

EnChriste MobileServe Getting Started Guide

MobileServe is available as a mobile app in the App store and Google Play and can be used on most smart phones and tablets. If you'd rather not use the mobile app, you can create and manage your MobileServe account from any internet-connected device at: app.mobileserve.com. Simply skip the download instructions below and start with "Create Your Account".

Download the App

1. Go to the App Store or Google Play.
2. Search "MobileServe".
3. Tap the **Get** or **Install** button next to MobileServe App.

Create Your Account

1. Open the app or go to app.mobileserve.com. & select **Sign Up**.
2. Enter your name, birthday, and create a password. You can skip the Employer/School box.
3. Select **Next**.
4. Add an optional photo to your profile or skip.
5. Select **Next**.
6. Enter the 6-digit code corresponding to your group (*see below*).
7. When it pops up, select **Join**.
8. To join additional Groups or if you already have a MobileServe Account:
 - a. Go to your Settings page.
 - b. Click on Organizations.
 - c. Click **Join Organization** and enter the next code.
 - d. When your Organization name pops up click **Join**.

Log Your Hours

After joining your organization(s), be sure to follow each of the 6 Steps required to properly log your En Christe hours. See below for a full description of each step.

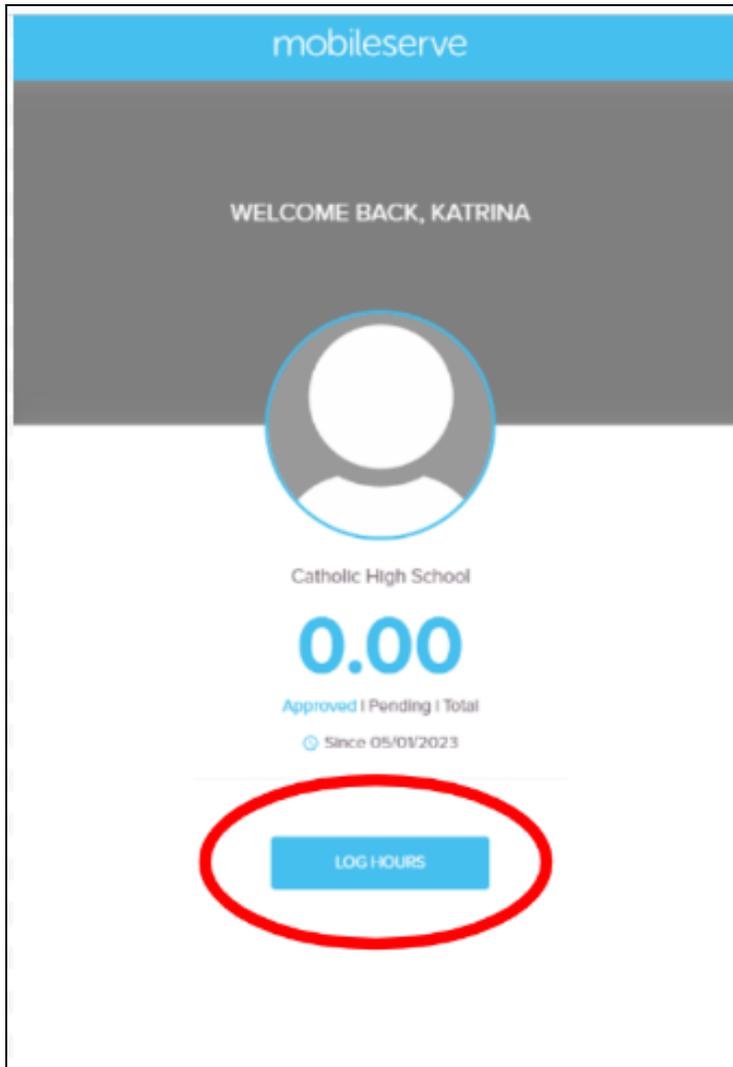
Codes:

CHS Class of 2024: ED81AA
CHS Class of 2025: 105C65
CHS Class of 2026: 17F8E0
CHS Class of 2027: 23C7AA

How to Log En Christe Hours

Step 1:

Access your MobileServe account and select “Log Hours”.



Step 2:

Click on the date to select the correct date on which you served. Under “Total Hours”, enter how many hours you spent in service at this particular organization on that particular date.

Log Your Hours

Activity Details

May 23, 2023

Total Hours

4.00

Service Org

Catholic High School

Category

Tell Your Story

Next >

Step 3:

Choose one of the 7 approved location types (sent via email and listed on the CHS website) to enter in as your “Service Org” and enter in the name of the location next to the type. Please use the following format: Approved Location Type - Name of Location. Here are two examples: Homeless Shelter - JCOC, Nursing Home - Marian Manor

The screenshot shows a web form titled "Log Your Hours" with a sub-section "Activity Details". At the top, there is a date selector for "May 23, 2023" with a calendar icon. Below this, a box displays "Total Hours" as "4.00". The "Service Org" field is highlighted with a red circle and contains the text "Homeless Shelter - JCOC". Below this field, there is a dropdown menu currently showing "Catholic High School" and a "Category" dropdown menu. At the bottom, there is a "Tell Your Story" text area and a "Next >" button.

Step 4:

Select “En Christe” as the “Category”.

The screenshot displays a web form titled "Log Your Hours". Under the "Activity Details" section, the date is set to "May 23, 2023" and the total hours are "4.00". The "Service Org" field contains "Homeless Shelter - JCOC". The "Catholic High School" field is partially visible. A dropdown menu for "Category" is open, with "En Christe" selected and highlighted by a red oval. Below the dropdown is a "Tell Your Story" text area and a "Next >" button.

Step 5:

Under “Tell Your Story”, type 3-4 sentences describing what type of service you performed and any reflections you had about the time you spent serving.

The image shows a digital form titled "Log Your Hours" with a sub-section "Activity Details". At the top, there is a date selector showing "May 23, 2023" with a calendar icon. Below this, a "Total Hours" field displays "4.00". The "Service Org" field contains "Homeless Shelter - JCOC". There are two dropdown menus: one for "Catholic High School" and another for "En Christo". The "Tell Your Story" text area is circled in red and contains the text: "I spent my time passing out food to the homeless. I also spent some time stocking the shelves and organizing the donations. My time serving here was very impactful because I got to help people and spread Christ's love. It also made me appreciate the things that I have and all of the blessings in my life." Below the text area is a "NEXT >" button.

Step 6:

Select “Next”. On the next page, enter your Supervisor’s Name and Email. **Make sure that your supervisor checks his/her spam folder and that he/she knows the email comes from MobileServe. **Remember, your parents cannot be your supervisor.

Log Your Hours

Activity Details

May 23, 2023

Total Hours
4.00

Service Org
Homeless Shelter - JCOC

Catholic High School
En Christe

Tell Your Story
I spent my time passing out food to the homeless. I also spent some time stocking the shelves and organizing the donations. My time serving here was very impactful because I got to help people and spread Christ's love. It also made me appreciate the things that I have and all of the blessings in my life.

Next >

Log Your Hours

Verification

Loop In Your Leaders

Enter your supervisor's name and email,
and we'll contact them to confirm your hours.

Supervisor Name
Jane Smith

Supervisor Email
jane.smith@gmail.com

Photos

Add Photos
(0/3)

Attach My Location

Previous Submit Hours

Step 7:

Add 1-3 photos documenting what you did during your time of service then select “Submit Hours”. **If you are not permitted to take photos during your service, please take a photo of you at the location before or after you serve (be sure to include a sign or verbiage that denotes the location name).

Log Your Hours

Verification

Loop In Your Leaders

Enter your supervisor's name and email,
and we'll contact them to confirm your hours.

Supervisor Name
Jane Smith

Supervisor Email
jane.smith@gmail.com

Photos 



 Add Photos
(2/3)

Attach My Location

[< Previous](#) [Submit Hours](#)