

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

In what country was the photo taken? Australia

In what city was the photo taken? Fremantle

Photo Theme Cultures, Customs, Traditions

Description TEST PHOTO

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. I also confirm that if my photo submission features people, I have received consent from them to submit the photo to this contest.

Name	Size	Status
Screenshot 2024-01-18 110958.png	595.1 KB	

Add Files Add Folder Upload Files Cancel

Add Files
Upload Files

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Name	Size	Status
Screenshot 2024-03-07 152831.png	1.5 MB	

Add Files Add Folder Upload Files Done

Complete Status
Done Button

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