Notre Dame Global
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: NDG Study Abroad Photo Submission Form
- Choose the "Login with Okta" option, using your ND netID login credentials

Uploading photo submissions:

1. Click on the gold upload button [+] found in the upper center of the screen. An **Upload Files** panel will appear. (**see screenshots below**)
2. **For each submission,** you must provide the requested information for **all fields**. If needed, a description of each field is below.
3. After filling in the required fields, click the **Add Files** button to add your photo submission then click the **Upload Files** button
   - **PLEASE NOTE:**
     o **DO NOT** drag and drop your photos from a cloud-based storage system (e.g. Google Drive)
     o **BEFORE UPLOADING,** check the photo properties to ensure it is at least 1000 pixels on the longest side. (checking photo properties) **Photos smaller than 1000 pixels will not be eligible for judging.**

4. Once the Status bar shows complete (turns pink) click the Done button.
5. Refresh the web browser page. (this will help to avoid caching issues)
6. **Repeat the steps above for EACH of your submissions.**

PLEASE NOTE: You will not be able to see your files after uploading.

SCREENSHOTS

Upload Files Panel

Field Descriptions:

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Phone Number: provide a phone number where you can be reached in case the provided email address is no longer valid

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

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

Semester: choose the semester you participated in your program

Year: choose the appropriate year in which the photo was taken (2023 or 2024)

Are you the photographer? indicate yes or no

Are you in the photo? indicate yes or no

In what country was the photo taken? select the country where the photo was taken

In what city was the photo taken? 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