

## Getting Started Guide

Annunciation Catholic School will be using MobileServe to track hours served. 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 would rather not use the mobile app, you can create and manage your MobileServe account from any internet-connected device. MobileServe will allow you to see all volunteer opportunities in one spot, sign up, sign-in and obtain a signature from the organizer, pin your location or add photos of you volunteering as verification of your service. Just create an account for your family and get ready to serve!

### 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. Go to [app.mobileserve.com](http://app.mobileserve.com) & select **Sign Up**.
2. Enter your name, birthday, and create a password. You can skip the Employer / School box. Select **Next**.
3. Enter the 6-digit code **029AD8** and Select **"Join"**.
4. Add a photo to your profile. Select **Next**.
5. Click on the **"Start Serving"** to get to your Dashboard.
6. Click on the **Events Tab** then click the **Invitations Tab** at the top of the page to view available volunteer opportunities. Events you have signed up for will show on your "schedule" page.

After joining the ACS Parent Group, you will be able to log your hours on your phone or on the kiosk at the front desk. Just click **LOG MY HOURS** then Check-In to a special event and it will take you to your events page.

If you have any questions, please contact Keli McCann at [kmccann@acsphx.org](mailto:kmccann@acsphx.org).

Happy to Serve!