

# Sponsorship Portal App

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The Sponsorship Portal allows potential event sponsors to see what Sponsorship Packages are available, and what each one includes, then select and purchase a package directly through the portal.

## Setting up the Sponsorship Portal [App]

### Details

As for all apps/portals, you need to set up a name, Alias (URL), brand, live dates, and messaging for before and after the app is live. [Read this article for more information.](#)

### Localization

#### Changing the wording in the app/portal

Changes made to the default language in Application Settings will affect all events. However, you can still make unique local changes for each portal in each event in the Portal Setup. [Read more about Localization.](#)

### Content

- **Navigation Text** – select the navigation text you want for the following headings in the portal menu:
  - Home Page
  - New Package
  - Existing Packages
  - Update Contact Details
  - Invoice and Payment

Configure the Heading, page Content, and additional info for the following portal pages:

- **New Account Page**
- **Landing Page**
  - Include Available Packages List
  - Available Packages Heading
  - Available Packages List Package

- Available Packages List amount
- Include New Package
- Do not show inclusion values
- Home Page
- New Package Page
  - Include Terms and Conditions
  - Terms and Conditions Heading
  - Terms and Conditions Content
  - New Package Email Merge Document
  - Raise Alert When a New Package is Booked
- Existing Package Page
  - **Company Profile** – tick "Include Company Profile", change the Label (if desired), and edit the Instructions (HTML).
  - **Brochure** – tick "Include Brochures", change the Label (if desired), and edit the Instructions (HTML).
  - **Logo** – tick "Include Logo", change the Label (if desired), and edit the Instructions (HTML).
  - **Order Additional Items** – tick "Include Order Additional Items", change the Label (if desired), and edit the Instructions (HTML).
  - **Cancel Package** – tick "Include Cancel Package", change the Button Text (if desired), and set the "Allow Cancellation up to" date.
  - **Additional Information** – tick "Include Additional Information", change the Label (if desired), and edit the Instructions (HTML).
  - **Custom Fields (1-10)** – include up to 10 user-defined custom fields. For each one, tick the "Required" box, change the Field Heading, and edit the Instructions (HTML).
- Update Contact Details Page
  - **Contact Interactive Form** – use this Interactive Site for entry of Contact details.
- Invoice and Payment Page
  - **Payment Schedule** – tick "Include Payment Schedule", change the Heading (if desired), and edit the Content (HTML).
  - **Invoices** – tick "Include Invoices", change the Heading (if desired), and edit the Content (HTML).
  - **Bank Account Details** – change the Heading (if desired), and edit the Content (HTML).
- **Additional Pages** – allows up to 3 custom pages, for whatever additional info you need. Set the Navigation Text label, the Heading, and the Content for each one.
- **Additional Interactive Sites** – include links to other Interactive Sites. Up to 3 can be included.

## Using the Sponsorship Portal

### Welcome (Landing Page)

The Welcome page will display a list of all available Sponsorship Packages. Users can click **Inclusions** to see exactly

what is included in each Package.

To purchase a package, or review a previous purchase, a user must log in to an existing account, or create a new account.

## Home

The home page can display a welcome message, and any other basic information required.

## New Package

If this is a user's first time booking a package, they need to create a primary contact by clicking the **Create Contact** button.

When ready to book a package, they can choose from the **Package** drop down menu.

A potential sponsor must agree to the Terms and Conditions before clicking on the **Book Package** button.

## Existing Packages

Sponsors can review all Sponsorship Packages they've purchased. Each Package has the following features:

- **Edit Company Profile** – Displayed to anyone using the Attendee App; an opportunity to give an overview of the sponsor organization.
- **Add / Remove Brochure** – The sponsor's brochure will be visible to attendees via the Attendee App.
- **Upload Logo** – This will be used in the Attendee App and on any relevant signage.
- **Order Additional Items** – If a sponsor wants additional services, they can be ordered here. Extra costs are added to the sponsor's invoice.
- **Book** – this can launch any Interactive Site (configured in **Additional Interactive Sites**) to order other items.
- **Cancel** – Cancels this Sponsorship Package.

## Update Contact Details

The **Contact Interactive Form** (defined in **Update Contact Details Page**) can be used by sponsors to review or edit contact details.

## Invoice and Payment

Selecting **Create Invoice** will generate the invoice for the sponsorship purchase.

Selecting **View Invoice** allows the sponsor to see the generated invoice.

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