



4ideas: How-to Guide

To ensure companies can successfully set themselves up and use our new system to submit their ideas, update their company details, and manage contacts, the following guidance has been created. Please click on any of the links below to learn more:

1. Logging in & activating your 4ideas Account

2. Updating Company Details

3. Adding and Managing Contacts

4. Pitching a New Idea

5. Tracking progress of a Submitted Idea

6. General Navigation



1. Logging in & Activating your 4ideas Account

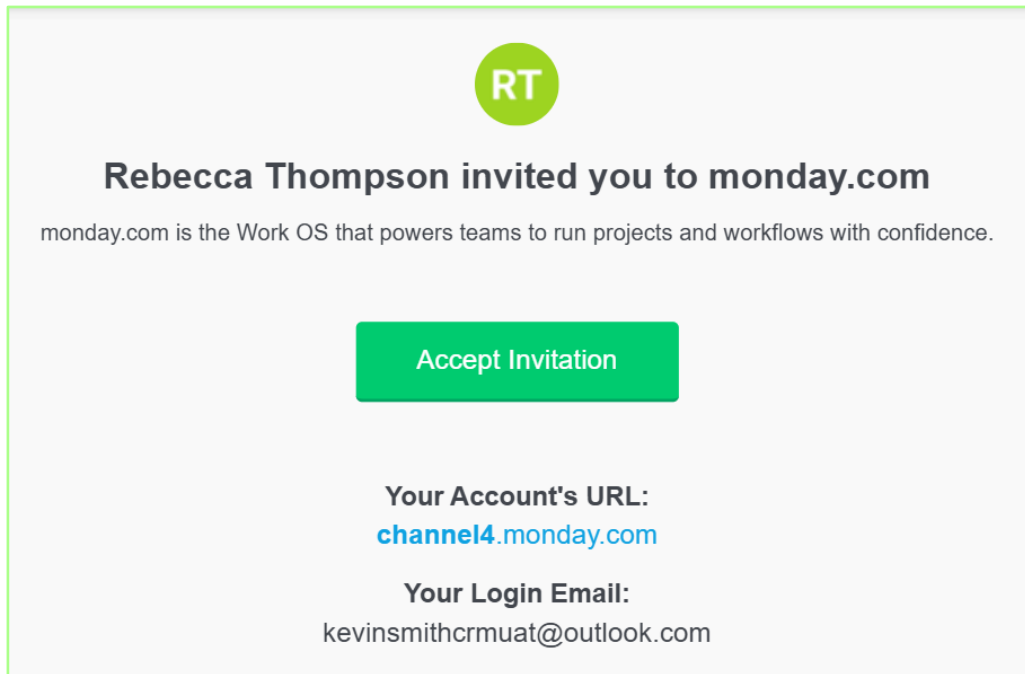
Supported browsers

Make sure you are using one of the following supported browsers for 4ideas:

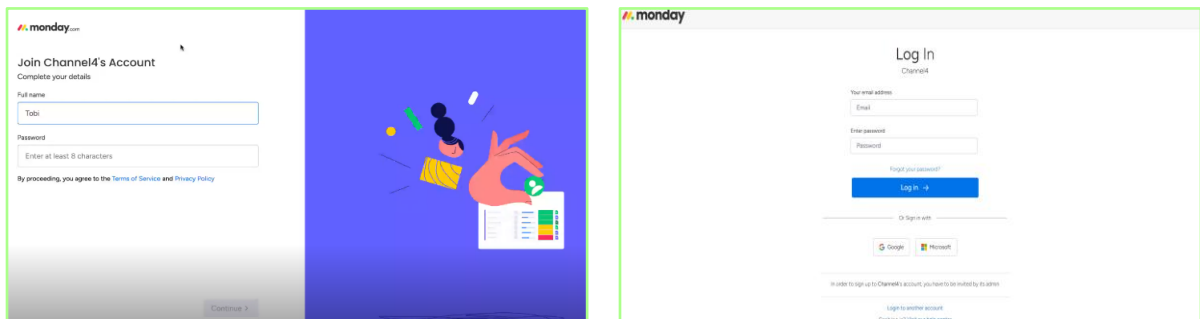
- Google Chrome
- Firefox
- Safari
- Microsoft Edge

Signing up and activating your account

To activate your account, click on the "Accept Invitation" link received in the email from monday.com:



You will be asked to sign up with your contact details and activate your account:





Log in with your email address and password (note – there will be a two-factor authentication step. You will need to set this up when first logging in to 4ideas and use each time you log in):

Log In
Channel4

Your email address
kevin.smith@channel4.com

Enter password
.....

Forgot your password?

Log in →

Or Sign in with

Google Microsoft

In order to sign up to Channel4's account, you have to be invited by its admin

Login to another account
Can't log in? Visit our help center

Log In
Channel4

Please insert the code you received by text message to your +447*****81 number

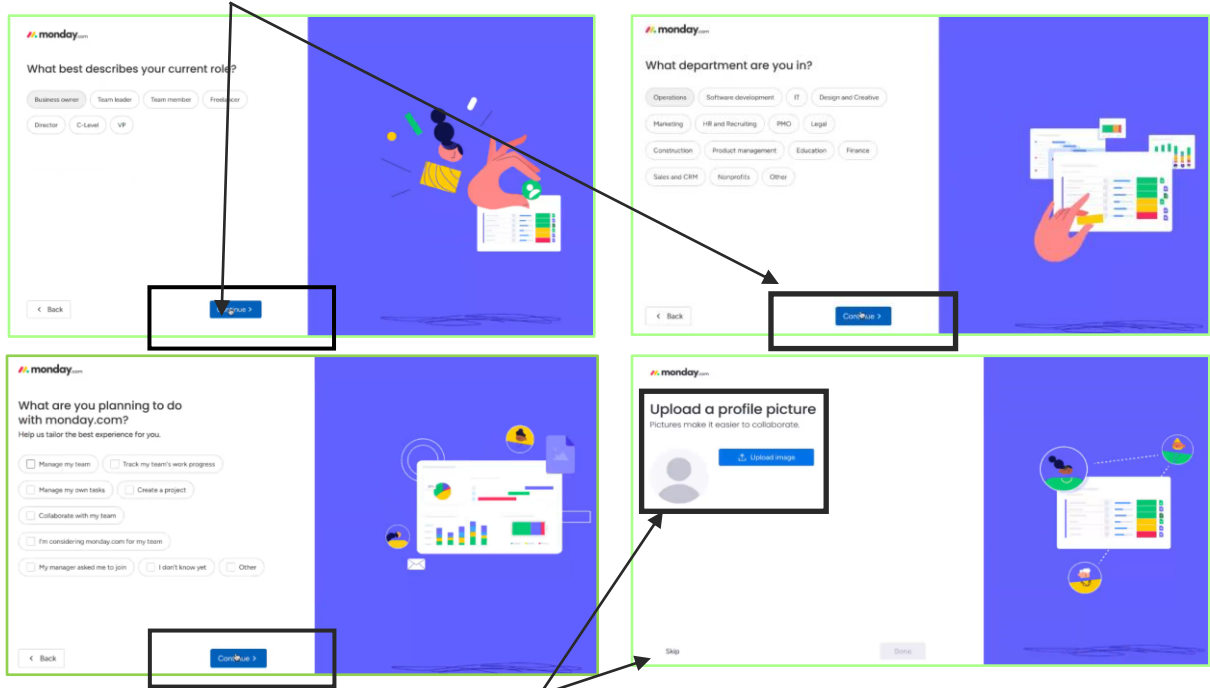
Two-Factor Authentication Code

Enter code Resend

Log in →

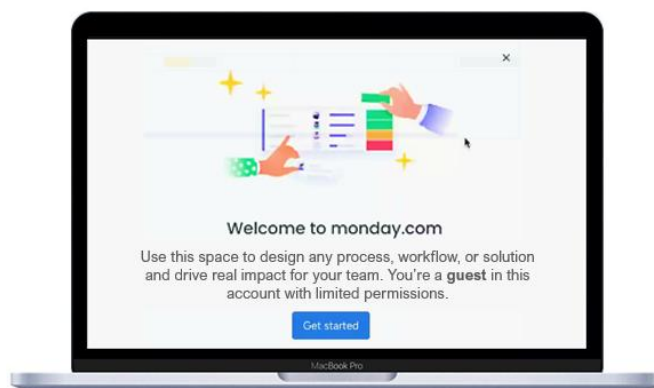
Login to another account
Can't log in? Visit our help center

There may be some marketing questions that appear – you can skip all of these by selecting the “Continue” button:



You do not need to 'upload a profile picture' unless you would like to – you can select 'Skip' at this stage also (note – the profile picture is a 'user profile' picture).

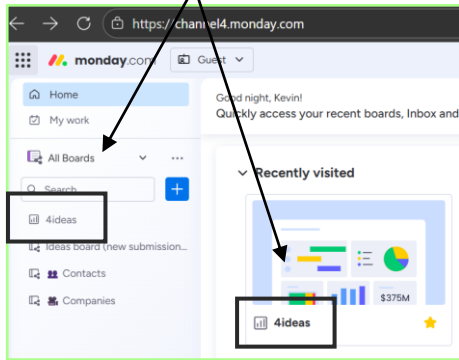
You can then select 'Done' (once it turns blue), and a “Welcome to monday.com” message will display:



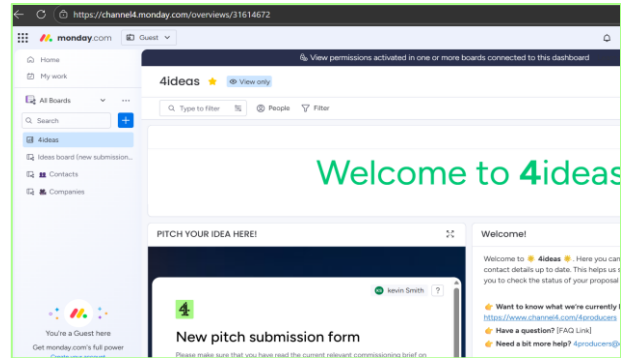
2. Updating Company Details

From the '4ideas Dashboard' view, scroll down to the section titled 'Companies':

Click the "4ideas" option in the left navigation or the widget – either of these options will take you to the '4ideas Dashboard' view':

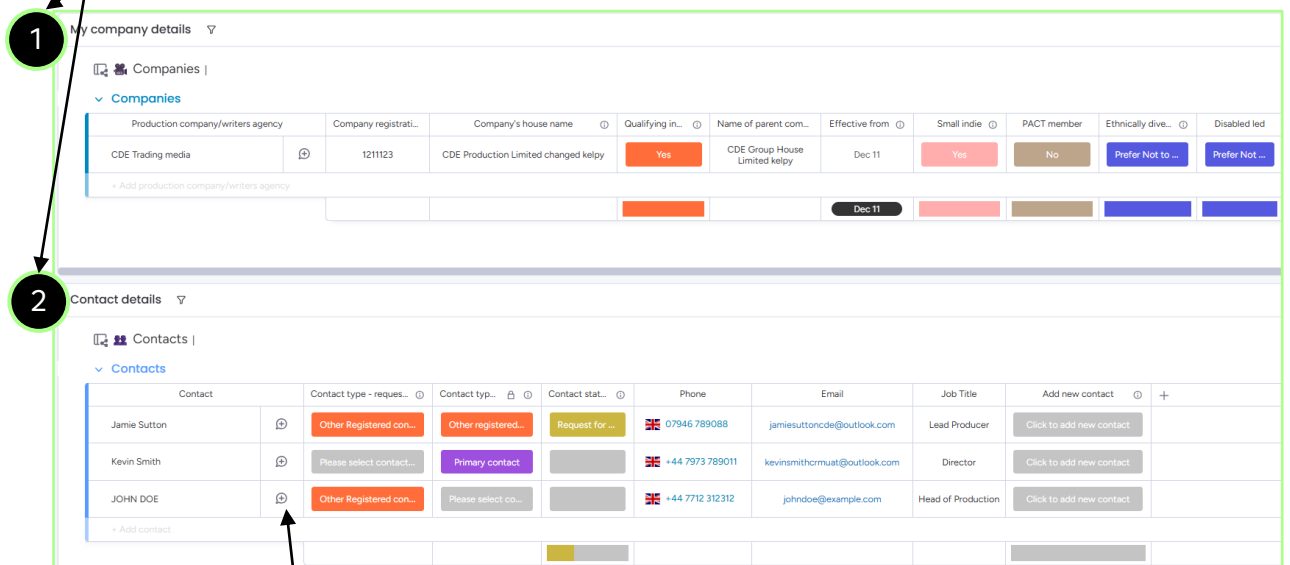


Below is the '4ideas Dashboard' view titled: "Welcome to 4ideas":



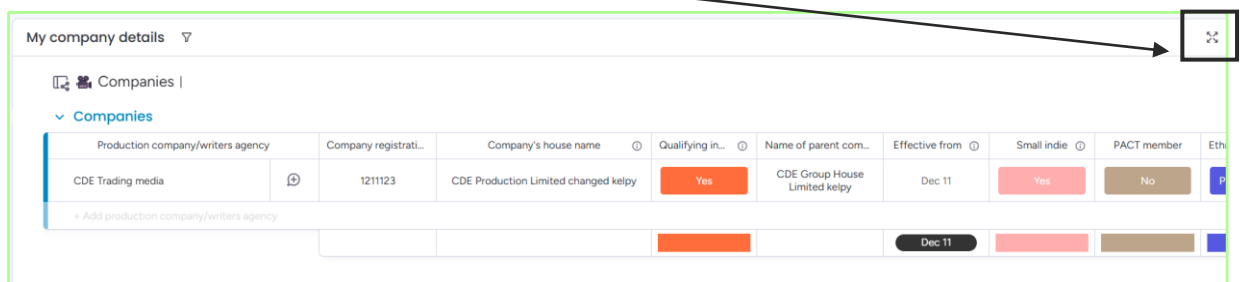
Scroll down to the bottom of this section (scrolling past the 'New pitch submission form', the welcome note and the 'My active pitches' sections) and you will find the following two sections called:

1. My company details
2. Contact details



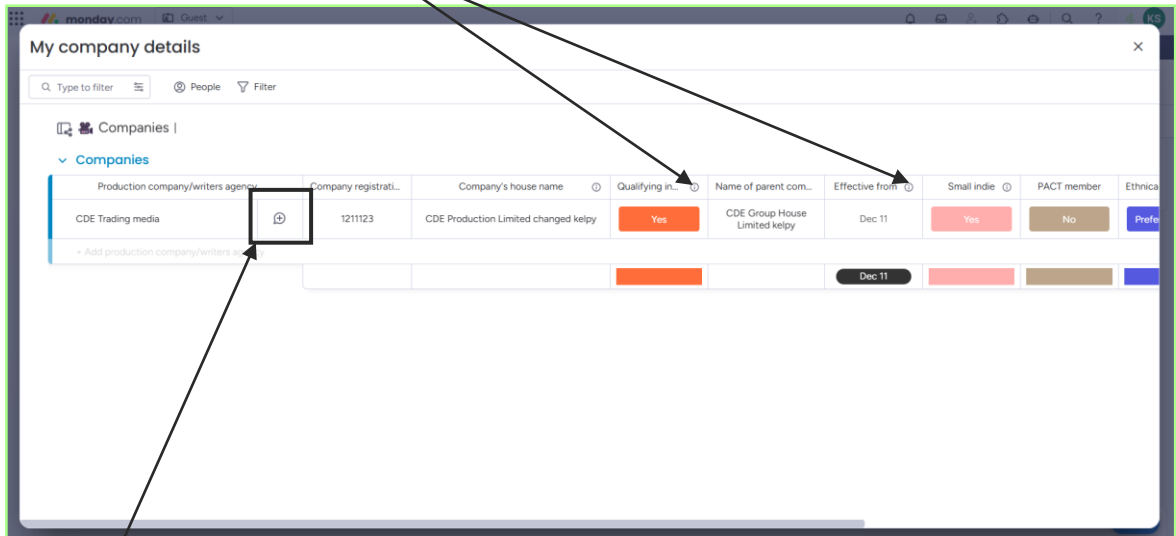
Click the small arrow to the left of the title to expand the details. You can also use the grey bar at the bottom to scroll across (from left to right) to view further information.

You can also expand sections using the 'X' at the top right of the page.

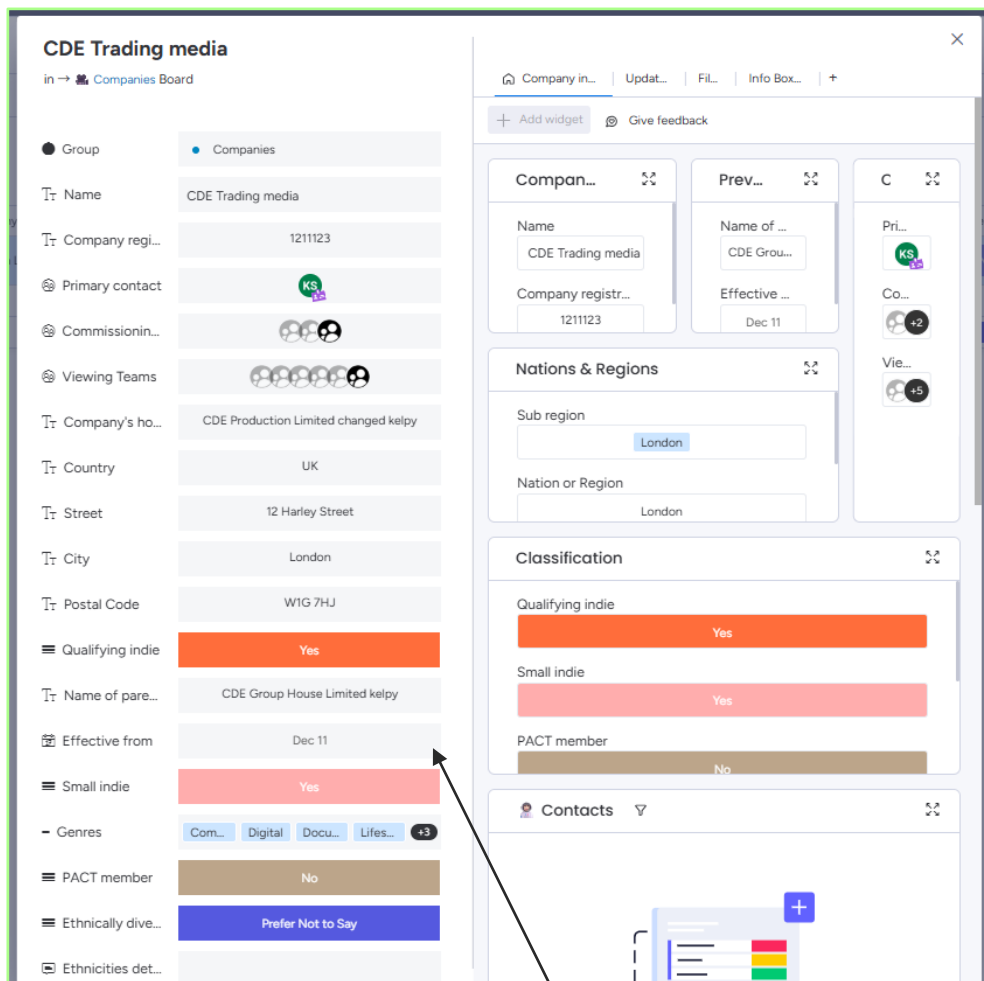


Below is the expanded view of 'My company details' (after clicking the 'X').

There is information ⓘ buttons next to each column header – when you click on the information icon, further details of the column content (or expected column content) are provided.



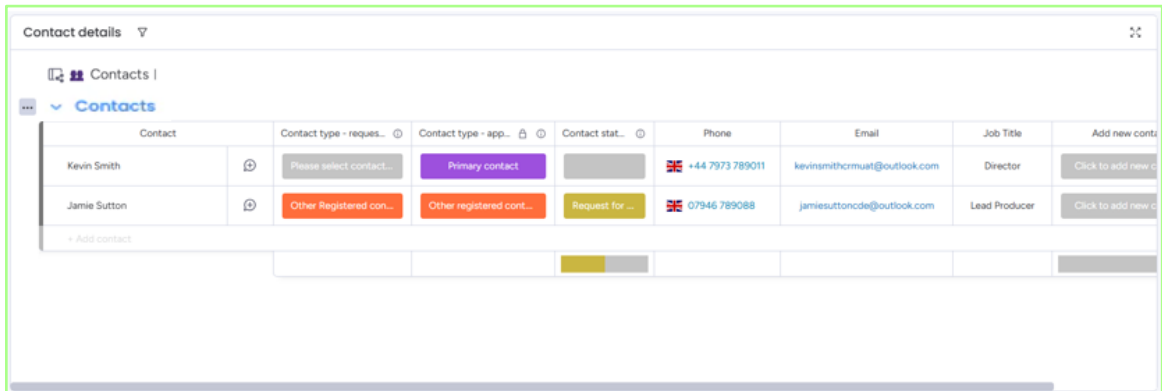
Click the '+' sign next to your company name to view and edit your company details – the below screen will appear:



When updating your details, please ensure you complete all fields. If there are any changes, to any fields, please ensure the 'Effective from' date field is completed. This date may be different to the date that you are updating your 4ideas account.

3. Adding and Managing Contacts

To add and update 'Contacts' within your company, go to the 'Contact details' section (you can find this section underneath **'My company details'** from the **'4ideas Dashboard'** view):



There are **(3)** types of **Contacts**:

1. Primary Contact
2. Other Registered Contact
3. Other Contact

Primary Contact

- Has full access to company details (view and edit).
- Can request to add, remove, reinstate, or elevate contact roles.
- Can update details for all company contacts.
- Can submit and view all pitches submitted by contacts within their company.

Note: A company may have more than one primary contact.

Other Registered Contact

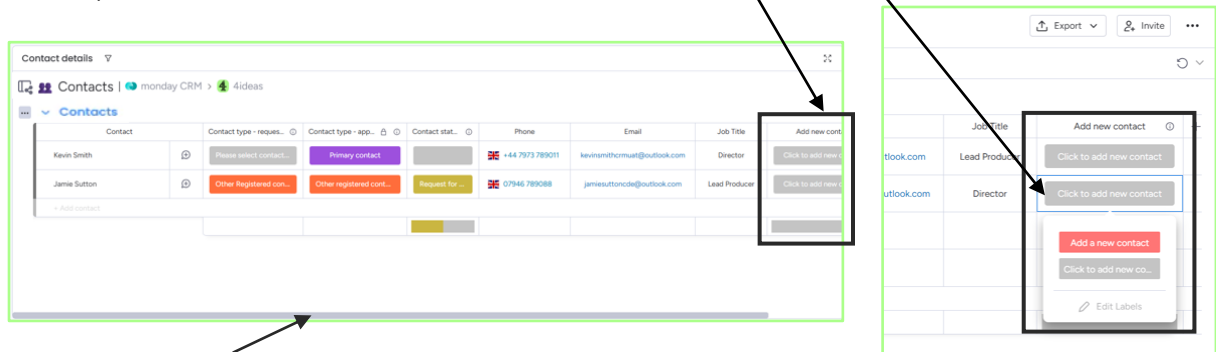
- Can submit pitches.
- Can view only their own submitted pitches.
- Can update their own contact details only.
- Can request elevation to a Primary Contact role.

Other Contact

- Used as reference data only (e.g. for programme association).
- Does not have access to submit or view pitches (no access to 4ideas).

In the screenshot above, Kevin Smith is a 'Primary Contact', and John Sutton is an 'Other Registered Contact'.

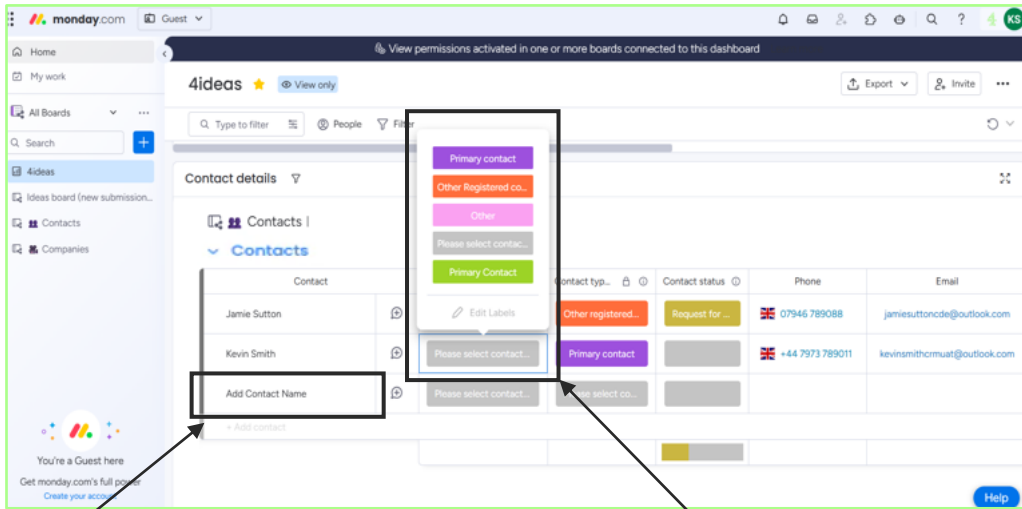
In his role as a 'Primary Contact', Kevin Smith can add new contacts – to add a new contact, left-click on the button in the 'Add new Contact' column:



Tip: Use the grey bar at the bottom to scroll from left to right



After clicking the 'Add a new contact' button colour in red, a row below will appear where details of your new contact can be entered, and the type of contact can be selected (*note - it may take a few seconds for the new row to appear*):



Editable field appears – start by entering the 'New Contact' name here

The 'New Contact' type can then be selected by left clicking the grey button (*refer to the above descriptions to determine which level of access you would like to provide your 'New Contact'*).

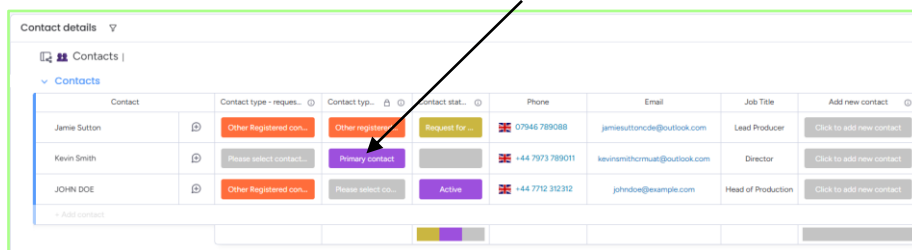
JOHN DOE has now been added as an 'Other Registered Contact' (row 3 below):

Contact	Contact type - request...	Contact typ...	Contact status	Phone	Email	Job Title	Add new contact
Jamie Sutton	Other Registered con...	Other regist...	Request for ...	07946 789088	jamesuttoncde@outlook.com	Lead Producer	Click to add new contact
Kevin Smith	Please select contact...	Primary contact		+44 7973 789011	kevinsmithcrmuat@outlook.com	Director	Click to add new contact
JOHN DOE	Other Registered con...	Please select co...		+44 7712 312312	john DOE@example.com	Head of Production	Click to add new contact

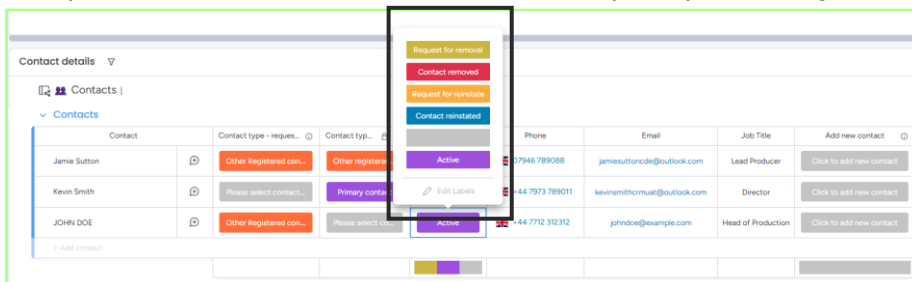
When you select an option in the 'Contact type – requested' column, this will trigger an email to the 4Producers team at Channel 4 who will review your request.

If you have requested a "Primary contact" or "Other registered contact", an invitation will be sent to the new contact by email. The link in the email will take the new contact through the same steps outlined on pages 2 & 3 of this guide.

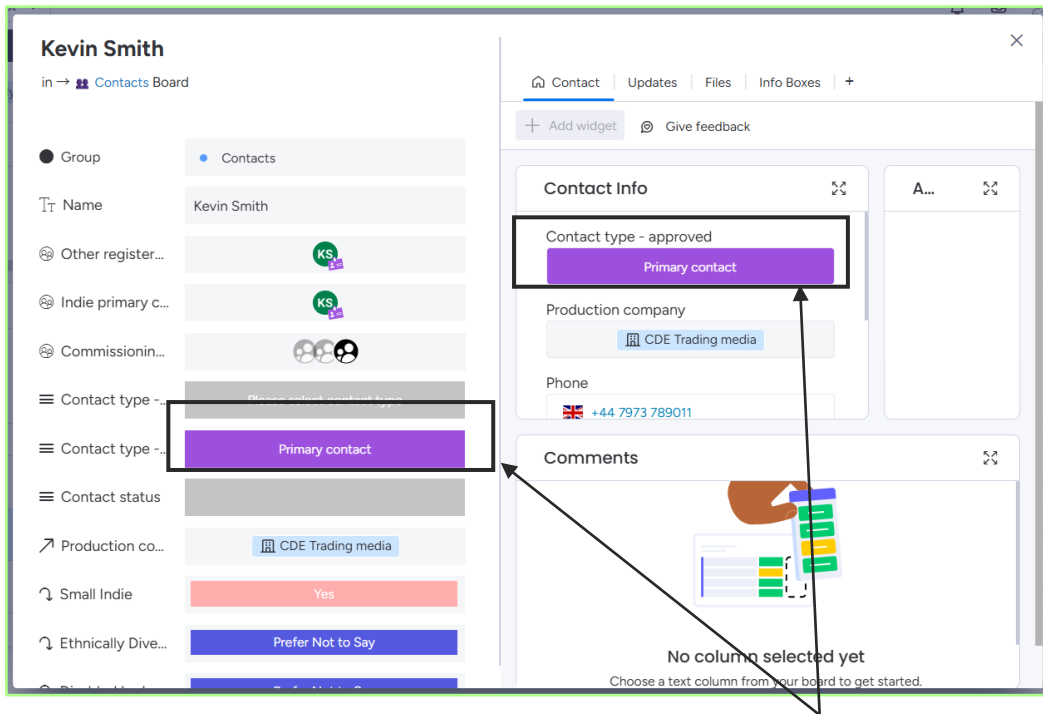
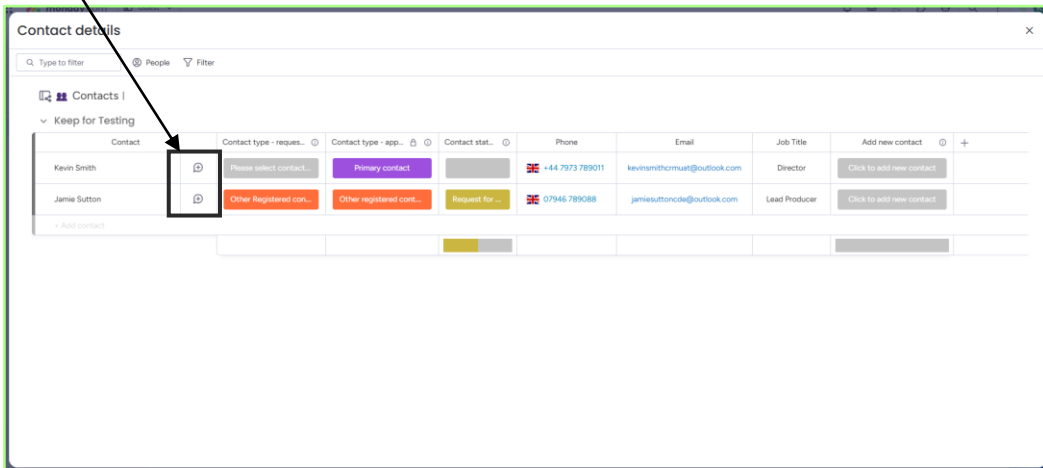
Once your request has been approved, the 'Contact type – approved' column will update and reflect the type of contact that was requested and approved.



You can also update the 'Contact status' column to help keep track of your 'active' Contacts.

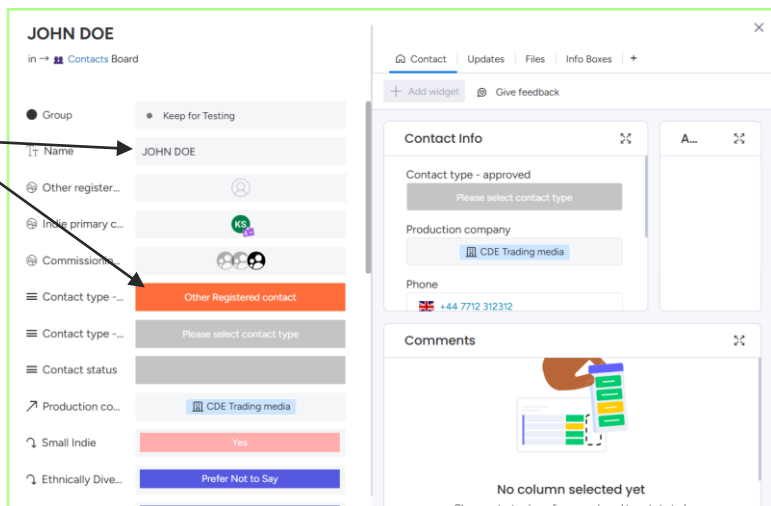


If you would like to view more details about a specific contact, click the '+' sign next to a name to view:



You can view the type of contact you are in this section – e.g. 'Primary contact' or 'Other registered contact'. For more information regarding the different types of contacts, refer to page 6 above or the '4ideas: FAQs for Companies'.

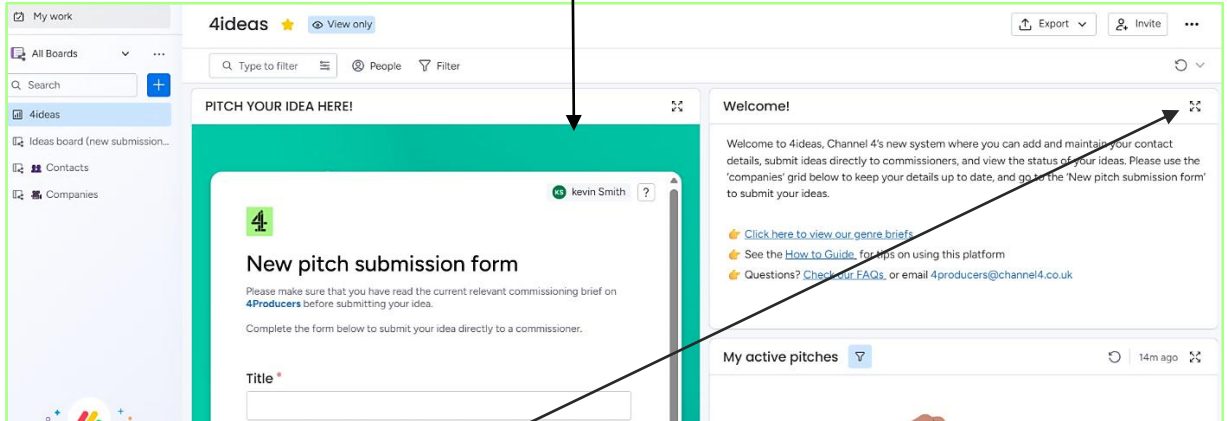
You can also edit and update contact details from within this view:



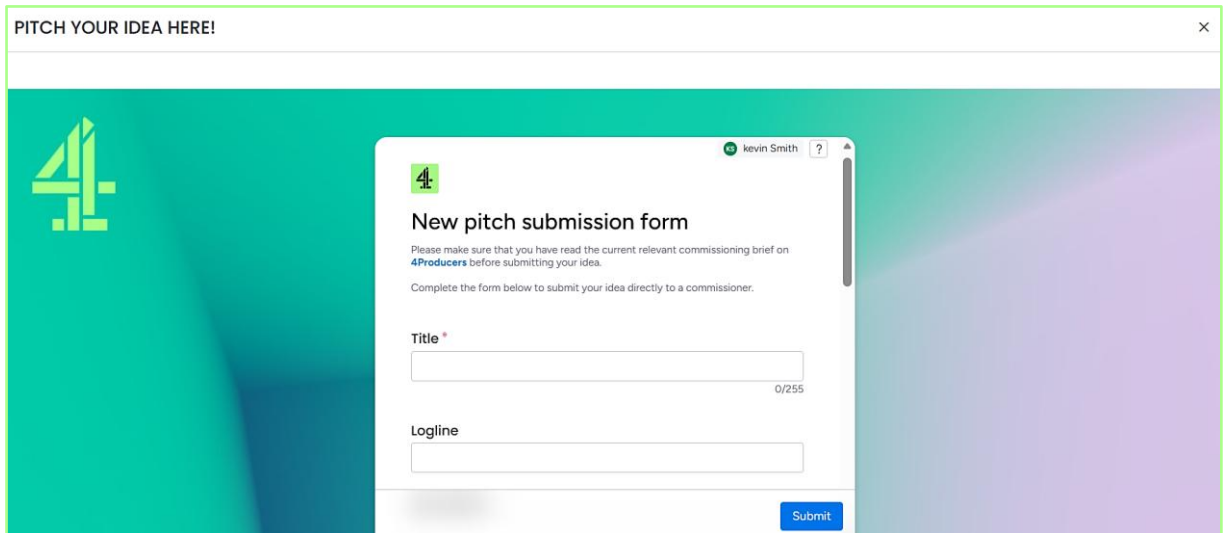


4. Pitching a New Idea

To pitch a new idea to Channel 4, use the 'New pitch submission form' that can be found on the left from your Dashboard view:

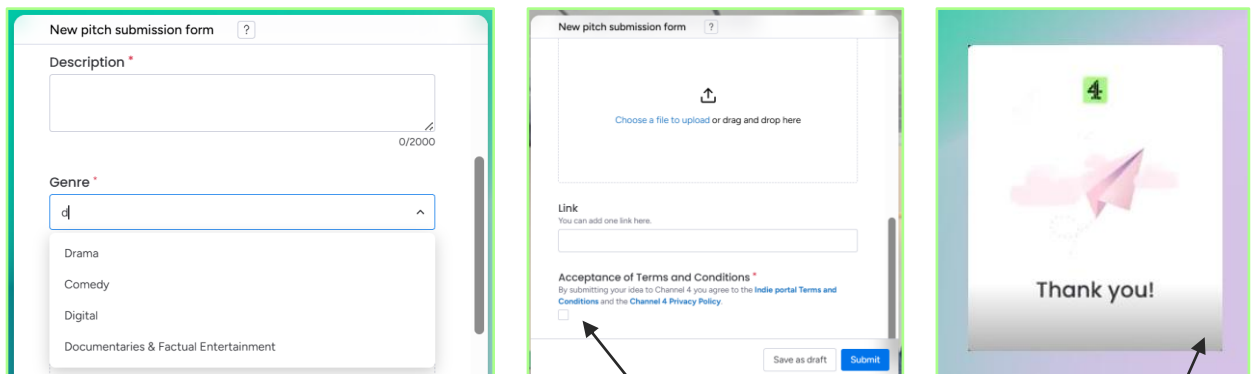


You can expand sections using the 'X' at the top right of the page. Fields marked with * are mandatory to complete:



Select the genre that you are pitching to and include any relevant attachments or links - e.g. treatments, proposals, or sizzle reels:

(Note – jpeg, png, and pdf files are best to use and there is no size limit for any attachments. If providing a link, note that you can only use one link).

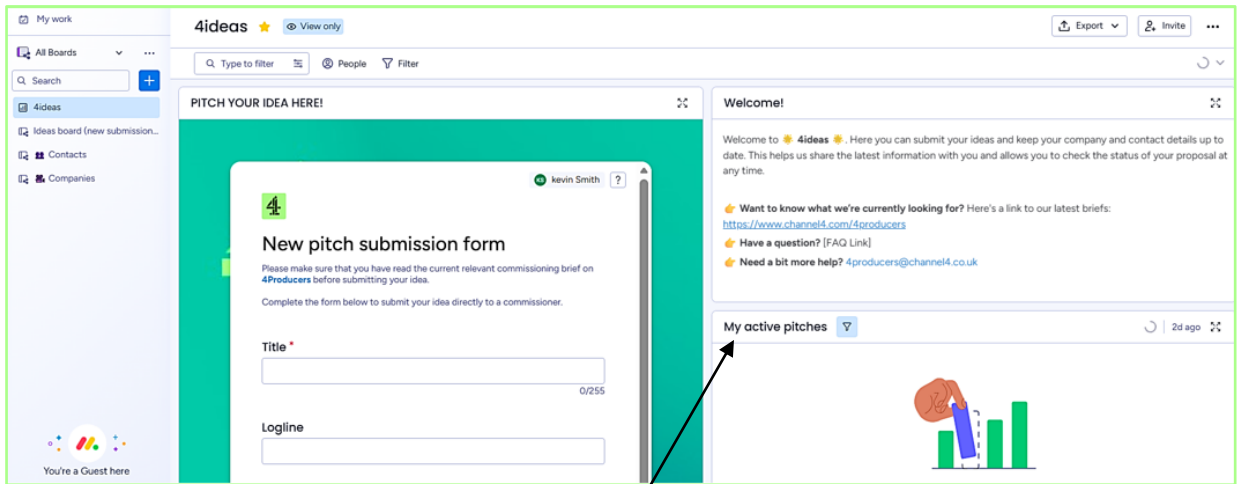


Once you have reviewed and accepted the T&Cs & Privacy Policy, click the 'Submit' button – your pitched idea will then be sent to a Commissioning Editor for review.

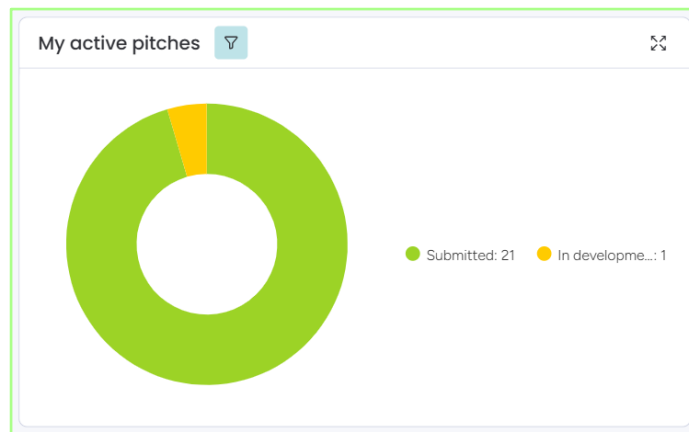
A "Thank you!" message will be displayed after clicking 'Submit' and you will receive an email notification to confirm that your idea has been received.

5. Tracking progress of a submitted idea

After you have submitted your idea, the 'New pitch submission form' will reset so you can pitch more ideas:



Any submitted ideas will appear under 'My active pitches' reflecting the overall status:



Note – there are currently no active pitches for CDE Trading Media and therefore, there is no donut displaying in this section. This section will update with a donut as soon as a pitch is submitted.

You can also view further details of any pitched ideas by scrolling slightly further down in your dashboard to view your "My active pitches" section:

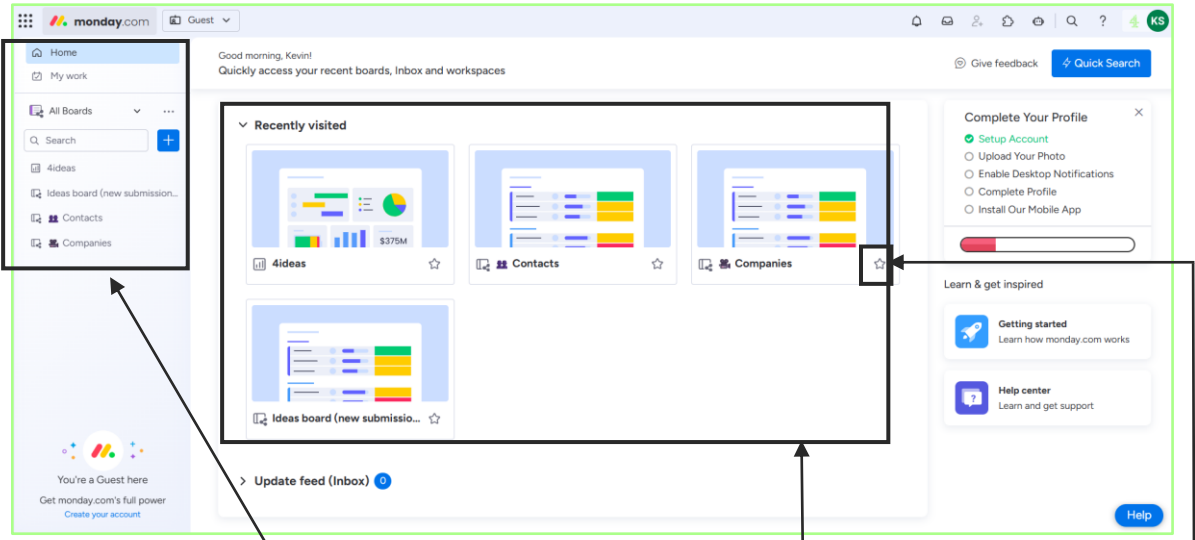




6. General navigation

If you have logged out of 4ideas after following the steps in section #1 of this guide, you can use this link to log back in: <https://channel4.monday.com/>

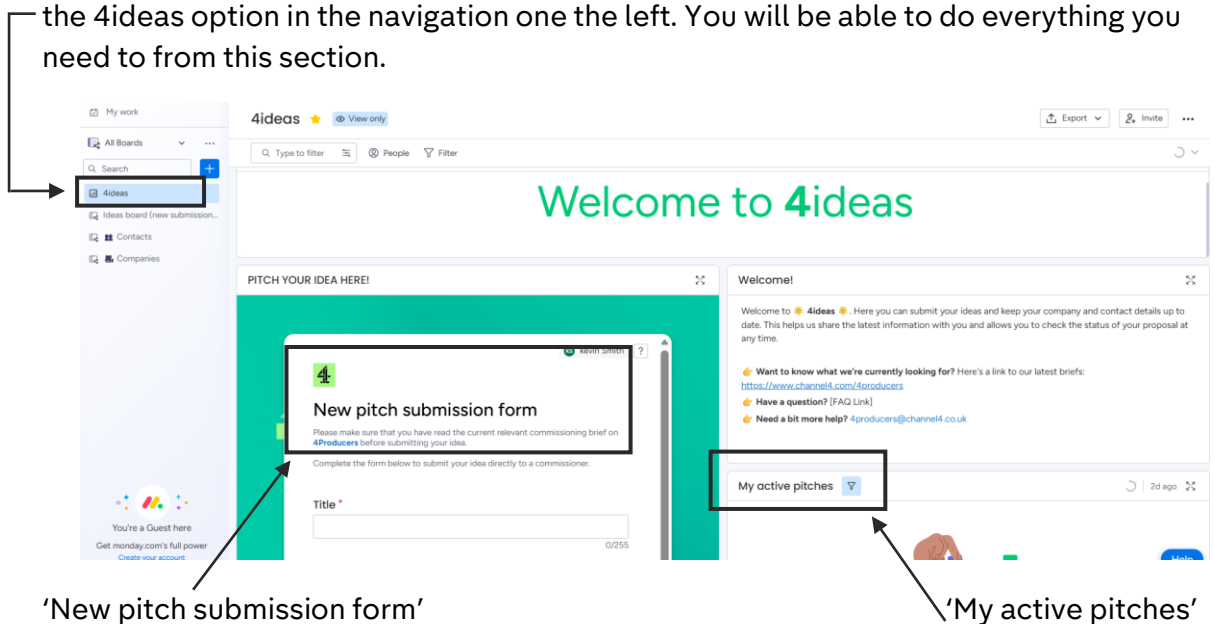
If you remained logged in to 4ideas, this screen will appear:



You can either use the navigation menu on the left or the widgets on your dashboard to direct you to the board or details you would like to view or update.

You can use the star at the bottom of each widget to make it a 'favourite' ☆. This will add the section to the navigation menu on the left.

To view the 4ideas dashboard, where you can submit a new idea using the 'New pitch submission form', view 'My active pitches' and find links to help and information, click the 4ideas option in the navigation one the left. You will be able to do everything you need to from this section.



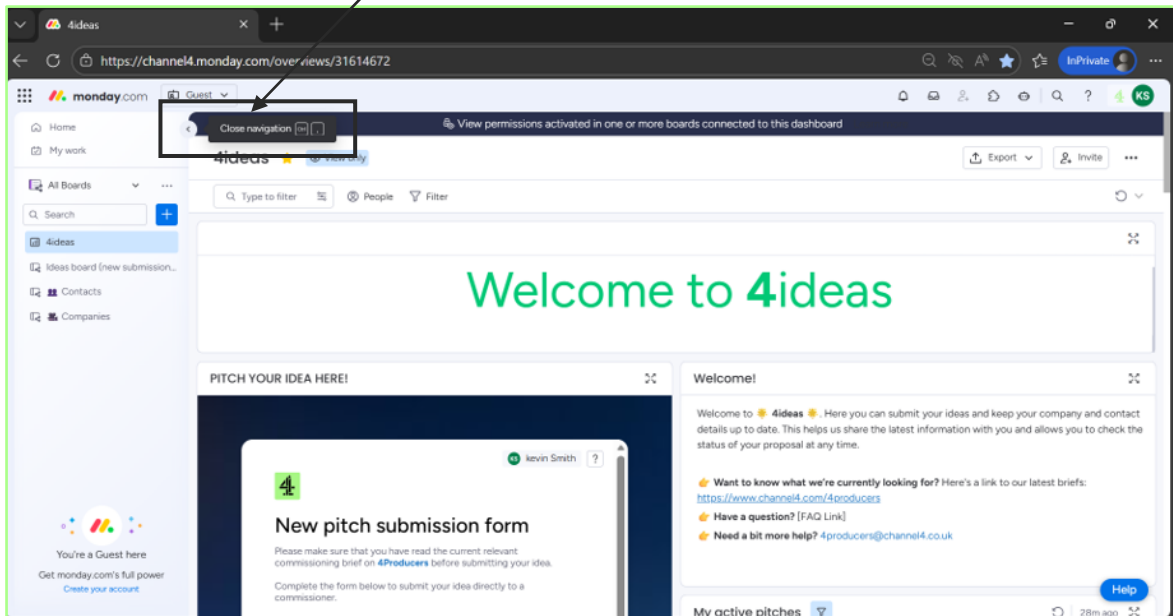
'New pitch submission form'

'My active pitches'

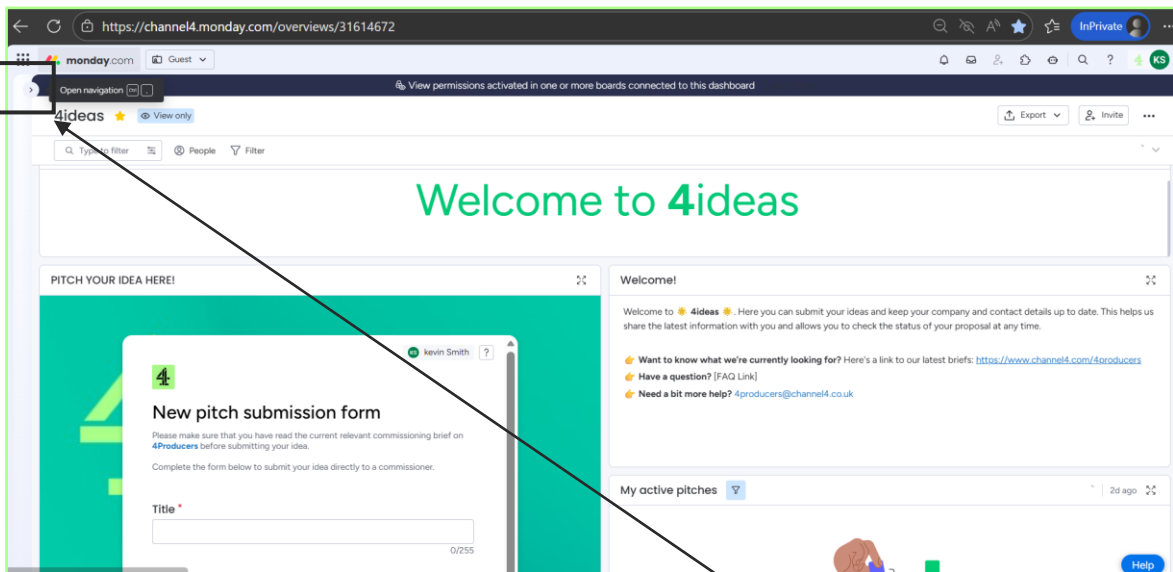


You can also use the small reverse-arrow to collapse the side navigation menu if that is your preferred view:

View with side navigation:



View with side navigation collapsed:



To view the side navigation menu option again, click the small arrow.

If you are not sure how to do something, please don't hesitate to reach out to us at the following email address: 4Producers@Channel4.co.uk

You can also refer to our 4ideas FAQs which can be found [here](#)

To make sure we are inclusive and accessible to all, please let us know if you require this document in another format or if you require any adjustments or assistance for communications with you.