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, Dropbox, etc.).
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

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

Customer
First Name
Last Name
Preferred Email Address
Phone Number
Study Abroad Program
Semester
Year
Anticipated Graduation Year
Are you the photographer? Yes No
Are you in the photo? Yes No
In what country was the photo taken?
In what city was the photo taken?
Caption
Description

Submission Waiver

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.

Cancel
Upload Files
Add...

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