**Walk Through Guide for Event Sponsors**

**Content Page**

Introduction …………………………………………………………...…………………...…………………….. 2

Contact Information…………………………………………..………..……………...……………………... 2

Getting Started …………………………………………………………………………......…………………… 3

Navigating through SPIND …………………………..…………………………….......………………….. 3

**Introduction**

Thank you so much for choosing SPIND! The following walkthrough guide will provide you with detailed steps to pursue your desired sponsorship or events.

**Contact Information**

If you still have any queries after looking through this, do feel free to contact us at [our email address].

Contact Number:

Available Hours: 10 am – 8pm (TBC)

Hope you have a great time using SPIND!

**Getting Started**

First things first, do you have an account?

You can create an account by clicking on “I am a Sponsor” under the Register heading at the Home page. Next you will arrive at a page asking you to set up your Sponsor Page. Step-by-step instructions will be given. When you first create your account, you would be given no ratings. However, as time passes and you sponsor more and more events, your ratings will increase. [IMPORTANT Read more: Ratings]

By creating an account, you will be given access to view events that are currently seeking for sponsorships. You would also be granted the option to contact the event organizers to learn more about their events!

**Navigating through SPIND**

Unable to find events that you are interested in? SPIND has an advanced search bar that can help you. With the advanced search bar, you would be able to search for events based on Genre, Target Audience, Month etcetera.

However, when you use this function, you will find that you are unable to search for events based on Alphabetical Order. The SPIND team has implemented this because when events participate, we hope to make it fair by arranging search results based on priority (i.e. events that sign up first would be given priority viewing). If you have a specific event in mind, you can directly key in the name of the event into the search bar and we will help you do the searching!

**Notifications**

On your Sponsor Page, you will find a notifications bar to the right side of your profile. This notifications tab will notify you on:

1. Events that requested for sponsorship
2. Event Organizers that have bookmarked you
3. Ratings given to you by Event Organizers after the event
4. …

**Contacting Event Organizers**

Before accepting request for Sponsorship

Before accepting the request for sponsorship with Event Organizers, there is a “Connect” feature available on SPIND. This feature can be found on the Event Organizer’s Page or just simply click the “Connect” button located next to the name of the Event Organizer on the Event’s Information Page.

After accepting request for Sponsorship

Connect, negotiate and agree [WORK ON THIS]

**Ratings**

Ratings have been included into profiles to ensure credibility of both Sponsors and Event Organizers.

1. **Rating the Event Organizer is compulsory after each event sponsored**

Sponsors are required to rate the Event Organizer if not continued usage of SPIND will be suspended. By implementing this after review rating, future Sponsors will be able to determine if a certain Event Organizer is reliable or not. However, do not be discouraged if you meet unreasonable Event Organizers. Any party using SPIND that has a below 2.5 stars rating will be first given a warning, and if this continues for the next event, they will not be allowed to use SPIND.

1. **2.5 Star Rating**

As mentioned above, quality is of utmost importance to the SPIND team. Thus any party using SPIND that has below 2.5 stars for 2 events in a row will not be allowed to use the platform any longer.