

# Call For Catalyst submission form guide

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# Starting your Submission

- Submission for can be accessed at <https://projects.tmforum.org/wiki/display/CSP/Catalyst+submissions+and+knowledge+base>
- MUST be logged into using same credentials as your TM Forum account to create a submission
- If needed, create a TM Forum account at <https://www.tmforum.org/user-registration/> You will use the same username (your business email address) and password to log into the Catalst Submission system
- Non TM Forum members CAN create and submit a CFC, but they still must create an account on tm forum.org in order to do so

The screenshot shows the top navigation bar with a 'Create' button and a 'Log in' button circled in blue. Below is a search bar with the placeholder text 'Search for a solution'. A green notification box contains the text: 'In order to submit a Catalyst Project proposal you must register on https://www.tmforum.org/user-registration/. You will use the same username (your business email address) and password to log into the Catalst Submission system.' The main content area includes key dates for 2021: 29 January (end of sprint 1), 1-5 February (virtual Action Week), and 2 April (end of sprint 2). A section titled 'Submit a Catalyst Project proposal' explains the two-step process. A 'Get started' button is circled in blue. At the bottom, there are sections for 'Frequently asked questions', 'Need more help?' (with a 'Contact us' button circled in blue), and 'Other resources'.

# Creating your Submission

- To start provide a working Catalyst Name and vision statement
  - Hit **SUBMIT** and this will create your submission and allow you to add additional details
- You will be able to add “confirmed” team members who will then have the ability to make edits to the submission
- You can create and submit as many submission as you like.

Dashboard / [Catalyst submissions and knowledge base](#)   Analytics

 Edit  Save for later  Watch  Share

## Catalyst Submission: Digital Transformation World Series 2021

Created by Henrique Rodrigues, last modified by Victor Rodriguez on Dec 11, 2020

Space at a physical event is always limited, so it is important that your proposal is presented in a clear and concise manner. Please focus on the business value and benefits in addition to explaining the proposed technology and the application of TM Forum best practices and standards.

### Submission deadlines

29 January (end of sprint 1): last submission date for virtual showcase in June.

2 April (end of sprint 2): last submission date for physical showcase (Digital Transformation World Copenhagen) 21-23, September.

Notifications of your Catalyst's status will start in beginning of March 2021.

### Proposal Name

### Catalyst Project Vision

A one sentence vision statement

### Catalyst Event

Digital Transformation World Series 2021

 Submit

# Adding and Editing Content to your Submission

- Here you can add additional details regarding your proposal
- You can **“Save Draft”** at anytime to stop and return later to add/edit content
- URN is automatically assigned to each submission created
- All content will be editable EXCEPT for your automatically generated URN
- Only hit **SUBMIT** when you have finalized with your proposal – you **WILL NOT** be able to make edits after you **“SUBMIT”** your proposal

The screenshot shows a submission form with several fields and buttons. A blue circle highlights the URN 'C21.0.148' at the top left. Another blue circle highlights the 'Submit' and 'Save draft' buttons at the bottom right. The form includes sections for 'Unique Reference Number (URN)', 'Proposal name', 'Catalyst event', 'Catalyst Type', 'Catalyst vision statement', and 'Short description'. The 'Submit' button is red with white text, and the 'Save draft' button is also red with white text.

C21.0.148

Unique Reference Number (URN)  
C21.0.148

Proposal name  
CFC demo test submission

Catalyst event  
 Digital Transformation World Series 2021

Catalyst Type  
Please review the Catalyst Project Minimum Requirements before submitting your proposal.  
 Ecosystems Catalyst  
 CSP Catalyst  
 Open source Catalyst

Catalyst vision statement  
A one sentence vision statement  
To show process of submitting your proposal

Short description  
Elaborate on your above vision statement (500 characters)

Submit  
Save draft

Significance of business pain points

## Adding Team Members

- You can add “confirmed” and “tentative” team members to your submission and assign roles
  - TIP: Select “Team Member” for anyone without a specific role, you can always change this at a later date
- “Confirmed” team members will receive an email with a link to access the submission and be able to make edits
- Tentative team members will not receive any notifications
- You can also remove team members as need

Role	Organization role	Name	Organization	Email	Confirmed / Tentative	
				jrausch@tmforum.org	Tentative	REMOVE
Project Co Lead	Champion	John Smith	ABC Corp	jsmith@abc.com	Confirmed	ADD
Team Member	Participant	Sarah Connor	Skynet	sconner@skynet.com	Tentative	ADD

Like Be the first to like this No labels

Write a comment...

Add Comment Submit Save draft

# Submitting your Submission

- Only hit **SUBMIT** when you have finalized with your proposal – you **WILL NOT** be able to make edits after you “**SUBMIT**” your proposal
- All “Confirmed” team members will also receive notification that the catalyst has been submitted
- Your proposal will then be reviewed by members of the TM Forum Collaboration team who may contact you with any questions
- Any questions can be submitted via [Justask.tmforum.org](https://justask.tmforum.org)




Call for Catalyst now open!

tmf Just Ask! TM Forum Service Desk. We're here to help

What do you need help with?

**Catalysts**

- Open Digital Lab (ODL)
- General help

-  **Questions about submitting your catalyst**  
Questions about your catalyst submission
-  **General Question**  
Support for your Catalyst
-  **Raise a Bug**  
If you find something not working as expected please raise it here