



USOC ATHLETE ADVERTISING WAIVER SYSTEM User Guide | October 25, 2017



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ADVERTISING GUIDANCE

USOC RULE 40 GUIDANCE for OLYMPIC WINTER GAMES PYEONGCHANG 2018 March 20, 2017

The IOC has published its updated Rule 40.3 guidance for the Olympic Winter Games PyeongChang 2018 at http://www.teamusa.org/Athlete-Resources/Athlete-Marketing. As established by the IOC, the Rule 40 period for the PyeongChang Games is **February 1-28, 2018.** As established by the IPC, the applicable period for the Paralympic Winter Games is **March 3-21, 2018.**

In summary, the guidance is intended to:

- Enable continuation of in-market generic advertising featuring PyeongChang Games participants during the Rule 40 period, thereby eliminating a significant source of athlete dissatisfaction and disruption to athlete sponsors.
- Protect exclusive Olympic sponsor rights to use Olympic intellectual property ("IP").
- Ensure that all stakeholders understand that each National Olympic Committee ("NOC") will be responsible for Rule 40.3 guidance and enforcement within its own territory.

The IOC's Rule 40 guidance follows the model created for the Olympic Games Rio 2016. As such, the USOC's Rule 40.3 guidance for the Olympic Winter Games PyeongChang 2018 for the U.S. territory aligns with the principles set forth in the IOC 2018 guidance and the principals set forth in our USOC guidance for the Olympic Games Rio 2016.

The USOC process is designed to fairly and consistently institute an equitable Rule 40 waiver process to benefit athletes and protect Olympic sponsors' rights. This process allows for:

- The fact that PyeongChang Games participants qualify for nomination to the U.S. Olympic Team at various points leading up to the official Rule 40 period. All potential participants will be able to apply for a Rule 40 waiver.
- Balanced athlete biographical references in advertising that follow the USOC's longstanding athlete endorsement policy.
- Additional lead time for advertising materials to be submitted to the USOC, both by Olympic sponsors and by non-Olympic commercial partners, so that such materials can be reviewed by the USOC in a timely matter.



UNITED STATES OLYMPIC COMMITTEEADVERTISING GUIDANCE CONT.

USOC RULE 40 GUIDANCE for OLYMPIC WINTER GAMES PYEONGCHANG 2018 October 25, 2017

Key Provisions of the USOC Rule 40.3 / IPC Image Policy guidance:

To qualify as "generic advertising" non-Olympic partners must comply with the following rules.

- No direct or indirect association with PyeongChang Games, Olympic IP, Paralympic IP or terms generally associated with the Olympic Games/Paralympic Games.
- Initial campaign submissions (which may be in conceptual form) must be submitted to the USOC website by August 1, 2017, for the Olympic Games and November 15, 2017, for the Paralympic Games, to ensure the USOC has time to review and respond, manage resubmissions and allow for advertiser production schedules."
- Initial submissions need not include all proposed tactics; however, each and every final tactic will require a Rule 40 waiver.
- Submissions must include a media schedule demonstrating that the campaign will be in market and run continuously starting no later than October 1, 2017, for the Olympic Games or by December 15, 2017, for the Paralympic Games.
- For campaigns featuring a non-U.S. participant, the participant's NOC/NPC must also approve the athlete use.
- Should a U.S. participant wish to appear in any advertising outside of the U.S., the USOC will provide approval to the relevant NOC(s)/NPC(s).

As with the leadup to the Rio Games, the USOC will conduct a comprehensive stakeholder education process to ensure that we appropriately inform all athletes, NGBs, agents, and advertisers of the USOC's Rule 40.3 / IPC Image Policy guidance.

Any questions related to Rule 40.3 and/or the IPC Image Policy should be directed to: athleteadreview@usoc.org



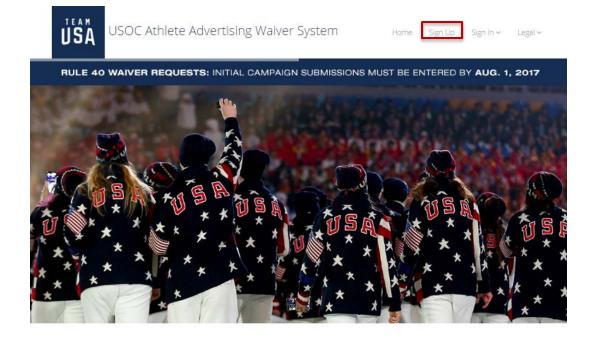
WHAT YOU NEED TO START SUBMITTING

- Registering for a username and password to login to the system
- Names of athletes that will be featured in your advertising campaign
- Details around your advertising campaign
 - Campaign Name
 - Start/End Dates
 - Brief overview of advertising campaign
 - Campaign key messaging
 - Advertising Tactics-if they are known
 - A Schedule of each tactic you are submitting for.
 - Note: If you do not have your advertising tactics ready, you can submit them into the system from August 1, 2017 – October 1, 2017 for approval for the Olympic Games and August 1, 2017 – December 15, 2017 for approval for the Paralympic Games
- Files accepted for upload in system (max file size 250MB):
 - JPG
 - PNG
 - GIF
 - PDF
 - .XLS
 - XLSX
 - .DOC
 - DOCX
 - .PPT
 - .PPTX
 - .MOV
 - .MP3
 - .MP4
 - .WMV
 - .SWF
 - .BMP
 - .CSV

If you have any questions please email athleteadreview@usoc.org



SIGNING UP



WELCOME TO THE USOC ATHLETE ADVERTISING WAIVER SYSTEM

Click here to view PyeongChang 2018 guidelines.



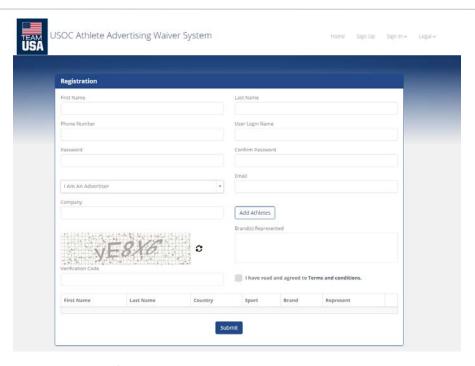
URL: https://athleteadreview.usoc.org/

Sign Up:

 After placing the URL in your web browser, please click on "Sign Up" in the upper right corner to begin the process to start submitting your Athlete Advertising Waiver requests.



SIGNING UP

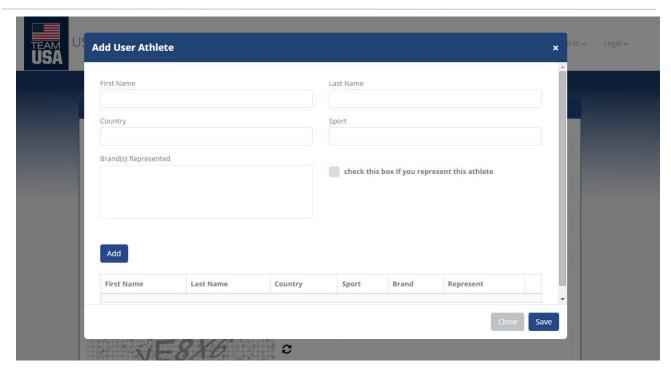


- Fill in this registration form in its entirety.
 - Create your Login Name and Password
- Select your designation from the drop down menu such as:
 - Athlete/Coach/Official
 - Advertiser
 - Agent
 - Advertising/Media Agency
 - National Governing Body
 - National Federation
 - International Federation
 - National Olympic Committee
 - Other
 - Note: if your designation is something other than an "Athlete/Coach/Official" you
 will need to "add athletes" to your registration submission. Directions to do so are
 on the next page.
- Enter the brand(s) you represent and/or are submitting on behalf of by typing the brand name in the "brand(s) represented" box.
- Read and agree to the Terms and Conditions of the USOC Athlete Advertising Waiver Request System.





SIGNING UP | ADD ATHLETES

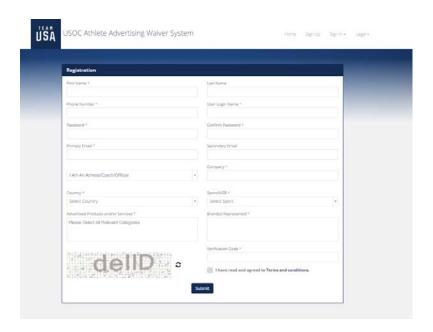


- By selecting any designation other than "Athlete/Coach/Official" you will need to add the athletes you are submitting on behalf of. Once you have clicked on "add athletes", this window will pop-up.
- Type the athlete's first or last name into the designated boxes. More than likely, the athlete's name will appear after typing the first few letters of either first or last name. Upon selecting the appropriate athlete, the other fields will pre-populate.
 - If the athlete's name does not appear, please continue to enter the information in its entirety on this page.
- Add the brand(s) the athlete represents and/or what brand you are submitting for on their behalf in the "brand(s) represented" box.
- Be sure to check the box if you represent this athlete.
- Once you have entered all the information on the athlete, click "add". This will add the athlete to your profile.
 - You can then continue to enter other athletes you may be submitting waiver requests for at this
 point
 - If you are not adding any other athletes click "Save" and the pop-up will close and take you back to the "Sign Up" screen.





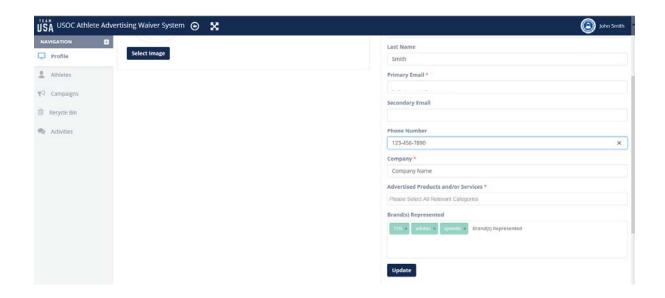
UNITED STATES OLYMPIC COMMITTEE SIGNING UP | COMPLETE AND READY TO SUBMIT



- When done with the "add athletes" section (if applicable), you will hit the "Submit" button to send your registration request to the USOC for approval.
- You will receive a verification email (to the email you registered with) upon submitting your registration request informing you that the USOC is processing your request.
- You will then receive a follow-up email (to the email you registered with) based upon the approval/denial of your registration request.
 - If approved, this email will let you know you can now access the system to start submitting campaigns to be reviewed for a waiver.
 - If for any reason your registration submission was denied, please contact the USOC to work through the specific details.
 - Double check your spam folder to make sure the automatic emails are not getting sent there.



UNITED STATES OLYMPIC COMMITTEE USER DASHBOARD OVERVIEW | PROFILE

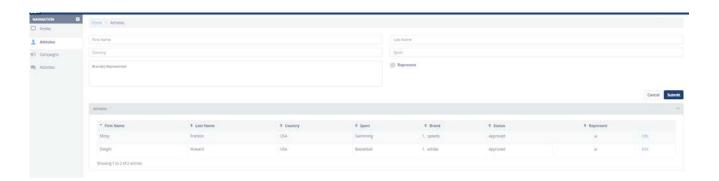


- Under the profile tab in the left navigation bar, you can update your information, add brands, upload an image and change your password.
- You can hide the left navigation bar by hitting the "hide navigation icon upper left hand corner.
- You can make the USOC Athlete Advertising Waiver Request system full screen by hitting the "full screen icon" in the upper left hand corner.





UNITED STATES OLYMPIC COMMITTEE USER DASHBOARD OVERVIEW | ATHLETES



- Under the athletes tab you can add athletes to your profile.
 - Enter their first/last name
 - Enter the athlete's country they are competing for
 - Enter their sport
 - Enter the brands the athlete represents and/or what brand you are submitting for on their behalf.
 - · Check the box if you represent this athlete
 - Hit submit to update your profile





UNITED STATES OLYMPIC COMMITTEE USER DASHBOARD OVERVIEW | CAMPAIGNS

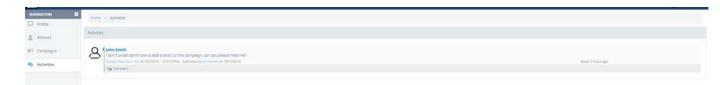


- Under the campaigns tab is where you can view your submitted campaigns or add a new campaign.
- Under this view, you can archive any approved/disapproved campaigns by checking the box under the archive section in the far right column.
- You can also search your campaigns via the search box in the upper right hand corner.





UNITED STATES OLYMPIC COMMITTEE USER DASHBOARD OVERVIEW | ACTIVITIES

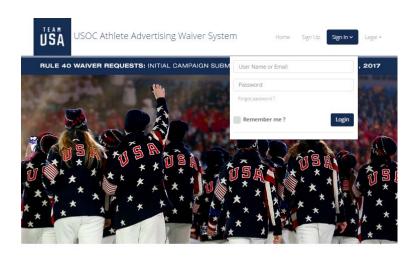


- Under the activities tab, you can see all the conversations/questions asked by you or the USOC pertaining to your campaigns.
- In this view, you are able to make other comments to your conversations. This allows you to just view the dialogue rather than going back into the actual campaign.



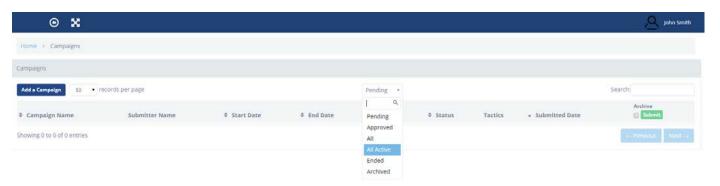


LOGGING INTO THE SYSTEM & ADDING A CAMPAIGN



WELCOME TO THE USOC ATHLETE ADVERTISING WAIVER SYSTEM

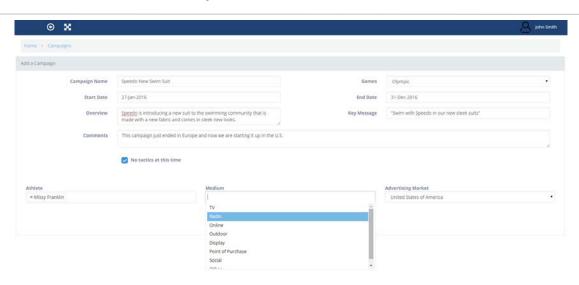
Click here to view PyeongChang 2018 guidelines.



- URL: https://athleteadreview.usoc.org/
- Click the "Sign in" button and enter your login information that you registered with.
- When you are ready to submit a campaign, click on "Add a Campaign".
- If you'd like to see any of your pending, approved, ended or archived etc. campaigns you can filter through the dropdown box on the homepage of your dashboard.



ADD A CAMPAIGN | WITH NO TACTICS

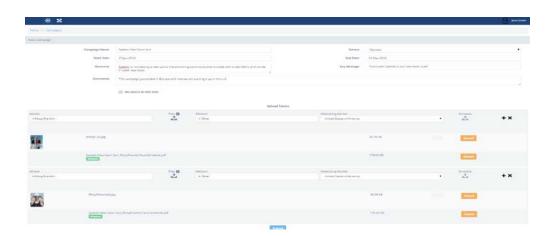


- Campaign Name: Enter your campaign name here.
- **Games:** Select the Olympic or Paralympic Games.
- Start Date: Enter the start date of the campaign.
- **End Date:** Enter the end date of the campaign.
- Overview: Provide an overview of the campaign.
- **Key Message:** Provide the key messaging of the campaign .
- Comments: Enter any additional comments/details here that you feel the USOC should know about the campaign.
- Check the "No tactics at this time" box if this is applicable to your campaign.
 - Note: All campaign tactics must be submitted by October 1, 2017 for approval for the Olympic Games or by December 15, 2017, for the Paralympic Games.
- Athlete: Enter the athlete you will be submitting for.
 - **Note:** only the athletes you have added to your profile will populate here. If you need to add an additional athlete please see the "Adding an Athlete to your Profile" section.
- Medium: Select all the mediums that apply to your campaign. If other, please specify in the comments section what type
 of medium it is.
- Advertised Products and/or Services: Select relevant products or services from the drop down menu.
- Advertising Market: Select the market from the drop down menu.
- Submit: Once all information is provided.
- Once you have submitted your campaign, you will get a notification in the right hand corner that your campaign has been submitted for approval.
 - You will receive an email notification on the status of your campaign once the USOC has reviewed it.
 - You will need to submit all your tactics to be reviewed by October 1, 2017 (Olympic Games) or December 15, 2017 (Paralympic Games) to receive a waiver for your campaign. Without submitting tactics for the campaign, the USOC cannot grant a waiver.





ADD A CAMPAIGN | WITH TACTICS

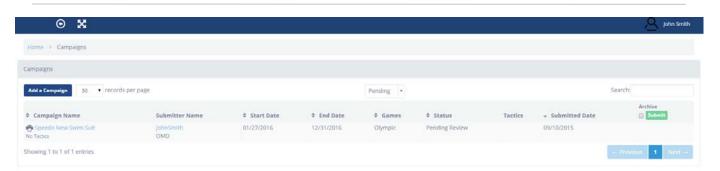


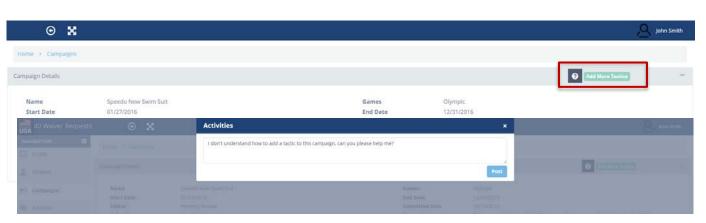
- Campaign Name: Enter your campaign name here.
- Games: Select if you are submitting for the Olympic or Paralympic Games.
- Start Date: Enter the start date of the campaign.
 - End Date: Enter the end date of the campaign.
- Overview: Provide an overview of the campaign.
- **Key Message:** Provide the key messaging of the campaign .
- Comments: Enter any additional comments/details here that you feel the USOC should know about the campaign.
- Athlete: Enter the athlete for the campaign you are submitting-Note: only the athletes you have added to your profile will populate here. If you need to add an additional athlete please see the "Adding an Athlete to your Profile" section.
 - Click on the "Files" icon and upload your file.
 - Click on the "Medium" box and select the medium that applies to that tactic.
 - Click on the "Schedule" icon and upload your schedule for that tactic. Note: each tactic must have its own schedule.
- Medium: Select all the mediums that apply to your campaign. If other, please specify in the comments section what type
 of medium it is.
- Advertised Products and/or Services: Select relevant products or services from the drop down menu.
- Advertising Market(s): Select market(s) from the drop down menu.
- **Submit:** Once all information is provided.
- Once you have submitted your campaign, you will get a notification in the right hand corner that your campaign has been submitted for approval.
 - You will receive an email notification on the status of your campaign once the USOC has reviewed it.
 - You will need to submit all your tactics to be reviewed by October 1, 2017 (Olympic Games) or December 15, 2017 (Paralympic Games) to receive a waiver for your campaign. Without submitting tactics for the campaign, the USOC cannot provide a waiver.





ADD A CAMPAIGN | ADDING TACTICS



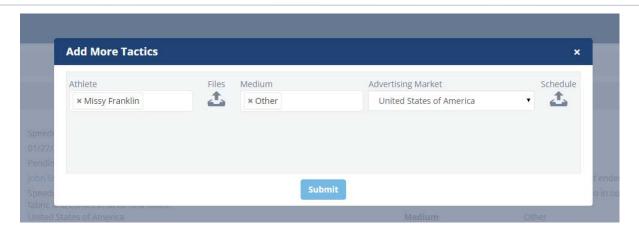


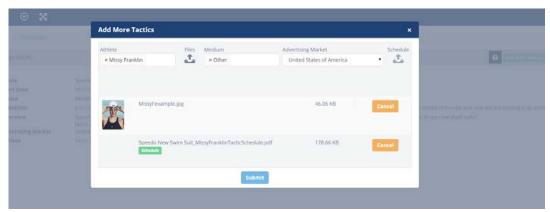
- To add tactics to a campaign you have already submitted for, login to the USOC Athlete Advertising Waiver System and click on the campaign you would like to add tactics for.
- Once the overview screen for that campaign appears, click on the green "Add More Tactics" button in the top right hand corner.
- If you have a question, you can click on the question mark icon and ask your question. This will be sent over to the USOC and will be addressed as soon as possible.
 - You will receive an email notification that you have posted a new question. When
 the USOC responds to your question, you will get another email notification letting
 you know you have a response waiting for you.





ADD A CAMPAIGN | ADDING TACTICS



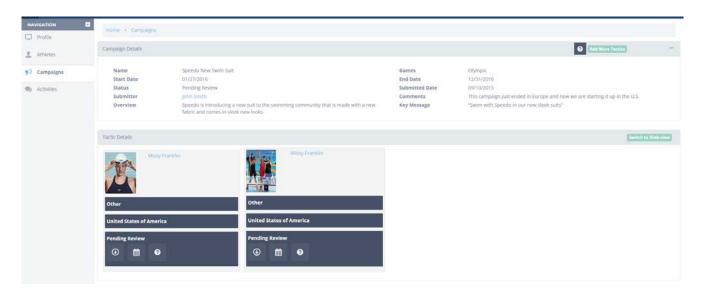


- After clicking on the green "Add More Tactics" button, this screen will pop up.
- Click on the Files icon, and upload all of the files for the athlete in the campaign. Do this for each athlete in the campaign.
- Click on the Schedule icon, and upload all schedules for each tactic
 - Note: You must submit a schedule for every tactic.
- When all of your files and schedules are uploaded, hit the submit button.
- Once the tactics are submitted, you will receive a notification email of your submission.
 The USOC will be reviewing your tactics and get back to you as soon as possible on their approval or denial status.





ADD A CAMPAIGN | ADDING TACTICS



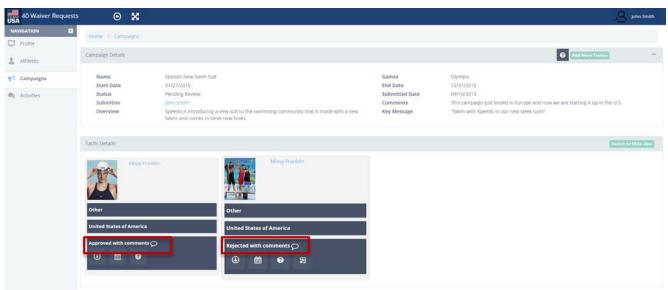
- Once your tactics are submitted, the system will take you back to this screen. This is where you will see any comments or approval/denials of your tactics/campaign.
- If you are unsure what any of the icons are for, you can hover over the icon and text will appear letting you know what the icon represents.





CAMPAIGN FEEDBACK | OVERVIEW



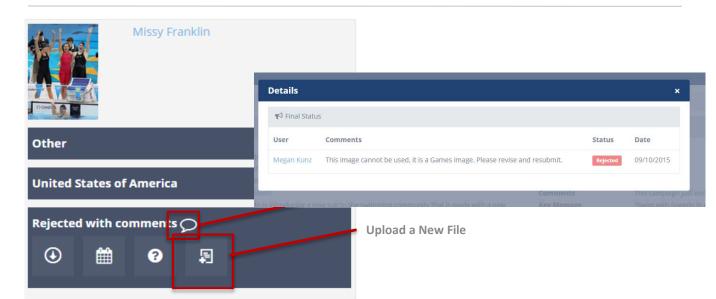


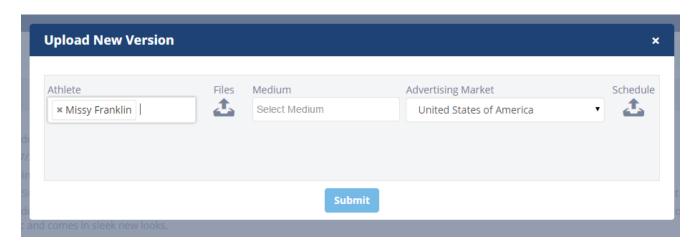
- Login to the USOC Athlete Advertising Waiver System and click on the campaign you have received an email notification about.
 - Note: Under the title of your campaign is the current campaign status.
- Review the approval/denials of your campaign/tactics. If your campaign/tactic has been approved you receive an email notification that you have been approved for a waiver for that campaign/tactic.
 - Note: The overall campaign and each of its tactics must be approved to run in market. If a tactic is disapproved that tactic cannot run and you will not receive a waiver for that tactic. You will need to revise and resubmit for approval.





CAMPAIGN FEEDBACK | DISAPPROVALS





- To review a disapproved tactic with comments, click on the conversation bubble, the window will appear.
- If you would like to revise and resubmit, click on the "upload a new file" icon .
- Upload your new files along with their schedules and resubmit to the USOC for approval.



