Clover Garden School

mobileserve

Getting Started Guide Class of 2020: 8A19C9 Class of 2021: 5CD965 Class of 2022: 5729D3 Class of 2023: EBE2D7 Parents: 9EA97C Staff: ED1B65

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'd rather not use the mobile app, you can create and manage your MobileServe account from any internet-connected device at: <u>app.mobileserve.com</u>. Simply skip the download instructions below and start with Create Your Account.

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. Open the app or go to <u>app.mobileserve.com</u> & select *Sign Up*.
- 2. Enter your name, birthday, and create a password. You can skip the Employer / School box.
- 3. Select *Next*.
- 4. Add an optional photo to your profile or skip.
- 5. Select Next.
- 6. Enter the 6-digit code corresponding to your grade/group (see above).
- 7. When it pops up, select Join

Log Your Hours

After joining your organization(s), be sure to categorize your service log within the correct organization, or multiple organizations at once, by checking the box next to the org. name and selecting the correct service category

