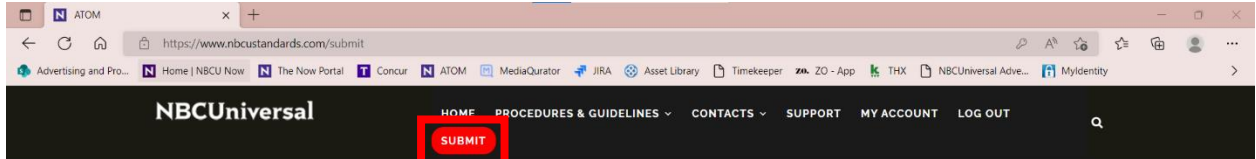


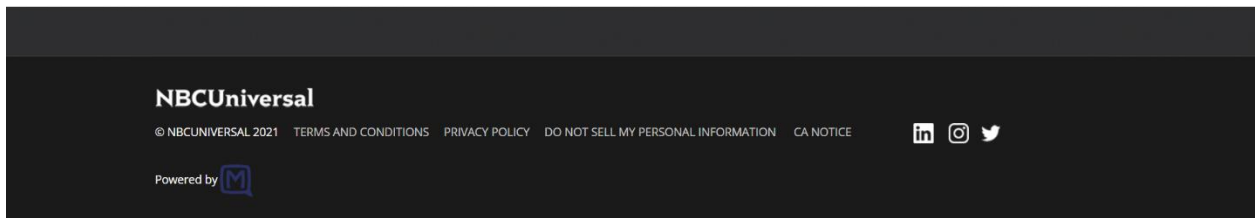
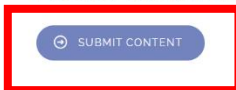
ATOM USER GUIDE - UPLOADING MATERIALS TO THE NBC STANDARDS WEBSITE

After [requesting an account](#), you will receive an email that your account has been set up. You may then login and begin the uploading process. See screenshots below for steps.

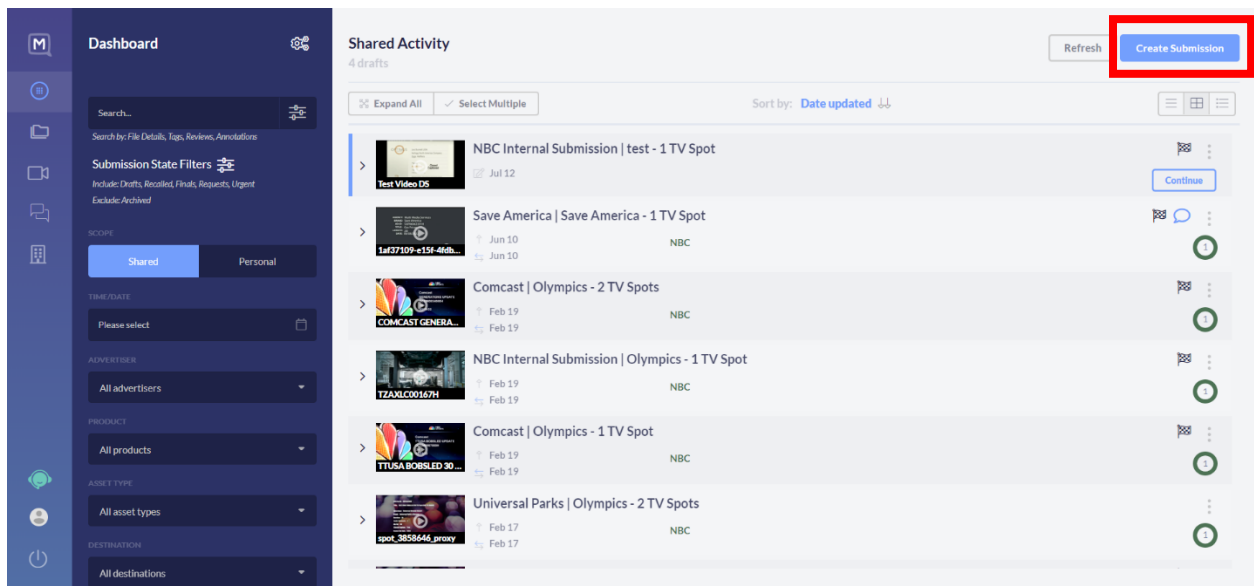
1. Once you are logged in click the **RED SUBMIT** button, and click **SUBMIT CONTENT**.



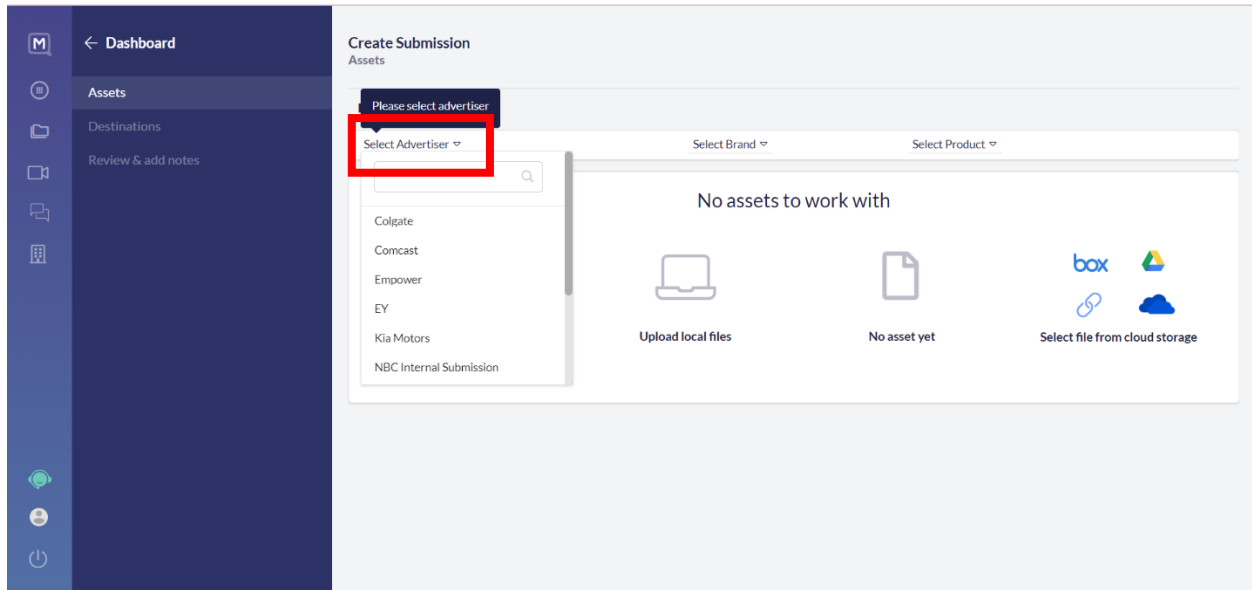
Please click below to submit via MediaQurator



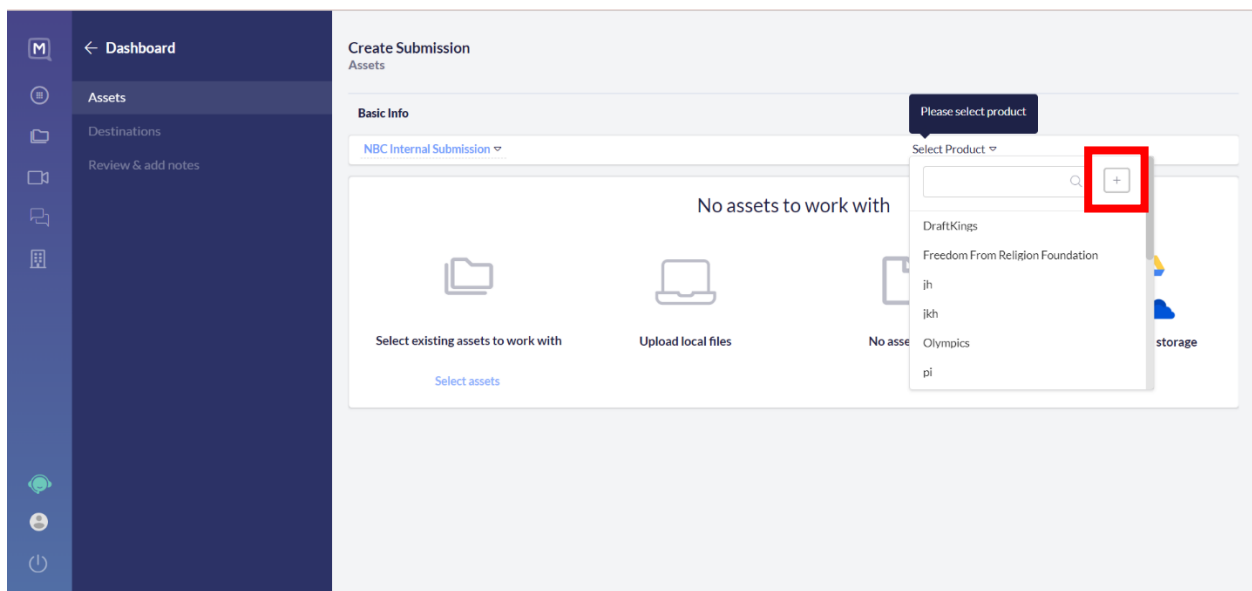
2. Click on **Create Submission** in the top right corner.



3. First, **select your advertiser**, these should be added to your account upon request by the Standards team. Find your advertiser in the drop-down menu. If you need to request a new advertiser, please [contact us](#) through our website.



4. Then, select your product. To add one you haven't used before click on the **plus sign**.



- You will be brought to this window where you can enter the **product name/title**. Then hit **save**.

Create Product [Cancel] [Save]

Please provide the following:

ADVERTISER: NBC Internal Submission | BRAND: Select brand | CATEGORY: Select Category

NAME / TITLE: ENTER PRODUCT NAME HERE | ABBREVIATION: []

PROJECT CONFIGURATION: Default | Allow Reviewer Escalation

Select Destinations: []

SHARED DESTINATIONS: Golf Channel, NBC, NBC Cable, NBC Cable News, NBC - Regional Sports Networks, NBCU Local, Oxygen, Peacock

- For this demo, our product name is “test.” After saving the product name/title it will automatically populate in the **Select Product** dropdown. Then select how you would like to upload your spot.

Create Submission
Assets

Basic Info

NBC Internal Submission | test

No assets to work with

Select existing assets to work with | Upload local files | No asset yet | Select file from cloud storage

Select assets

- Once your asset has been uploaded, fill out the following: **Type, Length, whether it's a Final, and ISCI/AD-ID code.** The Project should auto-populate since you created a Product in step 5. Once finished, click on **Next Step**.

The screenshot shows the 'Create Submission' form in the 'Assets' section. The 'Basic Info' section has a dropdown for 'NBC Internal Submission' and a text field for 'test'. The 'Assets' section shows a 'Test Video DS' asset with a 'TV Spot' type, ':30' length, 'Final' status, and 'FAKEISCI555' AD-ID code. The 'Next Step' button is highlighted with a red box.

- Next, choose the **Destination** of where you would like the spot to air. Once completed, click on **Next Step**. (For Broadcast, select **NBC**)

The screenshot shows the 'Create Submission' form in the 'Destinations' section. The 'Destinations' dropdown is open, showing a list of options including 'Golf Channel', 'NBC', 'NBC Cable', 'NBC Cable News', 'NBC - Regional Sports Networks', 'NBCU Local', and 'Oxveer'. The 'Next Step' button is highlighted with a red box.

9. Lastly, mark the spot as **Urgent** (if applicable) and add the **Air Date**. After that, click on **Send**.

The screenshot displays the 'Create Submission' interface. On the left is a dark blue sidebar with navigation icons and labels: 'Dashboard', 'Assets', 'Destinations', and 'Review & add notes'. The main content area is titled 'Create Submission' with the subtitle 'Review & add notes'. At the top right of this area are three buttons: 'Save Draft', 'Previous Step', and 'Send'. The 'Send' button is highlighted with a red box. Below the buttons, the form includes fields for 'Advertiser' (NBC Internal Submission) and 'Product' (test). The 'Contact' field is set to 'Adstandards Intern Submitter'. A table below the contact field has three columns: 'Urgent', 'Target air date', and 'Reminder Date'. The 'Urgent' column contains a checked checkbox, and the 'Target air date' column contains a date picker set to '07/17/22'. This row is highlighted with a red box. Below the table is a 'Comments' section with a text area and a toolbar containing 'Normal', 'B', 'I', 'U', and 'C' icons. At the bottom, there is an 'Assets in Submission' section with a table header 'Assets' and a 'Select Job/PO' dropdown.

10. You should receive a confirmation email once you have successfully uploaded your submission.

If you have any questions during this process, feel free to [contact support](#) through our website, we are happy to help!