

# The Sondheim Review: Community Article Submission Instructions

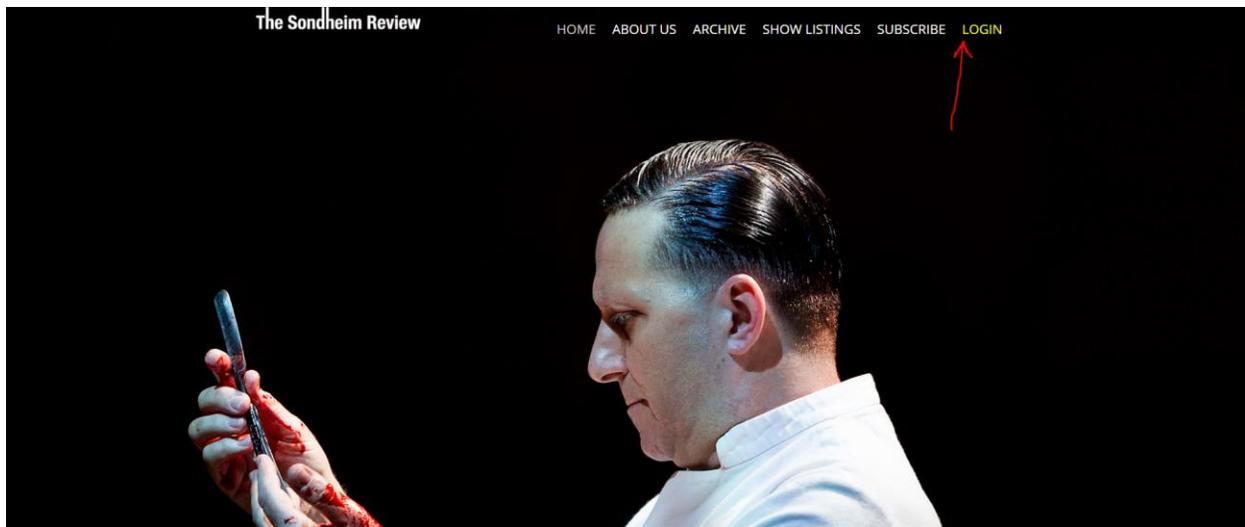
We're excited about your interest in contributing content to *The Sondheim Review*! If you follow this guide, it should only take you a few minutes to be ready to submit *your* content for consideration in a future publication of *The Sondheim Review*. Let's go through the steps required for you to do this.

1. Create an Account. **Note:** If you have made a purchase on our site, ticked the "create account" box and set a password in the process, you can use this existing account! No need to create a new one.
2. Log in to our secure site.
3. Submit an article. **Note:** You can write a new article right on our website, or copy/paste your existing text from anywhere else, and submit it for consideration for future editions of *The Sondheim Review*.

Easy enough! Let's go through each step in more detail, and with some easy-to-follow pictures.

## 1. Create an Account

To create your *Sondheim Review* account, simply visit our Website at [www.sondheimreview.com](http://www.sondheimreview.com), hover over the "Community" item in our menu, and click "Login."



**Note:** If you have previously made a purchase on our site, ticked the "create account" box and set a password in the process, you can use this existing account! No need to create a new one. Feel free to continue to step 2 (**Log in to our secure site**) below.

From here, click the "Register" link below the login form.

# The Sondheim Review

Username

Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

Remember Me

[Register](#) [Lost your password?](#)

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Now set a username (this can be your email, if you'd like), and provide an email for your new account. The email will be used to send you a confirmation of your registration, notifications about your submitted articles, and to reset your password (if you happen to forget it) in the future. Check the "I'm not a robot" button to proceed, click the "Register" button, and you should receive an email with your credentials momentarily.

# The Sondheim Review

Register For This Site

Username

Email

I'm not a robot



reCAPTCHA  
Privacy - Terms

Registration confirmation will be emailed to you.

Register

[Log in](#) | [Lost your password?](#)

[← Back to The Sondheim Review](#)

After clicking the link in your email, you will be asked to set a password for your new account. Congratulations! Your *Sondheim Review* account is up and running, and you're ready to log in.

## 2. Log in to our secure site

Just like in step 1, visit our Website at [www.sondheimreview.com](http://www.sondheimreview.com), hover over the "Community" item in our menu, and click "Login." Once you are presented with the login form, type in your username and password, check the "I'm not a robot" checkbox, and click the "Log in" button. Great! You are now logged in, and ready to submit your first article to *The Sondheim Review*!

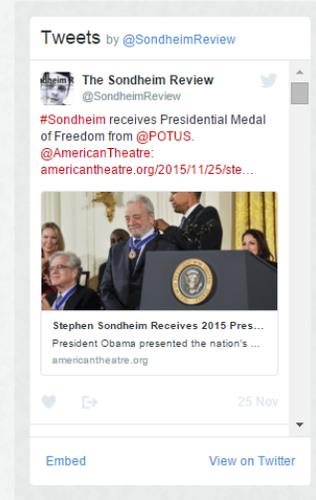
**Note:** If you have forgotten your password, or need to reset your password for any reason – please use the "Lost your password?" link at the bottom of the form, and you will be guided through a quick process to do this.

# Lost Password

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

RESET PASSWORD



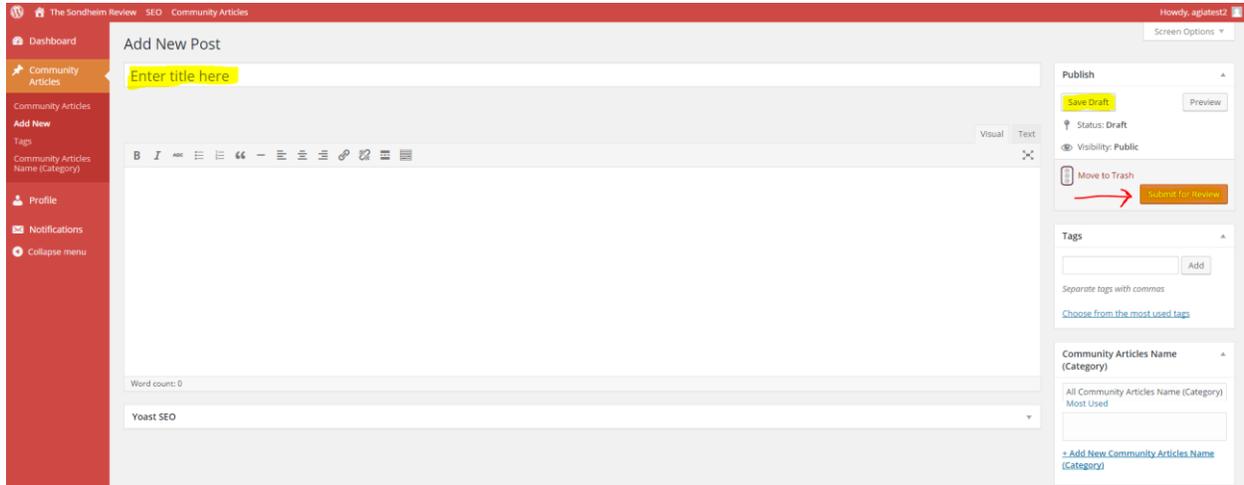
### 3. Submit an article

Once logged in, you are all set and ready to submit your first article! Let's write a brief draft of your first article together, and save it. Don't worry – you will be able to come back to edit the draft, and submit it for consideration to *The Sondheim Review* whenever you'd like!

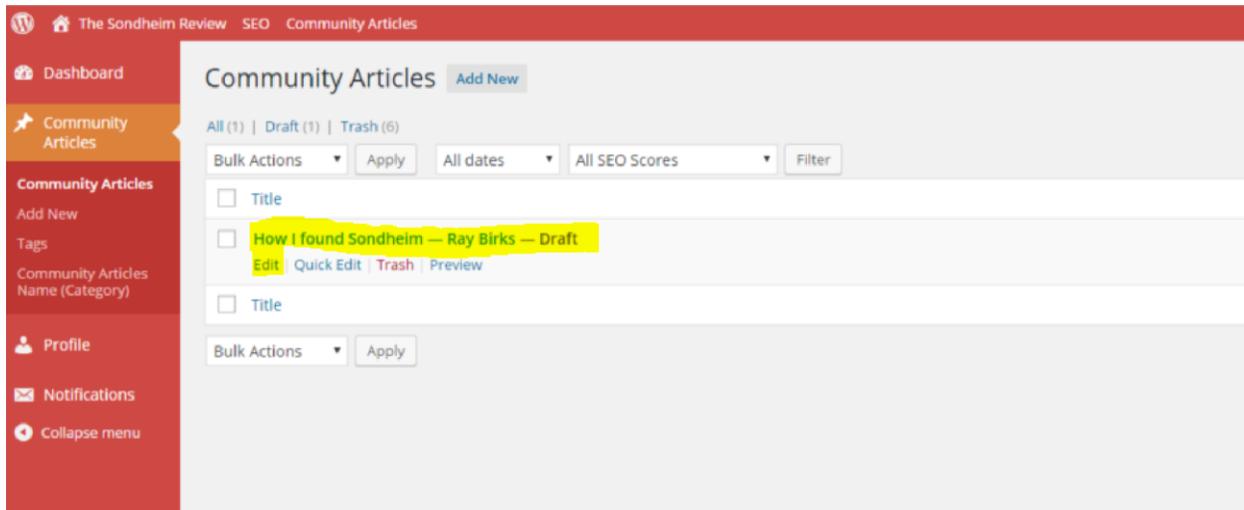
First, click on the "Community Articles" link on the left-hand side of the menu.



From here, click the “Add New” button at the top. You will be presented with a screen to set a Title for your new article. Let’s call it: “*How I found Sondheim – YOUR NAME*”. Below the title, you can set the body & content of your article; type a couple words for now.



On the right-hand side of the menu, you will find buttons for saving a draft of your post (“Save Draft”) and submitting the post for review to The Sondheim Review team (“Submit for Review”). Click “Save Draft” for now, and then click the “Community Articles” link on the left-hand side of the page. You can now see your saved draft in the list of Community Articles, and you’ll be able to continue editing it whenever you’d like.



And those are the basics! If you have any questions, feel free to email [help@sondheimreview.com](mailto:help@sondheimreview.com) with questions. We hope to see your stories soon!