## ATOM USER GUIDE - UPLOADING MATERIALS TO THE NBC STANDARDS WEBSITE

After <u>requesting an account</u>, 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.** 

T ATOM	× +			- 1	o ×
< C ⋒	https://www.nbcustandards.com/submit		B	A to t @ .	j
Advertising and Pro	N Home   NBCU Now N The Now Portal Concur N ATOM	🕅 MediaQurator 👎 JIRA 🎯 Asset Library 🎦 Timekeep	er zo. ZO - App 💺 THX 🎦 NBCUniversal Adve.	. 😭 Myldentity	>
		PROCEDURES & GUIDELINES V CONTACTS V	SUPPORT MY ACCOUNT LOG OUT	۹	
		it is Madia Osmatan			
	Please click below to sub	omit via MediaQurator			
	NBCUniversal				
	© NBCUNIVERSAL 2021 TERMS AND CONDITIONS PRIVA	CY POLICY DO NOT SELL MY PERSONAL INFORMATION	i canotice in 🔘 💟		
	Powered by				

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

M	Dashboard 😪	Shared Activity 4 drafts	Refresh Create Submission
	Search	⊗ Expand All     ✓ Select Multiple       Sort by:     Date updated ↓↓	
D C	Search by: File Details, Tags, Reviews, Annotations Submission State Filters 😎 Include: Drafts, Recalled, Finals, Requests, Urgent	> MBC Internal Submission   test - 1 TV Spot	Continue
	Exclude: Archived scope	Save America   Save America - 1 TV Spot	
	TIME/DATE	Concast   Olympics - 2 TV Spots     Field 9     NBC	
	ADVERTISER All advertisers	KBC Internal Submission   Olympics - 1 TV Spot     Feb 19     KBC Internal Submission   Olympics - 1 TV Spot     Feb 19     NBC	
	PRODUCT All products		
© 8	ASSET TYPE All asset types	Feb 19  Universal Parks   Olympics - 2 TV Spots  Feb 17 NBC	
	All destinations -	For a solid prove the Feb 17	0

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 <u>contact us</u> through our website.

M	← Dashboard	Create Submission Assets
	Assets	Please select advertiser
D		Select Arberticer V Select Brand V Select Droduct V
		Colgate No assets to work with
		Comcast
		Kia Motors Upload local files No asset yet Select file from cloud storage
		NBC Internal Submission
Þ		
8		
ے (ا)		

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

M	← Dashboard	Create Submission Assets				
	Assets	Basic Info			Please select product	
D	Destinations	NRC Internal Submission 🗸			Select Product ₹	
	Review & add notes				Q +	
			No assets to we	ork with	DraftKings	
₿				Г	Freedom From Religion Foundation	<u> </u>
				L	jh 	
		Select existing assets to work with	Upload local files	No asse	IKh Olympics	storage
		Select assets			pi	
$\bigcirc$						
٩						

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

	$\leftarrow$ Dashboard	Create Product Cancel Save
	Assets	Please provide the following:
	Destinations	ADVERTISER BRAND CATEGORY
	Review & add note	NBC Internal Submission         *         Select brand         *         Select Category         *
밑		NAME/TITLE ABBREVIATION
		PROJECT CONFIGURATION
		Default - Allow Reviewer Escalation
		Select Destinations 🗢
		shated destinations
		Golf Channel     ×     NBC Cable     \     NBC Cable News     \
8		NBC-Regional Sports Networks         X         NBCULocal         X         Oxygen         X         Peacock         X

6. 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.

Μ	← Dashboard	Create Submission Assets			
	Assets 1	Basic Info			
		NBC Internal Submission ▼		test ⊽	
٦٩					
			No assets to	work with	
				_	
					box 🛆
					8 <b>e</b>
		Select existing assets to work with	Upload local files	No asset yet	Select file from cloud storage
		Select assets			
P					
•					

 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.

M	← Dashboard	Create Submission Assets	Save Draft Next Step
	Assets 🚺	Basic Info	
	Destinations	NBC Internal Submission 🗢	test 🗢
	Review & add notes	Assets 🕂	
먼		Test Video DS 🖉	TV Spot * :30 / Final FAKEISCI555 / MHD Related D :
▣		→ Tags	÷
		Supporting Documents (+)	
		Drag supporting documents here	
•			

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

Μ	← Dashboard	Create Submission Destinations		More Destinations	Save Draft	Previous Step	Next Step
	Assets ①						
D	Destinations	Destinations Assets (1) Supporting Documents (0)					
	Review & add notes		▽	Add list			<
		Select all Deselect all					
		Golf Channel					
		O NBC					
		NBC Cable					
		NBC Cable News					
		NBC - Regional Sports Networks					
<pre> </pre>		NBCU Local					
٩		Oxven					

E	← Dashboard	Create Submission Review & add notes		Save Draft	Previous Step	Send
Ē	Assets 1 Destinations 1	Advertiser NBC Internal Submission		Product		
	Review & add notes	Contact	Urgent Target air date	eminder Date		
		Adstandards Intern Submitter	- 07/17/22 ×	m 07/16/22 ×		
		Comments by destinations				
		Normal • 87 U O C				
() () ()		Assets in Submission				
		Assets		Code And Related Codes	Select Job/PO ▽	

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

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 <u>contact support</u> through our website, we are happy to help!