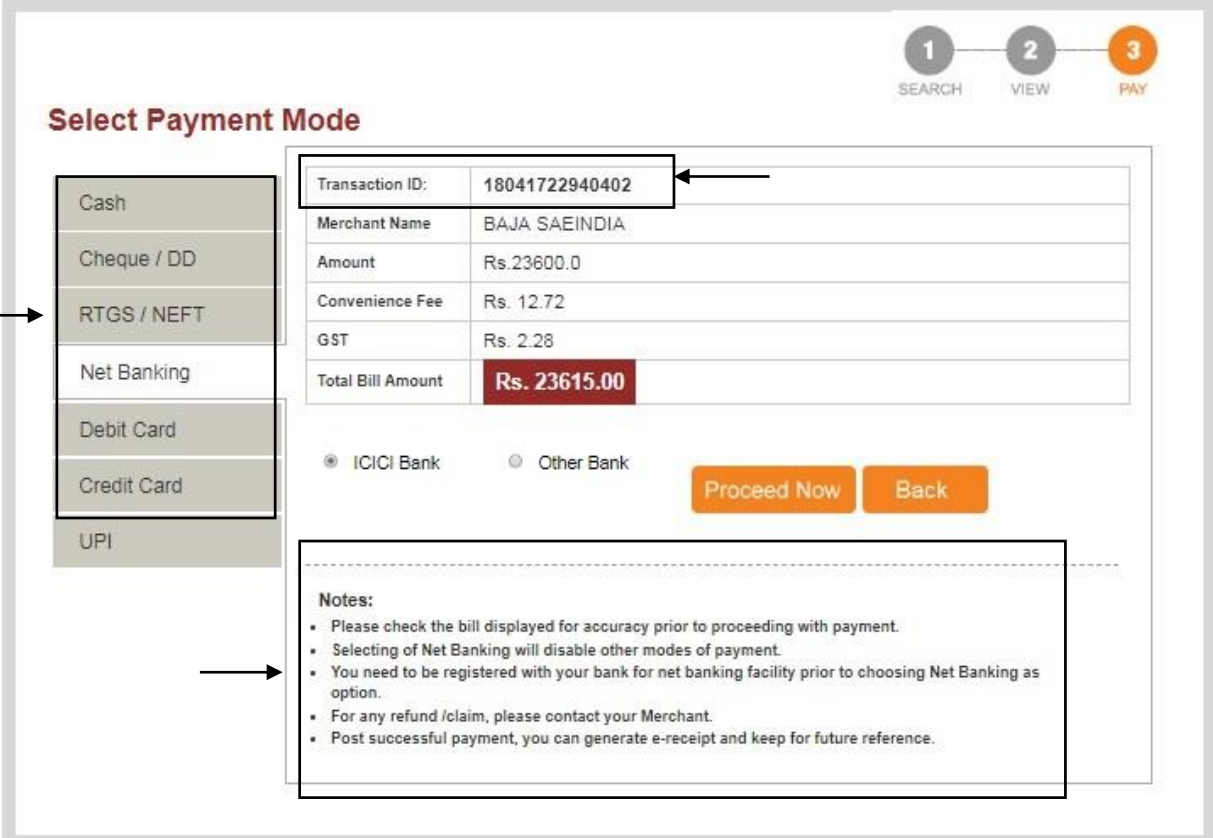
I read and accept \*Terms and Conditions

→ **Pay Now**

**Back**

## Step 6:

- Select the payment mode of your choice. You can choose any payment mode except UPI.
- For all the payment modes, the total amount payable will be shown to you including Bank Payment Charges.
- Follow the instruction given on notes for any payment method you choose.
- Note down the “Transaction ID” shown in this page. You need to enter this transaction ID in the registration portal after completing the payment.



**Select Payment Mode**

1 SEARCH 2 VIEW 3 PAY

Cash	Transaction ID: 18041722940402
Cheque / DD	Merchant Name: BAJA SAEINDIA
RTGS / NEFT	Amount: Rs. 23600.0
Net Banking	Convenience Fee: Rs. 12.72
Debit Card	GST: Rs. 2.28
Credit Card	Total Bill Amount: <b>Rs. 23615.00</b>
UPI	

ICICI Bank  Other Bank

[Proceed Now](#) [Back](#)

**Notes:**

- Please check the bill displayed for accuracy prior to proceeding with payment.
- Selecting of Net Banking will disable other modes of payment.
- You need to be registered with your bank for net banking facility prior to choosing Net Banking as option.
- For any refund /claim, please contact your Merchant.
- Post successful payment, you can generate e-receipt and keep for future reference.

## Step 7:

- After completing the payment, go back to your Team Account on the Registration Portal and go to the “Registration Fee” Tab.
- Enter your details in the field shown below.
- Select the “Payment Mode” used by you from the drop down menu.
- Also enter the “Transaction ID” generated in Step 6.
- After filling the details click on the “Update” button.
- Click on the Lock button to lock your payment details.

## Payment Details

The link to pay the Registration fee:

[click here](#)

Note : Type BAJA SAEINDIA in ENTER INSTITUTE NAME field on the Home Page and click on GO.

Name of Team	<input type="text" value="Name of Team"/>
Payment Module	NEFT/RTGS ▼
City Name	<input type="text" value="City Name"/>
Amount (Rs)	<input type="text" value="Amount (Rs)"/>
Transaction no.	<input type="text" value="Transaction no."/>
	<input type="button" value="Update"/> ←

## 7. Unlock Request:

- In case you want to unlock your details for editing/update, you can request for unlock stating the reason for the same.
- If found appropriate, your request will be approved and your team profile will be unlocked.
- You need to lock each individual tab again to proceed to the next tab. (Team Profile to Team Members to Faculty Advisors to Registration Fee).
- Note that when you are updating the data after unlocking your profile, click on the submit button to save the changes made, before clicking on the lock button to lock your profile again.
- You will be given only one (1) chance to unlock, hence fill in your details accurately and check all the data entered before locking any data.

## 8. Change Password:

- You can change your login password after the first login by using the verification/login password sent to you on your Team Email ID/Login ID while registering.

**ALL THE BEST TO ALL THE PARTICIPATING TEAMS!!**

**GET READY FOR ADVENTURE RELOADED!!!**