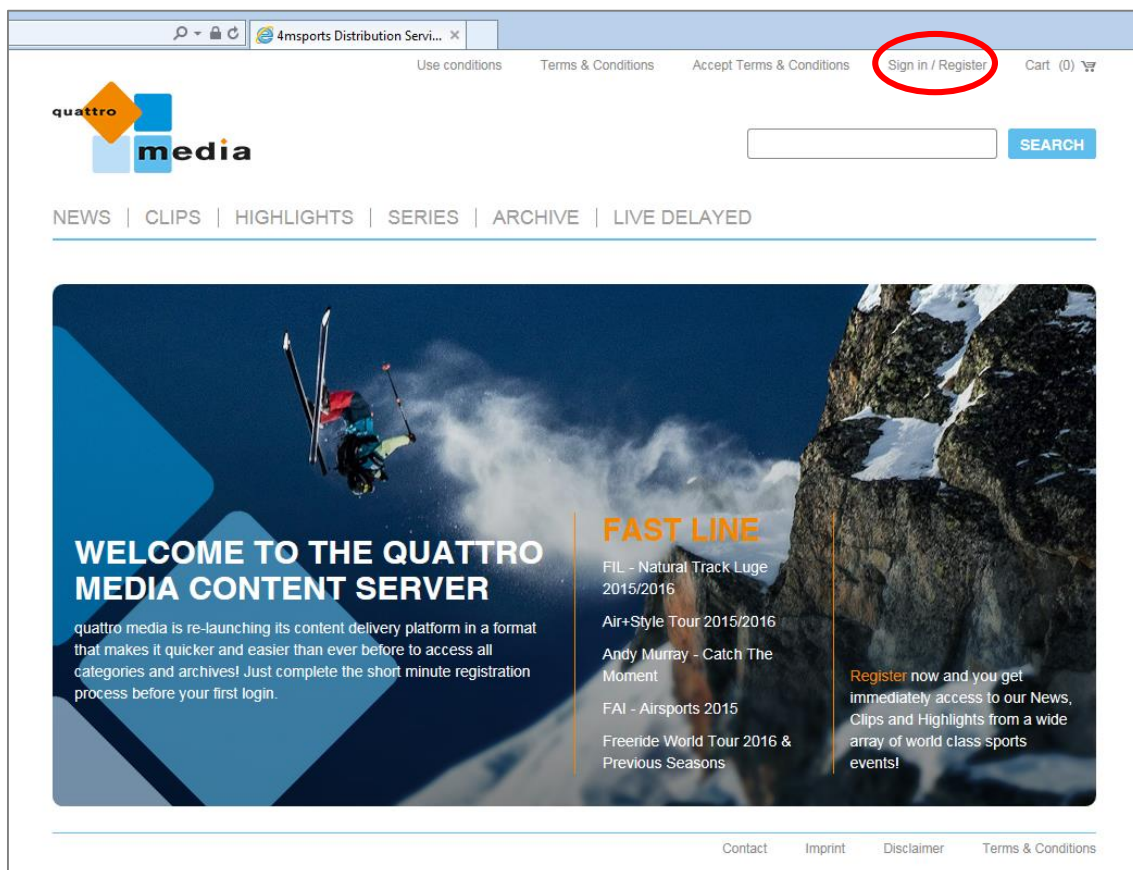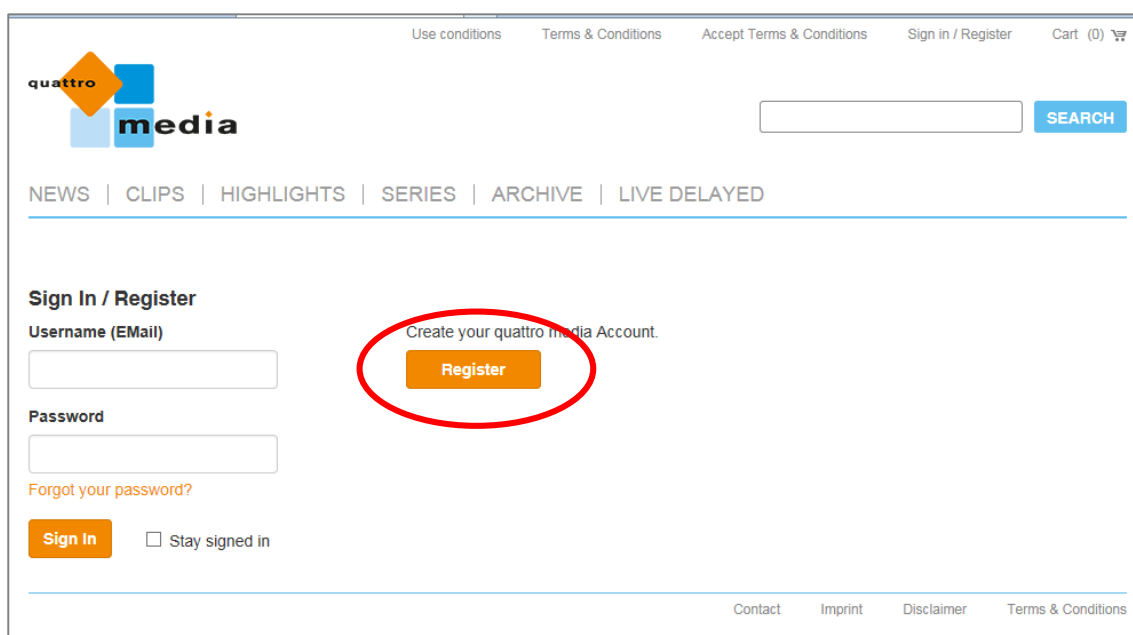Dear users of the quattro media server,

via our delivery platform we provide you news footage free of charge and rights cleared of sports events in the field of extreme and various other sports. In order to ensure a smooth download process, we offer you a 5-step-guideline.

Best regards,

your quattro media team

1. Visit our delivery platform
   → https://www.4msports-server.com/

2. Create your own quattro media account
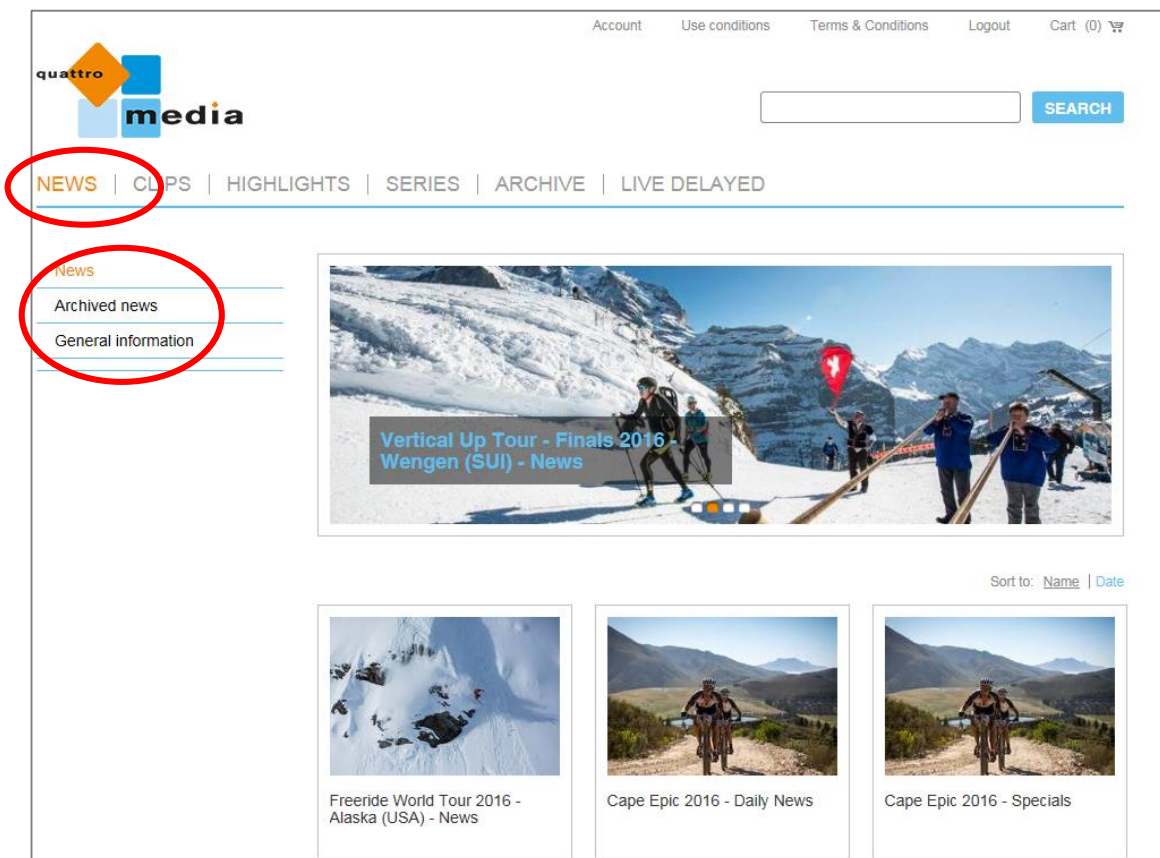   → Click on **Sign in/Register**

   → Click on **Register**

→ Create your individual quattro media account and enter your
information and type of media into the form and click on *Register* (it will take you just two
minutes)

→ You will now receive an email to confirm the registration and from now on you are –
provided that you are logged in – able to download news footage from the server

3. Select the relevant news footage
→ Find the provided TV products of quattro media listed in the menu
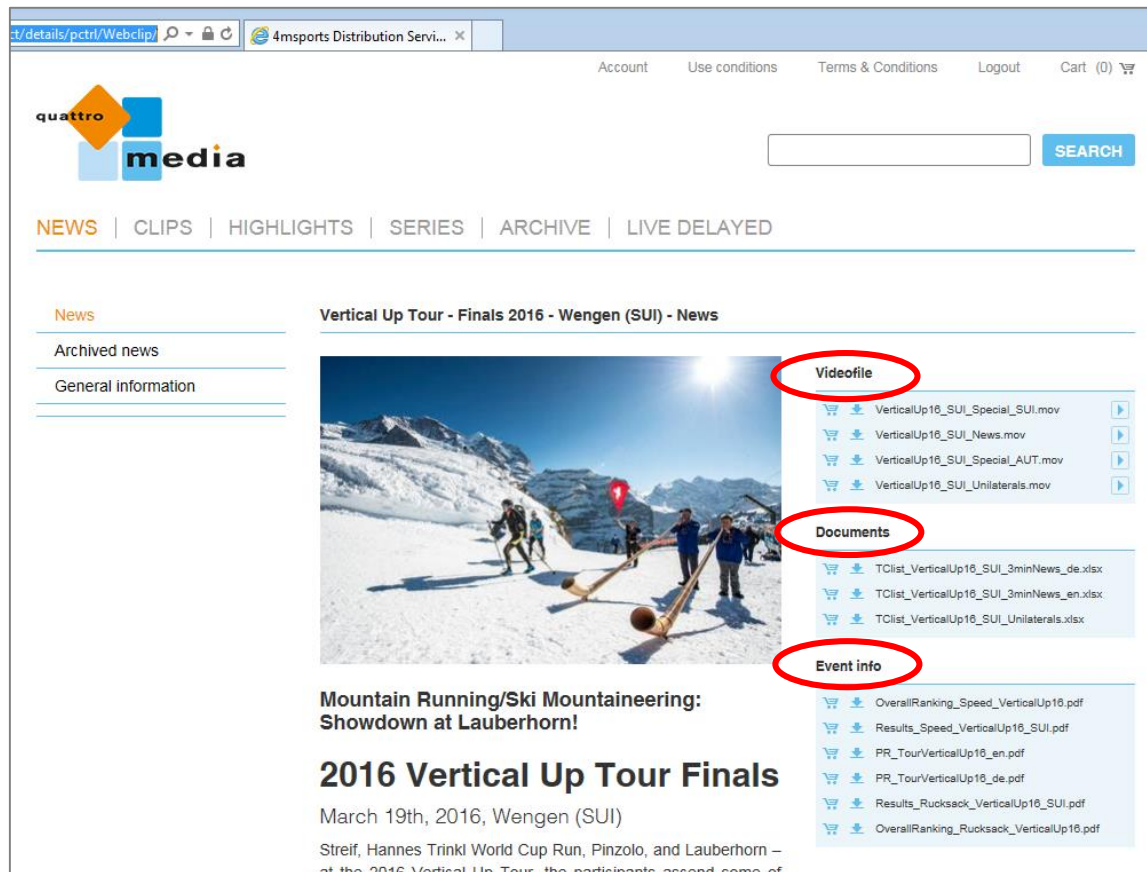→ Click on the section *News*

→ In the afterwards appearing menu on the left side you will find the three sub-
categories *News*, *Archived News* and *General Information*

- In the pre-selected sub-category *News* you will find the brand-new sports
events

- In the sub-category *Archived News* you will find older news footage

- In the sub-category *General Information* we inform you about the services and
contents that are included in the TV product "News" of quattro media (e.g. 3-
minutes-roughcut, text scripts …)

4.   Downloading the relevant news footage
→ Click on the the preview tile of the sports event you are interested in
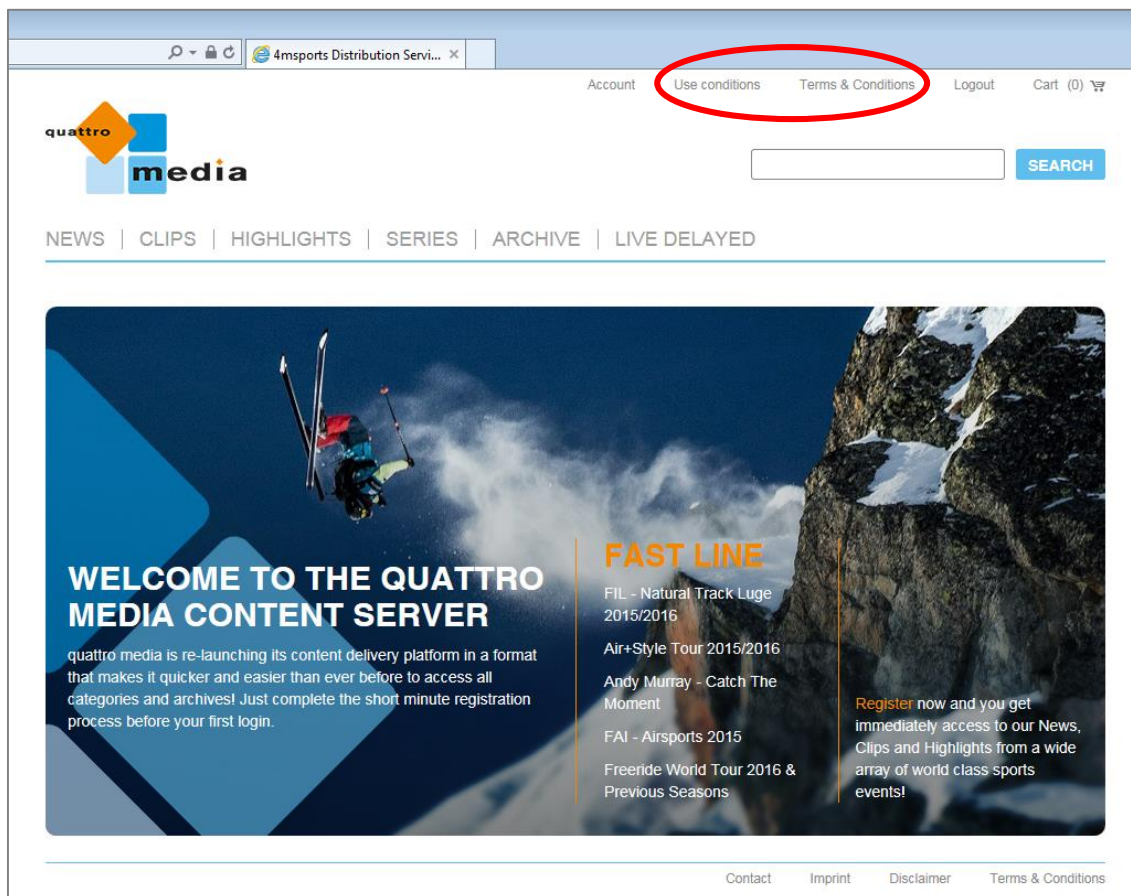(e.g. Vertical Up Tour - Finals 2016 - Wengen (SUI) – News)

→ The now appearing vertical menu on the right hand side contains three categories with different provided content: *Videofiles*, *Documents* and *Event Info*

- The category *Videofiles* contains among others the 3-minutes-NEWS (file naming "3minNews") and additional footage with participants from certain nations (file naming "Special + country code")

- The category *Documents* contains text documents for files of the category *Videofiles* – e.g. proposals for news scripts in english and/or german and a TC-list (file naming "3min News_en" or „3min News_de") or outlines for additional footage

- The category *Event Info* contains event-related information (e.g. result and start lists, press releases)

→ You download the different files by clicking the downward pointing arrow next to the file

5. Receive further information concerning the server

→ Additional information concerning the conditions of use are provided in the section ***Use Conditions*** und ***Terms & Conditions***

If you would like to be informed about footage of current sports events or if you have any questions don't hesitate to contact us via email media@4msports.com