

# 2019 Photo Contest Submission Instructions

## BEFORE UPLOADING PHOTOS, KNOW THAT:

- It is **HIGHLY RECOMMENDED** that you be **on-campus** when submitting your photos.
  - If you are **off-campus**, you will need to be connected to the **VPN BEFORE** accessing the submission form. (**PLEASE NOTE:** If you experience problems connecting to the VPN, you will need to contact the OIT Help Desk at 574-631-8111)
- Each photo you are submitting **MUST BE UPLOADED INDIVIDUALLY.**

## Accessing the submission form:

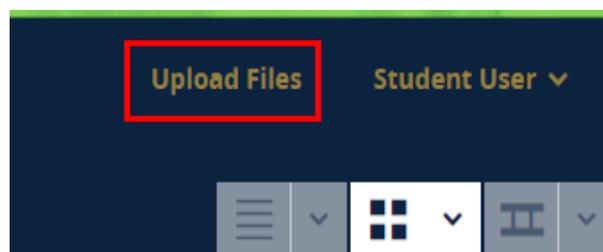
- Use this link to login: [2019 Study Abroad Photo Submission Form](#)
- You **MUST** use the following username and password:  
Username: 2019PhotoContest  
Password: studyabroad

## Uploading photo submissions:

1. Click on the **Upload Files\*** link found in the upper right of the screen. An Upload Files panel will appear. (see screen shots below)
2. **For each submission**, you must provide the requested information for **all RED fields**. If needed, a description of each field is below.
3. After filling in the required fields, click on the **Add** button to add your photo submission. **PLEASE NOTE: DO NOT** drag and drop your photos from cloud based storage (Google Drive,
4. When the **Upload Files** button at the bottom of the form becomes active, click it to upload your submission.
5. Click **Done** once your submission has uploaded.
6. Repeat the steps above for **EACH** of your submissions.

**PLEASE NOTE:** Your submitted entries **WILL NOT** appear after they have uploaded.

\*Upload Files Link



## Upload Files Panel

https://ndcatdv.nd.edu/catdv/uploadFiles.jsp

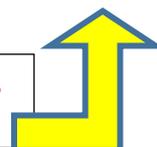


### Upload Files

Drag files to the list and then press Upload to submit them to the server for processing.

Customer	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Preferred Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Study Abroad Program	<input type="text"/>
Semester	<input type="text"/>
Year	<input type="text"/>
Anticipated Graduation Year	<input type="text"/>
Are you the photographer?	<input type="radio"/> Yes <input type="radio"/> No
Are you in the photo?	<input type="radio"/> Yes <input type="radio"/> No
In what country was the photo taken?	<input type="text"/>
In what city was the photo taken?	<input type="text"/>
Caption	<input type="text"/>
Description	<input type="text"/>
Submission Waiver	<input type="checkbox"/> I grant the University of Notre Dame and its employees permission to use the photos I submit to this contest for any purpose it deems appropriate. The University may edit, crop, or alter such photos, and I waive any right to inspect the final product. I further waive any claim for compensation of any kind for the University's use or publication of the images. I am age 18 or older.

**Inactive Upload Files button**



## Field Descriptions:

**Customer:** **YOU MUST CHOOSE** Notre Dame International. **IF YOU DO NOT** choose Notre Dame International, your submission(s) will not reach us.

**First Name:** submitter first name

**Last Name:** submitter last name

**Preferred Email Address:** provide your preferred email address

**Phone Number:** provide a phone number where you could be reached in case the provided email address is no longer valid

**Study Abroad Program:** choose your **NDI study abroad program** from the dropdown list

- ❖ **PLEASE NOTE:** If you **DID NOT** participate in an **NDI** study abroad program that is listed, **you MUST choose** the **Other** option at the end of the drop down list **AND** indicate within the **Description** field through which University program, funding source, or affiliate you studied abroad.

**Semester:** choose the semester you participated in the program

**Year:** choose 2019

**Anticipated Graduation Year:** indicate the year you anticipate graduating from the University

**Are you the photographer?** indicate yes or no

**Are you in the photo?** indicate yes or no

**In what country was the photo?** indicate the country where the photo was taken

**In what city was the photo?** indicate the city where the photo was taken

**Caption (optional field):** if you would like, enter in a short caption for your photo/video should it be used by NDI for web or print purposes

**Description:** **BE AS DETAILED AS POSSIBLE.** Be sure to include the name of the location (city, national park, etc.), landmarks, names of other ND students in the photo, etc. Tell us your story about the photo.

- ❖ **PLEASE REMEMBER:** If you **DID NOT** participate in an **NDI** study abroad program, **you MUST indicate** within the **Description** field through which University program, funding source, or affiliate you went abroad.

**Submission Waiver:** you must agree to the waiver for your submission to be considered