



Formula Student Spain 2026  
1<sup>st</sup> August to 7<sup>th</sup> August

FSS Intranet Guideline  
Version 1.0

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## Changelog

Release	Modification
1.0.20260319	First Release

## 1. General Information

### Website

The Formula Student Spain intranet address is:

<https://intranet.formulastudent.es/>

## 2. Create an Account

Select the option Log In:



Figure 1 – FSS Intranet home page.

First of all, each team needs to create an account. Only one account per team will be accepted. Go to the website and click in “*Create new account*” button:

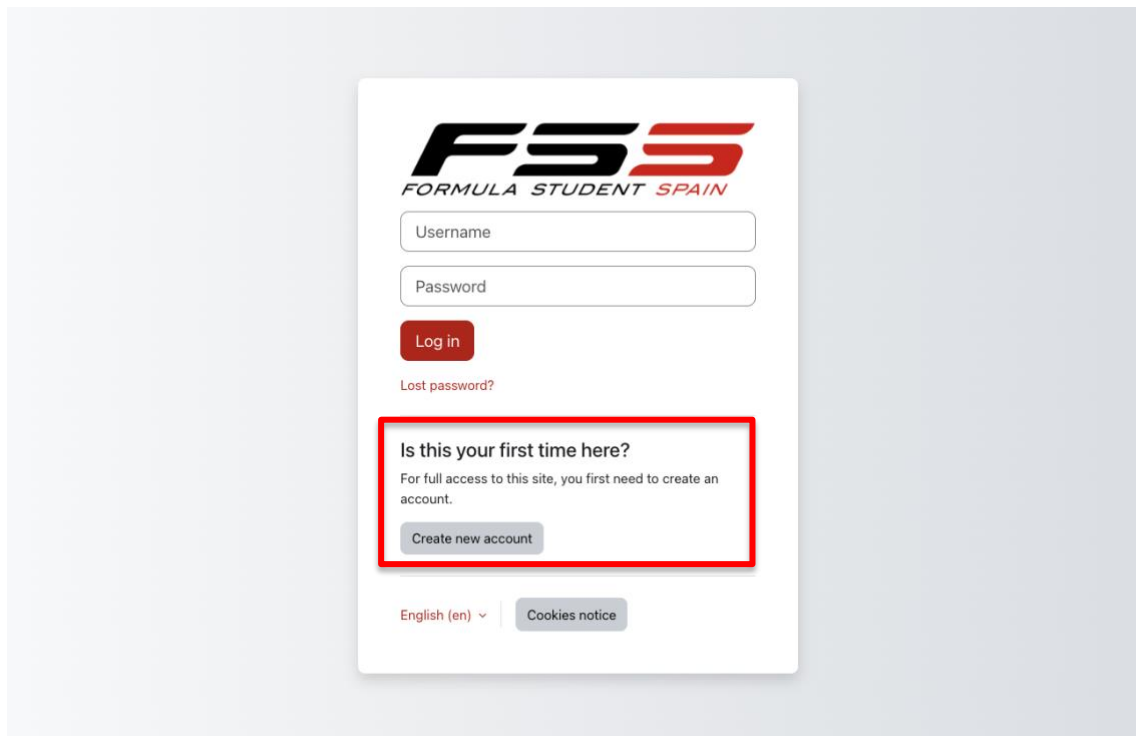
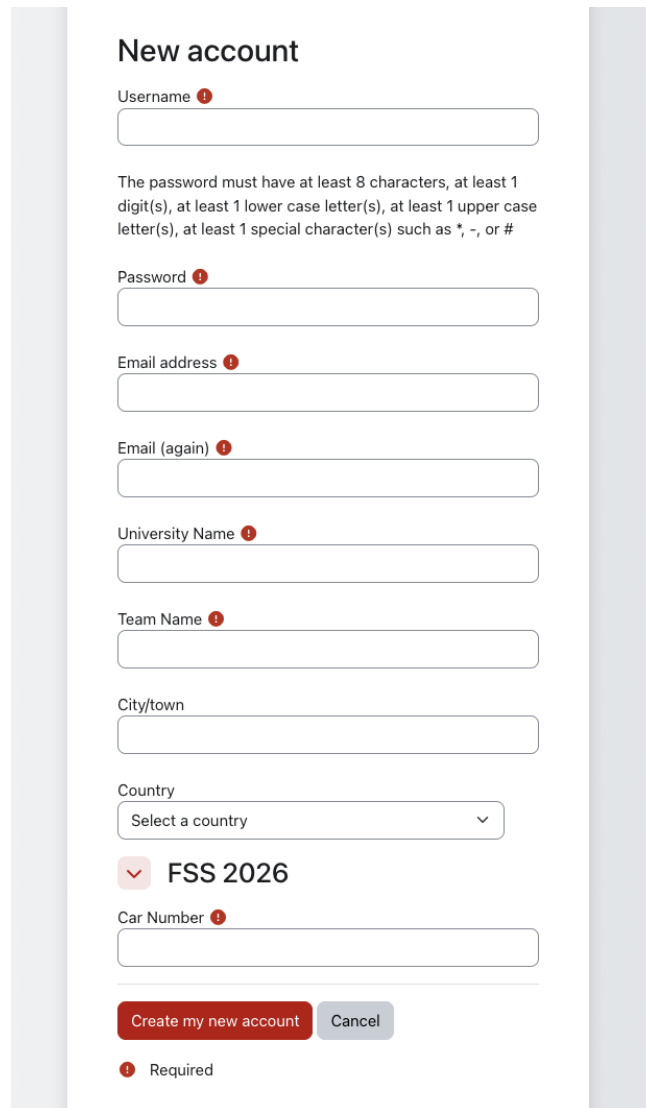


Figure 2 – FSS Intranet Log In page.

Fill all the information in each field:



**New account**

Username !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Password !

Email address !

Email (again) !

University Name !

Team Name !

City/town

Country

Select a country ▾

▾ FSS 2026

Car Number !

Create my new account Cancel

! Required

**Figure 3** – FSS Intranet registration page

**Note 1:** The username shall contain team or university name reference. The username can only contain alphanumeric lowercase characters (letters and numbers), underscore ( \_ ), hyphen (-), period (.) or at symbol (@). Example: my team name is FS Racers from University of Science of Barcelona, so a valid username would be fs\_racers or uni\_barcelona.

**Note 2:** Please use an official Email address for your team.

**Note 3:** Register with the Car number as stated in **Formula Student Spain Rules**. See annex I for further details. In addition, if you have been contacted by the FSS organisation regarding the car number, use the car number that has been assigned to you.

**Note 4:** If the system does not allow to enter a specific car number, that car number is not available and your team will need to use a different one. Send an email to [fss@formulastudent.es](mailto:fss@formulastudent.es) if you require further information regarding the car number.

After completing the registration form you will receive the following message.



## Intranet - Formula Student Spain 2026

An email should have been sent to your address at

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

**Figure 4** – FSS Intranet message informing that an automated confirmation email has been sent to your email address.

Please, review your email inbox (check also spam folder). You can see an example of the email you should receive. Press the button confirm your account to access the Intranet.



**Figure 5** – FSS Intranet email example.

After pressing the “Confirm your account” button from the previous image, you will navigate to the following website. Press Continue button.



## Intranet - Formula Student Spain 2026

Thanks, TU Barcelona TU Race Bcn Team - DEMO

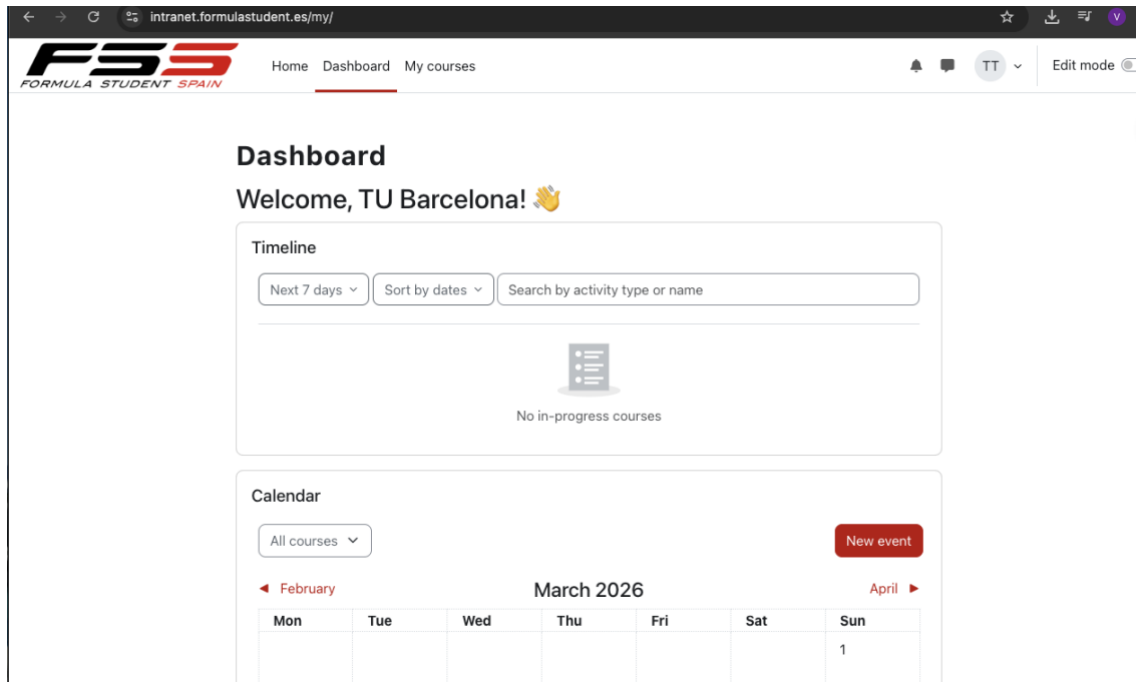
Your registration has been confirmed

Continue

**Figure 6** – FSS Intranet registration confirmation.

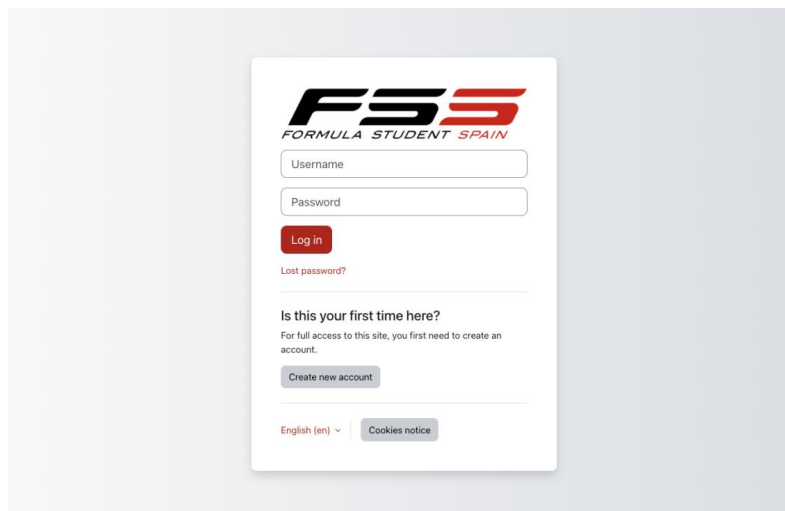
**Note:** If you don't receive any email from formulastudent.es as the one shown above in 15 minutes, please send an email to [fss@formulastudent.es](mailto:fss@formulastudent.es) explaining the issue and the FSS organisation will provide support.

After pressing the button continue in the previous step you should arrive to the following website. Please, note you can also arrive to this website going to the homepage of the FSS Intranet and logging in with your credentials.



**Figure 7** – FSS Intranet Dashboard page.

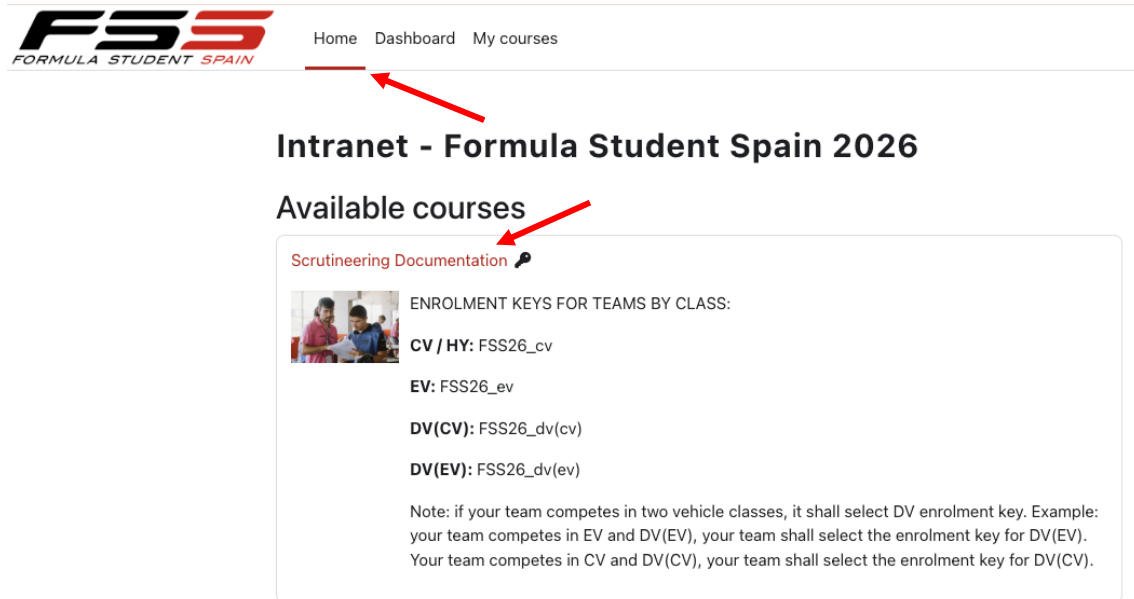
Alternatively, you can also go to the home page of the FSS Intranet and Log in with your credentials.



**Figure 8** – FSS Intranet login in homepage

### 3. Course View

Firstly, click in home section. Then, you can click the three documentation sections (Scrutineering, Statics and General). At this point in time only the Scrutineering Course is available. In the coming weeks the other two courses (Statics and General) will be also available.



**Figure 9 – FSS Intranet home section**

After that, the team shall use the appropriate enrolment key. The enrolment key is the text after the two dots for each of the 4 available classes in FSS 2026. For instance, if your vehicle is CV, the enrolment key is **FSS26\_cv**. If your team takes part in both DV & EV, you shall use the enrolment key for DV **FSS26\_dv(ev)**.

## Scrutineering Documentation

### Enrolment options

#### Scrutineering Documentation



ENROLMENT KEYS FOR TEAMS BY CLASS:

**CV / HY:** FSS26\_cv

**EV:** FSS26\_ev

**DV(CV):** FSS26\_dv(cv)

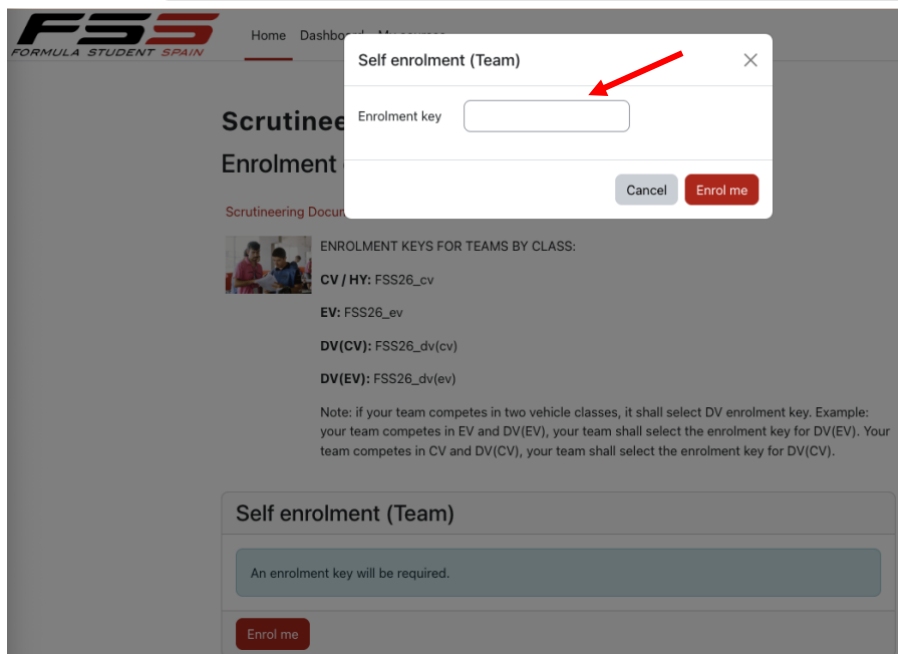
**DV(EV):** FSS26\_dv(ev)

Note: if your team competes in two vehicle classes, it shall select DV enrolment key. Example: your team competes in EV and DV(EV), your team shall select the enrolment key for DV(EV). Your team competes in CV and DV(CV), your team shall select the enrolment key for DV(CV).

#### Self enrolment (Team)

An enrolment key will be required.

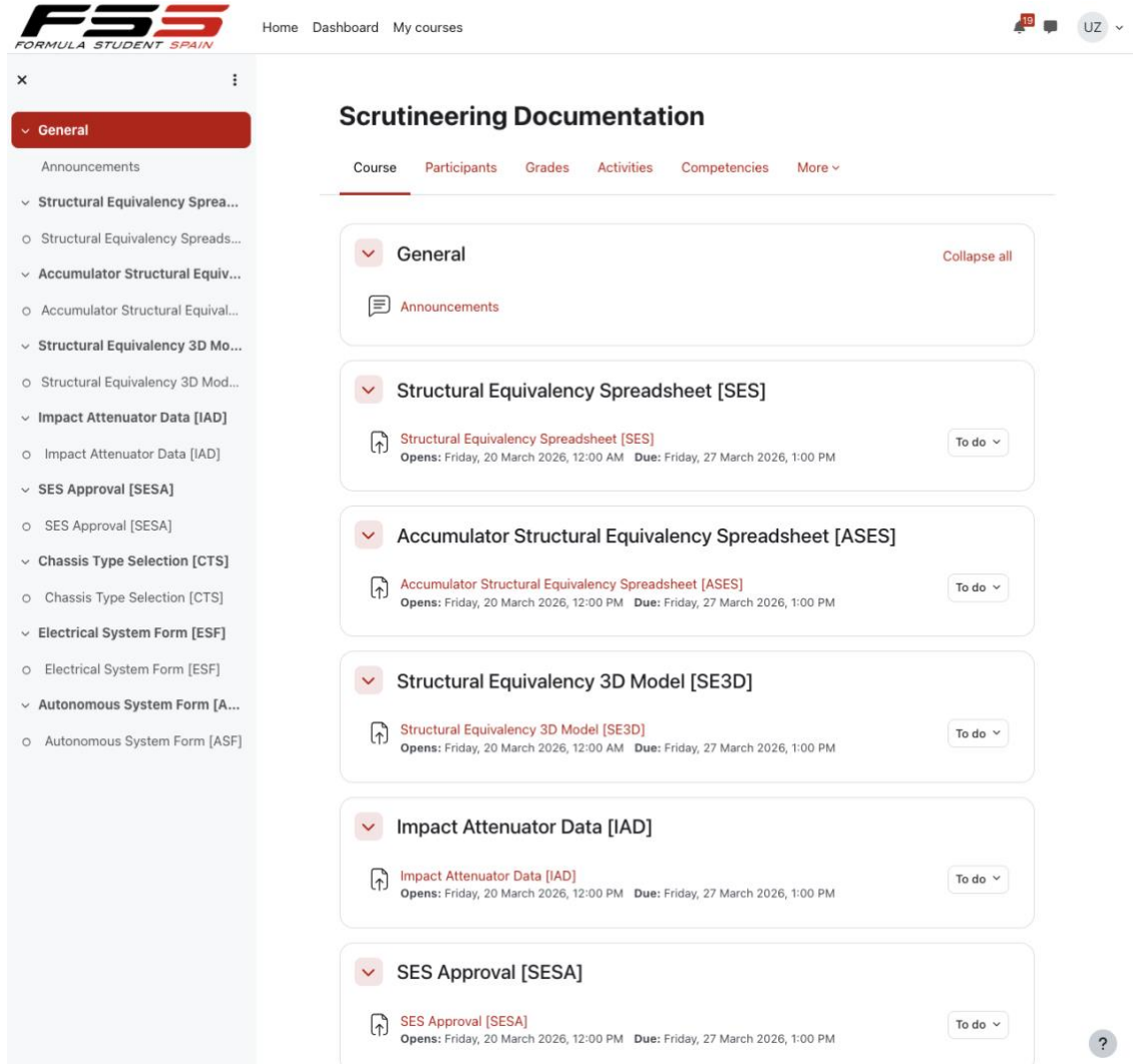
**Enrol me**



**Figure 10 – FSS Scrutineering Documentation Enrolment**

## 4. Document Submission

You will be able to see all the Important documents upload link in each section.



The screenshot shows the FSS Scrutineering Documentation view. The top navigation bar includes the FSS logo, 'Home', 'Dashboard', and 'My courses'. The main content area is titled 'Scrutineering Documentation' and has tabs for 'Course', 'Participants', 'Grades', 'Activities', 'Competencies', and 'More'. The left sidebar contains a navigation menu with the following items:

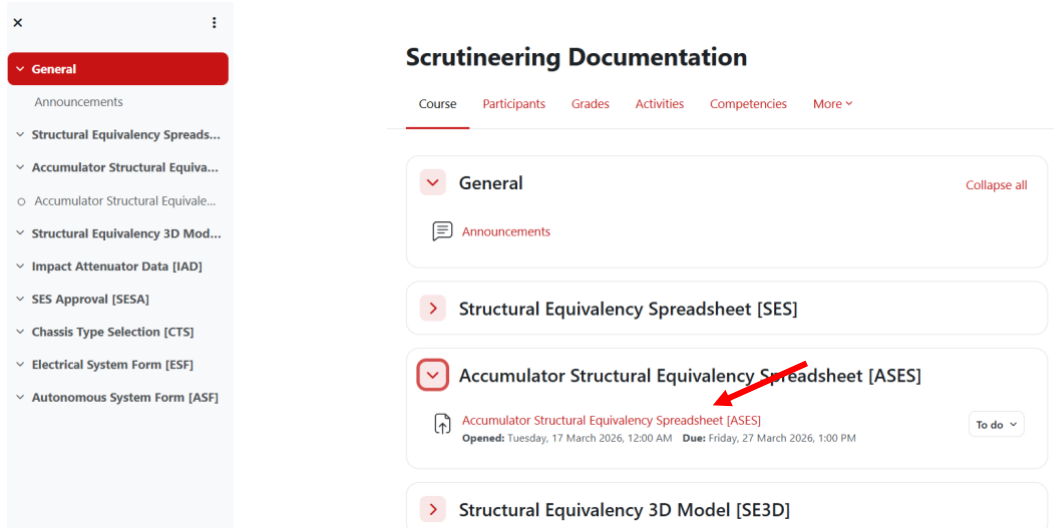
- General
- Announcements
- Structural Equivalency Sprea...
- Structural Equivalency Spreads...
- Accumulator Structural Equiv...
- Accumulator Structural Equival...
- Structural Equivalency 3D Mo...
- Structural Equivalency 3D Mod...
- Impact Attenuator Data [IAD]
- Impact Attenuator Data [IAD]
- SES Approval [SESA]
- SES Approval [SESA]
- Chassis Type Selection [CTS]
- Chassis Type Selection [CTS]
- Electrical System Form [ESF]
- Electrical System Form [ESF]
- Autonomous System Form [A...
- Autonomous System Form [ASF]

The main content area displays a list of document sections, each with a 'To do' button and a 'Collapse all' button:

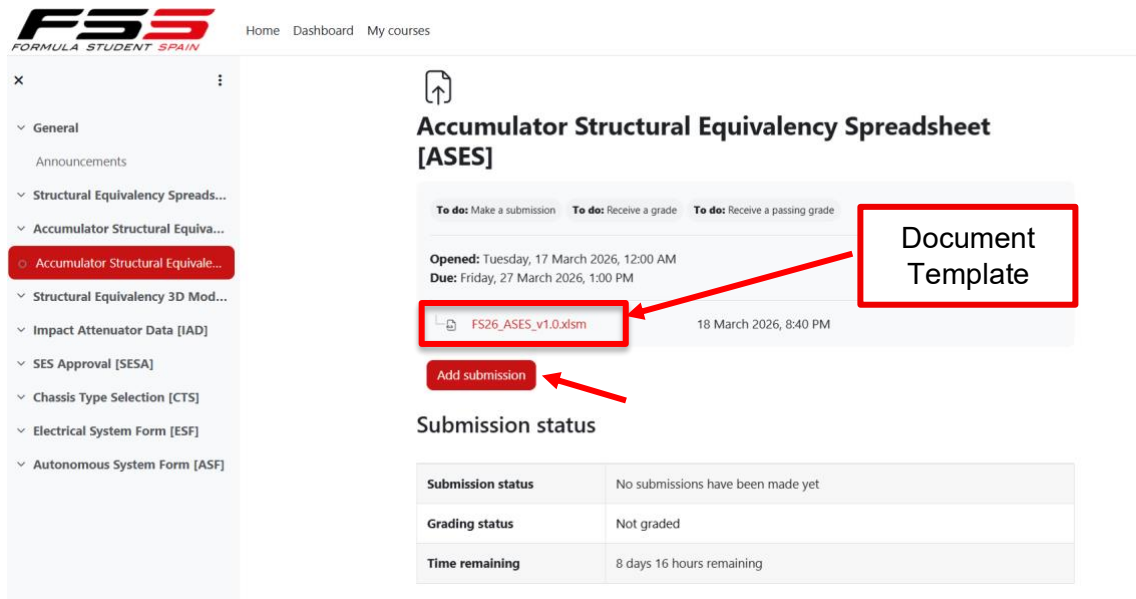
- General** (Collapse all)
- Structural Equivalency Spreadsheet [SES]**
  - Structural Equivalency Spreadsheet [SES] (To do)
  - Opens: Friday, 20 March 2026, 12:00 AM Due: Friday, 27 March 2026, 1:00 PM
- Accumulator Structural Equivalency Spreadsheet [ASES]**
  - Accumulator Structural Equivalency Spreadsheet [ASES] (To do)
  - Opens: Friday, 20 March 2026, 12:00 PM Due: Friday, 27 March 2026, 1:00 PM
- Structural Equivalency 3D Model [SE3D]**
  - Structural Equivalency 3D Model [SE3D] (To do)
  - Opens: Friday, 20 March 2026, 12:00 AM Due: Friday, 27 March 2026, 1:00 PM
- Impact Attenuator Data [IAD]**
  - Impact Attenuator Data [IAD] (To do)
  - Opens: Friday, 20 March 2026, 12:00 PM Due: Friday, 27 March 2026, 1:00 PM
- SES Approval [SESA]**
  - SES Approval [SESA] (To do)
  - Opens: Friday, 20 March 2026, 12:00 PM Due: Friday, 27 March 2026, 1:00 PM

**Figure 11 – FSS Scrutineering Documentation view**

In the following images you can see how to access a particular document submission, in this case the ASES document (only available for EV and DV(EV) teams).

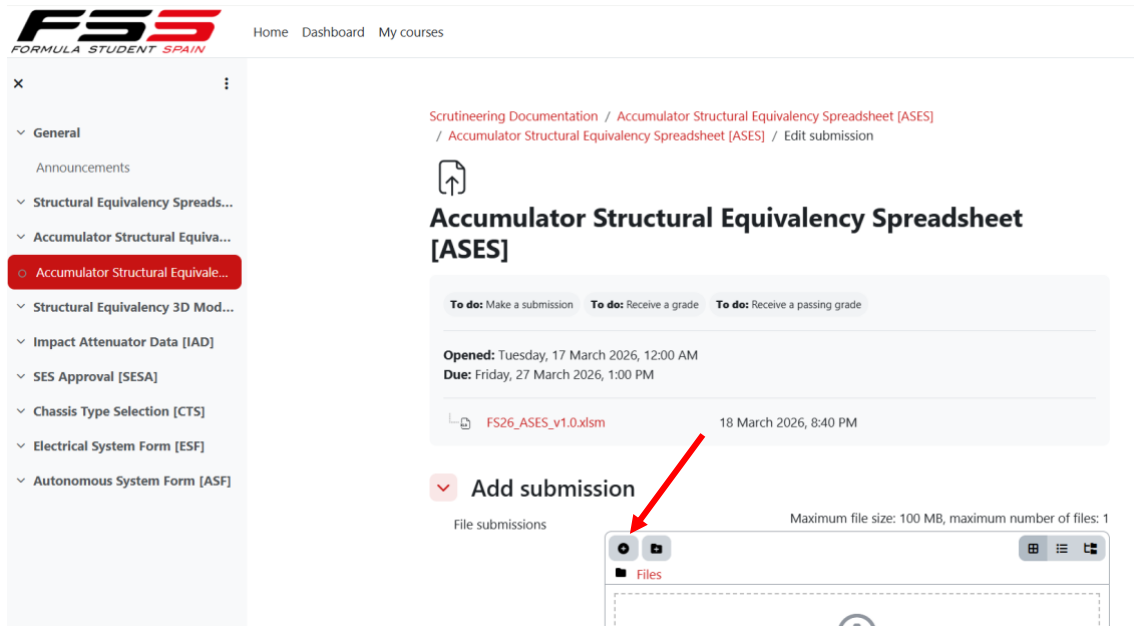


You will navigate to the following page. Note that you can download the template applicable for that document in the highlighted area. Let's upload the first version of a document to the FSS Intranet, in this case ASES, by pressing "Add Submission".



**Figure 12 – Important Document Assignment View**

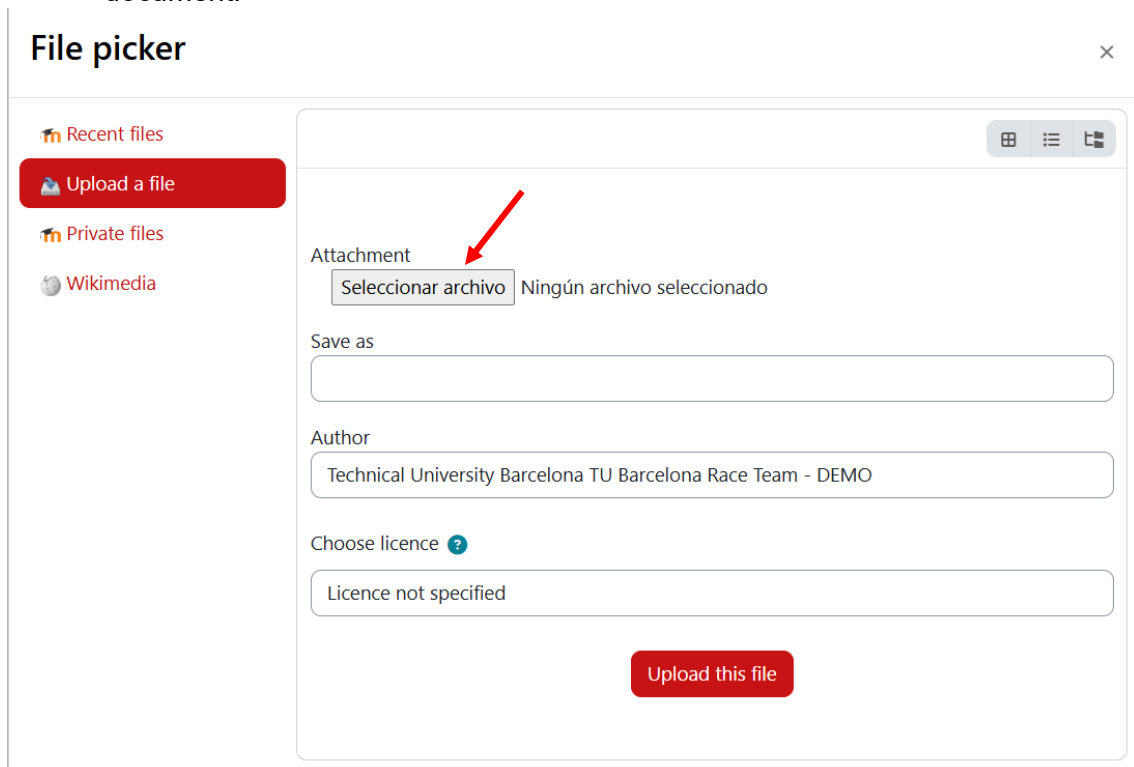
After pressing "Add submission". You can drag or drop the file in the box or also press the add document button indicated by an arrow.



**Figure 13 – Important Document Assignment View**

If you press the Add document button you will need to follow these steps:

1. Go to Upload a file
2. Select your file from your PC folder
3. Fill the information details. Make sure the File name and the save as field fulfil the FSS 2026 Rules Requirements. You need to select the type of licence of the document.



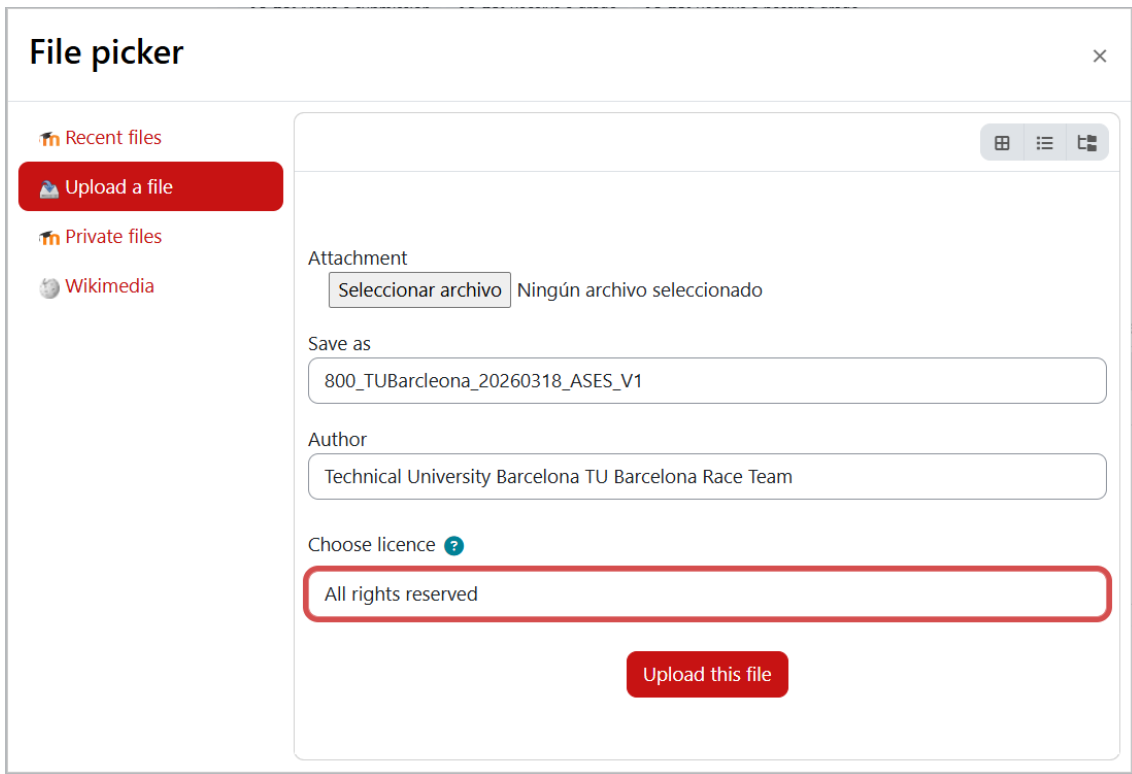


Figure 14 – Document preparation for the upload.

**Note:** to delete a document, right click on the uploaded document and you can delete the document upload.

The next step, is pressing the “Save changes” button to upload the document into the FSS Intranet, **but the document is not yet submitted.**

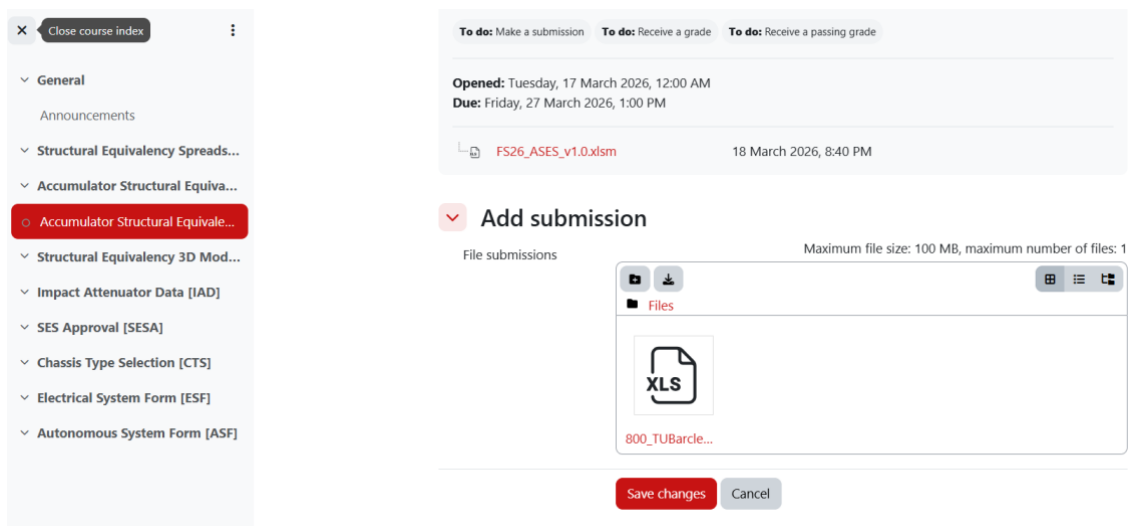
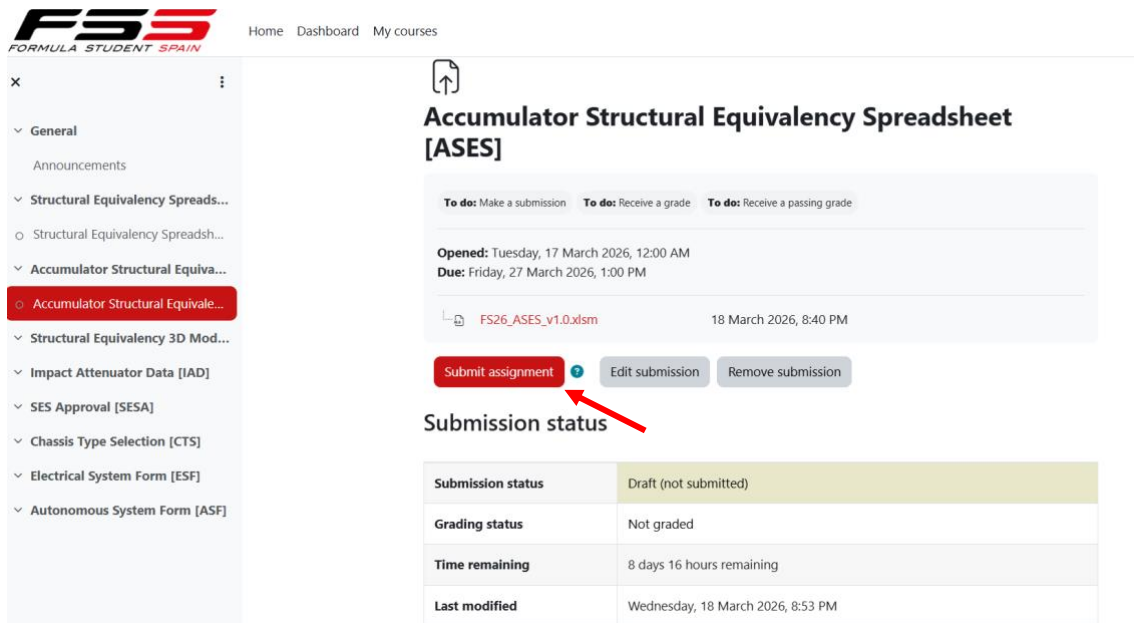


Figure 15 – Document preparation for the upload.

After that the following window will appear. **To submit the document for FSS review and approval process, the team shall press “Submit Assignment” button.**



Home Dashboard My courses

Accumulator Structural Equivalency Spreadsheet [ASES]

To do: Make a submission To do: Receive a grade To do: Receive a passing grade

Opened: Tuesday, 17 March 2026, 12:00 AM  
Due: Friday, 27 March 2026, 1:00 PM

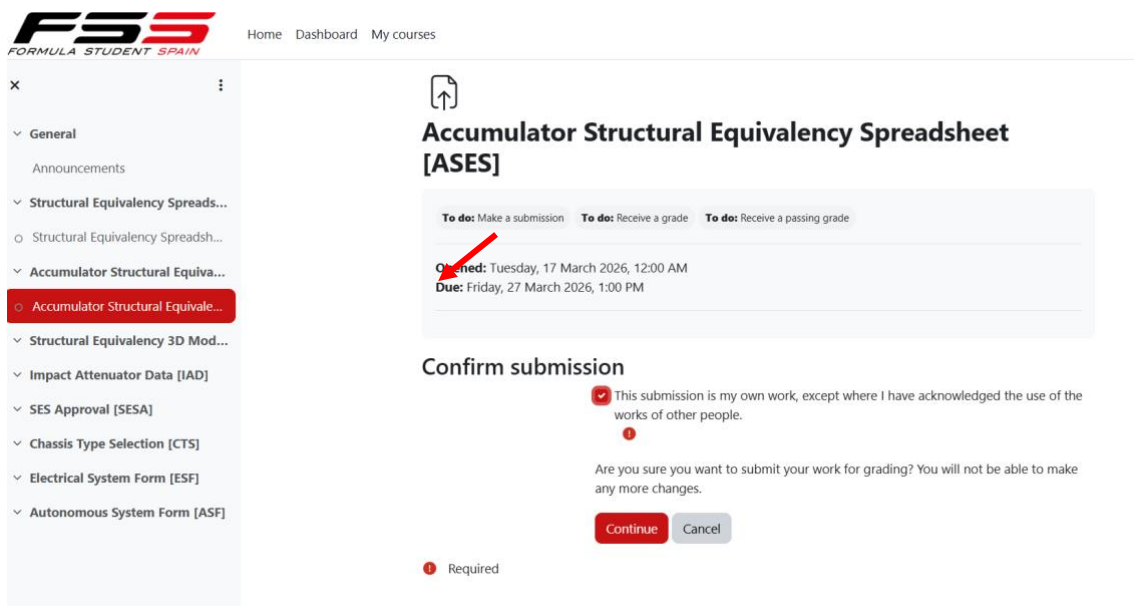
FS26\_ASES\_v1.0.xlsm 18 March 2026, 8:40 PM

Submit assignment Edit submission Remove submission

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Time remaining	8 days 16 hours remaining
Last modified	Wednesday, 18 March 2026, 8:53 PM

Figure 16 – Window to submit, edit or remove the important document submission.



Home Dashboard My courses

Accumulator Structural Equivalency Spreadsheet [ASES]

To do: Make a submission To do: Receive a grade To do: Receive a passing grade

Opened: Tuesday, 17 March 2026, 12:00 AM  
Due: Friday, 27 March 2026, 1:00 PM

Confirm submission

This submission is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue Cancel

Required

Figure 17 – Final step for important document submission.

The following window should appear detailing that the important document was successfully submitted. Additional comments can be included by the team in the Comments section after the submission by left click and adding the text.

The screenshot shows the FSS Intranet interface. On the left is a navigation menu with categories like 'General', 'Structural Equivalency Spreads...', and 'Accumulator Structural Equiva...'. The main content area displays the title 'Accumulator Structural Equivalency Spreadsheet [ASES]' with a document icon. Below the title are status indicators: 'Done: Make a submission', 'To do: Receive a grade', and 'To do: Receive a passing grade'. It also shows the submission date and time: 'Opened: Tuesday, 17 March 2026, 12:00 AM' and 'Due: Friday, 27 March 2026, 1:00 PM'. A file submission record is shown: 'FS26\_ASES\_v1.0.xlsm' submitted on '18 March 2026, 8:40 PM'. Below this is a 'Submission status' table:

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 8 days 16 hours early
Last modified	Wednesday, 18 March 2026, 8:55 PM
File submissions	

**Figure 18** – Confirmation window with the document submission information. Comments can be included in the submission by left click on Comments.

The team should receive an automated email confirming the document upload. You can see an example as follows:

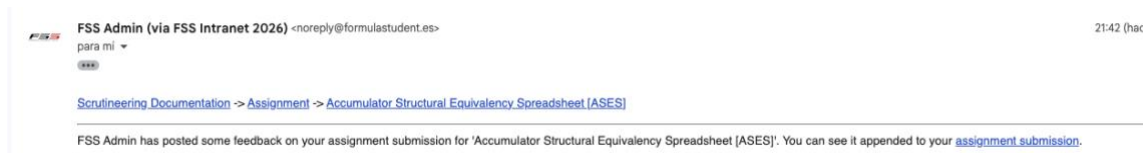
The email subject is 'Assignment submission confirmation - Accumulator Structural Equivalency Spreadsheet [ASES]'. It is from 'Participant 2 (via FSS Intranet 2026) <noreply@formulastudent.es>' and is addressed to 'para mí'. The body of the email states: 'Your assignment submission for 'Accumulator Structural Equivalency Spreadsheet [ASES]' has been submitted. You can view your submission and check its status on the [assignment page](#). Your submission contains: File submissions: 800\_TUBarcelona\_20260318\_ASES\_V1.xlsm (830.8 KB)'.

## 5. Document Review and Approval Process

Once the document has been submitted as per section 4, the FSS scrutineers and judges will review the documents. The document can be “Approved” or “Failed”. In case a document is “Failed” the reviewers will provide feedback with instructions and a requirement to submit an additional document submission.

**IMPORTANT NOTE:** The FSS Intranet should sent automatic notifications via email when a document has been reviewed. Nevertheless, it is the responsibility of the teams to check periodically the FSS Intranet to see if the document has been “Approved” or “Failed”.

You can see as follows the automated email you should receive after a judge, scrutineer or official has reviewed a document submission and provided feedback.



### Case 1: Important Document reviewed as “Failed”

Before Document Review	After Document Review and “Failed”																										
<p><b>Submission status</b></p> <table border="1"> <tr><td>Attempt number</td><td>This is attempt 1.</td></tr> <tr><td>Submission status</td><td>Submitted for grading</td></tr> <tr><td>Grading status</td><td>Not graded</td></tr> <tr><td>Time remaining</td><td>Assignment was submitted 16 days 15 hours early</td></tr> <tr><td>Last modified</td><td>Monday, 24 March 2025, 8:39 PM</td></tr> <tr><td>File submissions</td><td> 121_RacingTeam_20250324_SES.xlsx 24 March 2025, 8:34 PM</td></tr> <tr><td>Submission comments</td><td>▶ Comments (0)</td></tr> </table>	Attempt number	This is attempt 1.	Submission status	Submitted for grading	Grading status	Not graded	Time remaining	Assignment was submitted 16 days 15 hours early	Last modified	Monday, 24 March 2025, 8:39 PM	File submissions	121_RacingTeam_20250324_SES.xlsx 24 March 2025, 8:34 PM	Submission comments	▶ Comments (0)	<p><b>Submission status</b></p> <table border="1"> <tr><td>Attempt number</td><td>This is attempt 2.</td></tr> <tr><td>Submission status</td><td>Reopened</td></tr> <tr><td>Grading status</td><td>Not graded</td></tr> <tr><td>Time remaining</td><td>16 days 15 hours remaining</td></tr> <tr><td>Last modified</td><td>Monday, 24 March 2025, 8:49 PM</td></tr> <tr><td>Submission comments</td><td>▶ Comments (0)</td></tr> </table>	Attempt number	This is attempt 2.	Submission status	Reopened	Grading status	Not graded	Time remaining	16 days 15 hours remaining	Last modified	Monday, 24 March 2025, 8:49 PM	Submission comments	▶ Comments (0)
Attempt number	This is attempt 1.																										
Submission status	Submitted for grading																										
Grading status	Not graded																										
Time remaining	Assignment was submitted 16 days 15 hours early																										
Last modified	Monday, 24 March 2025, 8:39 PM																										
File submissions	121_RacingTeam_20250324_SES.xlsx 24 March 2025, 8:34 PM																										
Submission comments	▶ Comments (0)																										
Attempt number	This is attempt 2.																										
Submission status	Reopened																										
Grading status	Not graded																										
Time remaining	16 days 15 hours remaining																										
Last modified	Monday, 24 March 2025, 8:49 PM																										
Submission comments	▶ Comments (0)																										

**Figure 19** – Important Document page after Document Reviewed and being “Failed”.

As per the above images, when a document is reviewed and deemed “Failed” a new attempt is available. And if the team scrolls down, it is possible to review the Judge or Scrutineer’s feedback. The feedback will detail the reasons why the document was Failed and the changes needed to obtain the important document approval. See the following figure.

The screenshot shows the 'Accumulator Structural Equivalency Spreadsheet [ASES]' submission page. The interface includes a navigation menu on the left, a submission status table, a feedback section, and a previous attempts section. A red box highlights the feedback details for a previous attempt.

**Submission status**

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Time remaining	7 days 16 hours remaining
Last modified	Thursday, 19 March 2026, 8:30 PM
Submission comments	> Comments (0)

**Feedback**

Grade	Fail
Graded on	Thursday, 19 March 2026, 8:30 PM

**Previous attempts**

Attempt 1: Thursday, 19 March 2026, 8:29 PM

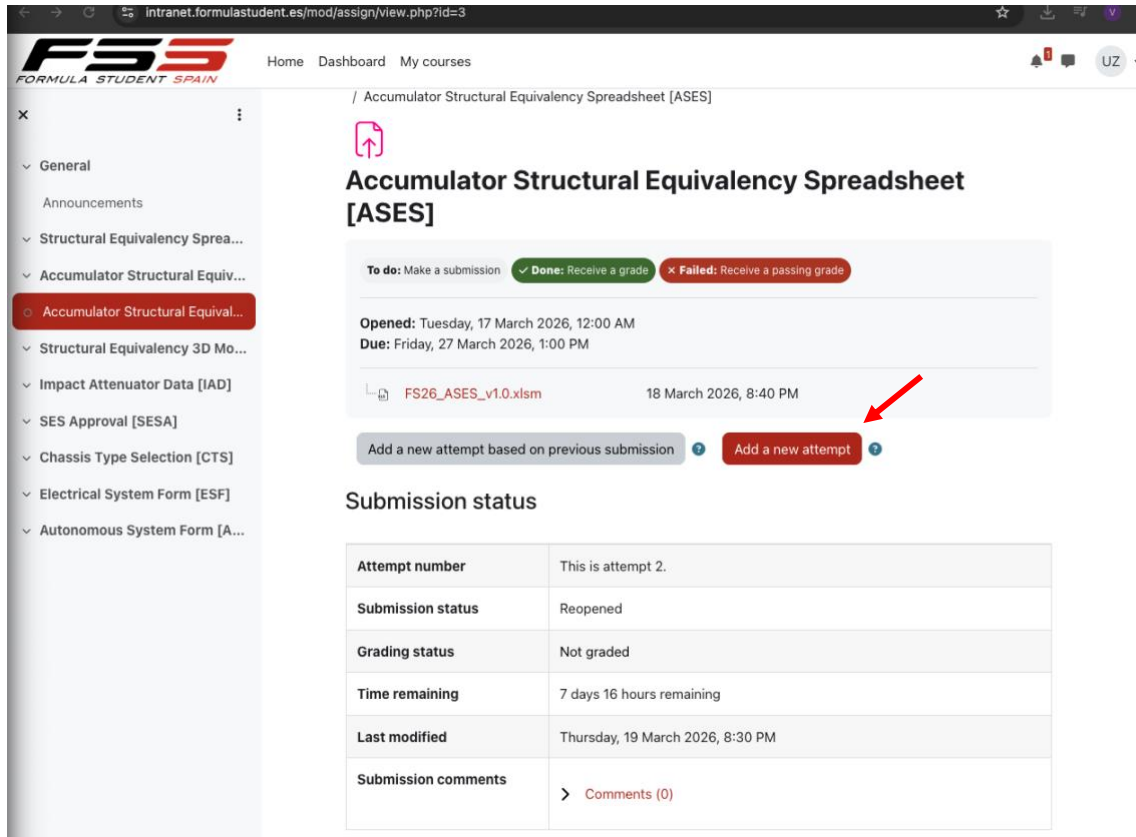
Submission status	Submitted for grading
File submissions	800_20260319_ASES_V1.xlsm 19 March 2026, 8:29 PM
Submission comments	> Comments (0)

**Feedback (highlighted in red box):**

Grade	Fail
Graded on	Thursday, 19 March 2026, 8:30 PM
Graded by	FSS Admin
Feedback comments	missing document

**Figure 20** – Important Document initial submission review and feedback.

To add a new Important Document submission to solve the issues identified on the previous document review, the team shall press the button “Add a new attempt”. The team shall ensure to upload the new document within 7 days of receiving the judge, scrutineer or official’s feedback to avoid receiving penalty points.



**Figure 21** – Important Document Re-submission option.

**Note:** This process shall be repeated as many times required by the FSS officials.

**Note 2:** Remember to upload the document and then press “Submit Assignment”.

**Case 2: Important Document reviewed as “Approved”**

Once the document is accepted by an FSS judge, you will see “Pass” in the grading status as per the following figure.

The screenshot shows the FSS dashboard with a sidebar menu on the left. The main content area displays the 'Accumulator Structural Equivalency Spreadsheet [ASES]' submission details. At the top, there are three green status indicators: 'Done: Make a submission', 'Done: Receive a grade', and 'Done: Receive a passing grade'. Below these, the submission opens on Friday, 20 March 2026, 12:00 PM and is due on Friday, 27 March 2026, 1:00 PM. A file named 'FS26\_ASES\_v1.0.xlsm' was submitted on 18 March 2026, 8:40 PM.

The 'Submission status' table is as follows:

Attempt number	This is attempt 3.		
Submission status	Submitted for grading		
Grading status	Graded		
Time remaining	Assignment was submitted 7 days 16 hours early		
Last modified	Thursday, 19 March 2026, 8:52 PM		
File submissions	<table border="0"> <tr> <td> FS26_ASES_v1.0.xlsm</td> <td>19 March 2026, 8:52 PM</td> </tr> </table>	FS26_ASES_v1.0.xlsm	19 March 2026, 8:52 PM
FS26_ASES_v1.0.xlsm	19 March 2026, 8:52 PM		
Submission comments	> Comments (0)		

The 'Feedback' section is highlighted with a red box and contains the following information:

Grade	Pass
Graded on	Thursday, 19 March 2026, 9:41 PM
Graded by	FSS Admin
Feedback comments	Document Approved.

**Figure 22** – Important Document graded as Approved.



**Note:** If a team does not fulfil the deadlines specified in the FSS 2026 Rules, the team will receive a points penalty.

## 6. Communication inside the FSS Intranet

### Communication following an Important Document Review

When a document is reviewed, it will show the FSS official that has graded that document. By pressing left click on the user it will be possible to start a chat with the reviewer of the document for additional information. Alternatively, you can write an email explaining clearly your situation or feedback to [fss@formulastudent.es](mailto:fss@formulastudent.es)

#### Submission status

Attempt number	This is attempt 2.
Submission status	Submitted for grading
Grading status	Graded
Time remaining	Assignment was submitted 16 days 14 hours early
Last modified	Monday, 24 March 2025, 9:07 PM
File submissions	 121_RacingTeam_20250324_SES_v2.xlsx 24 March 2025, 9:06 PM
Submission comments	 Comments (0)

#### Feedback


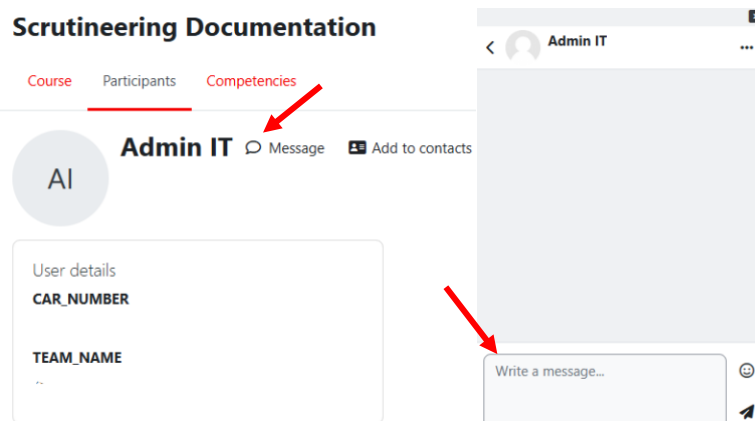
Grade	Approved
Graded on	Monday, 24 March 2025, 9:08 PM
Graded by	 Admin IT

Figure 23 – Important Document reviewer profile.



The screenshot shows the 'Scrutineering Documentation' interface. At the top, there are tabs for 'Course', 'Participants', and 'Competencies'. Below this, a user profile for 'Admin IT' is displayed, including a profile picture with the initials 'AI', a 'Message' button, and an 'Add to contacts' button. Underneath the profile, there is a 'User details' section with fields for 'CAR\_NUMBER' and 'TEAM\_NAME'. To the right, a chat window is open, showing the user's name 'Admin IT' at the top and a text input field with the placeholder 'Write a message...'. Red arrows in the original image point to the 'Message' button and the chat window.

Figure 24 – Reviewer “Message” option to create a new chat and the chat window will appear to communicate with the reviewer.

## Communication for Technical Issues inside the FSS Intranet


For any technical issue inside of the FSS Intranet (issues uploading a document, not availability to access the appropriate important documents, etc.) the following process shall be followed. Press the Question Mark symbol which is included in all the FSS Intranet windows.



### Intranet - Formula Student Spain 2026

#### Available courses

Scrutineering Documentation



ENROLMENT KEYS FOR TEAMS BY CLASS:

**CV / HY:** FSS26\_cv

**EV:** FSS26\_ev

**DV(CV):** FSS26\_dv(cv)

**DV(EV):** FSS26\_dv(ev)

Note: if your team competes in two vehicle classes, it shall select DV enrolment key. Example: your team competes in EV and DV(EV), your team shall select the enrolment key for DV(EV). Your team competes in CV and DV(CV), your team shall select the enrolment key for DV(CV).



Figure 25 – Press Question Mark symbol button.

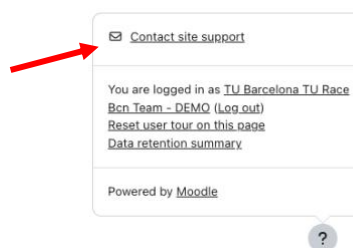


Figure 26 – Press Contact site support option.


## Contact site support

Name

Email address

Subject

Message

 Required

**Figure 27** – Send your request to the site support.

## Annex I. Table of the teams with car number and team name

### ES R.4 Vehicles Registration

#### ES R.4.1 Vehicle number designation

ES R.4.1.1 Vehicles will be designated a vehicle number according to the following table:

	EV	CV	DV(EV)	DV(CV)
Vehicle numbers	001-199	201-399	401-499	501-599

ES R.4.1.2 In case a team takes part in two categories (i.e. EV and DV (EV) or CV and DV (CV)) the team shall use the DV (EV) / DV (CV) vehicle number established in the table.

ES R.4.1.3 In case of Teams request a different vehicle number, which is not according to the previous articles, they must notify it to the officials and Formula Student Spain organization will decide if there will be exceptions or not.