

St. Mary of the Lakes Church and School Mobile Serve

Getting Started Guide

Mobile serve is available as a mobile app in the App store and Google Play store and can be used on most smart phones and tablets. If you'd rather not use the mobile app, you may create and manage your Mobile Serve account from any internet-connected device at: app.mobileserve.com. 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 "Mobile Serve"
3. Tap the Get or Install button next to the Mobile serve app.

Create Your Account

1. Open the app
2. Enter your name, birthday, and create a password.
3. Select next.
4. Create your profile or skip this step
5. Enter the code-please see below
6. **Please note if you have a home study student AND the SAME student preparing for Confirmation, please choose only one code to set up your account. Once your account set up is completed under one code, to add the second code, please go to your account settings:**
 - a. Click on Organizations
 - b. Click join Organization and enter the second code.
 - c. When your organization pops up, click join.
7. Enter the code **E3CC3D** for **Confirmation Community Service Hours**
8. Enter the code **980CBD** for **Family Guided Home Study Hours**
9. Enter the code **EBF533** for **High School Community Service @ St. Mary of the Lakes Parish**

When ready to submit or log hours, click Log Your Hours

1. Enter Number of Hours
 2. Under the service org box, type in St. Mary of the Lakes Church
 3. In the next two Boxes, under the service org box, it says category; click the drop down box and choose the appropriate category-Confirmation Service Hours or Family Guided Home Study. **BE SURE TO CATEGORIZE YOUR SERVICE LOG WITHIN THE CORRECT CATEGORY.** If you do not click on the category, a warning will pop up. If this step is skipped, we will NOT see your hours in the PREP office. It will show on your app only, but not come through to our office. Please select the appropriate category for both drop down boxes so we can approve your submission.
 4. Please list the supervisor and email – this can be whomever is in charge.
 5. Tell your story-here is where you describe the activity completed.
 6. Hit Submit
- Please contact the PREP office with any questions. Thank you!**