

Getting Started Guide

Annunciation Catholic School uses MobileServe to help track your service hours. MobileServe is available as a mobile app in the App Store and Google Play and can be used on most smartphones and tablets. You may also login from a web browser at app.mobileserve.com. Mobileserve allows 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 to verify 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: The first three steps are required.

1. Go to app.mobileserve.com & select **Sign Up**.
2. Enter your name, birthday, and email address, and create a password. Select **Next**.
3. Join the ACS Parent Group by entering the 6-digit code 029AD8 and Selecting **"Join"**.
4. Add a photo to your profile. Select **Next**.
5. Click "Get Started" to get to your Dashboard.
6. From the Dashboard, click on the **Opportunities** to see 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.

When you arrive at school click LOG MY HOURS then Check-In to a special event and it will take you to your events page. MobileServe will begin tracking your time. At the end of your service, sign off and enter the chair of the event's email address and MobileServe will log your hours on your phone and send an email to the chair so they can verify your hours.

You are also able to log your hours and request approval afterwards, if needed.

If you have any questions, don't hesitate to contact the school office at office@acsphx.org.