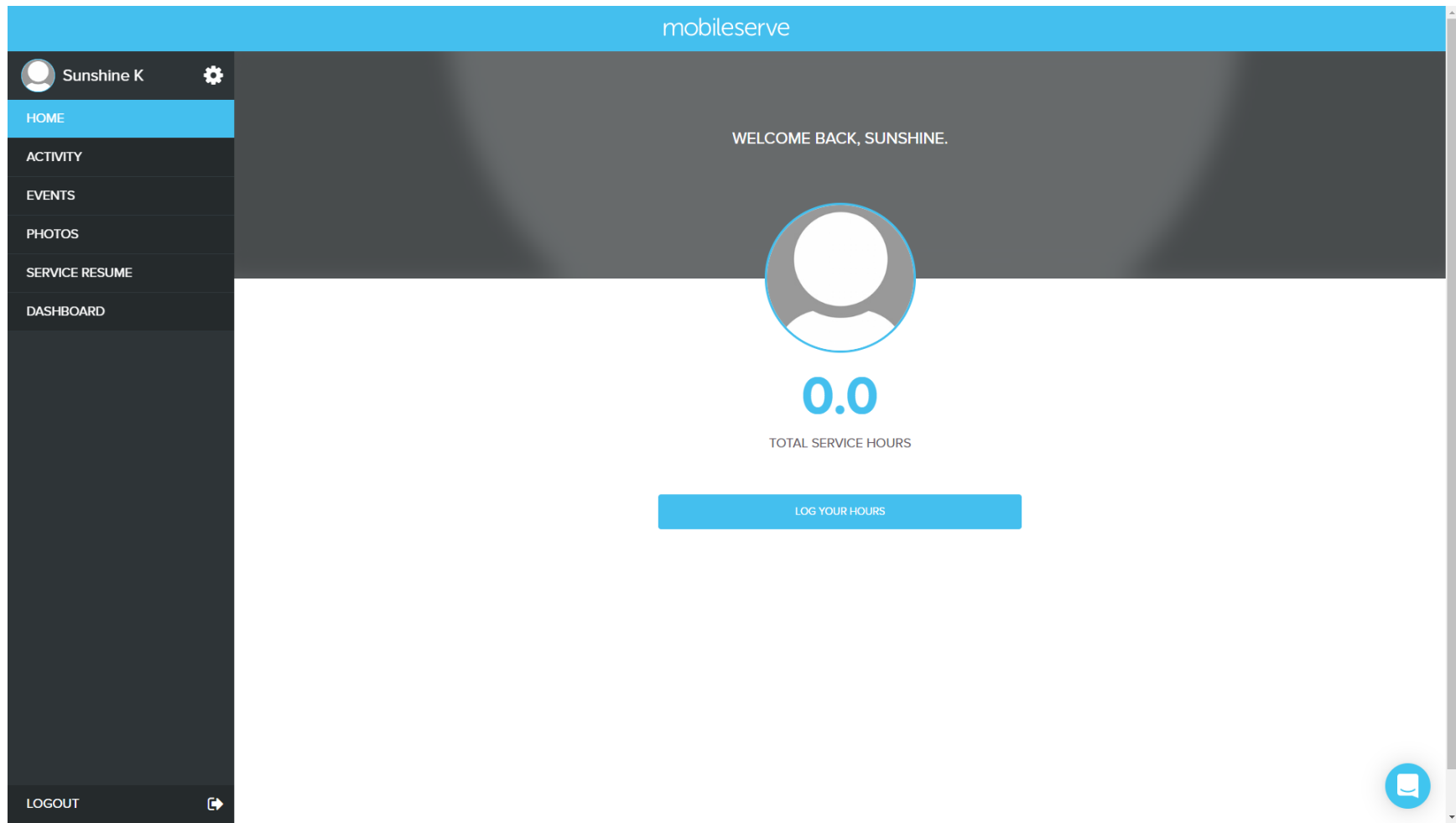
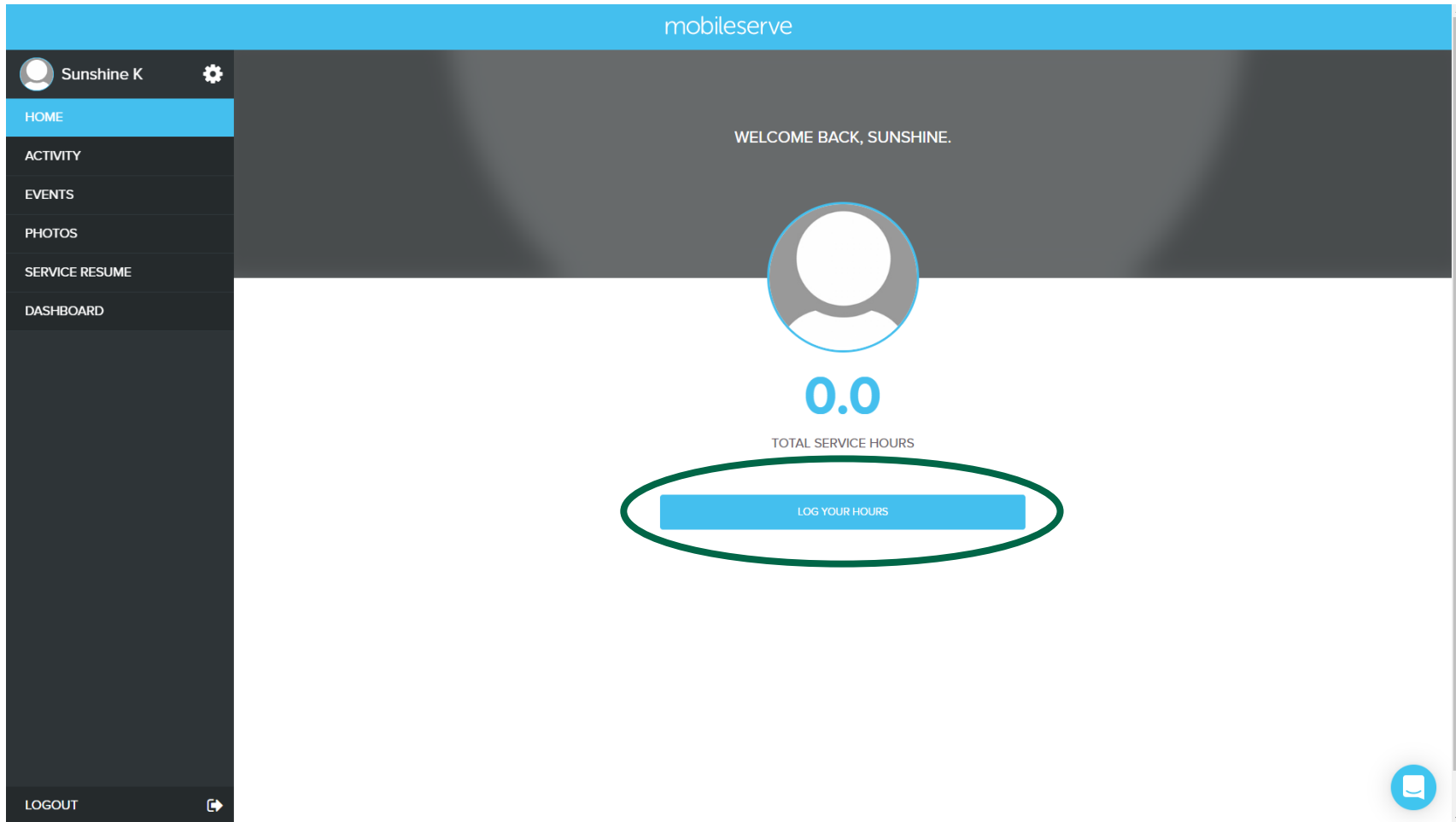


When you open your MobileServe homepage through their website you should see this:



To log hours, start by clicking the “Log your hours” button circled below:



Then you should see the following:

The screenshot shows a mobile application interface for logging hours. At the top, a blue header contains the text "mobileserve". Below this is a dark sidebar with a user profile "Sunshine K" and a settings gear icon. The sidebar menu includes: HOME (highlighted in blue), ACTIVITY, EVENTS, PHOTOS, SERVICE RESUME, DASHBOARD, and LOGOUT. The main content area is titled "LOG YOUR HOURS" and features a date selector for "September 20, 2019". A large blue box displays "0.00" with "TOTAL HOURS" written below it. Underneath is the "Activity Details" section, which includes a "SERVICE ORG" input field, a dropdown menu for "Sandy Spring Friends School" (with a "CATEGORY" label), and a "TELL YOUR STORY" text area. A blue button with a location pin icon is labeled "Attach My Location". Below this is the "Loop In Your Leaders" section, which asks the user to "Enter your supervisor's name and email, and we'll contact them to confirm your hours." It contains two input fields: "SUPERVISOR NAME" and "SUPERVISOR EMAIL". A final blue button is labeled "SUBMIT HOURS". In the bottom right corner, there is a circular blue icon with a white speech bubble.

This next screenshot outlines what you need to do on this page.

The screenshot shows the 'LOG YOUR HOURS' page in a mobile app. At the top, there's a blue header with 'mobileserve' and a user profile for 'Sunshine K'. Below the header is a navigation menu with 'HOME' and 'ACTIVITY'. The main content area is titled 'LOG YOUR HOURS' and features a date selector for 'September 20, 2019' and a 'TOTAL HOURS' field showing '0.00'. Below this is the 'Activity Details' section with a 'SERVICE ORG' dropdown (selected as 'Sandy Spring Friends School') and a 'CATEGORY' dropdown. A 'TELL YOUR STORY' text area is provided for reflection. There's an 'Attach My Location' button and a 'Loop In Your Leaders' section with fields for 'SUPERVISOR NAME' and 'SUPERVISOR EMAIL'. A 'SUBMIT HOURS' button is at the bottom. Several callout boxes provide instructions: one points to the date selector, another to the total hours field, one to the service org dropdown, one to the 'Attach My Location' button, one to the 'Loop In Your Leaders' section, and one to the 'SUBMIT HOURS' button. A large callout on the left explains the 'TELL YOUR STORY' section, and another on the right notes that attaching a location is optional.

You need to check this box.
Once you have, the Categories will open up.
They are International Service, National Service, Local Service, and Service for SSFS. You must pick one. Choose based on where the service took place.

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

Type your total hours here.

This is where you put the organization's name.

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.

If you are logging your hours while physically at your service location, feel free to attach your location. **This is not required.**

You must include your supervisor name and email if you want your hours to be approved and counted towards your graduation requirement.

Once you have completely filled out this page, click "Submit hours".

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.