

Quick Reference Guide · For Sponsors

Creating Your Account

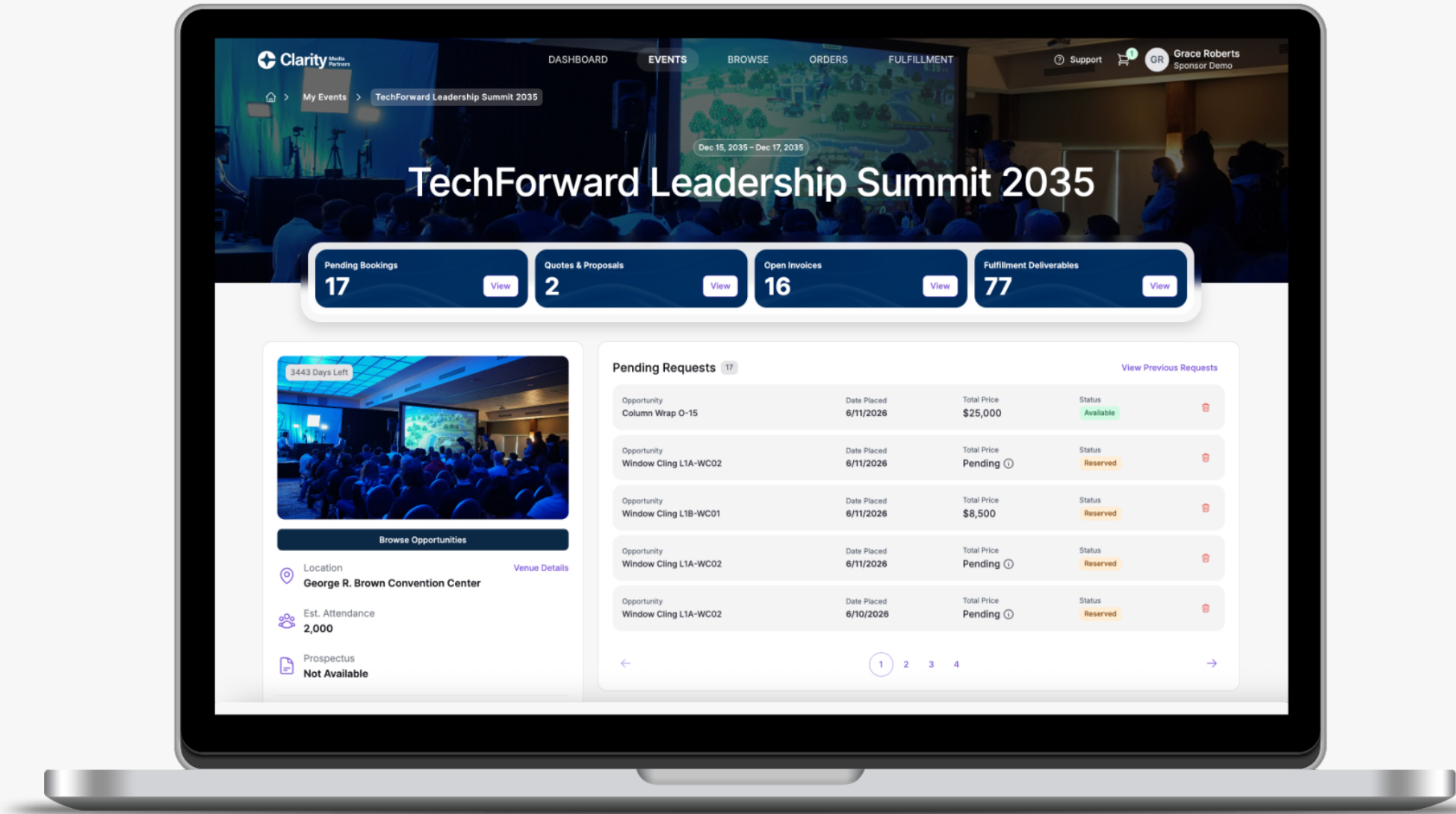
Set up your Clarity account, join your company, and start managing your sponsorship fulfillment — in a few quick steps.

What is Clarity?

Clarity Media Partners is a platform that lets you manage your sponsorship fulfillment — all in one place. From here you can:

-  **Browse and request to purchase** sponsorships
-  **Manage sponsorship quotes, contracts, orders, and invoices**
-  **View task descriptions, deadlines, and requirements**
-  **Upload assets** for each deliverable
-  **Communicate and collaborate** across teams

 Create an account or log in at app.claritymediapartners.com



SECTION 01 · 3 STEPS

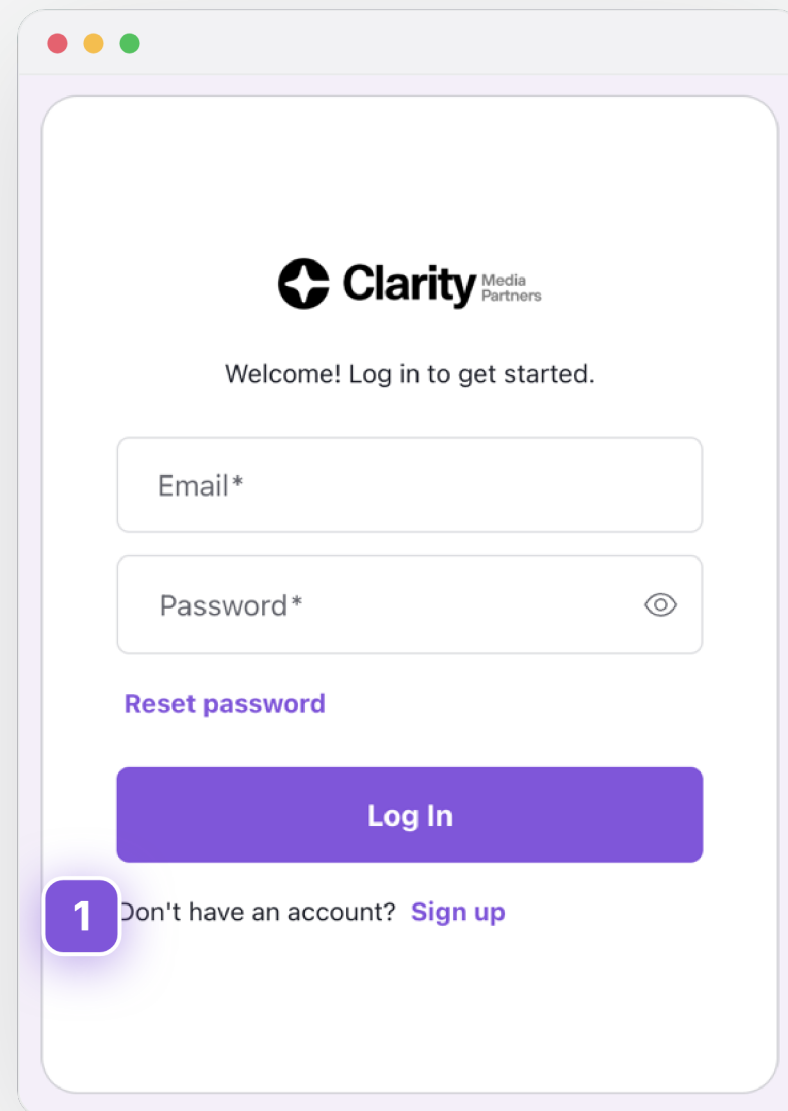
Create Your Account

Sign up from the link, complete your profile, then join or create your company.

Sign Up & Verify Your Email

1 Select "Sign Up"

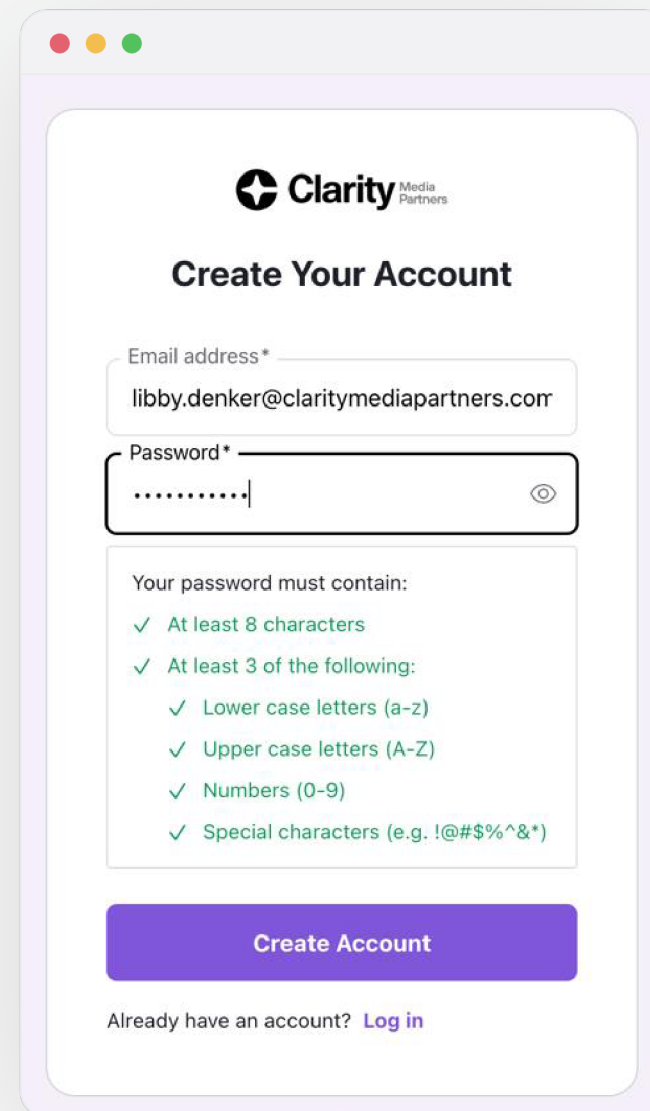
Visit the Clarity website and choose **Sign up** from the login screen. Note: the "Reset password" link on the page will only work if you have already created an account.



The login screen for Clarity Media Partners. It features the company logo at the top, followed by the text "Welcome! Log in to get started." Below this are two input fields: "Email*" and "Password*", with a toggle icon for the password field. A "Reset password" link is positioned below the password field. A large purple "Log In" button is centered at the bottom. A callout box with the number "1" points to the "Sign up" link in the footer text "Don't have an account? Sign up".

2 Create your account

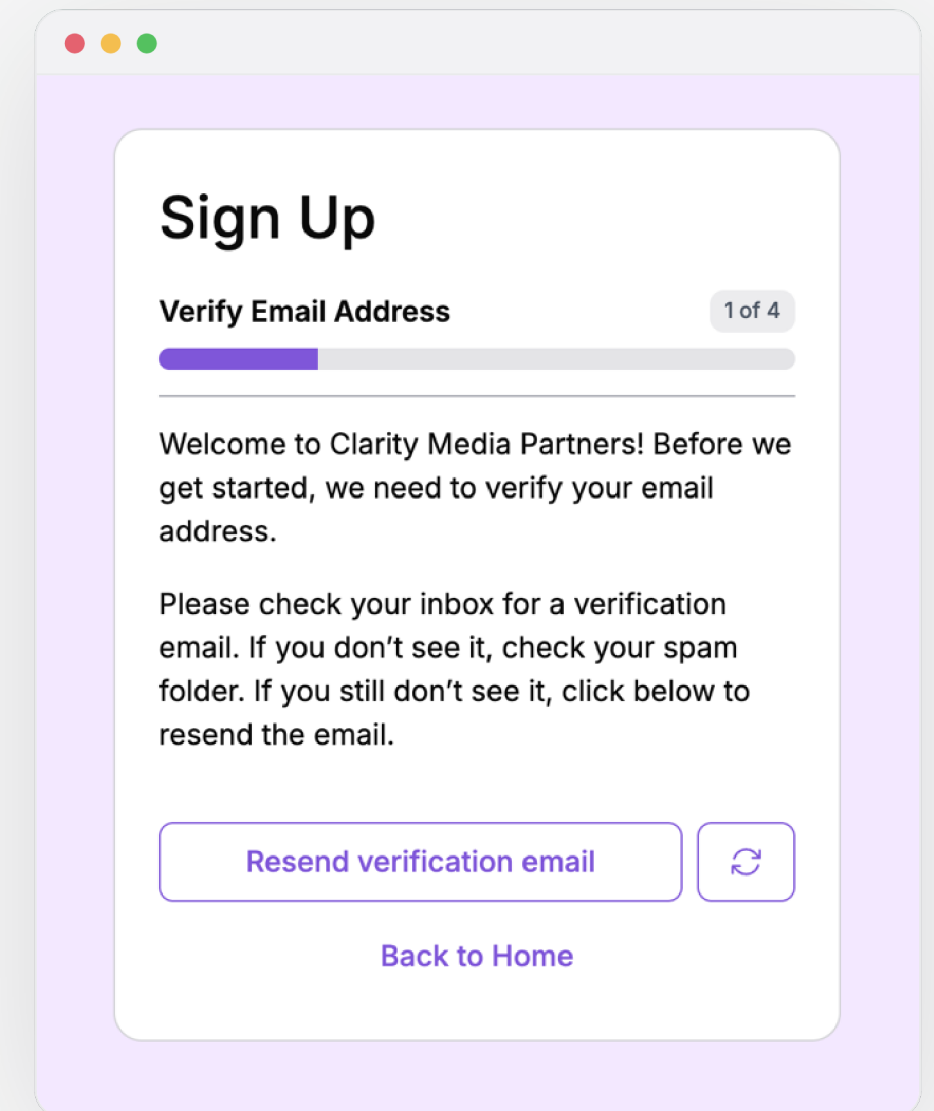
Enter your company email and a password, then select **Create Account**.



The "Create Your Account" screen for Clarity Media Partners. It includes the company logo and title. There are two input fields: "Email address*" (pre-filled with "libby.denker@claritymediapartners.com") and "Password*". The password field has a toggle icon and is followed by a list of password requirements: "At least 8 characters", "At least 3 of the following" (Lower case letters (a-z), Upper case letters (A-Z), Numbers (0-9), and Special characters (e.g. !@#\$%^&*)). A purple "Create Account" button is at the bottom. A link "Already have an account? Log in" is at the very bottom.

3 Verify your email

You will receive a verification email from support@claritymediapartners.com. Select the link to confirm your address.



The "Sign Up - Verify Email Address" screen for Clarity Media Partners. It shows a progress bar at the top right indicating "1 of 4" steps. The main text says "Welcome to Clarity Media Partners! Before we get started, we need to verify your email address." Below this is a message: "Please check your inbox for a verification email. If you don't see it, check your spam folder. If you still don't see it, click below to resend the email." There is a "Resend verification email" button and a circular refresh icon. At the bottom is a "Back to Home" link.

Complete Your Profile

- 1

Enter your name

Add your first and last name. Phone number is optional.

Sign Up

Profile

2 of 4

First name*

Libby

Last name*

Denker

Phone Number ⓘ

Next →

- 2

Accept the agreements

Check the box to accept the Terms of Service and Privacy Policy, then select **Continue Sign Up**.

Sign Up

Legal Agreements

3 of 4

Review and accept terms of service and privacy policy

Please review all agreements below. You must scroll to the bottom to accept and continue.

Terms of Service and Privacy Policy

Right to Appeal:

If we deny your request to exercise a privacy right, you may have the right to appeal our decision. Please contact us to initiate an appeal.

13. Contact Information

For questions or to exercise your rights, contact:

Clarity Media Partners, LLC
Attn: Privacy Policy Officer
539 W. Commerce St #7900
Dallas TX 75208
Email: support@claritymediapartners.com

14. Changes to This Privacy Policy

We may update this Privacy Policy to reflect changes in our practices or for legal, regulatory, or operational reasons. Material changes will be communicated via notice on our Platform before taking effect. Continued use of the Platform constitutes acceptance of the revised policy.

Material Modifications Since: None.

☒ I have read, understood, and agree to the Terms of Service and Privacy Policy

Continue Sign Up

Creating Your Account · Quick Reference Guide

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Create or Join a Company

1 Create a company

If you're the first from your organization to join Clarity, select **Create a new company account**, then enter your company details. As the first member, you'll be an admin (there can be multiple admins of an account).

The first screenshot shows the 'Sign Up' page with a progress bar at '4 of 4'. It has a button '1 Create a new company account' and a section 'Already have a team on CMP?' with a list of existing accounts and 'Request to Join' buttons. The second screenshot shows the 'Sign Up' page with a progress bar at '4 of 4'. It has a section 'Enter your Company's information to request to create a new account.' with fields for 'Company Name' (Sponsor Company), 'Company Type' (Sponsor/Exhibitor), 'Industry (Optional)' (Select...), and 'Company Description (Optional)'.

2 Request to join

If we recognize your email domain, we'll surface company suggestions so you can **Request to Join** on an existing company if applicable.

The screenshot shows the 'Sign Up' page with a progress bar at '4 of 4'. It has a section 'You're in! One last step.' with a button 'Create a new company account'. Below it is a section 'Already have a team on CMP?' with a list of existing accounts and 'Request to Join' buttons.

ⓘ **An admin in your company account must approve join requests.** Not sure who your admin is? Email support@claritymediapartners.com

SECTION 02 · 1 STEP

Joining from an Invite

Already invited by your company? Accept the invitation and you'll be linked automatically.

Accept Your Company Invitation

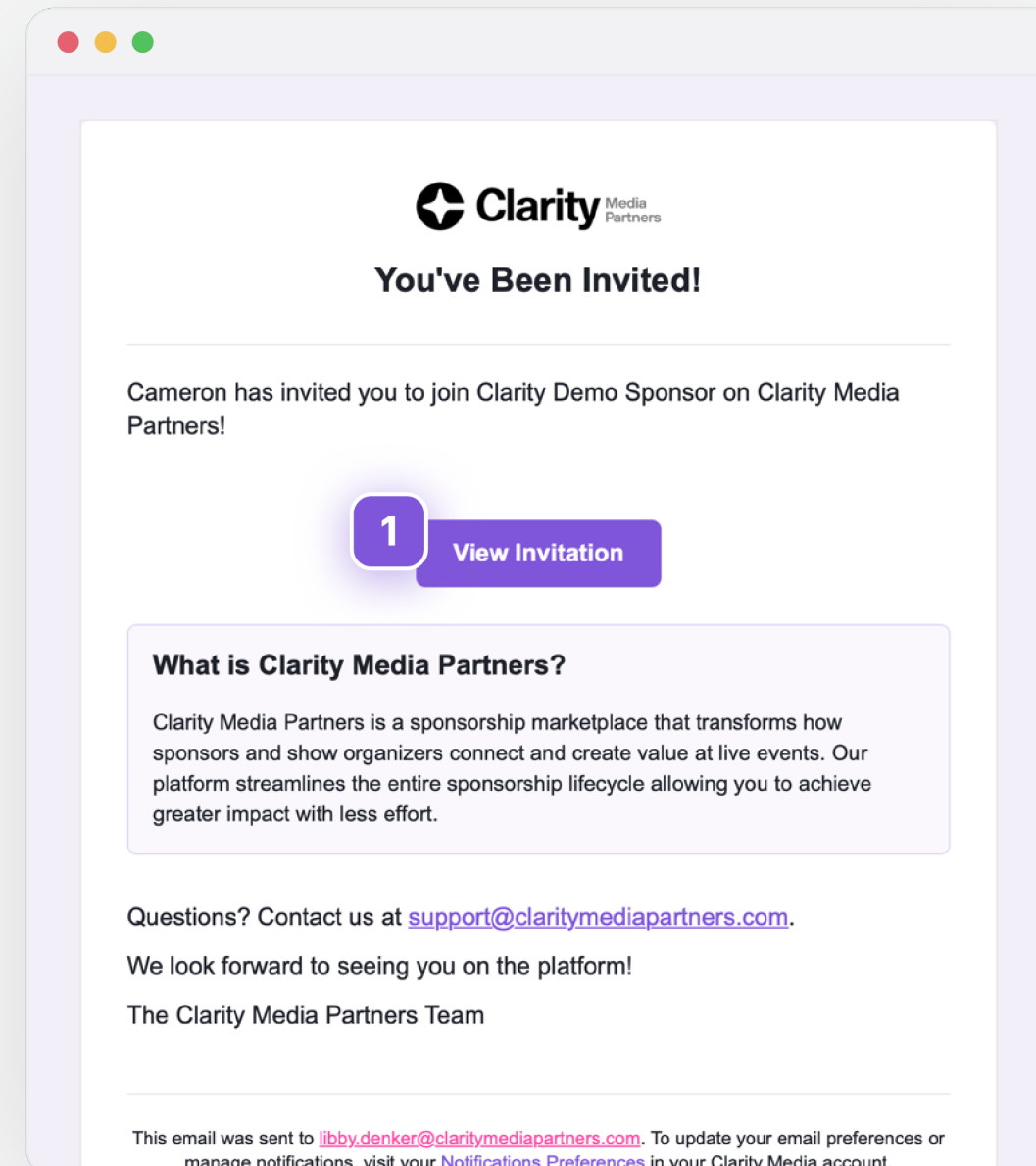
1 Select "View Invitation"

Received an invite to your company account by email? Open it and select **View Invitation**.

2 Finish signing up

Complete the same steps as the web sign-up. We'll display your company invitation to accept.

✓ **Automatically linked.** Accepting the invite connects your account to the company that invited you — no join request needed.





Need a hand?

Reach our team anytime, or explore training and tutorial videos in the Clarity community hub.

✉ support@claritymediapartners.com

📄 community.claritymediapartners.com