

DIGITAL COLLECTION DAY: UPLOAD STAGE

Thank you for supporting a *Their Finest Hour* Digital Collection Day event. Running your event is a major achievement, but there is still work to do! Please could you now:

1. Upload photos of the objects, information on the Story Forms, and answers to the five ‘Further Questions’ to our online archive via the [Cataloguer Submission Form](#).

Things to remember:

- Most of the headings on the Cataloguer Submission Form correspond with the headings on the Story Form.
- While we encourage you to turn the notes on the Story Forms into narratives, please do not correct anything that you think is historically inaccurate.
- If you have time, please crop and rotate photos before uploading them.

2. Upload audio recordings to Dropbox ([link in email](#)).

3. Send all information on the Demographic Surveys to us by downloading the ‘Demographic Surveys template’ spreadsheet on the [Toolkit](#) page of our website, completing it, and emailing it to us at theirfinesthour@ell.ox.ac.uk.

4. Scan and email all paper forms to theirfinesthour@ell.ox.ac.uk, or post them to Dr Stuart Lee, 13 Banbury Road, Oxford, OX2 6NN.

- If you choose to scan and email the forms, please destroy the paper copies once receipt of your email has been confirmed.

Thank you.