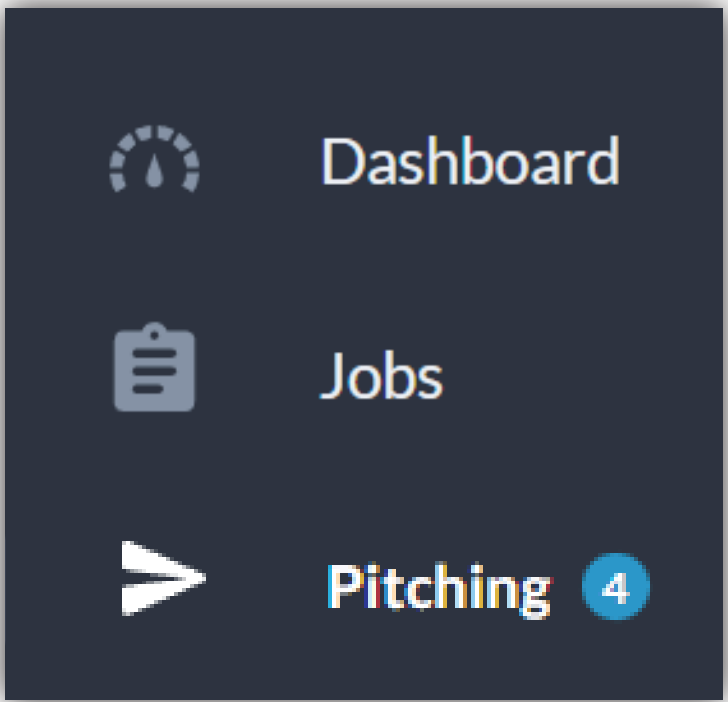# CONTENTWRITERS.COM

# WRITERS' GUIDE TO PITCHING

# Pitching Dashboard

If you've been sent a request to submit topics* (a '**Pitch Request**'), you'll now see the Pitches section linked from the main navigation menu in your CW account, underneath Jobs.



Dashboard

Jobs

Pitching 4

Click **Pitching** to enter your Pitching dashboard.



**Pitch Requests**

○ Action Required

| Status | Theme | Client | Product | Quantity | Accept By | Pitches Due |
|---|---|---|---|---|---|---|
| Pending | Drug and alcohol addiction, treatment, and recovery | CW Blog | Blog Post (500-700 words) | 20 | March 30, 2022 / 4:00PM ET | April 4, 2022 / 4:00PM ET |

The main Pitch Requests page provides an overview of your Pitch Requests and offers the ability to filter by **Status**.

From here you can see the following information:
- The status of the request
- The overall theme of the request
- Which client requested Pitches
- What type of content the client is looking to create
- How many Pitches were requested
- Your deadline to accept or reject the request
- Your deadline to submit Pitches



**Notifications**

⬤ SMS notifications for job assignments

Yes, I'd like to receive a text message notification about job assignments (only applies to writing jobs).

**SAVE PROFILE**

* You will get notifications via email and SMS (if you're opted in to recieve SMS messages) when a Pitch Request is sent to you.

To enable SMS messages, go to your account settings and scroll to the notifications section.

# Submitting Pitches

To review a request, click the `Pending` status badge.

From there you will be able to view information and supporting attachments from the client.

If you'd like to submit Pitches, click `ACCEPT REQUEST`.



Once you've reviewed the Pitch Request information, scroll down to the Pitches section to submit your topic pitches.



Each Pitch will have a Pitch number, **topic** field, and **description** field.

If you'd like to submit more than the requested quantity, click `ADD ANOTHER`.

When you're finished writing your Pitches, click `SUBMIT`. At this point, the status will change to **Submitted**.

After submission, you can review your Pitches but you cannot edit them.

The CW team will be in touch when your Pitches are approved!