Fall 2021 Photo Contest Submission Instructions

BEFORE SUBMITTING PHOTOS, KNOW THAT:

- Each photo you submit MUST BE UPLOADED INDIVIDUALLY.

Accessing the submission form:

- Use this link to login: Fall 2021 Study Abroad Photo Submission Form
- You MUST use the “Login as CatDV User” option and the following credentials:
  - Username: 2021PhotoContest
  - Password: ndi2021

PLEASE NOTE: If you choose the “Login with Okta” option, you WILL NOT be able to access the contest submission form.

Uploading photo submissions:

1. Click on the Upload* 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 a cloud-based storage system (e.g. Google Drive)
     - ONLY upload .jpg and .png files. Any other file formats MAY NOT be viewable and will disqualify your submissions.
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: You will not be able to see your files after uploading.
**Upload Files Panel**

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**Phone Number:** provide a phone number where you could be reached in case the provided email address is no longer valid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

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

**Year:** choose 2021

**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?** select the country where the photo was taken

**In what city was the photo?** enter the city where the photo was taken, taking care to ensure correct spelling

**Photo Theme:** select the theme option for which you are submitting the photo

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

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