

Call For Catalyst submission form guide

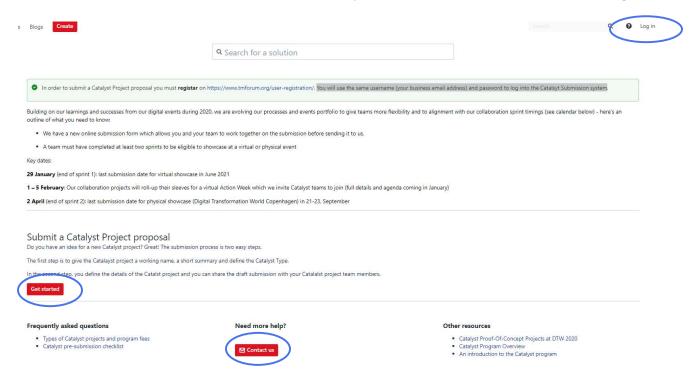
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Starting your Submission



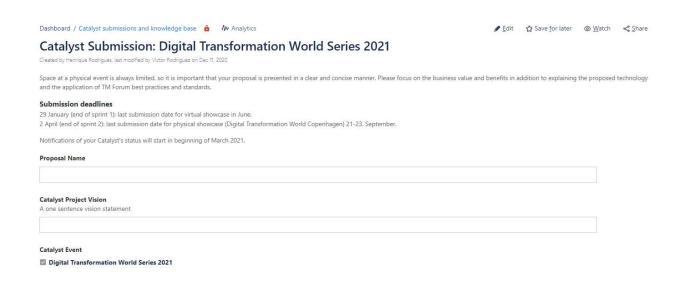
- Submission for can be accessed at https://projects.tmforum.org/wiki/display/CSP/Catalyst+submissions+and+knowledge+base
- MUST be logged into using same credentials as your TM Forum account to create a submission
- If needed, create a TM Forum account at https://www.tmforum.org/user-registration/. You will use the same username (your business email address) and password to log into the Catalsyt 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



Creating your Submission

tmforum

- 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.





Adding and Editing Content to your Submission



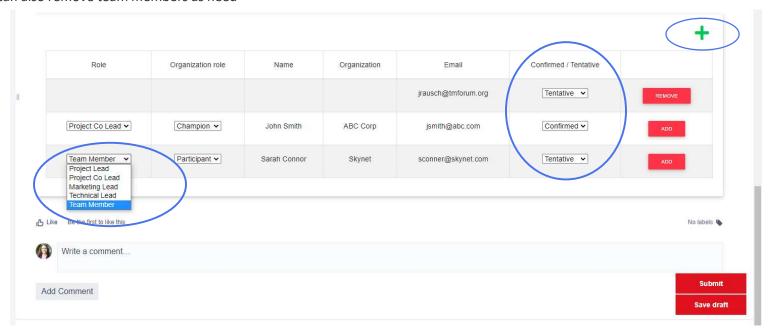
- Here you can add additional details regarding your proposal
- You can "Save Draft" at anytime to stop and return later to add/edit content
- URN is automatically assigned to each submission created
- All content will be editable EXCEPT for your automatically generated URN
- Only hit SUBMIT when you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

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Unique Reference Number (URN)		Н
C21.0.148		l
Proposal name		l
CFC demo test submission		
Catalyst event		
Digital Transformation World Series 2021		
Catalyst Type Please review the Catalyst Project Minimum Requirements before submitting your proposa	al	
■ 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	
Significance of business pain points	Save draft	

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



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 <u>Justask.tmforum.org</u>

