

AT&T Brand Center Brand Approval Manager Submission Instructions

Log-in to the [Brand Center](#)

1. From the **TOOLS** menu
 - Select >>>
Brand Approvals
2. From the **LINKS** menu
 - Select >>>
Brand Approval Manager
3. From the **Brand Approval Manager** page
 - Select >>>
Submit Job

There are a number of questions that I'll help you through ---

1. Job/Project Title

- Enter the following >>>
Chapter Name and Council and/or Club Name and the type of job/project you are submitting

(Here is a list of Job/Project Title examples --- Advertisement, Agenda, Apron, Award, Badge, Bag, Banner, Book, Book Cover, Bottle, Brochure, Certificate, Check, Directory, Envelope, Flash Drive, Flyer, Gavel, Gift, Label, Luggage Tag, Name Tag, Newsletter, Note Card, Ornament, Pencil, Plaque, Poster, Sign, Stamp, Stencil, Ticket, Tote Bag etc)

2. Which area of the business are you working with?

- Select >>>
AT&T Pioneers

3. Which business unit are you working with? This field will appear after you have selected AT&T Pioneers in the above field (Which area of the business are you working with?)

- Select >>>
AT&T Pioneers

4. Please indicate which agency you are working with? –

- Select >>>
Other – please indicate below

AT&T Brand Center Brand Approval Manager Submission Instructions

5. Please indicate the type of media.

- Select one of the following >>>
Brand Apparel or
Flags / Banners or
Other – please indicate (Most often used) or
Signage – *other*

6. Who is your target audience?

- Enter >>>
AT&T Pioneers

7. When is your launch date?

- Select >>>
When you will post your submission

8. How long will it be in market?

- Select >>>
How long will your submission stay posted

9. Additional information relating to your submission. (See example below)

- Enter >>>
*Where/When/How the media will be used and displayed and any additional information that is pertinent to the submission. **Please be thorough with this information!***

10. Does your job contain co-branding content or logos?

- Select >>>
Yes

11. Does your job contain US Olympic Games related content and/or US Olympic logos?

- Select >>>
No

12. URL and Description

- Not necessary to fill-in

AT&T Brand Center Brand Approval Manager Submission Instructions

13. File Attachments

- Browse and find the file to upload for your submission
- Select >>>
Submit Job (Lower Right)
- Select >>>
Confirm (Lower right) *Do not select additional Reviewers!*

Your Job is now submitted to the AT&T Brand Center for review.

You'll receive an email with one of the following messages ---

Conditional approval --- Means that you'll probably need to change some minor detail prior to using your existing submission file and if you make the change then your submission is approved if modified.

Approve --- Approved as submitted.

Return --- The submission must be redone as specified and re-submitted for approval.

Reject --- The Brand Submission is rejected and should be redone as per the AT&T Pioneers guidelines or as stated in the comment section and then re-submitted.

Thank you!

