

Instructions for Joining the MoveOn Text Team and Getting Started

Use a web-based texting tool to message hundreds or thousands of voters using any computer, tablet or mobile device. *Does **not** use your personal phone number or full name.*

1. Go to <https://front.moveon.org/join-moveon-text-team/> and take the training. Do this ahead of time if you can; otherwise we'll help walk you through it.
2. Follow instructions in MoveOn emails you'll receive after you complete training. You'll be invited to join MoveOn's **Slack** workspace and **Spoke** tool for generating texts.
3. Log onto MoveOn Text Team Slack (if you are on another Slack workspace like MinutemanIndivisible.slack.com, you can add the MoveOn Slack workspace if you download the Slack program to your computer, tablet or mobile device).
4. Find the day's assignments on the **#important_info** channel in Slack; there you will also find links to important background information including the day's *texting guide* and a *texter FAQ*.
5. Ask for text assignments on the **#request_texts** channel.
6. Log onto MoveOn **Spoke** to start your assignment; Spoke's **Home** page will display a button to **Send First Texts** with a number that shows the number of texts you have remaining to send.
 - a. When you go to send texts, the screen will have a first name in the upper left hand corner and a message along the bottom with the person's name and your first name inserted in the text; clicking send will send that text and present you with a screen for the next person. [*Pro Tip*: hold down the Enter key to send texts in rapid succession without having to click each time]
 - b. Occasionally, click on the **Home** button in the upper left of the screen to see if you have any replies.
 - c. If you have replies, click on the **Send Replies** button and you will see the text you sent and the person's reply; canned replies appear under "Current question" and "Other Responses" at the bottom left of the screen"; choices of replies depend on the type of question asked in your text, but you have some freedom to modify canned replies or create your own.
 - d. Click on **Home** when you've finished replies; you will see another button for **Past Messages** that you have not opted out as well as a **Skipped Messages** button (if any). You can return to those conversations as needed.
 - e. Click on **Send First Texts** to continue sending first texts.
 - f. After you have finished sending and responding to all texts, check back to Spoke occasionally over the next day or so; you have to force Spoke to refresh (we keep a Spoke tab open in our browser). Be sure to follow MoveOn's guidance for times to text, usually 9a-9p in the time zone to which you're texting.

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