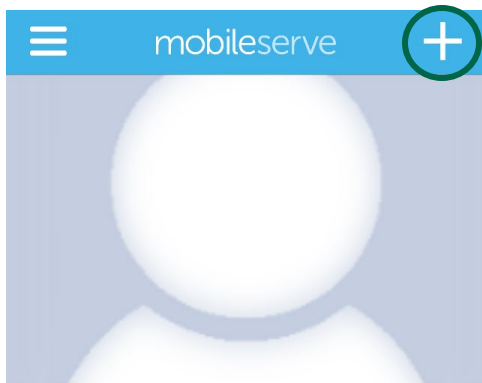


When you are logged in and open the MobileServe App, this is what you should see:

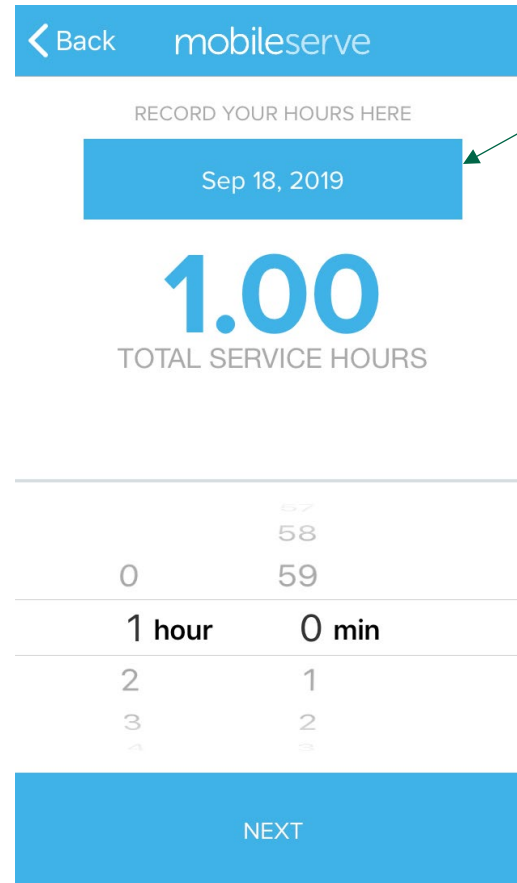


**0.00**  
TOTAL SERVICE HOURS



You can either click the "Begin Serving" button or the "Plus" button to log your hours.

Both options will take you to this screen:



You can click here to change the date of your service.

Next you will see this:

 **mobileserve**

SERVICE DETAILS

SERVICE ORG

This is where you put the organization's name.

CATEGORIES

Sandy Spring Friends School  
None

The categories are International Service, National Service, Local Service, and Service for SSFS. You must pick one. Choose based on where the service took place.

TELL YOUR STORY

Tell Your Story

NE

This is a space for you to describe your service experience and provide a reflection on your service. The following are some questions to consider:

What did you do? What were your responsibilities? Did you feel connected to the community you were serving or the group you were serving with?

Keep in mind that this portion is also shared with your supervisor.

 **mobileserve**

LOOP IN YOUR LEADERS

SUPERVISOR NAME

SUPERVISOR EMAIL

It is required that you include your supervisor name and email if you want your hours to be approved and counted towards your graduation requirement.

GET SIGNATURE

If you are signing out with your supervisor, you can have them sign here. This is not required.

WANT TO GEO-VERIFY?

ATTACH MY LOCATION

If you are on-sight and want to add your location, you can. This is not required.

SUBMIT HOURS

mobileserve



1.00

SERVICE HOURS COMPLETED AT

SSFS

 ATTACH PHOTOS

You have the option to add photos of your experience to the log. Feel free to do so if you are moved.

Whether you attach photos or not, click the done button to submit your hours.

DONE

After this, your supervisor will receive an email to verify your hours.

Then, the Community Service Coordinator can approve your hours and update your transcript.