

Filling out the contribution form

The Merit contributor form lets you share stories about the people and programs that you're involved with at your school. These stories are collected on each student's personal Merit page, and can also be distributed to their hometown newspapers, family, and more.

To submit a story about a group or program at your school, visit your school's contribution form. Contact the account administrator at your school if they haven't provided you with a direct link to your school's contribution form. If you're not sure who your Merit account administrator is, contact Merit at help@meritpages.com for assistance.

Following the link will take you to a page that looks like this:

Step 1 - Review your school's instructions

Your school will include instructions on what type of stories to submit, and what to expect.


Suggest a Merit Update

We'd love to share your stories about people, programs, and accomplishments by publishing them on Ithaca College's Merit page. Merit is designed to showcase success at Ithaca College by publicizing things like honors lists, participating in a club or activity, landing an internship, or studying abroad.

Please fill out and submit the form below with as much information as you can. Updates look best with a photo so be sure to add one if possible. After you submit your suggestion, we'll review it, and may publish it on our Merit page. Anyone you tag in the form will also have an update posted to their Merit page.

Students

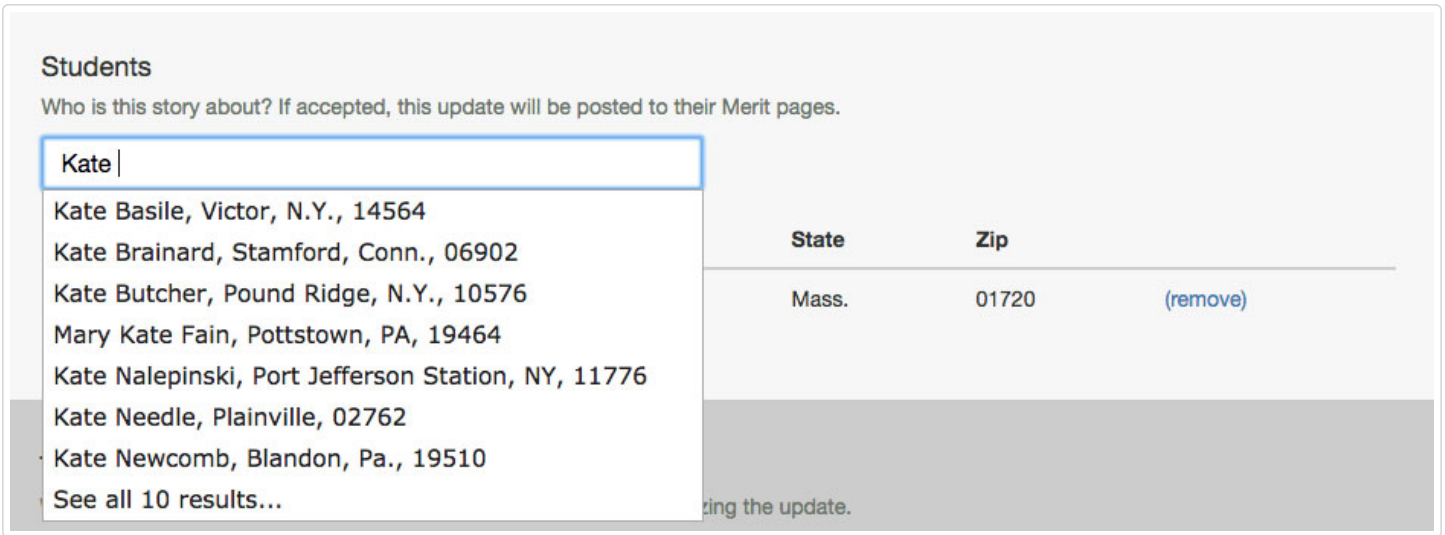
Who is this story about? If accepted, this update will be posted to their Merit pages.

	Name	Hometown	State	Zip	
	John Allred	Acton	Mass.	01720	(remove)

(<https://s3.amazonaws.com/helpscout.net/docs/assets/5bd8697404286356f0a53927/images/5c5dd68c2c7d3a66e32e3589/file-f5mreHtebM.png>)

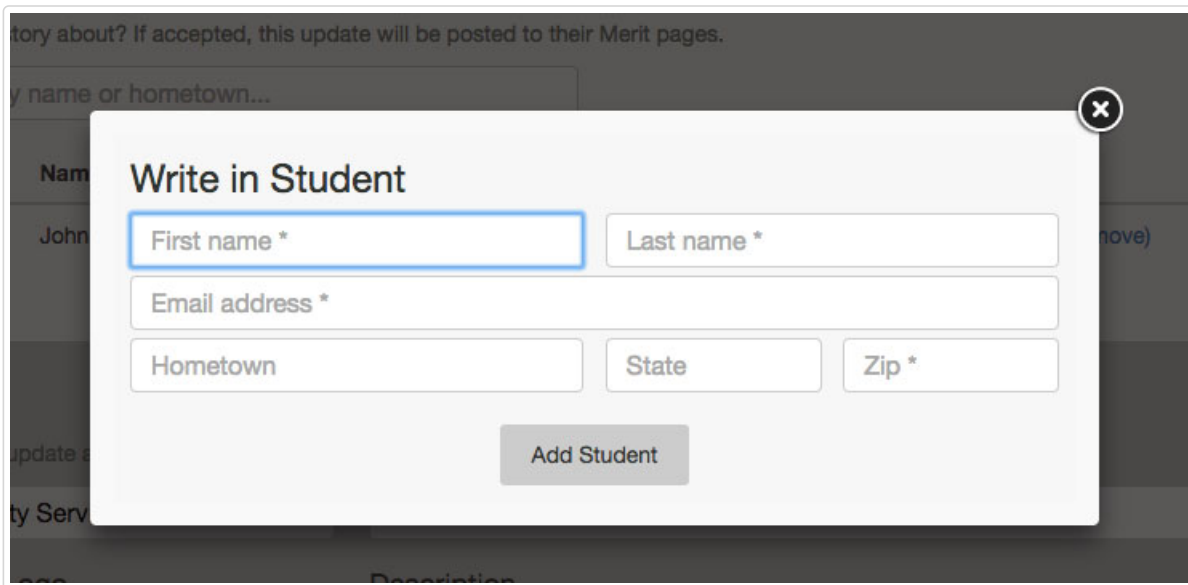
Step 2 - Identify the relevant students

Option 1: Search for students. Search for the students that you're recognizing, and add them manually.



(<https://s3.amazonaws.com/helpscout.net/docs/assets/5bd8697404286356f0a53927/images/5c5dd6b4042863543cccc334/file-7zU7Uluojj.png>)

Option 2: Write in students. If you cannot find the students in search, you can write one in.



(<https://s3.amazonaws.com/helpscout.net/docs/assets/5bd8697404286356f0a53927/images/5c5dd6d22c7d3a66e32e358b/file-1yWdEGmouy.png>)

Option 3: Upload a spreadsheet of students. If you have a large group of students, you can upload a spreadsheet of student names.

****Your spreadsheet must contain the students' first and last names, hometown, postal code, and email address. All information should be in separate columns.***

Students

Who is this story about? If accepted, this update will be posted to their Merit pages.

Name

Hometown

State

Zip

No students have been added. [Upload a spreadsheet](#) or enter students manually above.

(https://s3.amazonaws.com/helpscout.net/docs/assets/5bd8697404286356f0a53927/images/5c5dd6f02c7d3a66e32e358e/file-vduG0Biqv8.png)

Step 3 - Summarize your story

Pick a **topic**, add a **photo**, and write a brief **headline and summary**.

Topic

What is this update about?

Study Abroad

Headline

A short line summarizing the update.

Students Study Abroad in France

Photo or Logo

Do you have a good image for this update?



Remove Image

Description

Not sure what to write? Look at some examples from [Ithaca College's Merit page](#).

Students from the French club visited Paris as part of the study abroad program.

(https://s3.amazonaws.com/helpscout.net/docs/assets/5bd8697404286356f0a53927/images/5c5dd71a042863543cccc33a/file-RsTjJamPgj.png)

Step 4 - Add your contact information and submit your story for review

The image shows a web form for submitting a contribution. At the top, there is a placeholder for an image with a "Remove image" button. Below this, the form is divided into several sections:

- Your Name ***: Two input fields containing "John" and "Smith".
- Title or Role ***: An input field containing "Study Abroad Coordinator".
- Email Address ***: An input field containing "john@school.edu".
- Phone Number ***: An input field containing "555-555-5555".
- Notes ***: A text area with the text "Please review this story about the French club's trip to France." and "Thanks!". Below the text area is a question: "Do you have any notes for the person reviewing this contribution? These will not be published."

At the bottom of the form is a large black button labeled "SUBMIT" with a red arrow pointing to it from the left.

(<https://s3.amazonaws.com/helpscout.net/docs/assets/5bd8697404286356f0a53927/images/5c5dd738042863543cccc341/file-NnEExbYBDn.png>)

After clicking **Submit**, your story will be sent to a representative at your school. They will be able to review and publish your story.

✉ [Still need help? Contact Us \(/contact\)](/contact)

Last updated on February 8, 2019

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