Getting Started with MobileServe

Tracking Christian Service Hours (CSER)

- LCA desires for its students to live out James 1:22 and James 2:17. Therefore, LCA has a Christian service requirement in order to graduate or be promoted to the next grade level
- Students in 9th-12th grade are required to perform a minimum of 20 hours each school year
- Students that perform 25+ hours of Christian service each year earn a silver cord to be worn at graduation
- Hours are due by first Friday in May
- Failure to complete Christian service hours will result in diploma and transcripts being held until hours are submitted

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Service Opportunities

- Serving in your church
- Mission trips
- Helping local ministries (Isaiah 117 House, Freedom 424, Salvation Army, Mission Thrift…)
- Serving at camps
- Volunteering time helping the elderly, babysitting, etc.

****We will highlight service opportunities in Chapel as we are made aware of them**

Getting Started with MobileServe

Tracking Christian Service Hours (CSER)

- MobileServe is available as a mobile app in the App store and Google Play and can be used on most smartphones 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: app.mobileserve.com

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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.

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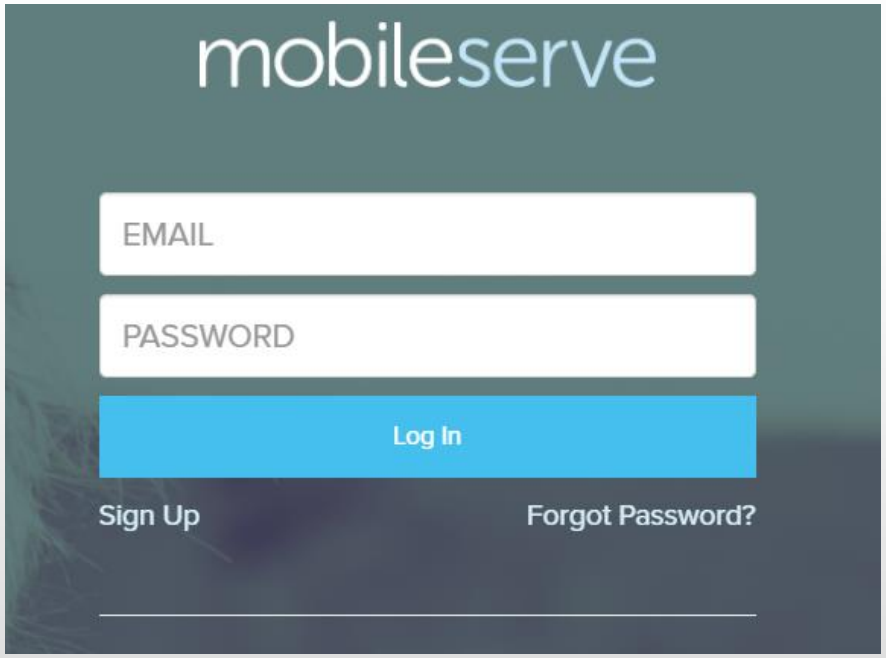
Tracking Christian Service Hours (CSER)

CREATE YOUR ACCOUNT:

Open the app or go to app.mobileserve.com & select ***Sign Up.***

You do not need to enter photos or share location

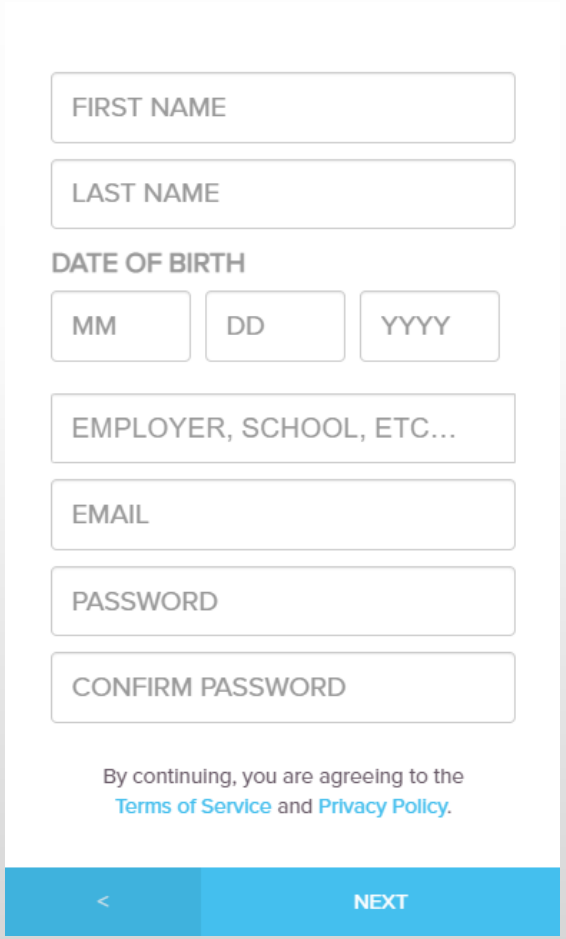


Getting Started with MobileServe

Tracking Christian Service Hours (CSER)

CREATE YOUR ACCOUNT:

- Enter your name, birthday, and create a password. Enter LIBERTY CHRISTIAN ACADEMY in Employer/School box
- **Do not make up "usernames" or use only initials—hours will NOT be entered**
- Select ***NEXT***



Getting Started with MobileServe

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Class of 2026: FED4CB

Class of 2027: 556BCA

Class of 2028: 3393B6

Class of 2029: F89403

CREATE YOUR ACCOUNT:

- **<u>Enter the 6-digit code for your organization listed above.</u>**
- When the org. name pops up, select ***Join***.
- To join a second organization, go to your ***Settings*** and follow the same steps

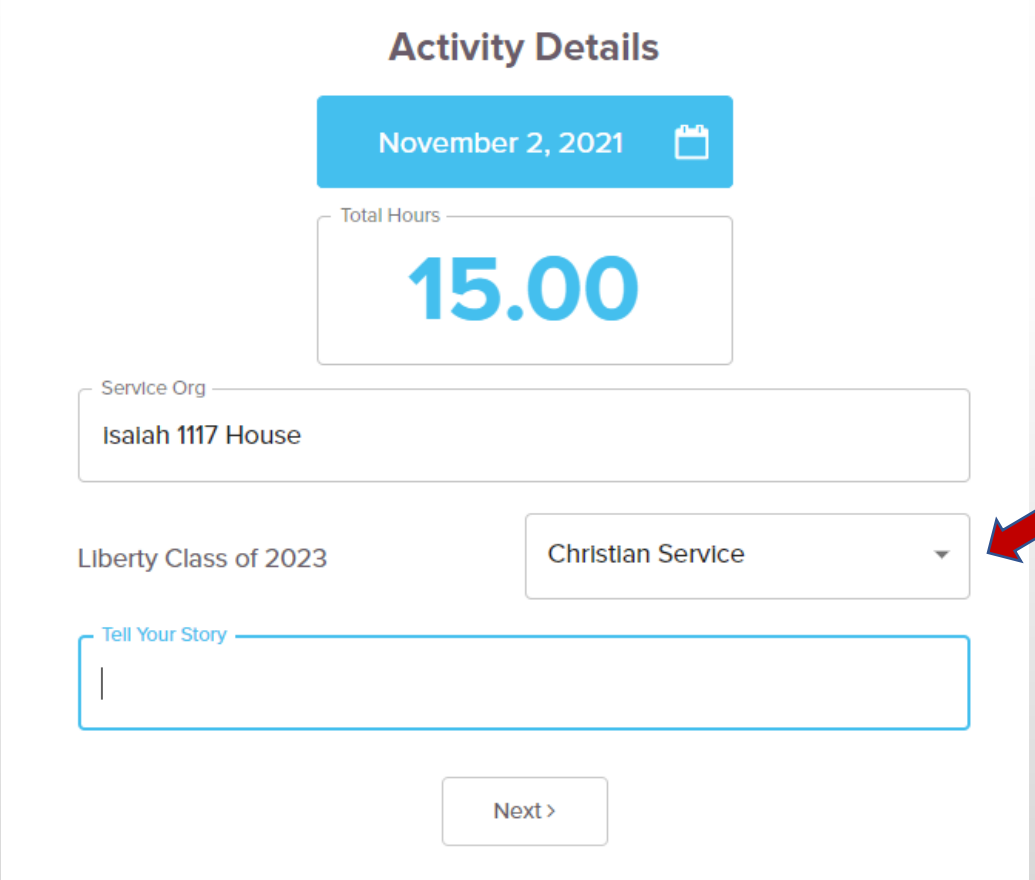
Enter your org code and select JOIN

Getting Started with MobileServe

Tracking Christian Service Hours (CSER)

LOG YOUR HOURS:

It is important to select CHRISTIAN SERVICE under the CATEGORY drop-down box to allow your hours to be recorded at the end of the school year.



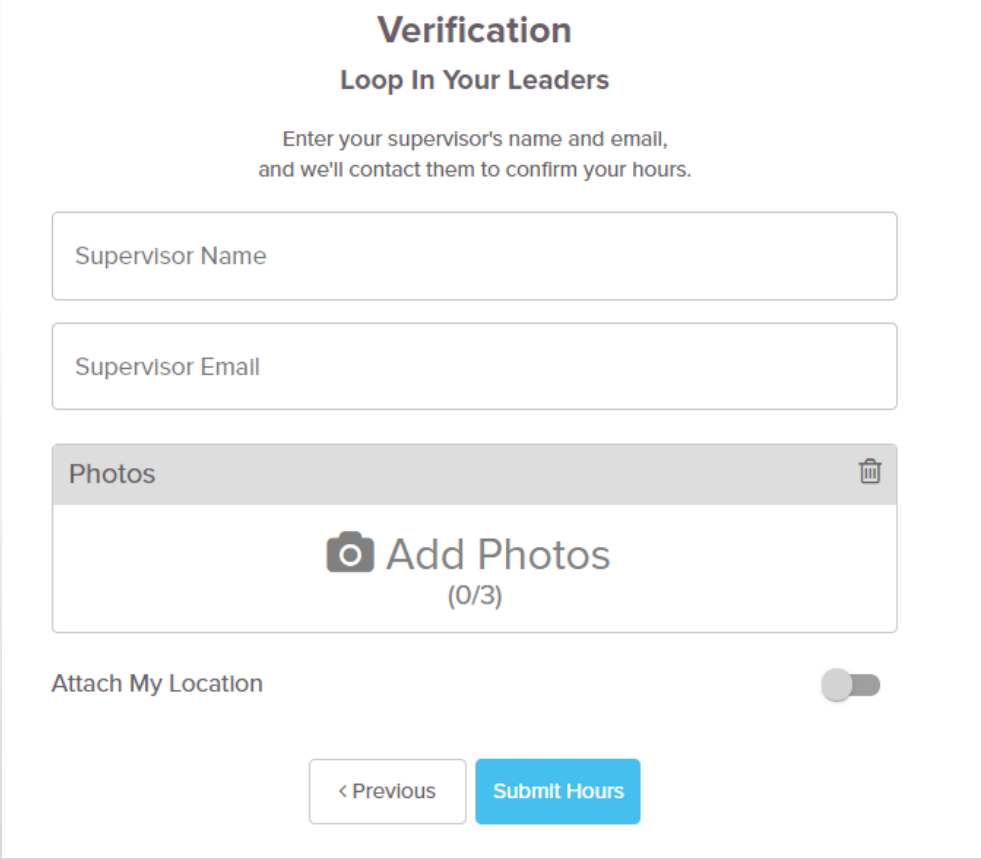
Do not leave this category blank

Getting Started with MobileServe

Tracking Christian Service Hours (CSER)

SUPERVISOR WILL VERIFY HOURS:

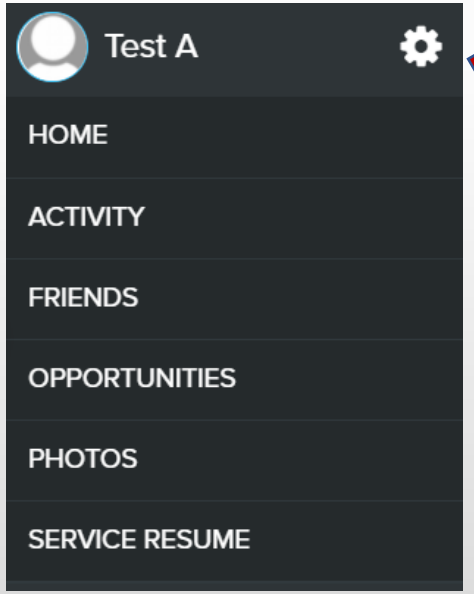
- Enter supervisor name and email
- On mobile device you can have supervisor sign electronically
- ***SUBMIT*** hours



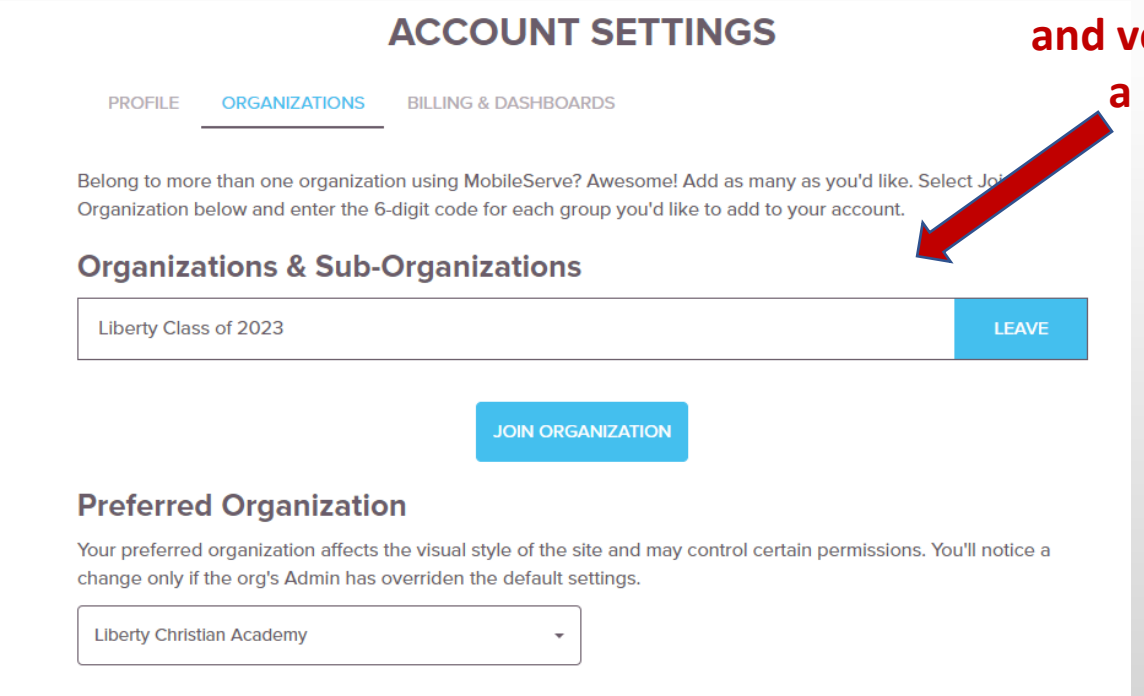
Getting Started with MobileServe

Tracking Christian Service Hours (CSER)

VERIFY YOU JOINED CORRECT ORGANIZATION:



From HOME screen select Settings icon

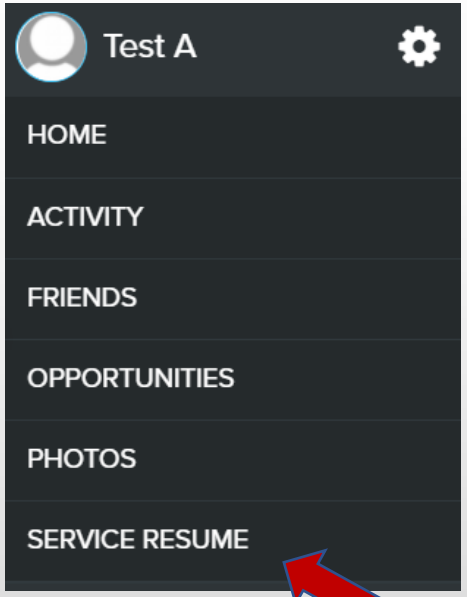


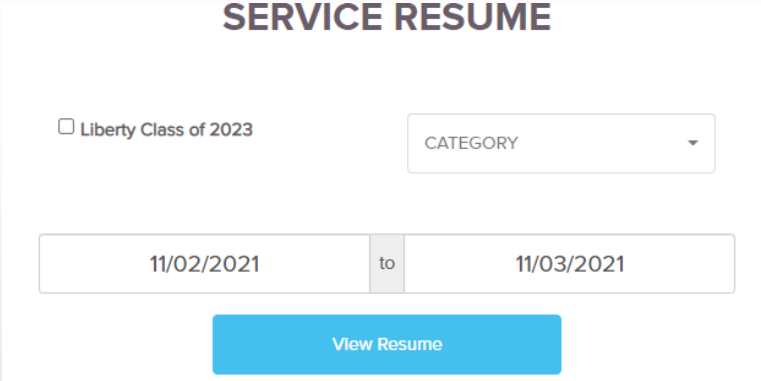
Select ORGANIZATION and verify you are a member

Getting Started with MobileServe

Tracking Christian Service Hours (CSER)

VERIFY *CATEGORY* IS CHRISTIAN SERVICE:





Select VIEW RESUME and make sure CLASS OF is unclicked

If CATEGORY is NONE you will need to edit your entry under ACTIVITY to receive credit

ORGANIZATION	CATEGORY	TOTAL HOURS
Liberty Class of 2023	Christian Service	15.00
None	None	10.00

From HOME screen select *SERVICE RESUME*

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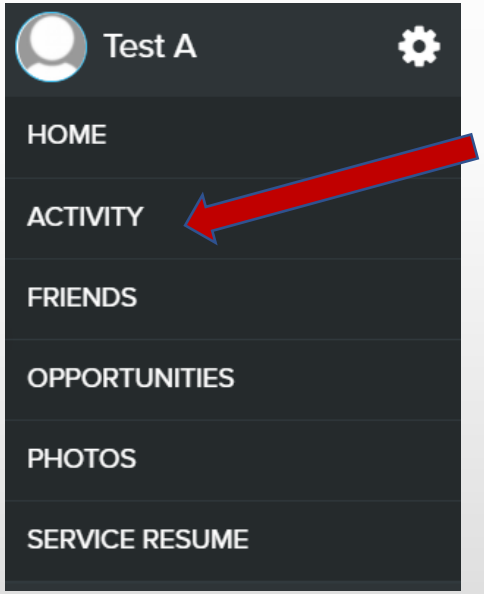
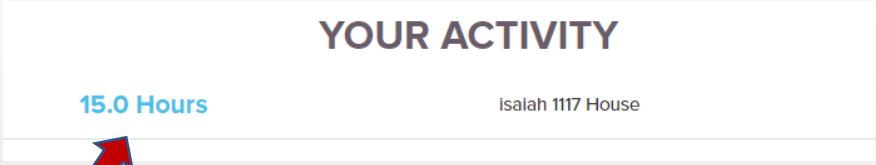
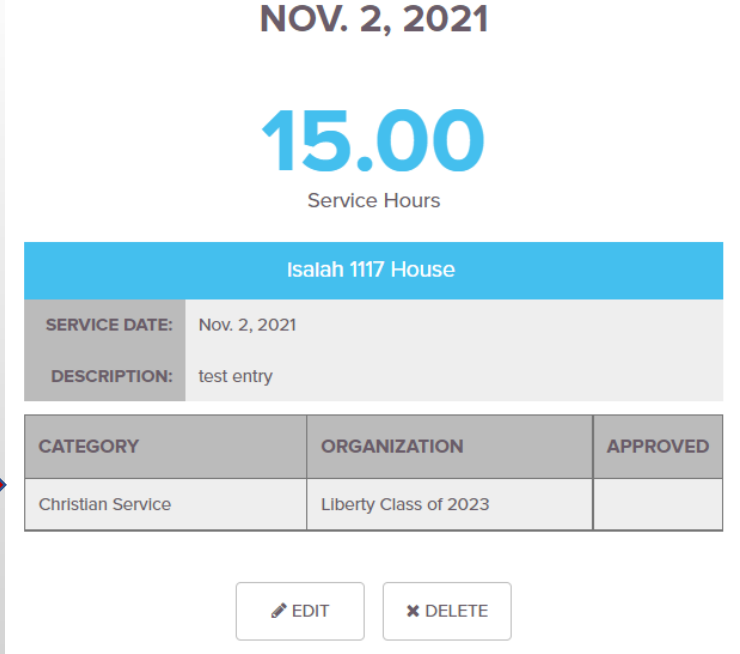
VERIFY *CATEGORY* IS CHRISTIAN SERVICE:



From HOME screen select *ACTIVITY*



Select your *HOURS*

Does *CATEGORY* show Christian Service? If not, EDIT your entry and UPDATE