



NYCET Spoke Process

FURTHER INFORMATION CAN BE FOUND ON OUR [HELP DESK PORTAL](#)

START

Do you already have a spoke organization?

YES

Great! You can proceed to the next step!

NO

Submit a ticket on help.nycet.org (or email help@nycet.org) and request an organization in Spoke
Please allow one week for this process

Submit a [Universe Request Form](#) for the list of contacts you want to text out in Spoke
Please allow 2 weeks for this process

[Submit a Pre-Campaign Approval form](#)
Please allow 2 business days for this process
Note: if you are running multiple campaigns in a single month, do this for your largest campaign only

Once NYCET has confirmed your campaign, you may start sending out texts!

NOTE: IN ORDER TO AVOID CARRIER VIOLATIONS, PLEASE REFERENCE [THIS ARTICLE](#) BEFORE FINALIING YOUR SCRIPT