



Managing your Team's Account in Clarity

February 2026

The screenshot shows the Clarity Media Partners dashboard for a user named Grace Roberts at Sponsor Co. The main event being managed is the "Tech Future Expo 2025" on Nov 28, 2025, with 27 days left. The dashboard provides a comprehensive overview of the event's financial and operational status.

Metric	Value
Est. Spend	\$15,000
Open Invoices	1
Open Deliverables	6

Open Requests [View Previous Requests](#)

My Orders 1

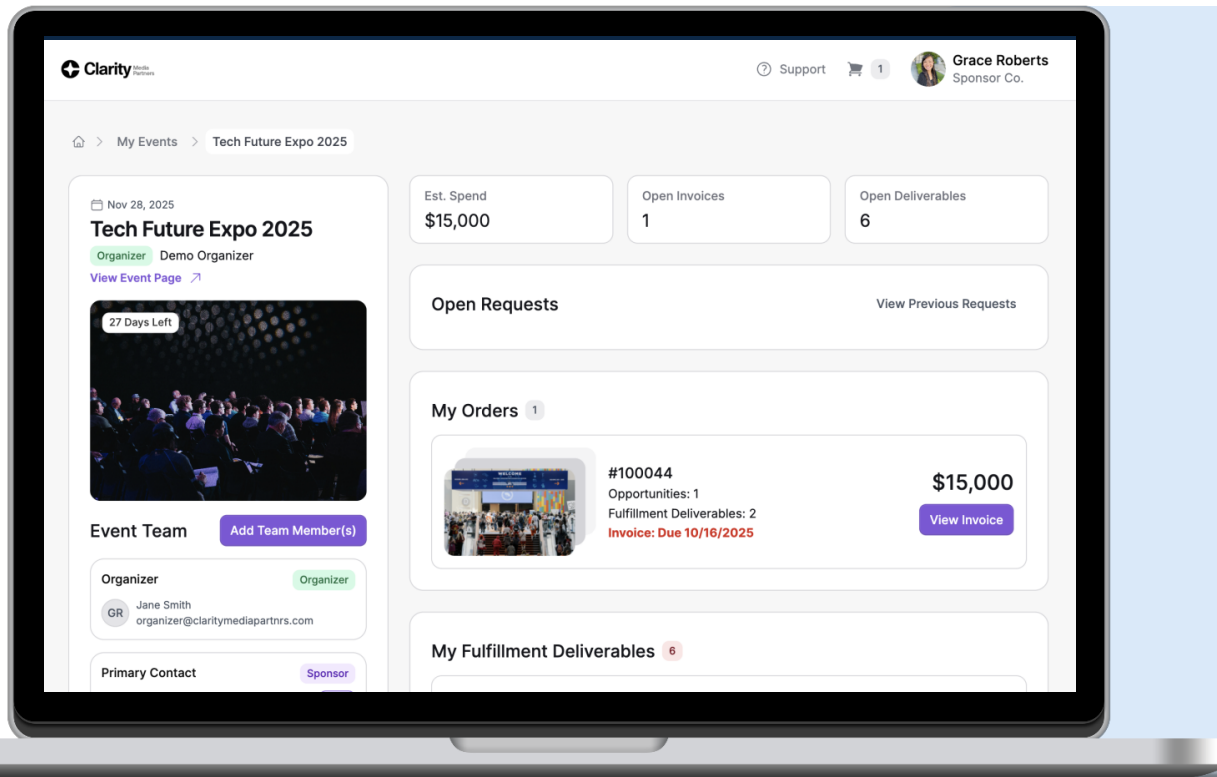
Order ID	Amount	Invoice Due
#100044	\$15,000	Due 10/16/2025

My Fulfillment Deliverables 6

Event Team [Add Team Member\(s\)](#)

- Organizer**
 - Jane Smith (GR) organizer@claritymediapartners.com
- Primary Contact** [Sponsor](#)

Clarity Media Partners



What is Clarity?

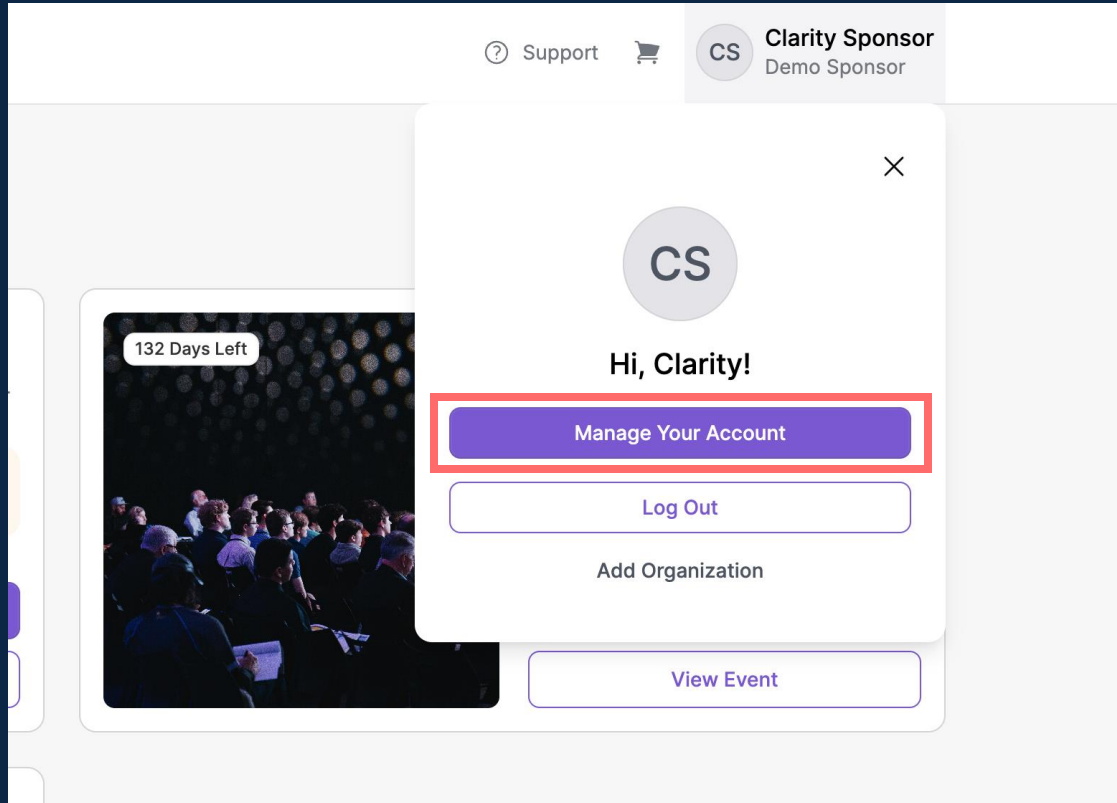
Clarity Media Partners is a platform that will allow you to manage your sponsorship fulfillment tasks all in one place, including:

- Viewing task descriptions, deadlines, and requirements
- Uploading assets
- Communicating and collaborating across teams

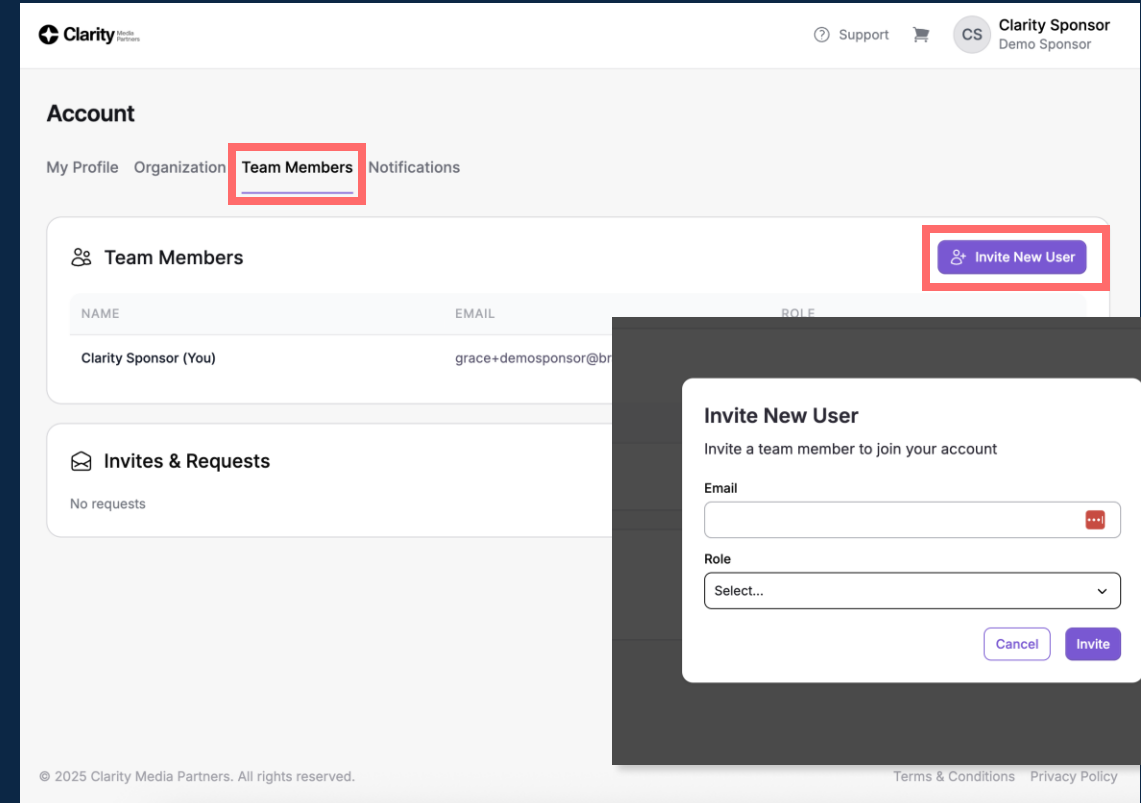
The goal is to make things as easy and efficient as possible to bring your sponsorships to life!

Create an account or log in at <https://app.claritymediapartners.com>

Invite Team Members to Your Account

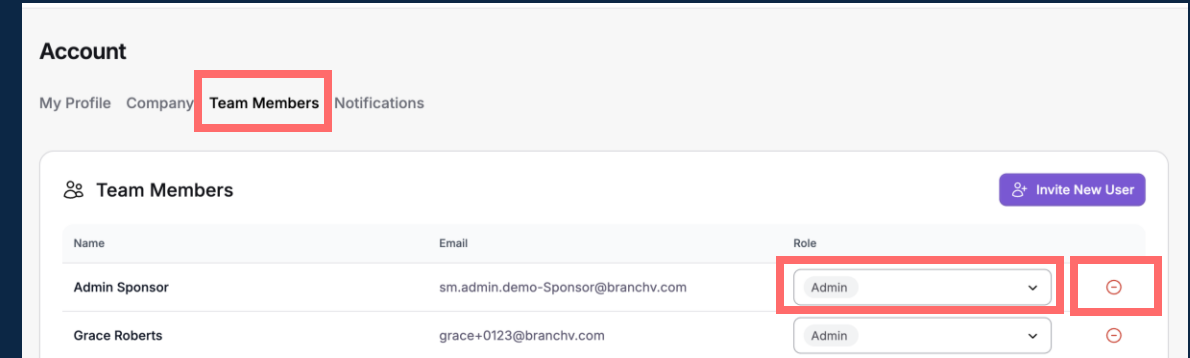
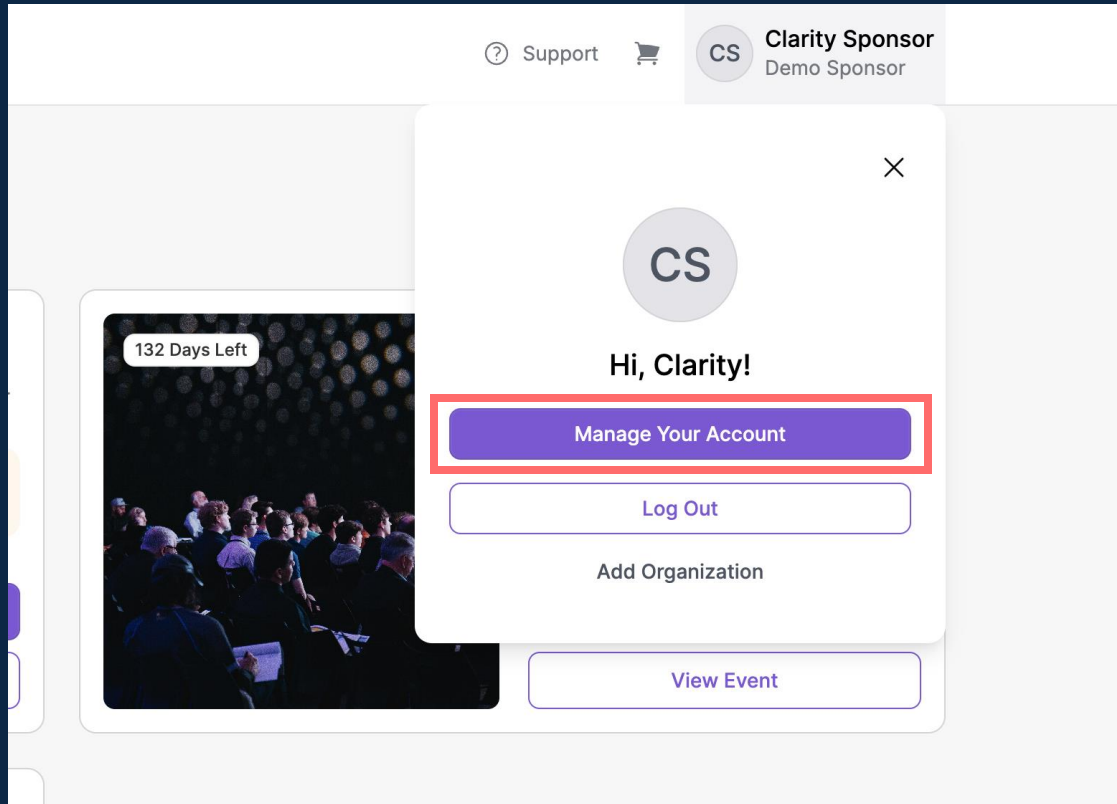


Click your name in the top-right corner of the screen.
Click **“Manage Your Account”**.



On the **Team Members** tab, click **“Invite New User”**.
Enter the email address of the team member and their
role, then click Invite.

Update Team Member Permissions

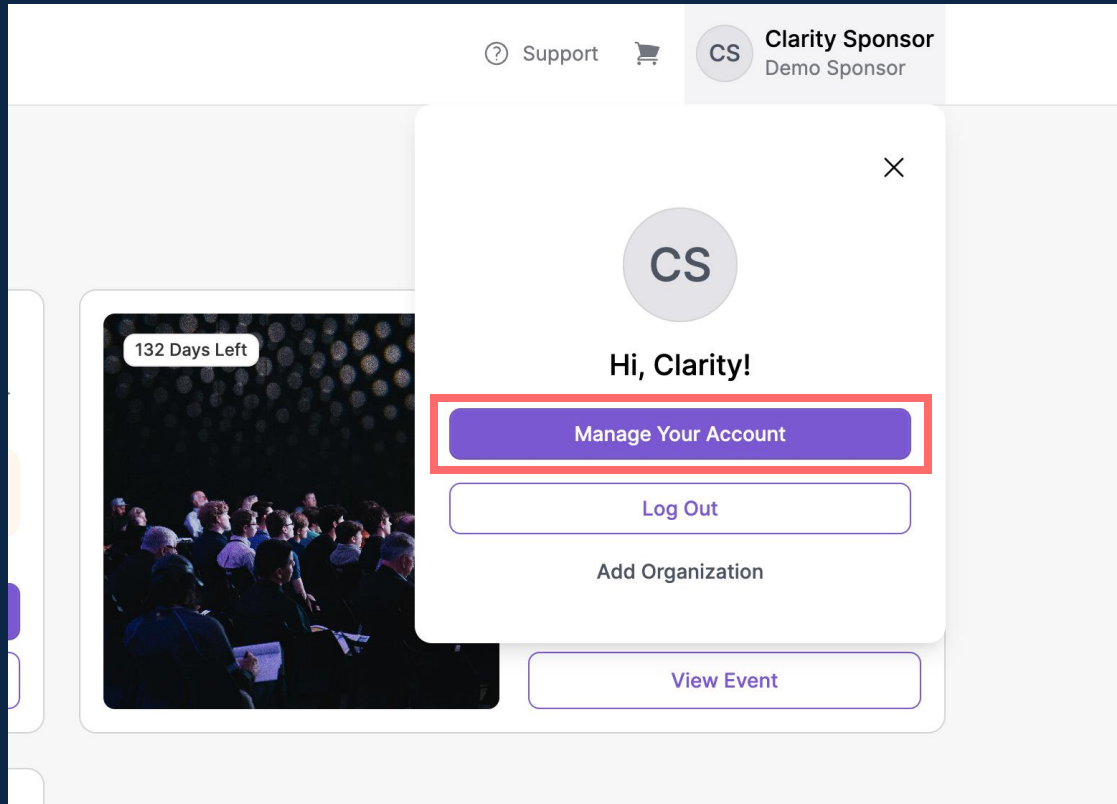


On the **Team Members** tab, select the **dropdown menu under "Role"** to manage roles or select the **red icon** to remove a user from your account.

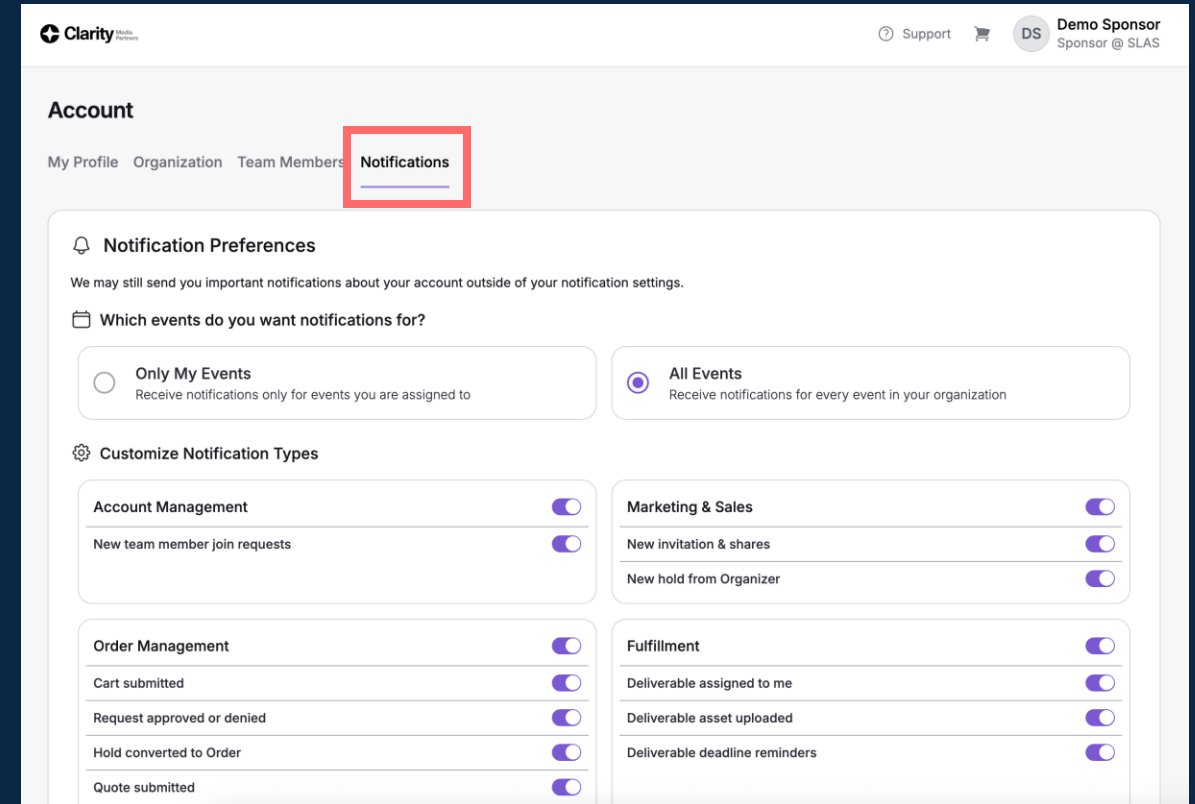
Role	Permission
Admin	Full permissions to manage your team account, sponsorship, purchase, and fulfillment
Editor	Full permissions to do everything as an Admin except manage your team account
View Only	Able to view all aspects of your account but cannot make changes

Click your name in the top-right corner of the screen.
Click **“Manage Your Account”**.

Manage Notification Preferences



Click your name in the top-right corner of the screen.
Click **“Manage Your Account”**.



On the **Notifications** tab, manage your preferences of the communications you'd like to receive. Changes update automatically. By default, all users are opted into all account notifications.

Support

For any support needs, contact support@claritymediapartners.com

Additional training & tutorial videos available are at <https://community.claritymediapartners.com/>

The screenshot displays a dashboard for the event 'Tech Future Expo 2025'. At the top, there is a breadcrumb trail: Home > My Events > Tech Future Expo 2025. The main event card shows the date 'Nov 28, 2025', the title 'Tech Future Expo 2025', and the organizer 'Demo Organizer'. A 'View Event Page' link is provided. Below this is a photo of the event with a '27 Days Left' badge. The 'Event Team' section includes an 'Add Team Member(s)' button and two members: Jane Smith (Organizer) and Grace Roberts (Sponsor). To the right, a summary of financials shows 'Est. Spend \$15,000', 'Open Invoices 1', and 'Open Del 6'. Below this are sections for 'Open Requests', 'My Orders 1' (with order #100044 and an invoice due date of 10/16/2025), and 'My Fulfillment Deliverables 6', which includes 'Cling Artwork' for an 'Escalator Cling' opportunity.