

MobileServe App directions

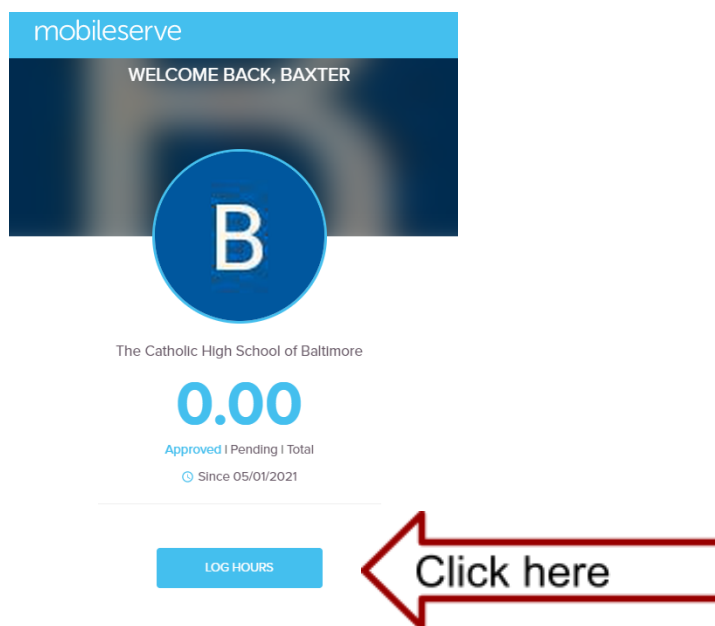
Important Notes:

- 10th/11th/12th Grade: All hours must be submitted through the app.
 - 9th Grade & Transfer Students: All service hours completed between May 1, 2025 - August 25, 2025 must be submitted on paper logs and turned into the Main Office by September 5, 2025. The Technology Department will set up your MobileServe account at Orientation. ***Do not create your own account.***
 - Hours should **NOT** be submitted on both logs and the app!
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To record hours:

Please note that you will need a few minutes to complete a few steps before needing a supervisor so begin the process and then approach your supervisor.

Your home screen view:



Next:

Log Your Hours

Activity Details

August 24, 2021



Select the Date of Service

Total Hours

0.00

Number of hours on
above date

Service Org

Type in organization where you
served. Some auto-fill options will
be available

The Catholic High School of
Baltimore

Category



Select dropdown and
select category of
service

Category

Churches/ Faith-Based Programs
Community Outreach & Assistance
Educational
Environmental
Food Assistance Programs/Soup Kitchens
Healthcare Facilities
Housing, Clothing, Other Needs Assistance Programs
Internal - TCHS
Schools



Please explain IN DETAIL what your responsibilities were during these
hours of service and who will benefit from this service.

Next >

Once these steps are complete, approach your supervisor for verification:

The screenshot shows the 'Log Your Hours' verification screen in the mobileserve app. The header is blue with a hamburger menu icon and the text 'mobileserve'. Below the header, the title 'Log Your Hours' is centered. Underneath is the section 'Verification' with the sub-header 'Loop In Your Leaders'. A note says: 'Enter your supervisor's name and email, and we'll contact them to confirm your hours.' The form has four main sections: 'Supervisor Name*' (text input), 'Supervisor Email*' (text input), 'Supervisor Signature' (with an 'Add Signature' button and a trash icon), and 'Photos' (with an 'Add Photos' button, '(0/3)' indicator, and a trash icon). At the bottom are '< Previous', 'Submit Hours' (circled in red), and a blue circular icon with a white speech bubble. Three red arrows point from text boxes on the right to the Supervisor Name, Supervisor Email, and Photos sections.

Supervisor Name*

Supervisor Email*

Supervisor Signature

Add Signature

Photos

Add Photos (0/3)

< Previous Submit Hours

Supervisor name and email are required

Be sure you have a valid email address so that your supervisor has the ability to verify your hours

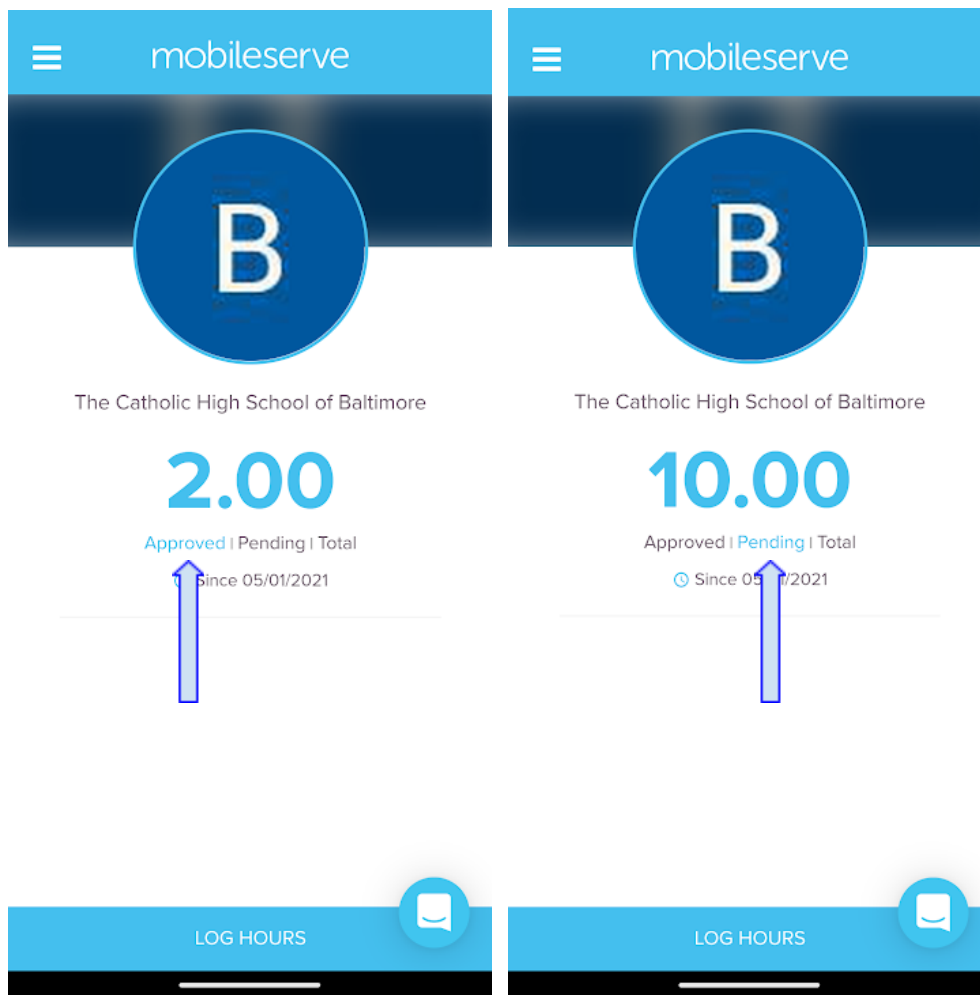
Photos are not required but encouraged, if permitted by organization

The Office of Mission will then review these submissions digitally. If there are concerns with your submission, the hours will be rejected and a comment will be provided for which you will receive a notification via email. Please make any corrections as noted in the comments.

Please be sure to check your app occasionally to see if you need to follow up with your service supervisor about verifications. If they do not “verify” right away, the app will automatically email them reminders to “verify.”

Tracking hours within MobileServe

When looking at the homescreen, students can toggle between “Approved,” “Pending,” or “Total” hours. The category in blue text marks which you are currently viewing.



Monitoring Goals within MobileServe

