

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

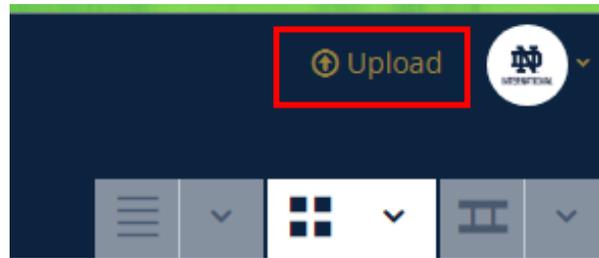
PLEASE NOTE: If you choose the “Login with Okta” option, you **WILL NOT** be able to access the contest submission form.

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 Link



**Upload Files Panel

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

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

Add... **Upload Files** **Cancel**

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

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