**1.Approval (Drop down)  
2.Proof of Agreement (Drop down)**  
  
Admin:   
Check Box; (Default all checked)  
() Reviews  
() Photos  
() Videos  
  
Sponsorship Products (This information will take from Approval)  
(x) Cartons of 500ml Jantzen RO water (This reflect on the template)  
  
Email Template: (Can select template)  
Template 1, Template 2  
(Msg template Sent via whatsapp)  
  
User:  
Submission of the Proof of agreement  
A box of submission of agreement  
  
**3.Collection of Goods (Drop down)**Select collection location (SA/Puchong) Or Both  
Some of the products they have to collect from SA & Some of the products they have to collect from Puchong. (Stuff like Banner/bunting)   
  
User:   
Have to submit Collector information, time and date. After submission, email will send to SA/Puchong side.  
  
**4. Finishing of agreement** **(Drop down)**

Admin Side.   
After 1 weeks of the event close/ Auto send email to the user. (Template)  
After 2nd weeks of the event close/ Auto send 1st warning email to the user. (Template)  
After 3rd weeks of the event close/ Auto send 2nd warning email to the user. (Template)  
After 4th weeks, will send an email saying that their future event is blacklisted from Jantzen sponsorship  
  
State (Closed, Pending, Delay, Blacklist)  
Will have attachment file able to download.   
Can do rating of the sponsorship.  
  
User Side.

Submission of Finishing of agreement. (Reviews/Photos/Video)