



Fulfilling Your Sponsorships in Clarity

June 2026

The screenshot displays the Clarity Media Partners dashboard for a user named Grace Roberts at Sponsor Co. The main focus is on the 'Tech Future Expo 2025' event, scheduled for November 28, 2025. The dashboard provides a comprehensive overview of the event's financial and operational status.

Event Details:

- Event Name:** Tech Future Expo 2025
- Date:** Nov 28, 2025
- Organizer:** Demo Organizer
- Time Remaining:** 27 Days Left

Financial Summary:

- Est. Spend:** \$15,000
- Open Invoices:** 1
- Open Deliverables:** 6

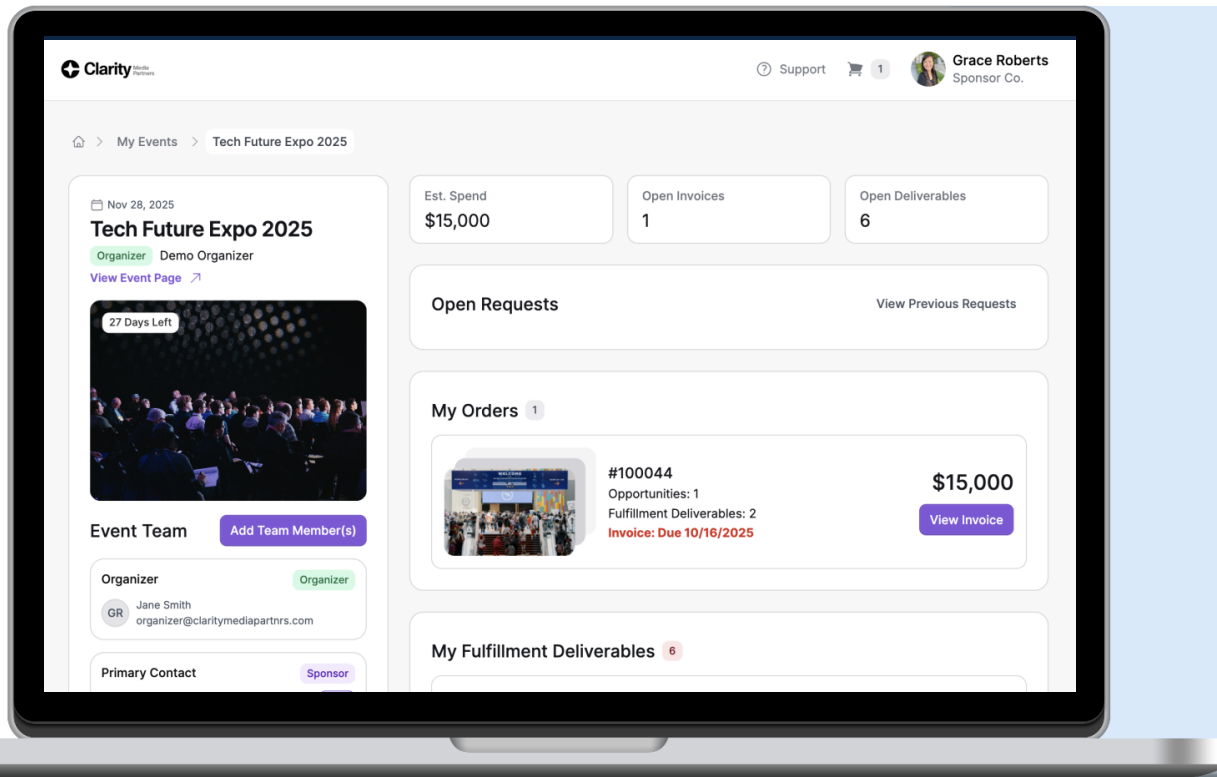
Operational Status:

- Open Requests:** View Previous Requests
- My Orders:** 1 order (#100044) for \$15,000. Details include 1 Opportunity, 2 Fulfillment Deliverables, and an invoice due on 10/16/2025.
- My Fulfillment Deliverables:** 6

Event Team:

- Organizer:** Jane Smith (GR), organizer@claritymediapartners.com
- Primary Contact:** Sponsor

Fulfilling Your Sponsorships in Clarity



What is Clarity?

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

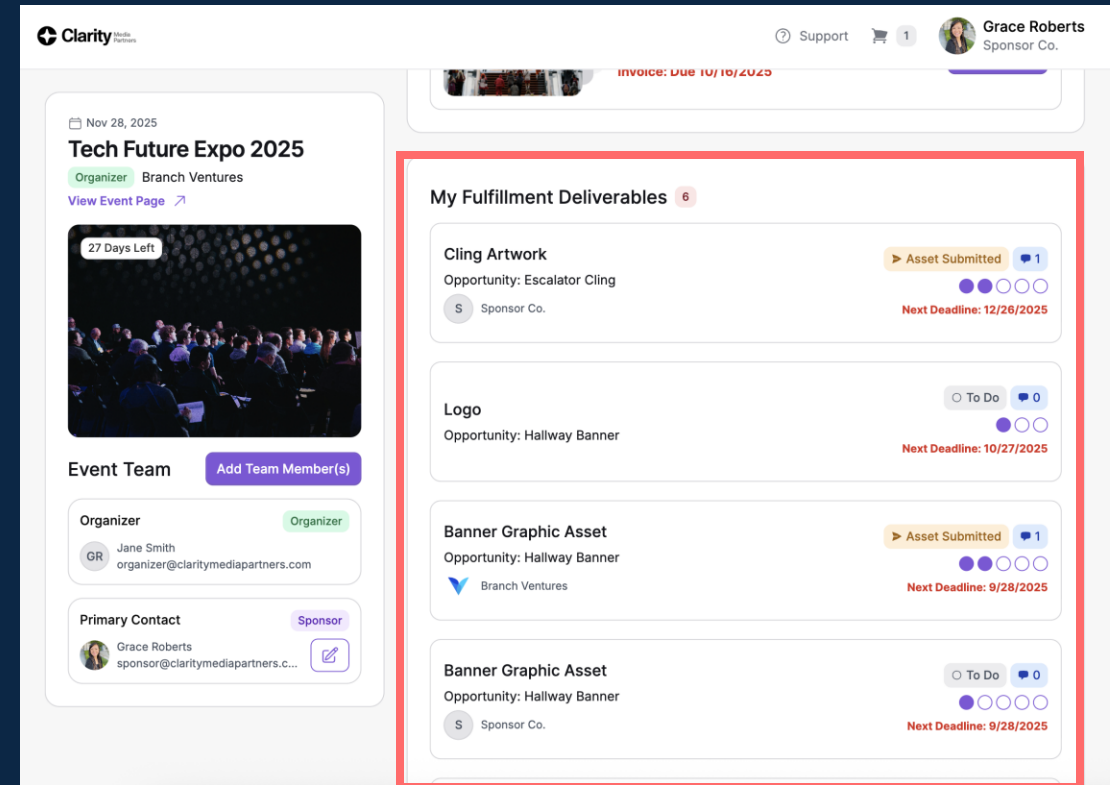
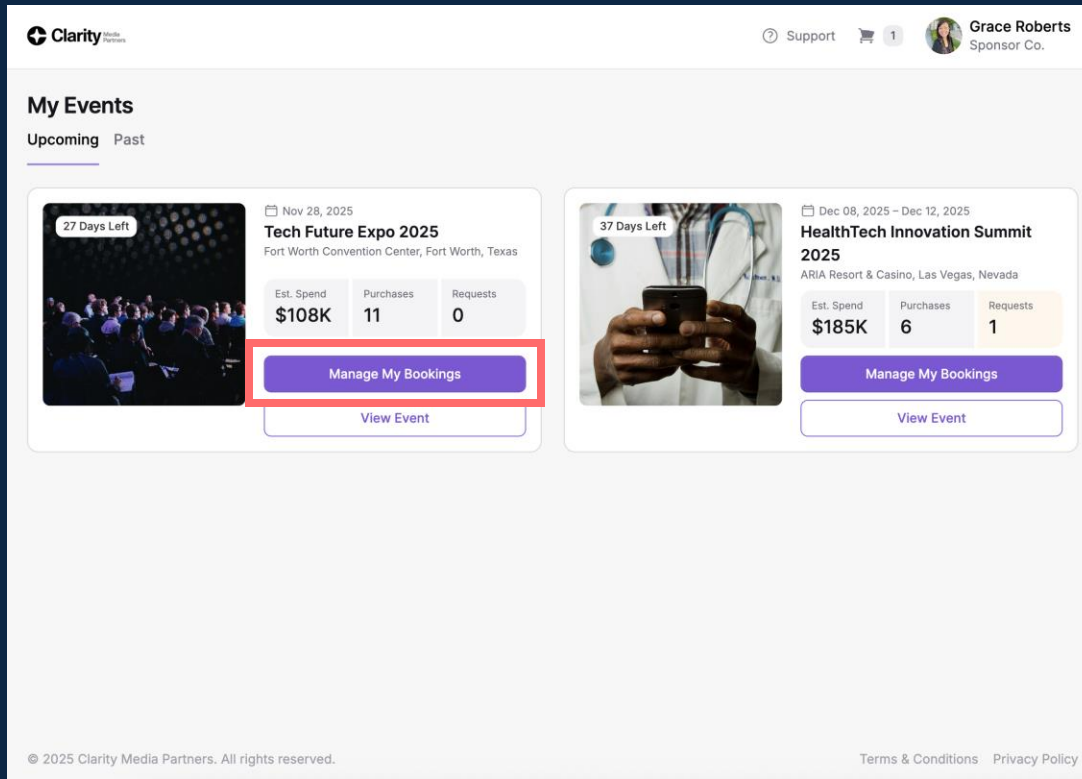
- Viewing task descriptions, deadlines, and requirements
- Uploading assets
- Communicating and collaborating across teams

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>

Manage Fulfillment in Clarity

View Your Fulfillment Deliverables



Once you log in to Clarity ([link here](#)), you'll see a card for each of your events. Click **Manage My Bookings** button.

Scroll down to **My Fulfillment Deliverables**. This is your checklist of what's needed to fulfill your sponsorships. **Click on one of the cards to see details about that task.**

Manage Fulfillment in Clarity

Upload Your Assets

The screenshot shows the Clarity Media Partners interface for managing fulfillment. The top navigation bar includes the Clarity logo, a support icon, a shopping cart with '1' item, and the user profile 'Grace Roberts, Sponsor Co.'. The breadcrumb trail is: My Events > Tech Future Expo 2025 > Orders > #100044 > Hallway Banner > Logo. The main content area is divided into two panels. The left panel, titled 'Logo', contains a 'To Do' dropdown, a 'Sponsor Co.' dropdown, and a card for 'Opportunity Hallway Banner'. Below this, a 'Submission Deadline' of '10/27/2025' is shown. A 'Description' section contains the text: 'Please upload your logo to be used on branding opportunities.' A 'Requirements' section lists: 'Max File Size: 10MB' and 'Min File Size: 1MB'. The right panel shows a progress bar with three steps: 'Submit Asset' (1), 'Asset Review' (2), and 'Approved' (3). Below the progress bar is an 'Assets' table with columns: File Name, Asset Type, Uploaded By, and Upload. An 'Upload File' button is highlighted with a red box and a circled '2'. Below the table are 'Comments' and 'History' sections, both showing '0' items. A 'Comments' section contains the text 'No comments' and an 'Add a comment...' input field with a send button.

1 This is where you can view and manage an individual fulfillment deliverable/task. **The left panel has important details and requirements about this task.**

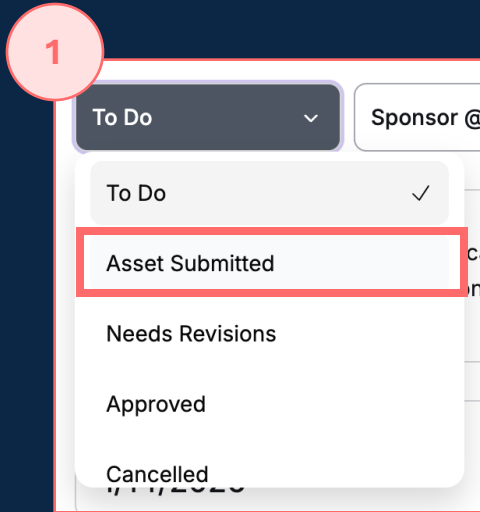
The screenshot shows a modal dialog titled 'Upload files'. It has a close button (X) in the top right corner. The modal contains a 'Requirements' section with a list item: 'Aspect Ratio: 16:9'. Below this is a note: 'Remember to refer to asset requirements for supported formats and max file size'. The main area of the modal is a large dashed box containing a cloud upload icon and the text 'Click to upload or drag and drop'. At the bottom of the modal are 'Cancel' and 'Upload' buttons.

Click **Upload File** to upload your assets (as relevant for the deliverable). You can upload multiple assets to one deliverable.

Manage Fulfillment in Clarity

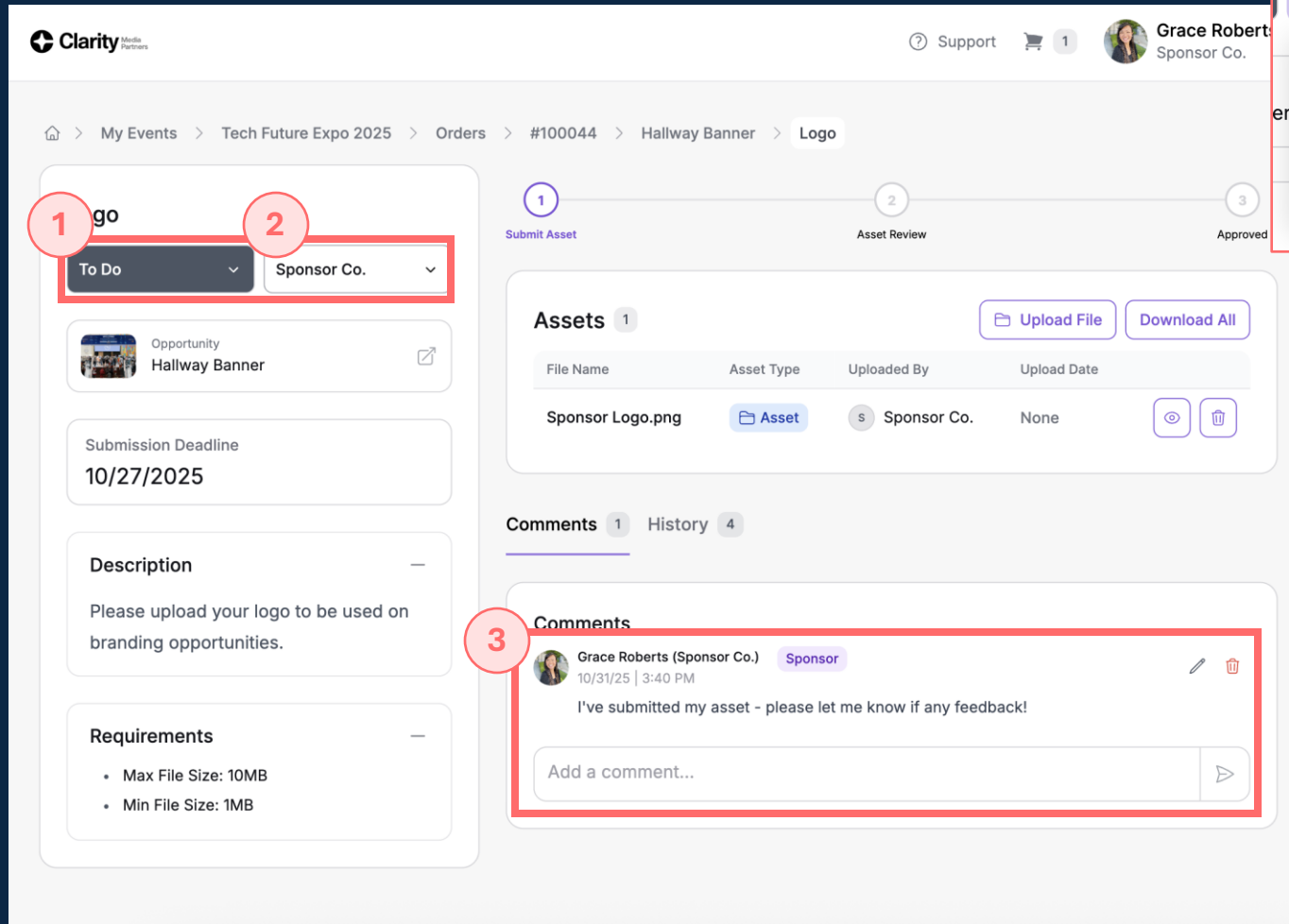
Update Deliverable Status & Assignee

1



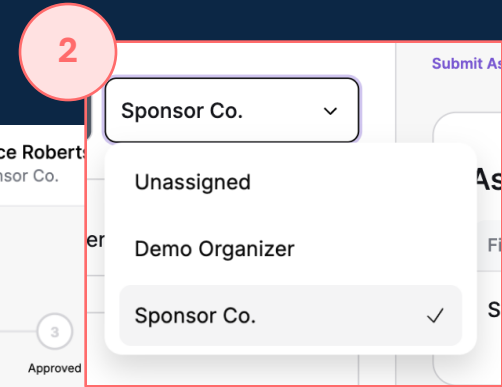
A screenshot of a dropdown menu for updating the status of a deliverable. The menu is open, showing several options: 'To Do', 'Asset Submitted', 'Needs Revisions', 'Approved', and 'Cancelled'. The 'Asset Submitted' option is highlighted with a red box. A red circle with the number '1' is positioned to the left of the menu.

Once you're ready, change the status of the deliverable to **"Asset Submitted"**



A screenshot of the Clarity Media Partners interface. The breadcrumb trail shows: My Events > Tech Future Expo 2025 > Orders > #100044 > Hallway Banner > Logo. The page title is 'Logo'. There are two dropdown menus: one for status (set to 'To Do') and one for assignee (set to 'Sponsor Co.'). A red box highlights these two dropdowns, with a red circle '1' next to the status dropdown and a red circle '2' next to the assignee dropdown. Below the dropdowns is a card for the 'Hallway Banner' opportunity, with a submission deadline of 10/27/2025. A description box contains the text: 'Please upload your logo to be used on branding opportunities.' Below that is a requirements section with two bullet points: 'Max File Size: 10MB' and 'Min File Size: 1MB'. On the right side, there is a progress bar with three steps: 'Submit Asset' (1), 'Asset Review' (2), and 'Approved' (3). Below the progress bar is an 'Assets' table with one row: 'Sponsor Logo.png', 'Asset', 'Sponsor Co.', and 'None'. Below the table is a 'Comments' section with one comment from 'Grace Roberts (Sponsor Co.)' dated 10/31/25 at 3:40 PM, with the text: 'I've submitted my asset - please let me know if any feedback!'. A red box highlights the comment section, with a red circle '3' next to it.

2



A screenshot of a dropdown menu for selecting an assignee. The menu is open, showing several options: 'Sponsor Co.', 'Unassigned', 'Demo Organizer', and 'Sponsor Co.'. The 'Demo Organizer' option is selected, indicated by a checkmark. A red circle with the number '2' is positioned to the left of the menu.

Change the Assignee to the Organizer to notify that this deliverable is ready for review

3

Optionally, add a comment with any relevant notes

Manage Fulfillment in Clarity

Complete All of Your Deliverables

The screenshot displays 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, organized by Demo Organizer. The event is 27 days away. The dashboard is divided into two main sections: "Event Team" and "My Fulfillment Deliverables".

Event Team:

- Organizer:** Jane Smith (organizer@claritymediapartners.com)
- Primary Contact:** Grace Roberts (sponsor@claritymediapartners.com)

My Fulfillment Deliverables (6 total):

- Cling Artwork:** Opportunity: Escalator Cling, Sponsor Co. Status: To Do (1 comment), Next Deadline: 11/28/2025.
- Logo:** Opportunity: Hallway Banner, Demo Organizer. Status: Asset Submitted (1 comment), Next Deadline: 10/27/2025.
- Banner Graphic Asset:** Opportunity: Hallway Banner, Demo Organizer. Status: Asset Submitted (1 comment), Next Deadline: 9/28/2025.
- Banner Graphic Asset:** Opportunity: Hallway Banner, Sponsor Co. Status: To Do (0 comments), Next Deadline: 9/28/2025.
- Banner Graphic Assets:** Opportunity: Hallway Banner A, Demo Organizer. Status: Asset Submitted (2 comments).

That's it!

Continue through your deliverable task list to complete all items. You'll see the status update in real time as changes are made.

You will also receive emails notifying you of key actions: new deliverables assigned to you, new comments added, etc.

Log in at:

<https://app.claritymediapartners.com>


Additional Actions

Reference Guide

Home > My Events > Tech Future Expo 2025

Nov 28, 2025
Tech Future Expo 2025
Organizer Demo Organizer
[View Event Page](#)

27 Days Left



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

Organizer Organizer
Jane Smith
organizer@claritymediapartners.com

Primary Contact Sponsor
Grace Roberts
sponsor@claritymediapartners.com

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

Open Requests [View P...](#)

My Orders 1

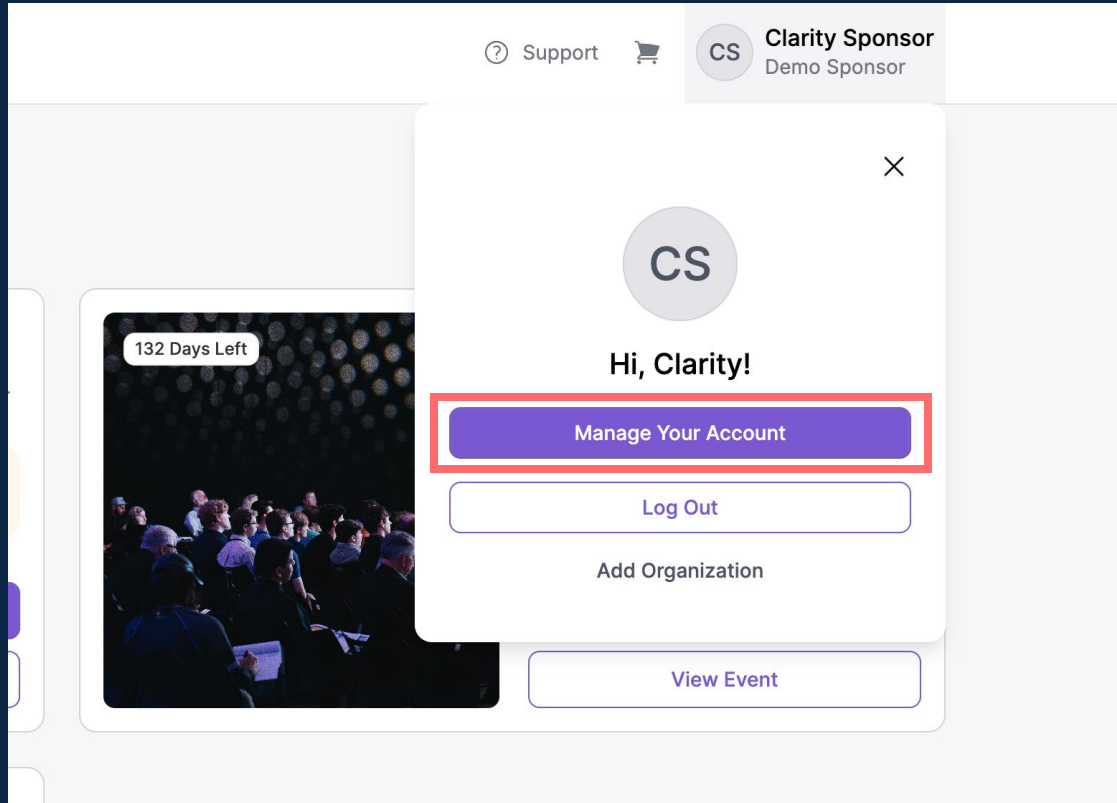
#100044
Opportunities: 1
Fulfillment Deliverables: 2
Invoice: Due 10/16/2025

My Fulfillment Deliverables 6

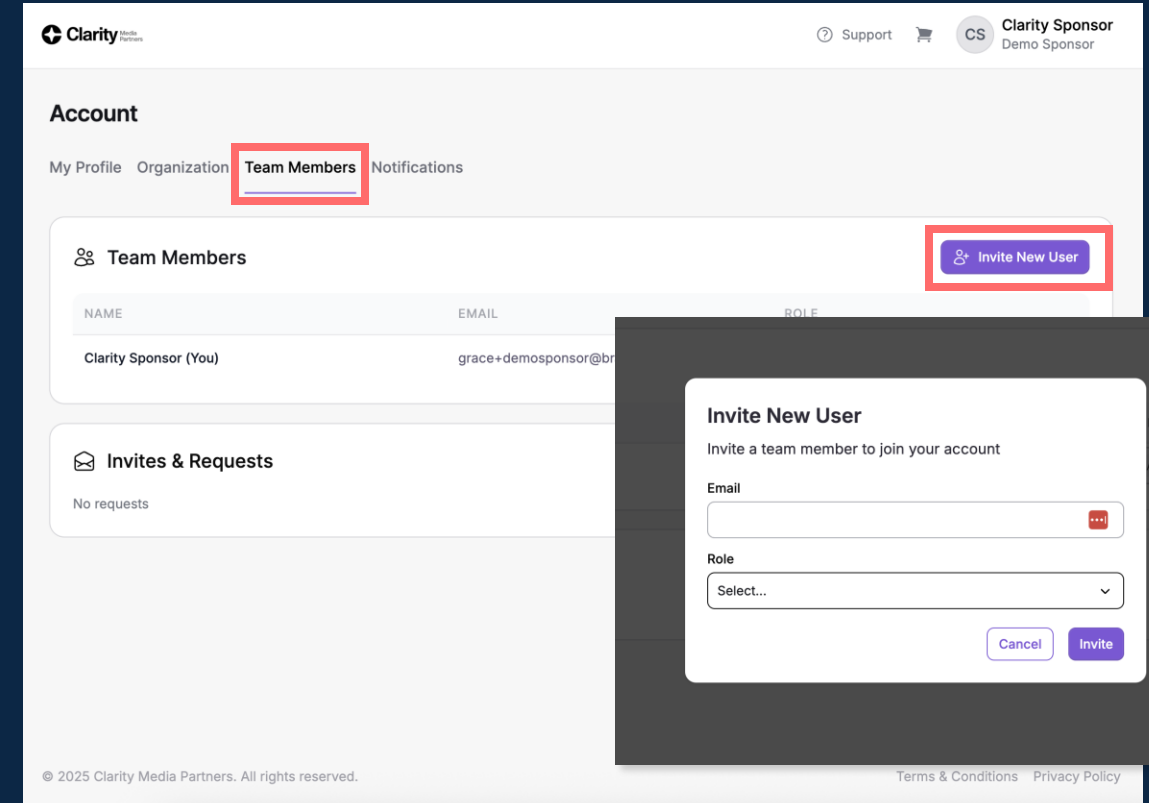
Cling Artwork
Opportunity: Escalator Cling

Additional Actions

Invite Team Members to Your Account



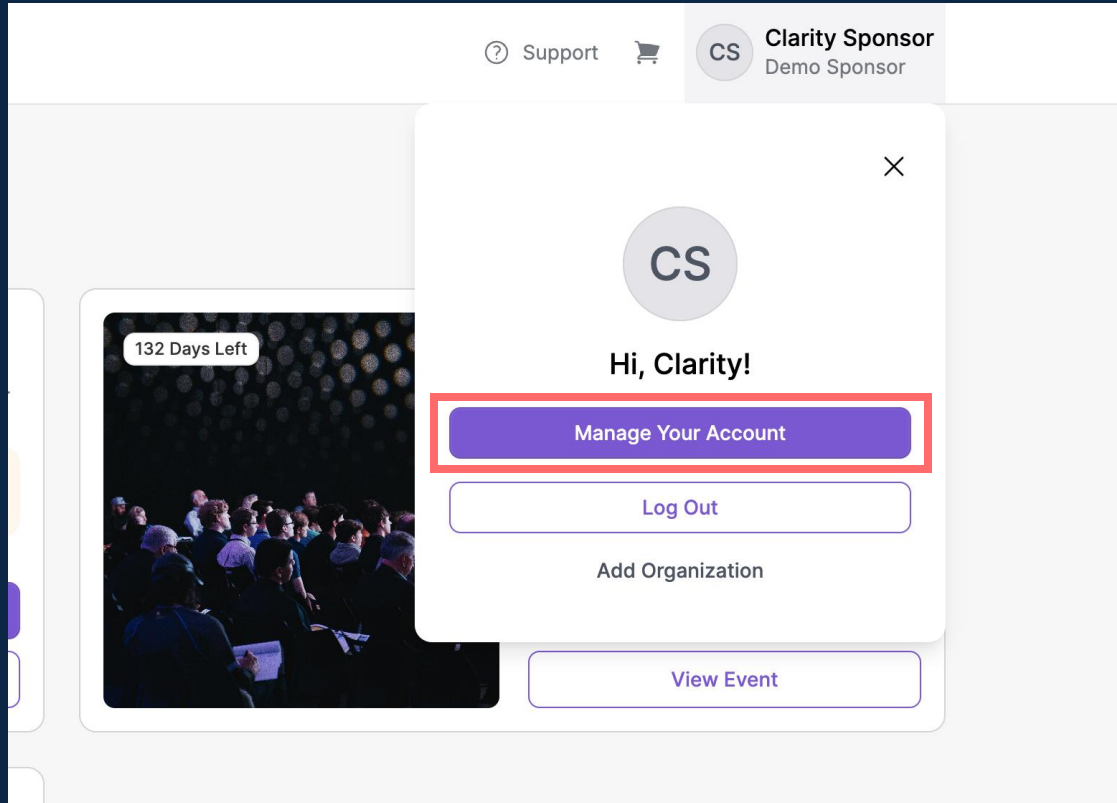
Click your name in the top-right corner of the screen.
Click **“Manage Your Account”**.



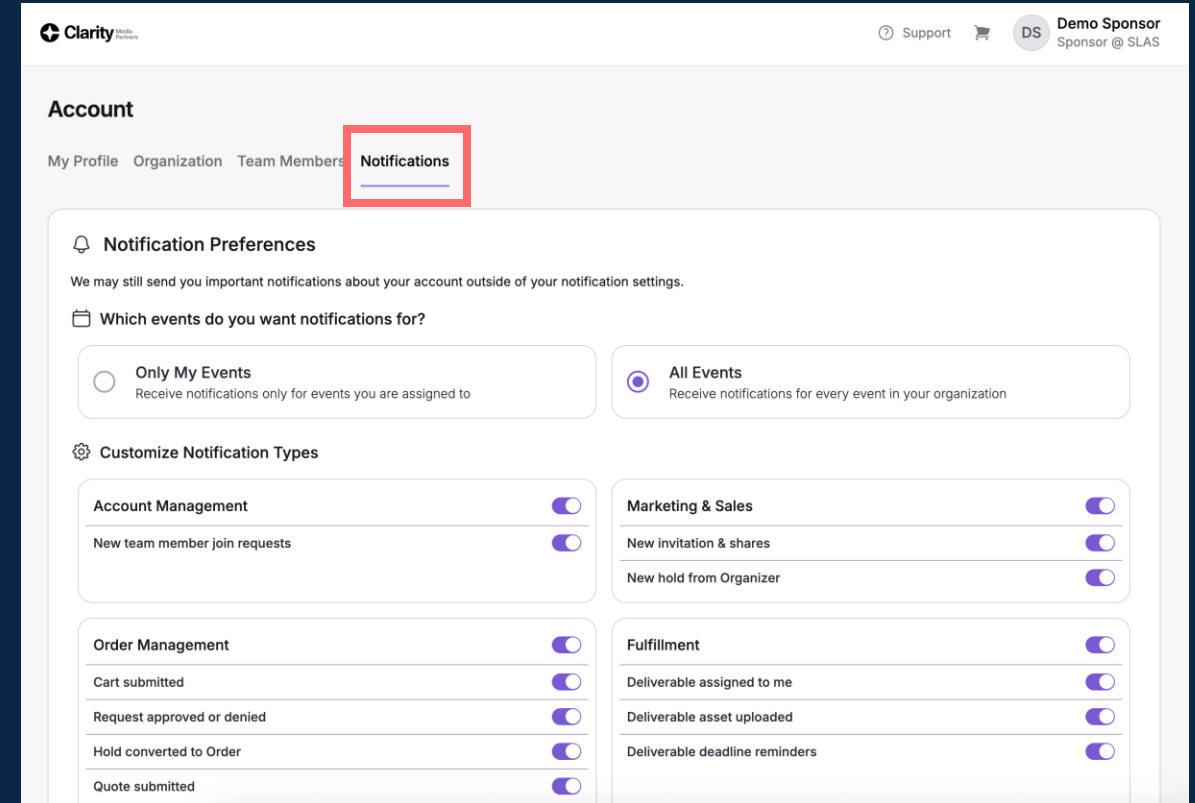
On the **Team Members** tab, click **“Invite New User”**.
Enter the email address of the team member and their role, then click Invite.

Additional Actions

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.

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' on Nov 28, 2025. The organizer is 'Demo Organizer'. A '27 Days Left' badge is shown above a photo of the event. The 'Event Team' section lists Jane Smith as the Organizer and Grace Roberts as the Primary Contact (Sponsor). On the right, summary cards show 'Est. Spend \$15,000', 'Open Invoices 1', and 'Open Del 6'. Below these are sections for 'Open Requests', 'My Orders 1' (with order #100044 and an invoice due 10/16/2025), and 'My Fulfillment Deliverables 6', including 'Cling Artwork' for an Escalator Cling.