BBC Pitch

Production Company Guide
Contents

1. Introduction ............................................................................................................................................. 2
2. Registration of your company.................................................................................................................. 2
3. Logging in ................................................................................................................................................ 5
4. Dashboard ................................................................................................................................................ 6
   Create a new proposal ............................................................................................................................... 7
      Getting started ..................................................................................................................................... 8
   Idea ....................................................................................................................................................... 10
   Adding attachments ............................................................................................................................... 10
   Managing attachments ............................................................................................................................ 11
   Details ................................................................................................................................................... 12
   Submit .................................................................................................................................................... 13
   Draft proposals ..................................................................................................................................... 17
   Submitted proposals ............................................................................................................................... 18
   Withdrawing a proposal .......................................................................................................................... 18
   Requiring action .................................................................................................................................... 18
5. Profile .................................................................................................................................................... 19
   Change password .................................................................................................................................. 19
   Admin user .......................................................................................................................................... 21
      Invite user ........................................................................................................................................... 21
   Manage users ....................................................................................................................................... 21
   Edit company details ............................................................................................................................. 21
1. Introduction
Welcome to BBC Pitch, a tool for Production Companies to submit programme proposals to the BBC.

This document is a step by step guide to help you use BBC Pitch. It will take you through creating a company account, submitting a proposal and managing your account.

If you have any queries about using BBC Pitch please email the support team at pitch@bbc.co.uk. Commissioning queries should still be directed to your Commissioning contacts.

Thank you, BBC Pitch team

2. Registration of your company
Please read the Eligibility Criteria for BBC Pitch before registering for an account

1. BBC Pitch is found at https://pitch.bbc.co.uk/
2. Click “Register now”

![BBC Pitch registration page](image-url)
3. Complete the following form:

Register your Company for BBC Pitch

To use BBC Pitch, you will need to submit a request to register your business. Please be aware of the eligibility criteria that will be used to guide approvals. Your company only needs to register once. You will receive a response by email within five working days of submission. However, there may be a delay during busy periods.

If your registration application is accepted, you will then be able to create a new proposal, save your work in progress, view your submissions, see the feedback from BBC Commissioners and manage your account including setting up accounts for other users in your company.

Each time you submit a proposal, it will be automatically logged with a unique reference number, which will then be emailed to you directly.

If you are unsure what each section is about then click on this symbol and help text will be displayed. For example on “Your Company” you will see:

If you try to submit the form without filling in all the required fields the page will scroll to the first field you haven’t yet filled in and highlight it:
Please note: completing the form as thoroughly as possible will enable us to process your application efficiently.

4. When you have submitted your registration, a message will appear on screen and you will be sent a confirmation email.

5. You will be notified of the outcome of your application by email, which will include your login details and a link to BBC Pitch if successful.
3. Logging in

1. To log in, navigate to https://pitch.bbc.co.uk
2. Click “Sign in to BBC Pitch”

3. Independent Producers should select “Registered BBC Pitch User”, which your browser will remember until you clear your cookies.

4. Login with your e-mail username and the password sent to you in the email. You can change this password once you are logged in.
4. Dashboard

The Dashboard is the main landing page for BBC Pitch and you can access it at any time by selecting the Home button.

**Draft proposals** – the number of proposals saved, but not submitted.

**Submitted proposals** – the number of proposals that are under consideration with BBC Commissioners.

**Requiring action** – any proposals that have been assigned back to you, because the Commissioner has requested more information.

**Create a new proposal** – takes you to a new proposal form.

**Archive** - displays a list of proposals that are no longer active, having been commissioned, rejected or withdrawn.

**View Commissioners** – is a link to the Commissioning website for more details regarding commissioning priorities and genre teams.
Create a new proposal

When you click on “Create a new proposal” the proposal form will load in the same window.

The options visible may vary depending on your level of access. Full permissions will look like this:

The proposal form is split into 4 parts/tabs:

Clicking on these images navigates to that section of the form.

At the bottom of each section you will find “Next” and “Back” arrows to allow you to navigate through the form.

When creating a proposal you have the option to save at the bottom of the proposal form at any time. This will add the form into your Draft Proposal area.
Getting started

Select a proposal title, the relevant genre and pick the commissioner you would like to pitch your proposal to.

If you select Comedy, for example, the commissioners for the Comedy team will appear below the genres.

Select which area/platform your proposal is most suited to (as above), this will populate the next set of options:
Again, select the genre or team relevant to your proposal, and this will populate a final set of options:

You can then select the commissioner associated with your genre selection and continue completing the proposal information:

Please note: the relevant Commissioners will only appear when you have selected the options from each level as above.

If you are unsure which commissioner to pick you can find further details on the Commissioning website http://www.bbc.co.uk/commissioning
The Genre and Commissioner you choose will be highlighted in yellow. To move on, click on “Next” at the bottom of the page.

Idea
The Idea page allows you to add more detailed information around your proposal pitch.

The page is split into 3 areas:

- **Summary** - An executive summary of your proposal in no more than **1000 characters**
- **Pitch** - Your full proposal or treatment in no more than **5000 characters**
- **Attachments** – allowing you to attach your treatment or supporting material

Adding attachments
You can add up to 10 supporting attachments to your proposal by ticking the “Add attachment” box.

The following options will then be displayed:

Please complete with (* is mandatory):

- **Title** - Enter the title of your document or video (this is important as you can add more than one attachment).
- **Description** – Optionally, enter a sentence describing the contents of the attachment
- **Upload file** - To attach a document to your proposal, tick this option and ‘browse’ to locate the file. Then click ‘Attach’
  
  You can attach Images, PDFs, Zip files, Microsoft Word or Microsoft PowerPoint documents. **Maximum file size is 50Mb** for each attachment. Note: File names cannot contain non-standard characters & “ ? < > # { } % ~ / \ or consecutive dots ‘..’
- **Link to Video** – Here you can add a direct link to a video hosting site, after ticking the ‘Link to Video’ box and entering a title. Note: The full URL must be entered (including http://). Then click ‘Attach’
Managing attachments

The attachments that have been added are displayed in the ‘Manage Attachments’ section. From here you can edit the details you have provided or delete the files by ticking the box next to the relevant attachment and clicking on the appropriate action.
Details

The Details section will provide you with dropdown options to provide further information around your proposal.

The options on the page will differ based on the genre you selected on the getting started section, for example Comedy will look like this:

Once you have filled in this section click on “Next” at the bottom of the screen.
You will notice two additional sections:

1. Note to the commissioning team – for anything you would like to add as extra information for the commissioner
2. Terms & Conditions – these must be accepted for each proposal and the form will not submit unless this is done.

You must complete all required fields and accept the T&C’s to allow you to submit
A green status bar under each box will show you the completion status of that section.

The Submit page will show you any sections that require completion by highlighting the text red

You can navigate to the relevant section by either clicking on the section of the form or by using the back buttons at the bottom of the page.
Once you have filled in all necessary sections, you will notice the green bars will change to 100% and the “Submit” button will become enabled once you have ticked the terms and conditions box.

Upon clicking “Submit” a window will be displayed asking you to confirm you want to submit your proposal - no further changes can be made after submission.
When you click “Submit” you will see a message containing your proposal submission ID. This information will also be sent via email.

Thank you, your Proposal submission ID is GRAZEPRODUCTIONS_20141009171149692

Please use your Proposal submission ID when contacting us about your proposal.
When creating a proposal you have the option to “Save” at any time. This will add the form into your Draft Proposals.

Draft proposals can be filtered by genre or when they were last updated.

Once saved, you will be able to navigate away from your proposal by clicking the “Home” button to return to the main Dashboard.
Submitted proposals
This area shows the number of active proposals you have submitted which are under consideration by a BBC commissioner. Rejected, withdrawn and commissioned proposals can be viewed via your Archive.

Withdrawing a proposal
You are able to withdraw a submitted proposal at any time before it has been commissioned or rejected. Select on the proposal you wish to withdraw, scroll to the bottom and click on withdraw. The proposal will still be accessible from your Archive.

Requiring action
This section contains any proposals that have been assigned back to you by the Commissioner with a request for more information.

Please note: You will also be sent an email when a commissioner requests more information.

Those proposals requiring action will be displayed in a list. You can click on the proposal to view the reason the commissioner has asked for more information at the top of the Get Started tab.
You will also notice you are unable to update the Genre and Commissioner. If you wish to send the proposal to a different Commissioner, you will need to withdraw this proposal and create a new one.

Once you have made the change, go to the submit screen and resubmit your proposal.

You will then be displayed with a confirmation message and the commissioner will be notified.

5. Profile
If you click on “Profile” you can view your information and have the option to update your details and choose a new password.

Change password
You can change the password sent by the system when your account was created.

Once you have changed your password, it is advised you sign out and sign back in with your new password.
If you forget your password, you can request a new one by clicking the ‘Forgot Password?’ link on the signing in page.
Admin user

The account administrator profile will have additional options:

Invite user

This allows you to add a user onto your company account. To invite a user, click on the button and add their email address when prompted.

The user will then be sent an email asking them to provide their details and register.

Manage users

To view all users on the account, suspend and reactivate users and change the account administrator.

To suspend a user account, click on “Suspend” next to the user’s name. This restricts a user from accessing the site:

To reactivate a user, click on “Activate” next to the user’s name:

To change the administrator, click “Make Admin”:

(As there can only be one admin user per company, as soon as you click on ‘submit’ your admin rights will be removed.)

Edit company details

Allows you to change company information and amend/update TV credits. Ensure you click “Save” after making any changes. Please note, it is important to keep the company credits information up to date as this will be used by the Pitch team to establish your continued access to BBC Pitch.