



www.eventsponsor.com

Website User Manual

CONTENTS

Introduction.....	2
Registration.....	3
Homepage.....	4
Welcome To Event Sponsor.....	5
Featured Events.....	6
Event Categories.....	7
Search By Location.....	8
Blog.....	9
Website Footer.....	10-14
Available Events.....	15-16
Search By Category.....	17
How To Setup Your Account.....	18
My Account.....	19
Personal Information.....	20
Event Host Information.....	21
Contact Info.....	22
Banking Details.....	23
Packages.....	24
Milestones.....	24
Notifications.....	25
Cart.....	25
How To Create A Listing.....	26-29

INTRODUCTION

Event Sponsor connects events and sponsors to event hosts seamlessly. We check every host and sponsor to make sure everything is legit.

This guide will take you through the many useful features and functions of **Event Sponsor** and will help you to get the most out of your experience.



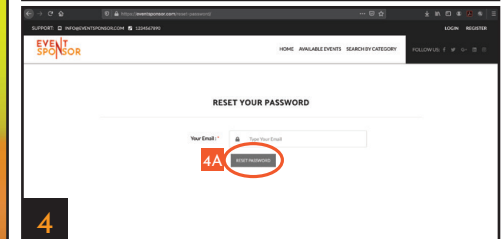
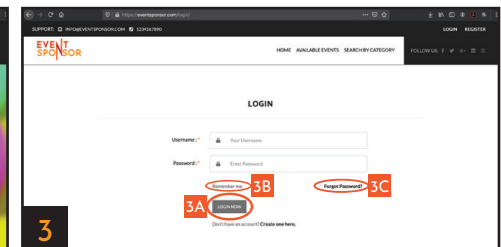
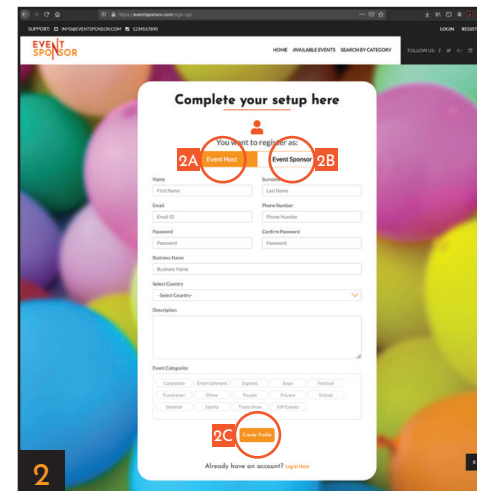
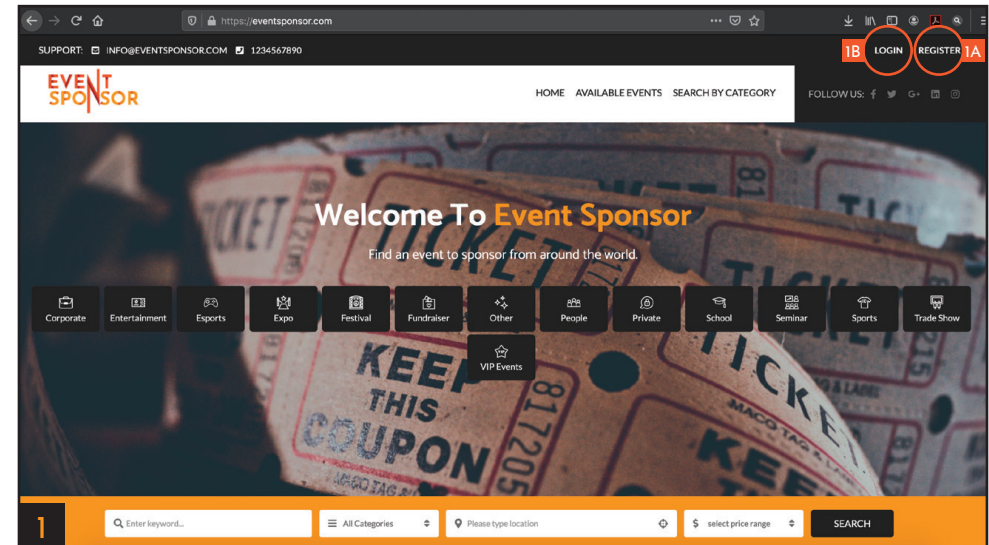
REGISTRATION

First time users 1

Click on the link "REGISTER".^{1A} This will take you to the sign-up page, "Complete your setup here".² You have to choose whether you want to register as an **Event Host**^{2A} or an **Event Sponsor**^{2A} by clicking on the appropriate one. You then can give us some details about yourself in the required fields. In the description field, you can give a description of what type of events you want to host or sponsor. In the Event Categories, you can choose by clicking on a single category or multiple categories. Once all the required fields are filled in, click on the button "Create Profile" to complete the registration process.^{2C}

Existing users 1

Click on the link "LOGIN".^{1B} This will take you the login page.³ Enter the username and password you chose during your initial registration process, click on the button "LOGIN NOW"^{3A} to complete your login. If you select the "Remember me"^{3B} link before login, you'll be signed in automatically next time you visit the site. If you have forgotten your password, click on the link "'Forgot Password?'"^{3C} This will take you to the reset-password page.⁴ Enter your email in the required field and click on the button "Reset Password".^{4A} A link will be sent to the email, that you filled in the field, to reset your password.

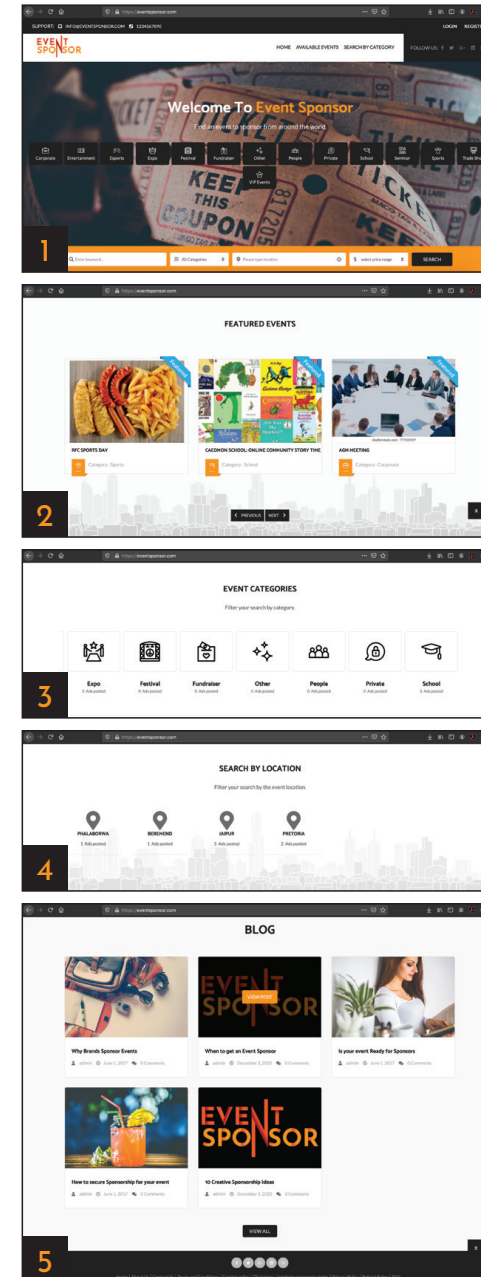


HOMEPAGE

Upon visiting the website www.eventsponsor.com you will be on the homepage.

The homepage is divided into five parts as you scroll down the homepage:

- Welcome To Event Sponsor 1
- Featured Events 2
- Event Categories 3
- Search By Location 4
- Blog 5



Welcome To Event Sponsor

Website Header: 1A

- To the left is the support details, which consist of an email address and phone number.
- To the right are the “LOGIN” and “REGISTER” links.

Menu Bar: 1B

- Event Sponsor logo. The logo is also a link to the home-page. If you click on the logo while on any page on the website, it will take you to the home page. 1C
- Menu bar links to the main different pages of the website. Home, Available Events and Search By Category. When you click on either of the links it will take you to the web page of the corresponding link you clicked on. 1D
- Social Media icon links. These icons are links, when clicked on, it will take you to the respective social media presence of Event Sponsor. 1E

To find an event to sponsor from around the world you can click on one of the event category icon links. 1F This will take you to a page showing you how many events there are in that category and the location of where the event is around the world.

Search Bar: 2

The search bar allows you to search by entering a keyword 2A, or select an event category 2B, or search by a specific location 2C and to select your price range 2D. After adding in your search specification click on the “SEARCH” button 2E. This will take you to a page showing you how many events there are that match your requirements and the location of where the event is around the world.

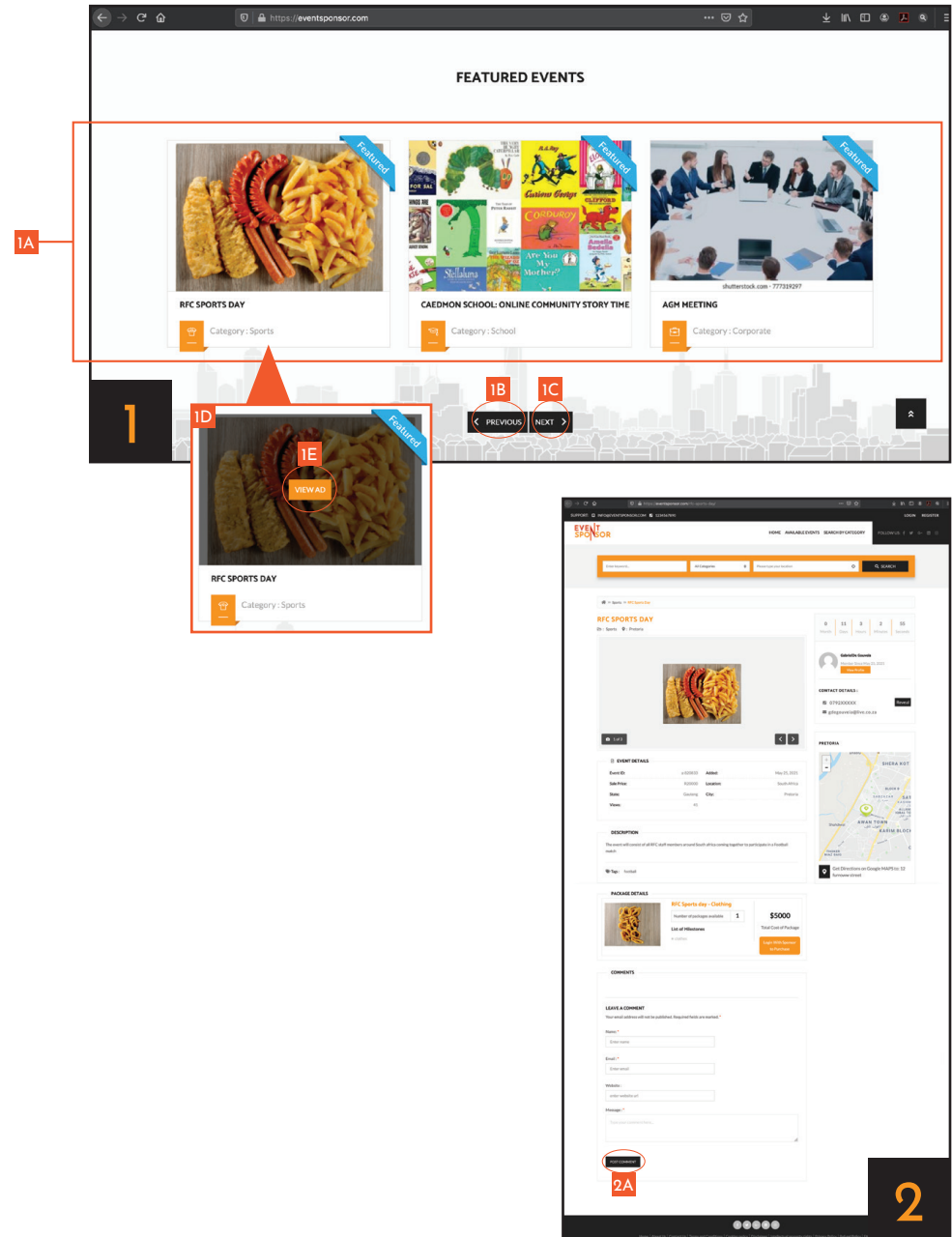


Featured Events

Featured Events shows a slideshow of events looking for sponsors **1A**. Which will show an image description of the event, the name of the event, and category.

You can also click on the “PREVIOUS” **1B** or “NEXT” **1C** buttons to scroll through the different events listed.

You can hover over the image of the event on the slide-show **1D** and if you click on the button “VIEW AD” **1E**. This will take you to the page with the full event details **2**. Here you will find the event details, the status of the event, the host details, a map of the location of the event, and package details for the event. You can also leave a comment on the event page, fill in the required fields and click on the button “POST COMMENT” **2A** to submit.

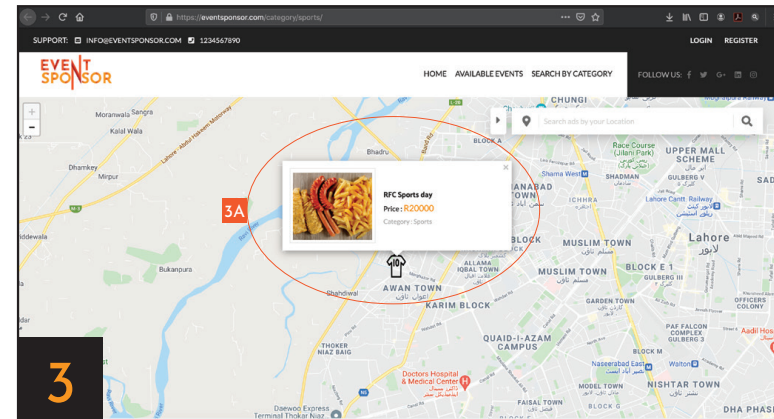
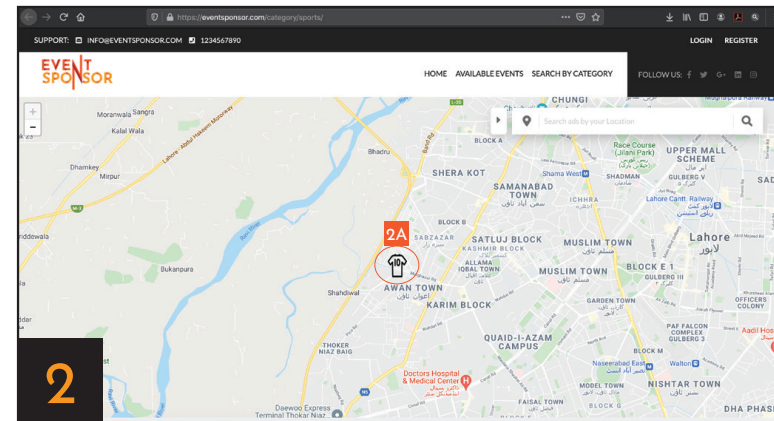
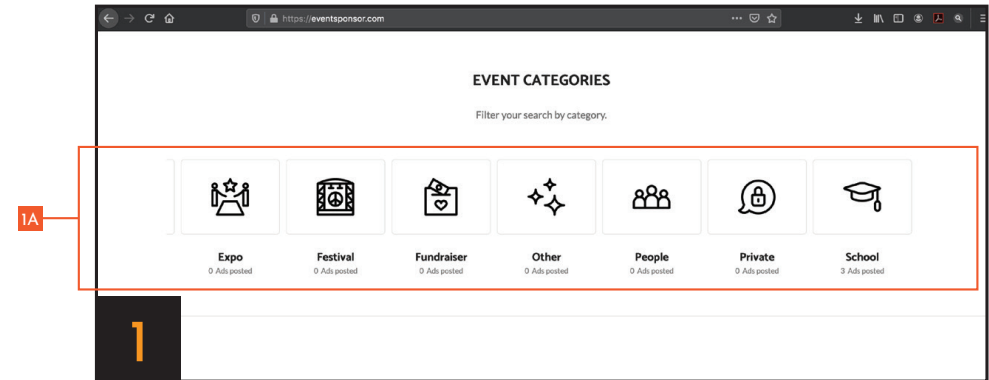


Event Categories

Here you can search by category¹. This has a slideshow of the categories, listed by category icon, category name, and how many ads are in the specific category. ^{1A}

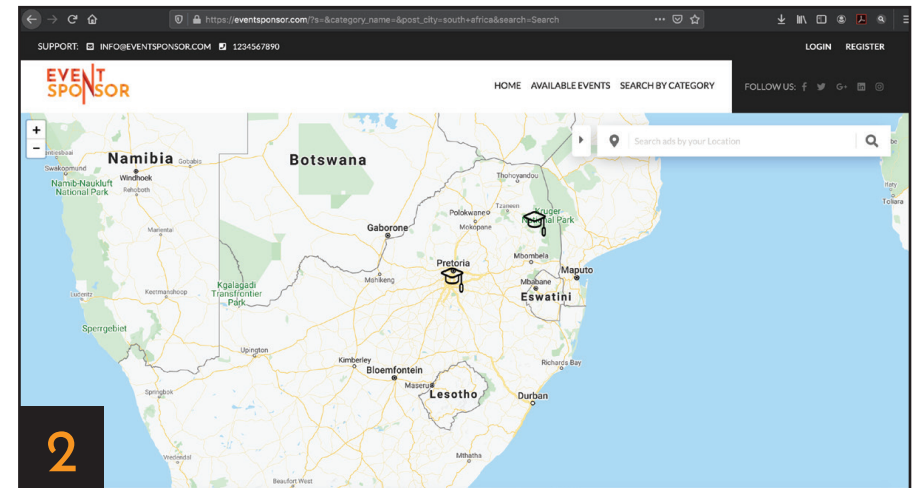
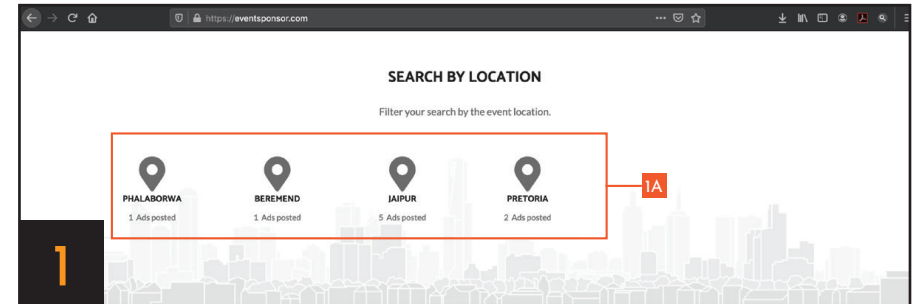
You can click on a category on the sideshow. This will take you to a page showing you how many events there are in that category and the location of where the events are around the world. ²

If you click on the category icon where it shows you the location of the event on the map^{2A}, a pop-up^{3A} will show an image description of the event, the name of the event, category and price range. By clicking the pop-up, this will take you to the page with the full event details of which you clicked on.



Search By Location

Here you can search by location **1**. This has a list of locations, represented with a location icon, location name, and how many ads are in that location **1A**. By clicking on the location name, which is a link, this will take you to a page showing you the location and how many ads there are in that location. **2**

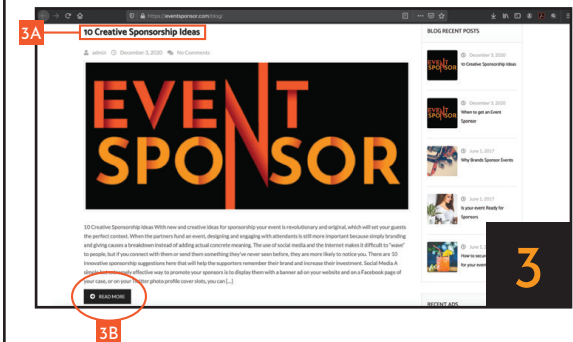
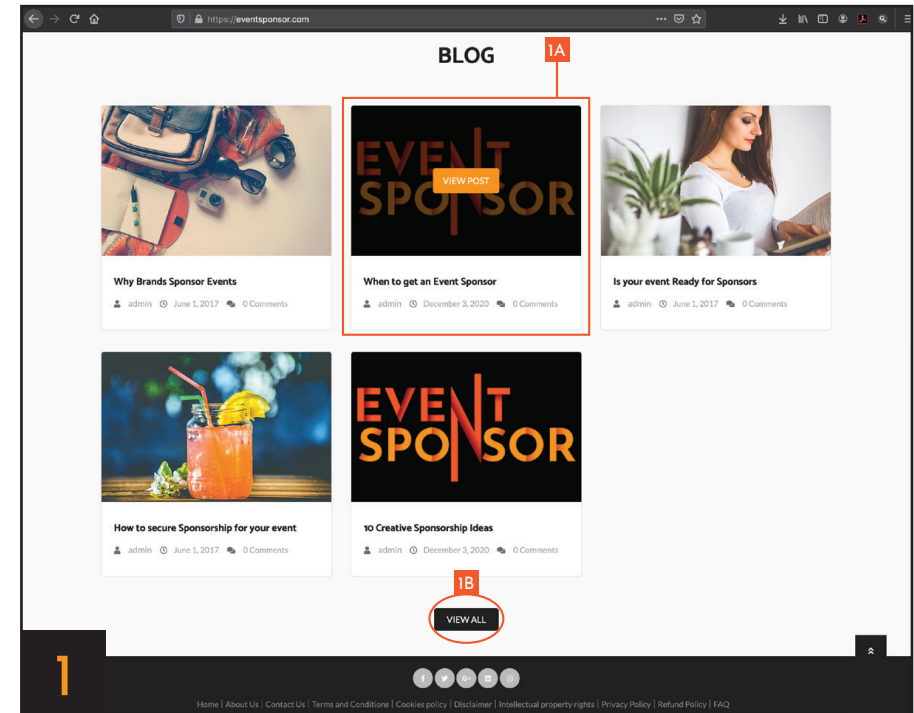


Blog

This has a list of our blog posts **1**. Here each blog post is represented by an image description, Blog post title, author of the blog, the date of when the blog was posted, and how many comments there are for that specific blog post.

You can hover the image and click on the button “VIEW POST” **1A**. This will take you to the page of that specific blog post **2**. Here you can read the complete blog post. To the right on this page, you will find “BLOG RECENT POSTS”. This has a list of recent blog posts links, which will take you to the complete blog post page that you clicked on. Below “BLOG RECENT POSTS” you will find “RECENT ADS”. This has a list of recent ads links, which will take you to the page of the ad with the full event details of which you clicked on.

You can also click on the button “VIEW ALL” **1B**. This will take you to the blog page **3**. Here you will find the blog posts listed by blog post title, author, date of the blog post, how many comments there are for that blog post, image description, a short preview of the blog post, and the button “READ MORE”. When you click on either the blog post title **3A**, which is also a link, or the button “READ MORE” **3B**, this will take you to the page of the complete blog post that you have clicked on.



Website Footer

- Social Media icon links **1A**. These icons are links, when clicked on, it will take you to the respective social media presence of Event Sponsor.

- Links to different pages of the website: **1B**

“Home” link **2** - This will take you to the homepage of the website.

“About Us” link **3** - This will take you to the about-us page. Here you can read an overview about us.



Website Footer

“Contact Us” link **4** - This will take you to the contact-us page. Here you will find the CONTACT FORM. Fill in the required fields, type in a message. Complete the “Human Test” **4A**, to verify that you are not a bot, by answering the Security Question in the required field. When all the required fields are filled, click on the button “SEND MESSAGE” **4B** to complete the process and we will get back to you. Alternately you can find our CONTACT INFO to the right, where you will find our location of business, email address and number.

“Terms and Conditions” link **5** - This will take you to the terms-and-conditions page. Please take a few minutes to review the full terms and conditions.

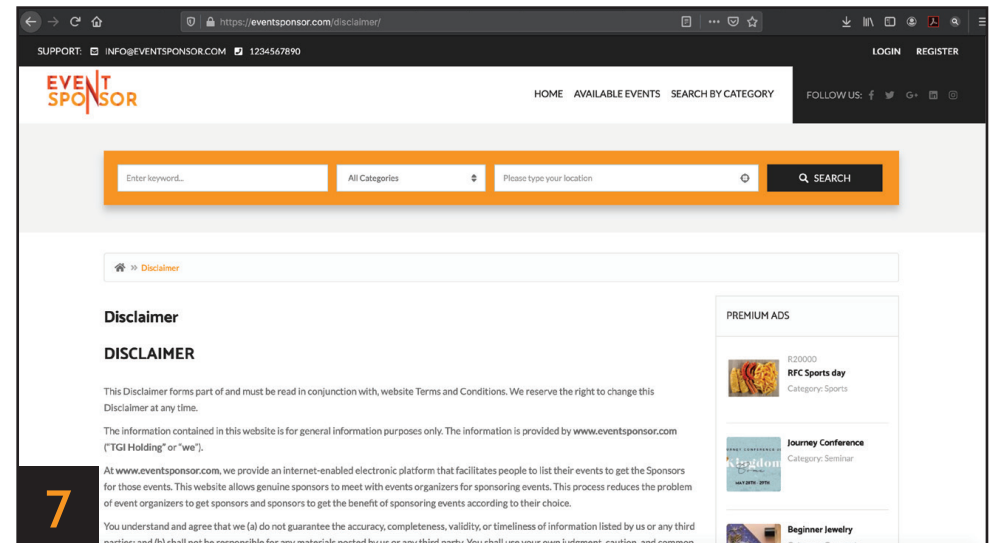
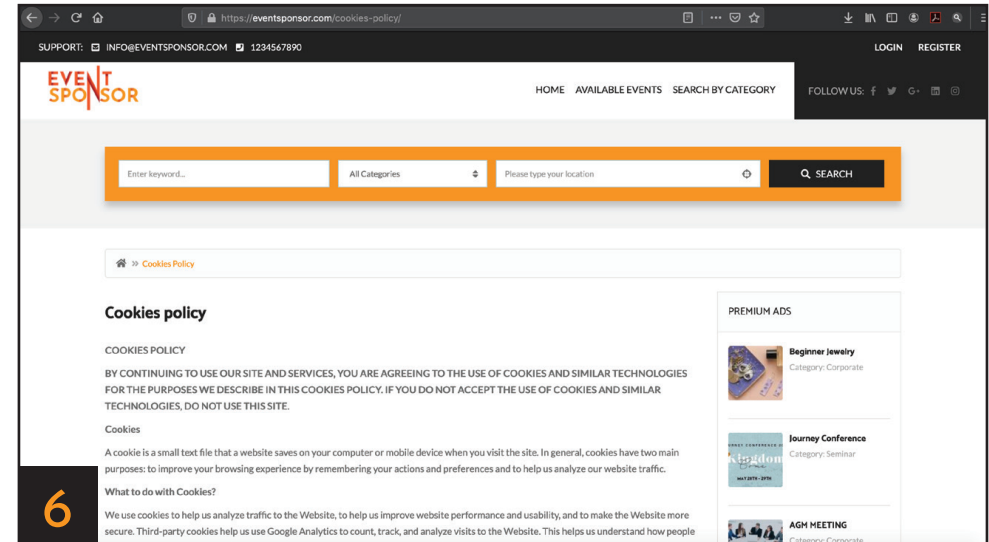
4

5

Website Footer

“Cookies Policy” link **6** - This will take you to the cookies-policy page. This gives a description on what cookies, what they do, and their functions they provide for the website.

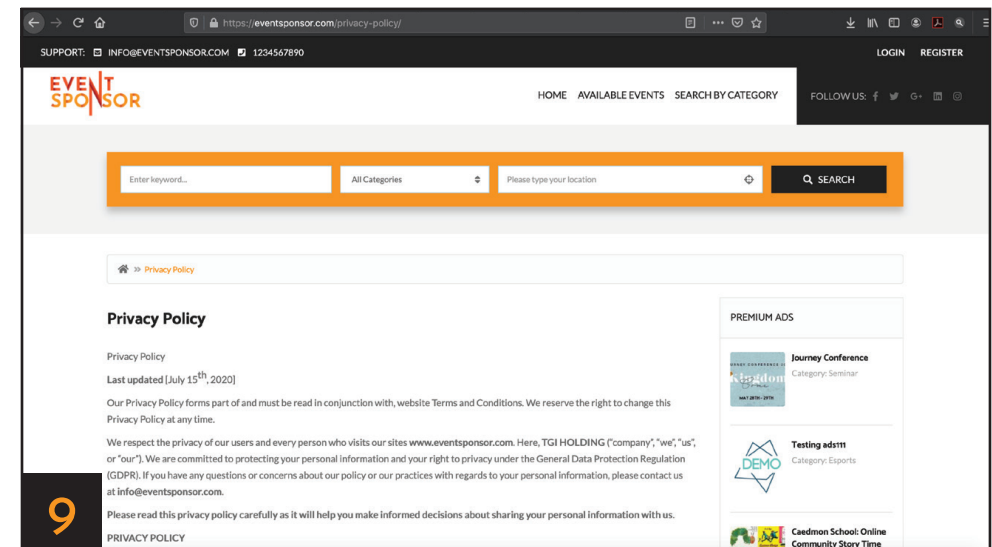
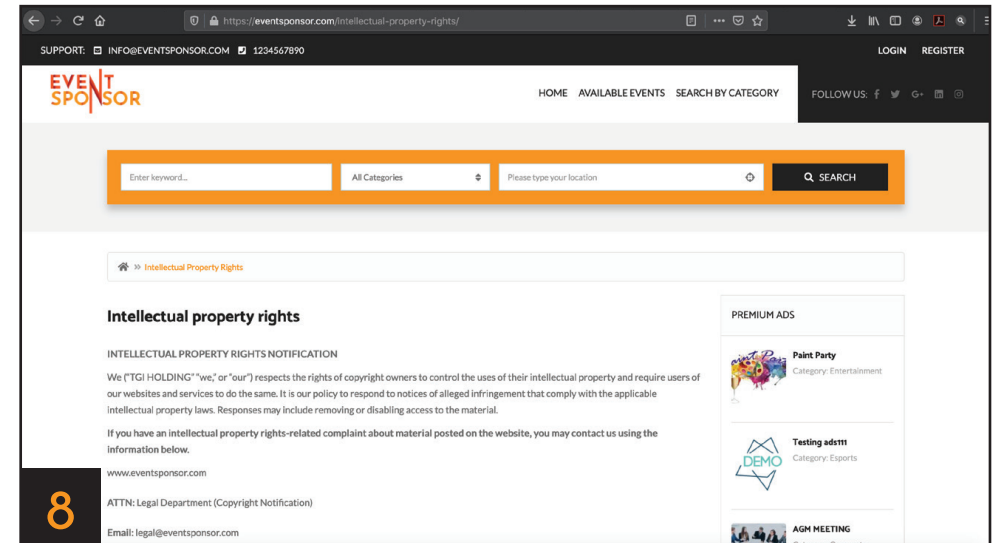
“Disclaimer” link **7** - This will take you to the disclaimer page. Here you can review our disclaimer which forms part and must be read in conjunction with the website Terms and Conditions.



Website Footer

“Intellectual Property Rights” link **8** – This will take you to the intellectual-property-rights. Here you can review our policy on copyright.

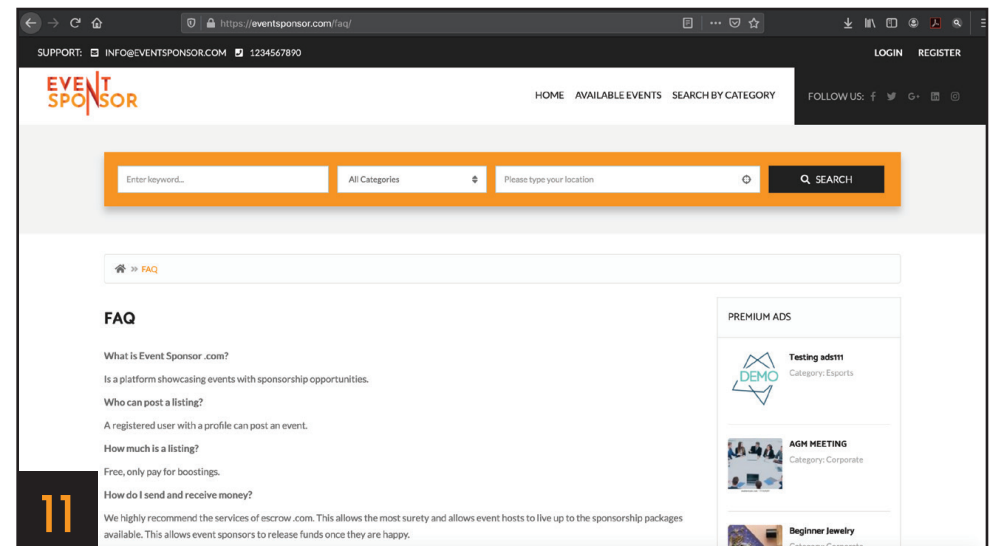
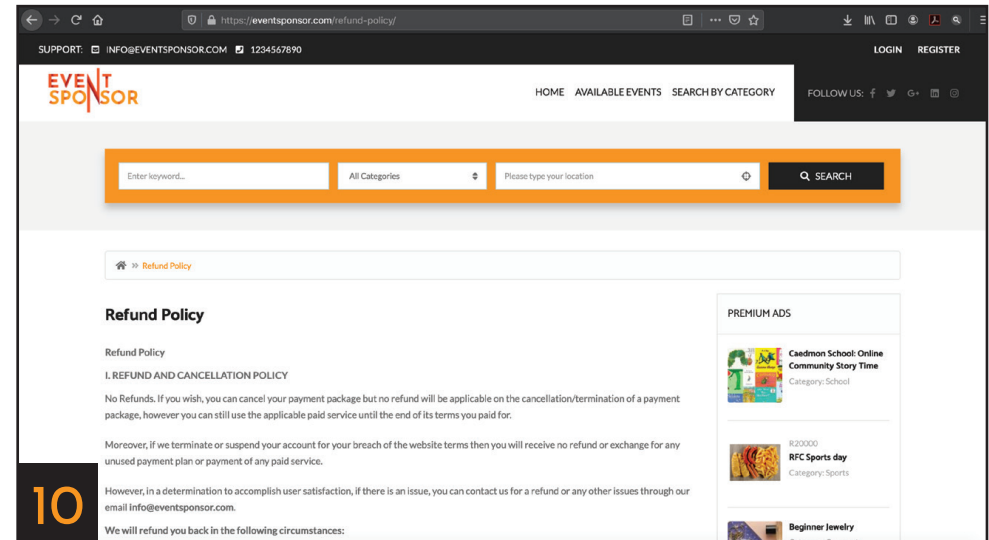
“Privacy Policy” link **9** – This will take you to the privacy-policy page. Here you can review our Privacy Policy which forms part of and must be read in conjunction with the website Terms and Conditions.



Website Footer

“Refund Policy” link **10** - This will take you to the refund-policy page. Here you can refund our complete refund policy.

“FAQ” link **11** - This will take you to the faq page. Here you can review the frequently asked questions and answers.



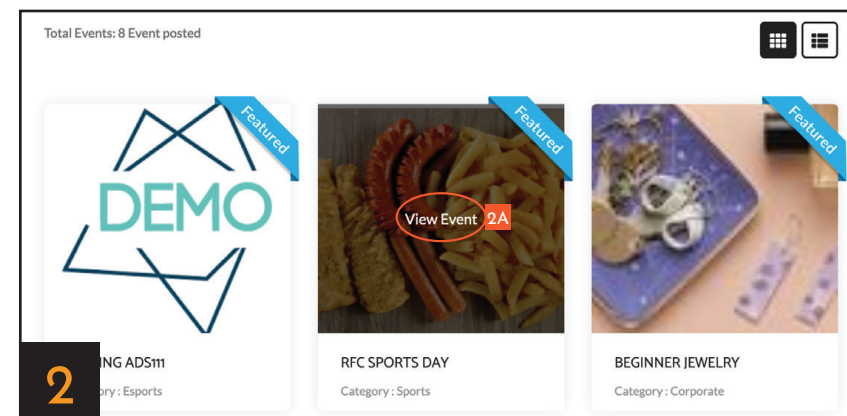
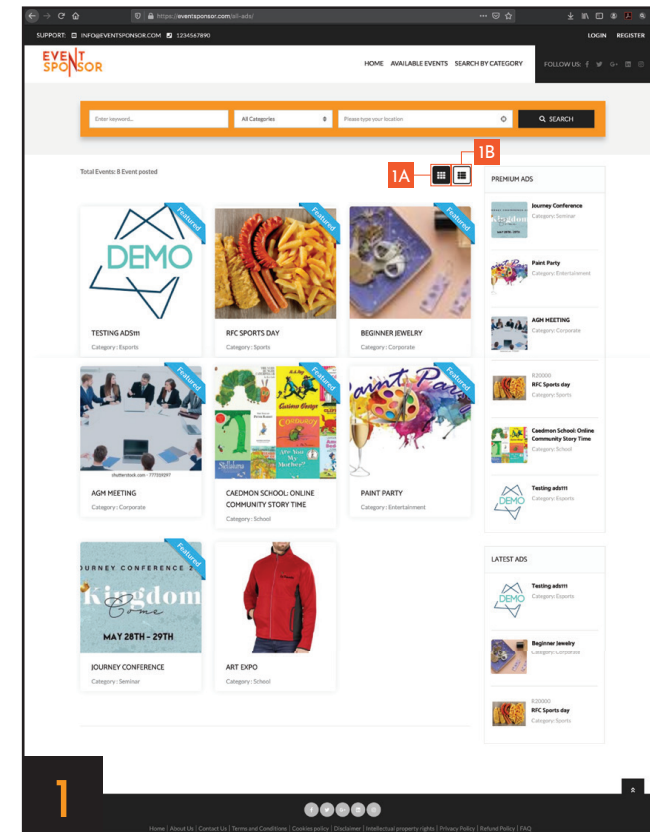
Available Events

On this page you will find all available events listed. **1**
Total Events will give you a count on how many events are posted. To the right of where the events are listed, you will find PREMIUM ADS, this has a list of the premium ads. Below that you will find LATEST ADS, this has a list of the latest ads.

You can choose whether you want to view the events in grid view **1A** or list view. **1B**

Grid View **2**

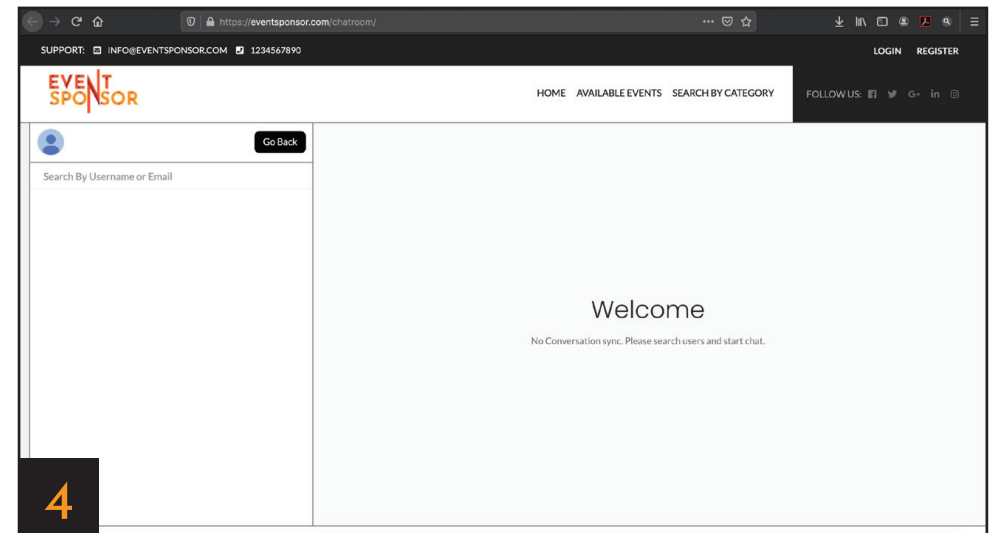
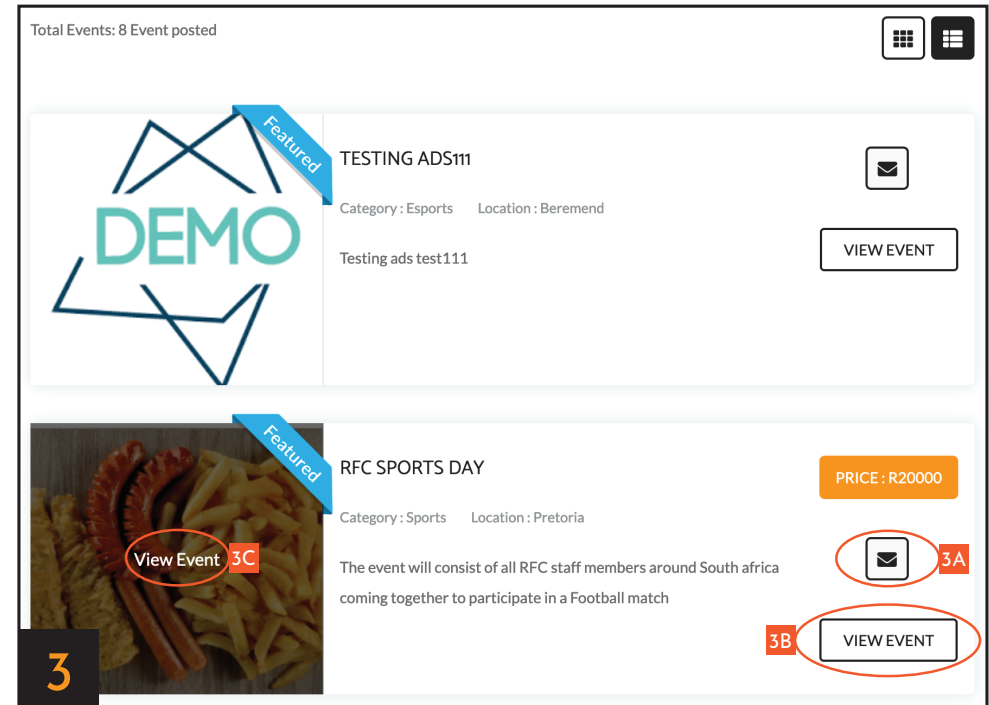
In grid view the events are represented by an image description, event name and category. You can hover over the image of the event and if you click on the link "View Event" **2A**. This will take you to the page with the full event details.



Available Events

List View 3

In list view the events are represented by an image description, event name, category, event location, event description, price range, a mail icon 3A button and "VIEW EVENT" button 3B. You can hover over the image of the event and if you click on the link "View Event" 3C or by clicking on the button "VIEW EVENT" 3B on the right, they will both take you to the page with the full event details. By clicking on the mail icon 3A button, this will take you to the chatroom page. 4 Here you will be able to communicate with the event host and vice versa.



Search By Category

This page is divided into two parts.

Featured Events

Featured Events shows a slideshow of events looking for sponsors. Which will show an image description of the event, the name of the event, and category.

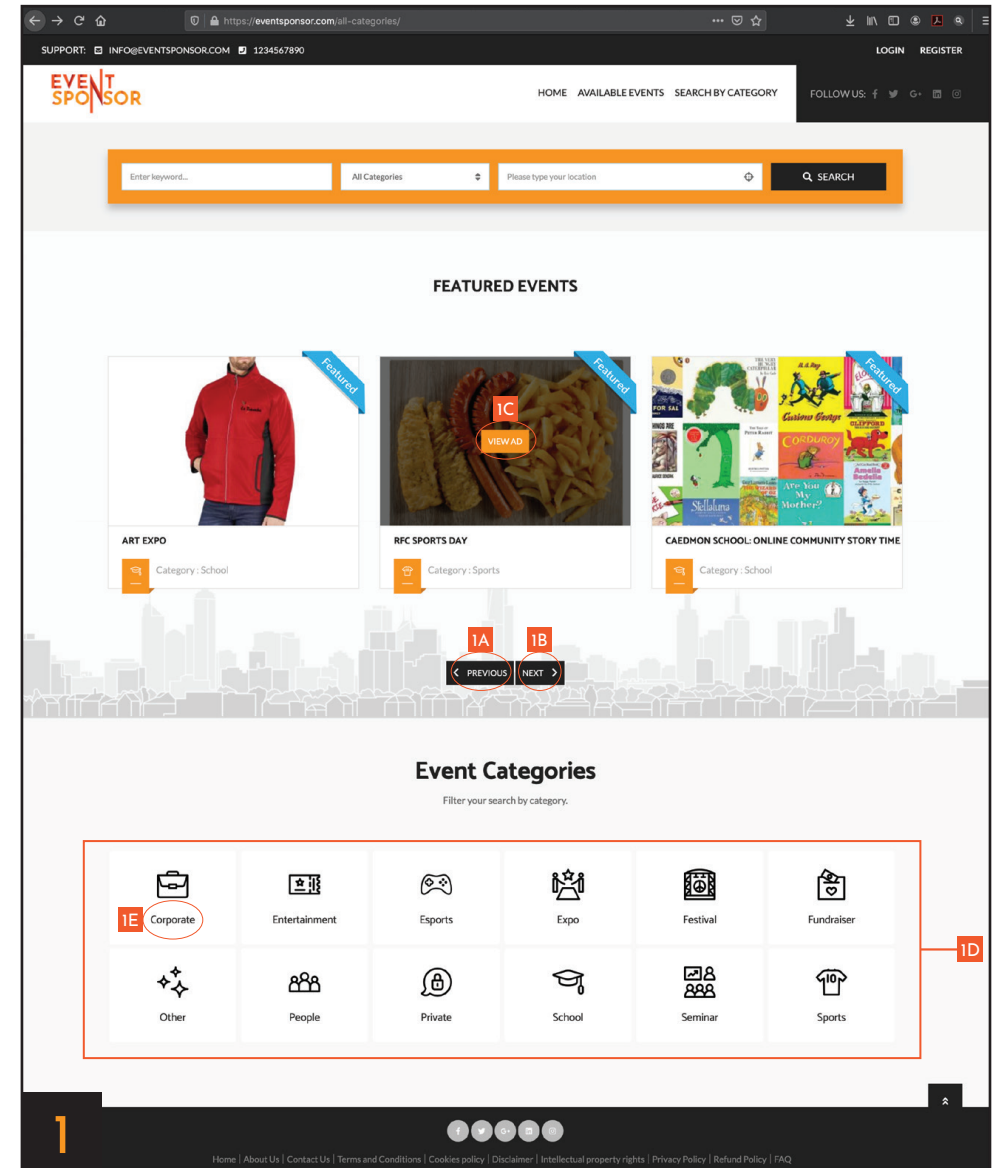
You can also click on the “PREVIOUS” ^{1A} or “NEXT” ^{1B} buttons to scroll through the different events listed.

You can hover over the image of the event on the slideshow and if you click on the button “VIEW AD” ^{1C}. This will take you to the page with the full event details.

Event Categories

Here you can search by category. Listed by category icon and category name ^{1D}

You can click on a category by its name ^{1E} which is a link. This will take you to a page showing you how many events there are in that category and the location of where the events are around the world.

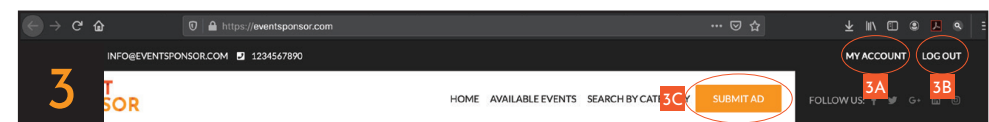
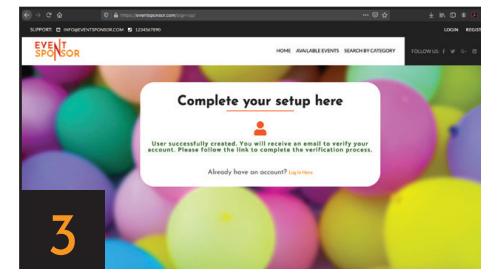
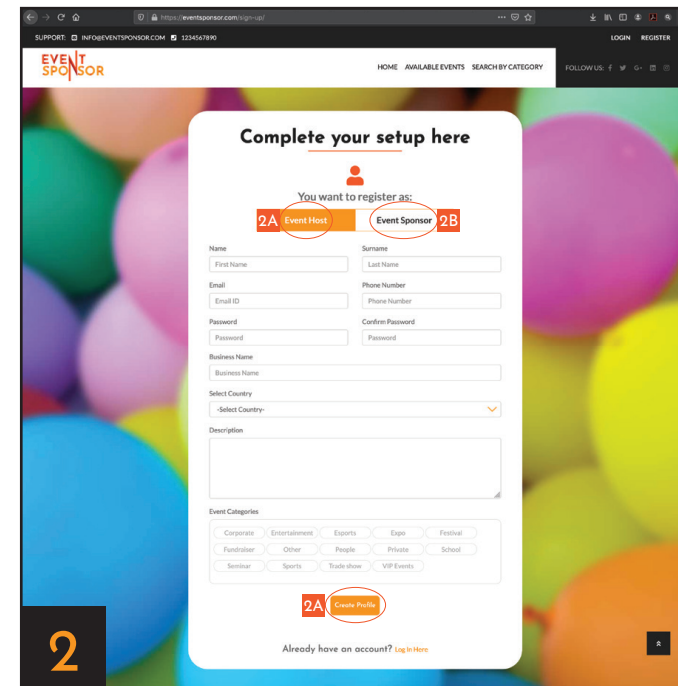


How To Setup Your Account

To register an account, click on the “REGISTER” ^{1A} link, which is on the right on the website header. This will take you to the sign-up page, “Complete your setup here” ². You must choose whether you want to register as an Event Host ^{2A} or an Event Sponsor ^{2B} by clicking on the appropriate one. You can give us some details about yourself in the required fields. In the Description field, you can give a description of what type of events you want to host or sponsor. In the Event Categories, you can choose by clicking on a single or multiple categories. Once all the required fields are filled in, click on the button “Create Profile” ^{2B} to complete the registration process.

After completing the registration process, this will take you to a page with a notification stating that you have successfully created a user profile ³. An email will be sent to the email address you used in the registration process, with a link. Please follow the link to complete the verification process. The link from the email will take you to the website, on the personal-info page.

While you are logged in on your account, on the website header to the right, the “LOGIN” and “REGISTER” links are changed to “MY ACCOUNT” ^{3A} and “LOG OUT” ^{3B} links. On the menu bar links there is a “SUBMIT AD” ^{3C} button.



My Account

By clicking on the “MY ACCOUNT” ^{1A} link, this will take you to the personal-info page. ¹

This page has all the relative information to your personal profile.

On the left panel “Profile/Account Information” ^{1B}. Your profile is divided into eight categories:

- Personal Information ^{1C}
- Event Host Information
- Contact Info
- Banking Details
- Packages
- Milestones
- Notifications
- Cart

By clicking on the name of the categories ^{1C}, which is also a link, this will take you to the corresponding page.

The screenshot shows the 'My Account' page on the Event Sponsor website. The page is titled 'personal-info/' and has a sidebar on the left with the heading 'Profile/Account Information'. The sidebar lists eight categories: Personal Information, Event Host Information, Contact Info, Banking Details, Packages, Milestones, Notifications, and Cart. The 'Personal Information' category is selected and highlighted. The main content area displays 'Account Details' with fields for Name, Surname, Email, Phone Number, Business Name, Select Country, Location, and ZIP / Area Code. A map of South Africa is visible at the bottom. The user's profile is shown as 'John Smith' with 'TGI Design' as the business name.

Personal Information

Here you can view your account details **1**. Your personal information that you used in the registration process. Account Details - You can fill in your location and zip / area code. The map below will show your location. Fill in or edit all required fields.

To the right of Account Details, you will find your profile card **1A**. Your profile card has an image, your name and your business name. To add or change the image in your profile card click on the link "Upload Image" **1B**. You will then be able to choose an image from your pc to be uploaded for your profile pic.

When you have completed adding or editing your account details, click on the button "Update Profile" **1C** for your changes to be saved and updated. The page will then refresh, and a notification will appear that states "SUCCESSFULLY UPDATED" **2A**.

The screenshot shows the 'EVENT SPONSOR' website's 'personal-info' page. The sidebar on the left contains a 'Profile/Account Information' section with links to 'Personal Information', 'Event Host Information', 'Contact Info', 'Banking Details', 'Packages', 'Milestones', 'Notifications', and 'Cart'. The main content area is titled 'Account Details' and contains several form fields: Name (John), Surname (Smith), Email (tgdesign3@gmail.com), Phone Number (+27 78 123 4567), Business Name (TGI Design), Select Country (South Africa), Location (Centurion Mall, Centurion Central, Centurion), and ZIP / Area Code. Below these fields is a map of Johannesburg, South Africa, with a red pin indicating the location. A 'Description' field contains text about TGI Design. At the bottom of the form are fields for VAT ID, Time Zone (Africa/Abidjan), Password, and Confirm Password. To the right of the form is a profile card for 'John Smith' from 'TGI Design'. The card features a circular profile picture and an 'Upload Image' button. A large 'Update Profile' button is located at the bottom right of the form. Callouts are used to highlight specific elements: '1' points to the 'Account Details' section, '1A' points to the profile card, '1B' points to the 'Upload Image' button, and '1C' points to the 'Update Profile' button.

Account Details

2

SUCCESSFULLY UPDATED **2A**

Event Host Information

On this page is information regarding your business. Business Name shows your business name, which you can change or edit. Business Logo, you can click on the button "Browse..." ^{1A}, this will allow you to choose an image of your business logo to be uploaded to be used in your profile. Bio, here you can add a description of your business. Social Media, here you can add the links for the respective social media of your business. When you have completed adding or editing your event host information, click on the button "UPDATE" ^{1B} for your changes to be saved and updated. The page will then refresh, and a notification will appear that states "SUCCESSFULLY UPDATED" ^{2A}.

The screenshot shows the 'Event Host Information' page on the 'EVENT SPONSOR' website. The page has a dark sidebar on the left with a navigation menu: Profile/Account Information, Personal Information, Event Host Information (highlighted), Contact Info, Banking Details, Packages, Milestones, Notifications, and Cart. The main content area has a header with 'HOME', 'AVAILABLE EVENTS', 'SEARCH BY CATEGORY', and a 'SUBMIT AD' button. Below the header is a large image of a soccer field. The 'Event Host Information' form includes fields for Business Name (filled with 'TGI Design'), Business Logo (with a 'Browse...' button circled in red and labeled '1A'), Bio (filled with 'Design Studio'), and social media links for Facebook, Twitter, Instagram, LinkedIn, Google, and TikTok. An 'Update' button is circled in red and labeled '1B'. At the bottom left of the page is a large orange number '1'. The footer contains social media icons and a list of links: Home, Expire Event, About Us, Contact Us, Terms and Conditions, Cookies policy, Disclaimer, Intellectual property rights, Privacy Policy, Refund Policy, and FAQ.

Event Host Information

2 **SUCCESSFULLY UPDATED** ^{2A}

Contact Info

Here you can view your Account details, Business Details, Business Contacts. On the right of each section, you can click on the link "Edit Details" ^{1A}, if you want to change any details. This will take you to the corresponding category page in your profile, where you can edit and save changes. At the bottom you can click on the button "Close Host Account" ^{1B}, if you wish to close or deactivate your account.

The screenshot displays the 'Contact Info' page on the Event Sponsor website. The sidebar on the left contains a 'Profile/Account Information' section with links to Personal Information, Event Host Information, Contact Info (highlighted), Banking Details, Packages, Milestones, Notifications, and Cart. The main content area features three sections: 'Account' (with fields for Name, Email Address, and a profile picture), 'Business Details' (with fields for Business Name, Business Bio, and Design Studio), and 'Business Contacts' (with fields for Owner, Phone, VAT ID, Time Zone, and Address). Each section has an 'Edit Details' link. At the bottom right, there is a 'Close Host Account' button. Red circles and labels 1A and 1B highlight the 'Edit Details' link and the 'Close Host Account' button respectively.

1

Banking Details

Here you can add in your banking details. There is an option to either use a credit card **1A** or a PayPal **1B** account by clicking on the appropriate one. By choosing your preferred method, it will switch to that method respectively.

Using the credit card method, click on the button “Edit Info” **1C**, which will require you to enter your account password when prompted, this is to increase the security of your details. Please fill in all the required fields and click on the button “Update” **1D** to save and update your changes.

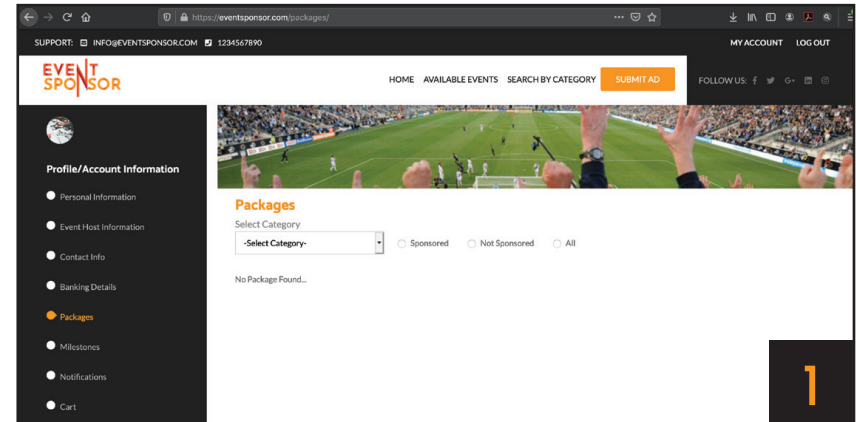
Using the PayPal method **2**, fill in the required fields and click on the button “Update” **2A** to save and update your changes.

This screenshot shows the 'Banking Details' page for the Credit Card method. The page is titled 'Banking Details' and features a sidebar with navigation links: Profile/Account Information, Personal Information, Event Host Information, Contact Info, Banking Details (highlighted), Packages, Milestones, Notifications, and Cart. The main content area is divided into two columns. The left column, 'Billing Info', contains fields for Full Name (John Smith), Address, Phone Number, City, ZIP Code, Country (a dropdown menu), and Escrow Account Link. The right column, 'Credit Card Info', contains fields for Card Number, Cardholder Name, Expiry Date, and CVV. A 'VISA' logo is displayed next to the Card Number field. Below the form fields, there is a 'Please Note' section stating: 'Use banking info to register for escrow? www.escrow.com. To edit banking details, you'll need to give permission by entering your account password when prompted.' An 'Edit Info' button **1C** is located below the note. At the bottom right, an 'Update' button **1D** is visible. A large orange number '1' is overlaid on the bottom left of the page.

This screenshot shows the 'Banking Details' page for the PayPal method. The page layout is identical to the previous one, but the 'Credit Card Info' section is replaced by a 'Paypal Email' field. The 'Billing Info' section remains the same. The 'Update' button **2A** is located at the bottom right. A large orange number '2' is overlaid on the bottom left of the page.

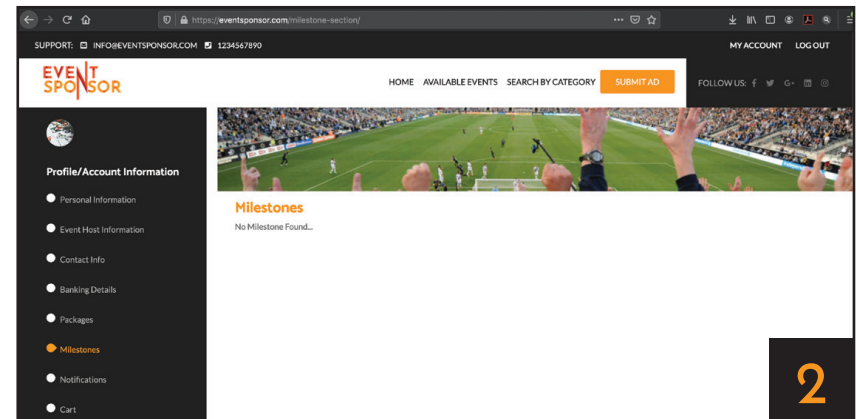
Packages

1 Here you will be able to search for your packages. You may select a category from the list, choose between, Sponsored, Not Sponsored or All.



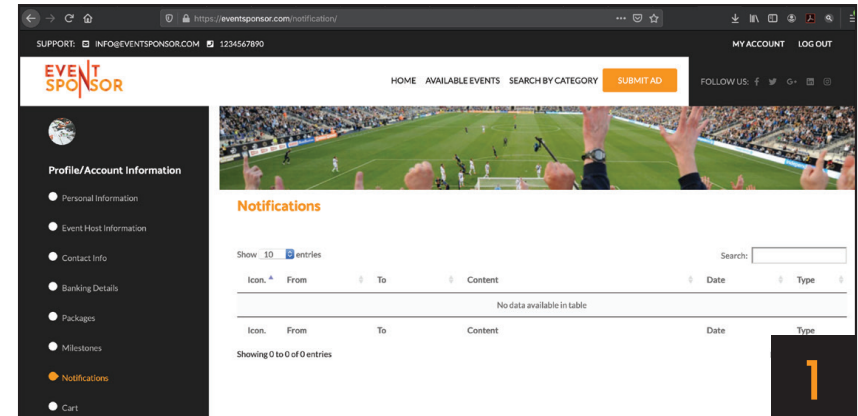
Milestones

2 Here you will be able to view your milestones.



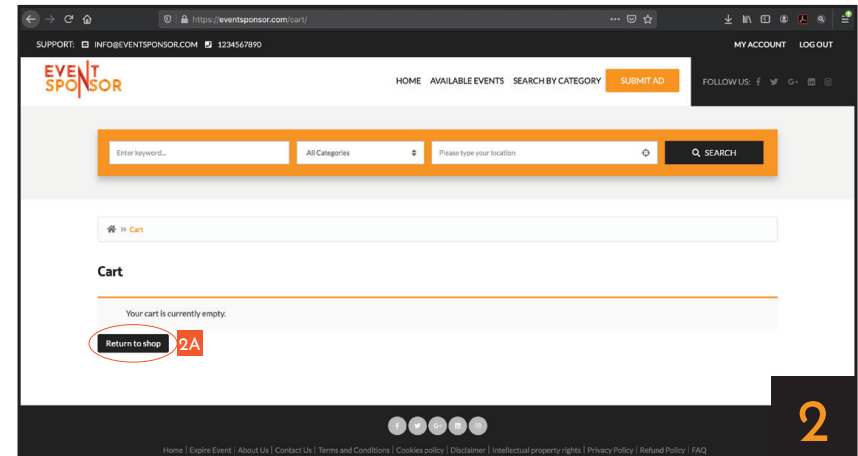
Notifications

1 Here you will be able to view a list of your notifications that you have received.



Cart

2 This will take you to a page where you can view items that you have in your cart. You can click on the button "Return to shop" **2A**, to continue browsing the website if you wish to add to your cart.



How To Create A Listing

To submit an ad, click on the button “SUBMIT AD” ^{1A} which is on the menu bar. This will take you to the submit-ad page, “MAKE A NEW AD”.

Select A Category ^{1B} - Select the category of your ad by clicking on one of the categories listed. ^{1B}

Ad Details ² - Fill in all required fields regarding your ad.

The screenshot shows the 'Event Sponsor' website interface. The top navigation bar includes 'SUPPORT', 'INFO@EVENTSPONSOR.COM', '1234567890', 'HOME', 'AVAILABLE EVENTS', 'SEARCH BY CATEGORY', and a highlighted 'SUBMIT AD' button (1A). The sidebar on the left contains 'Profile/Account Information' with links to Personal Information, Event Host Information, Contact Info, Banking Details, Packages, Milestones, and a large orange number '1'. The main content area is titled 'MAKE A NEW AD' and features a grid of category icons (1B) including Corporate, Entertainment, Esports, Expo, Festival, Fundraiser, Other, People, Private, School, Seminar, Sports, Trade show, and VIP Events. Below the categories is the 'Ad Details' section, which contains several input fields: 'Ad title' (with a note 'Type minimum 5 characters'), 'Ad description', 'Keywords' (with a note 'Keywords example: ads, car, cat, business'), 'Ad price' (with a dropdown menu showing '\$ US Dollar' and a 'Sale price' field), 'Your Phone/Mobile' (with a note 'Enter your phone or mobile number' and a large orange number '2'), 'Your Email', and 'Website URL' (with a note 'A website is not required, but will assist in building your credibility to secure sponsorships. If you submit your website you will need to enter a title for your website, this is usually the name in the URL.').

How To Create A Listing

Image and Video ³ - Here you can upload an image or video regarding or describing your ad. On the first field, by clicking in the field ^{3A} or you can click on the link "Click Here" ^{3B} to select images from your pc. In the second field ^{3C} you can paste iframe or video URL.

Ad Location ⁴ - Here you must fill in the required information regarding the location of your event. Once you filled in the fields for the location, it will be pinned on the map bellow.

The screenshot shows the 'Image And Video' section of the listing creation interface. On the left is a dark sidebar with a 'Profile/Account Information' menu containing links for Personal Information, Event Host Information, Contact Info, Banking Details, Packages, Milestones, Notifications, and Cart. A large orange number '3' is positioned below the menu. The main content area is titled 'Image And Video :'. It contains a section 'Photos and Video for your ad :'. This section has two fields: the top field is a dashed border box with a red '3A' label and a 'Click Here' button (labeled '3B') to select images; the bottom field is a solid border box with a red '3C' label and a 'Paste iframe or video URL here.' label. A note states: 'Note : You can upload maximum 10 images . If you are posting a regular ad then select only 10 images, otherwise you will not be able to post your ad.' At the bottom right of the main area is a small '2' icon.

The screenshot shows the 'AD LOCATION' section of the listing creation interface. On the left is the same dark sidebar as in the previous screenshot, but with a large orange number '4' below the menu. The main content area is titled 'AD LOCATION :'. It contains four input fields: 'Select Country : *' with a globe icon and a dropdown arrow; 'Select State : *' with a globe icon and a dropdown arrow; 'Select City : *' with a globe icon and a dropdown arrow; and 'Address :' with a location pin icon and a text input field. Below these fields is a world map showing various countries labeled. A small '2' icon is located at the bottom right of the map area.

How To Create A Listing

Packages ⁵ - Here you can choose how many packages you require, Package title, quantity, packages image by clicking on the button "Browse..." ^{5A}, this will allow you to choose an image of to be uploaded to describe the package and add a description of the package.

Milestones 1 Costs ⁶ - Here you can add multiple milestones by clicking on the button "Add Milestone" ^{6A} or remove milestone by clicking on the button "Remove Milestone" ^{6B}. Here you must fill in the required fields regarding the milestone. Total cost will show the total cost of the milestones.

Choose Event Date and Time ⁷ - Here you can choose a date and time of your event from the pop-up ^{7A} when you click in the field.

How To Create A Listing

Select Ad Post Type **8** - Here you can select an option to make your ad featured or regular **8A**. Go through the different options and click on the appropriate option for you.

Once you have completed all the required fields, click on the button "PUBLISH AD" **8B** to publish your ad.

This will take you to the page of your event ad you just published with full event details. You will see a notification **8A** above your event ad title, congratulating you that your event has been successfully submitted for verification. Once your event has been approved you will receive a notification via email and your event will be live on Event Sponsor.

The image consists of two screenshots from the Event Sponsor website. The top screenshot, labeled with a large orange '8' in the bottom left, shows the 'Select Ad Post Type' form. A sidebar on the left contains links: Event Host Information, Contact Info, Banking Details, Packages, Milestones, Notifications, and Cart. The main form area has a title 'Select Ad Post Type:' and a sub-header 'Select an Option to make your ad featured or regular'. There are four options: 'FREE' (For 30 days, Select), 'FEATURED LISTING' (Featured: for 30 days, Select \$19), 'NATIONWIDE BOOST' (Nationwide Boost: and featured for 30 days, Select \$399), and 'WORLDWIDE BOOST' (Worldwide Boost: and featured for 30 days, Select \$899). A red box labeled '8A' encompasses these four options. Below the options is a disclaimer: 'By clicking "Publish Ad", you agree to our Terms of Use & GDPR and acknowledge that you are the rightful owner of this item'. A red box labeled '8B' highlights the 'PUBLISH AD' button. The bottom screenshot, labeled with a large orange '9' in the bottom left, shows the event details page for 'Private: TGI Design Seminar - Designing For Corporate'. At the top, there is a navigation bar with 'HOME', 'AVAILABLE EVENTS', 'SEARCH BY CATEGORY', and a 'SUBMIT AD' button. Below this is a search bar with 'Enter keyword...', 'All Categories', and 'Please type your location'. A notification box at the bottom, labeled '9A', states: 'Congratulations! You have successfully submitted your event for verification. Once your event has been approved you will receive a notification via email and your event will be live on Event Sponsor (make Event Sponsor a link to the website homepage)'.



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