

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 second 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**

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- 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.

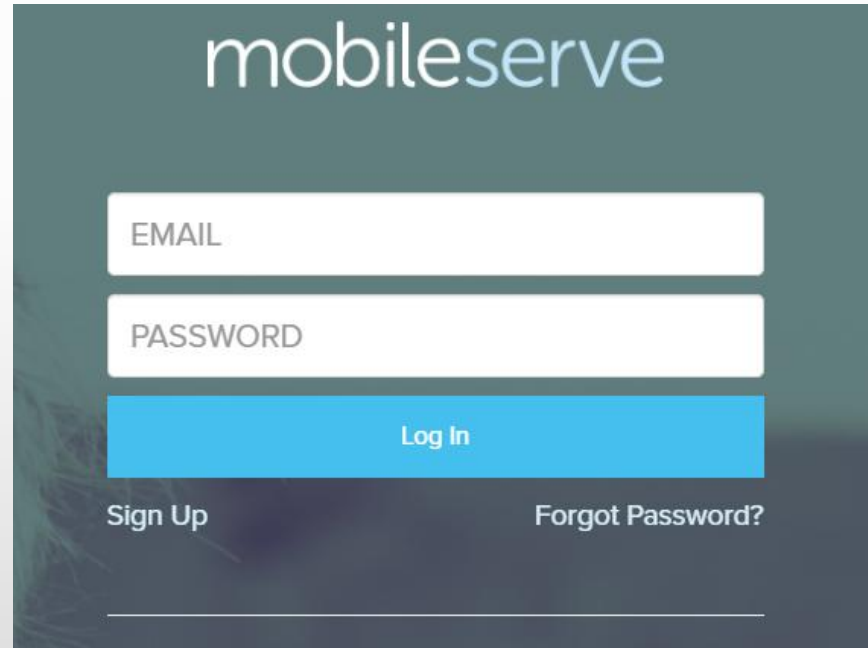
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CREATE YOUR ACCOUNT:

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

You do not need to enter photos or share location

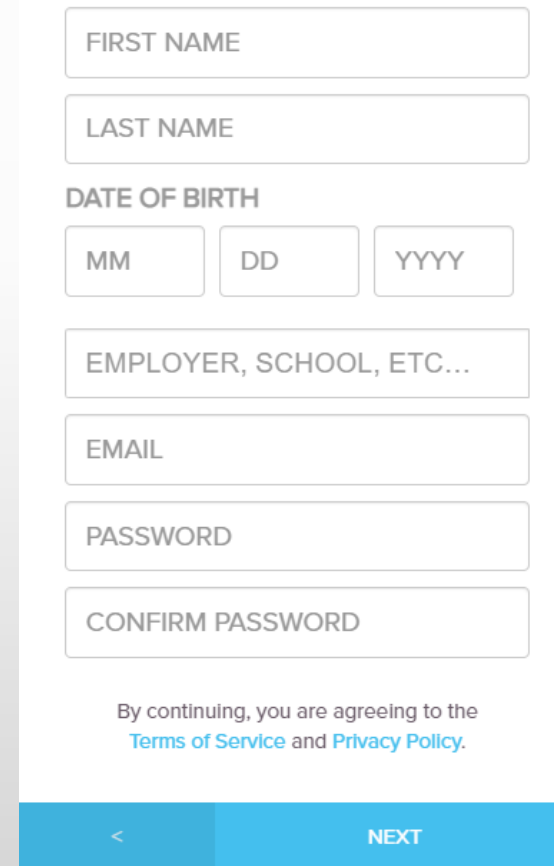
The image shows a mobile application login screen for MobileServe. At the top, the word "mobileserve" is written in a light blue, lowercase font. Below the logo are two white input fields: the first is labeled "EMAIL" and the second is labeled "PASSWORD". Underneath these fields is a prominent blue button with the text "Log In" in white. At the bottom of the screen, there are two links: "Sign Up" on the left and "Forgot Password?" on the right, both in a light blue font. A thin white horizontal line is visible at the very bottom of the screen.

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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**



A screenshot of the MobileServe account creation form. The form is white with a light blue header and footer. It contains several input fields: 'FIRST NAME', 'LAST NAME', 'DATE OF BIRTH' (with sub-fields for MM, DD, and YYYY), 'EMPLOYER, SCHOOL, ETC...', 'EMAIL', 'PASSWORD', and 'CONFIRM PASSWORD'. Below the password fields, there is a line of text: 'By continuing, you are agreeing to the [Terms of Service](#) and [Privacy Policy](#).' At the bottom, there is a blue bar with a white back arrow on the left and the word 'NEXT' in white on the right.

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CREATE YOUR ACCOUNT:

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

Class of 2027: 556BCA

Class of 2028: 3393B6

Class of 2029: F89403

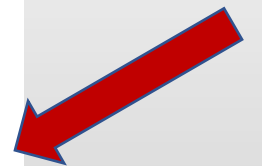
Class of 2030: 36A306

Find Your Organization:

Liberty Class of 2023

< JOIN

Enter your org
code and
select JOIN




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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.

Activity Details

November 2, 2021 

Total Hours

15.00

Service Org

Isalah 1117 House

Liberty Class of 2023

Christian Service 

Tell Your Story

|

Next >

Do not leave this category blank



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SUPERVISOR WILL VERIFY HOURS:


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

Verification

Loop In Your Leaders

Enter your supervisor's name and email,
and we'll contact them to confirm your hours.

Photos 

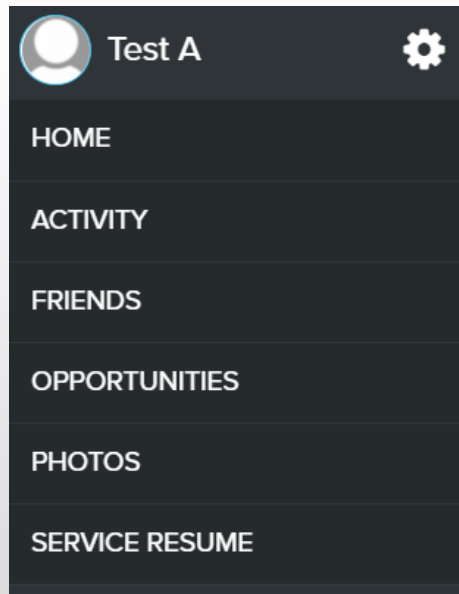
 Add Photos
(0/3)

Attach My Location

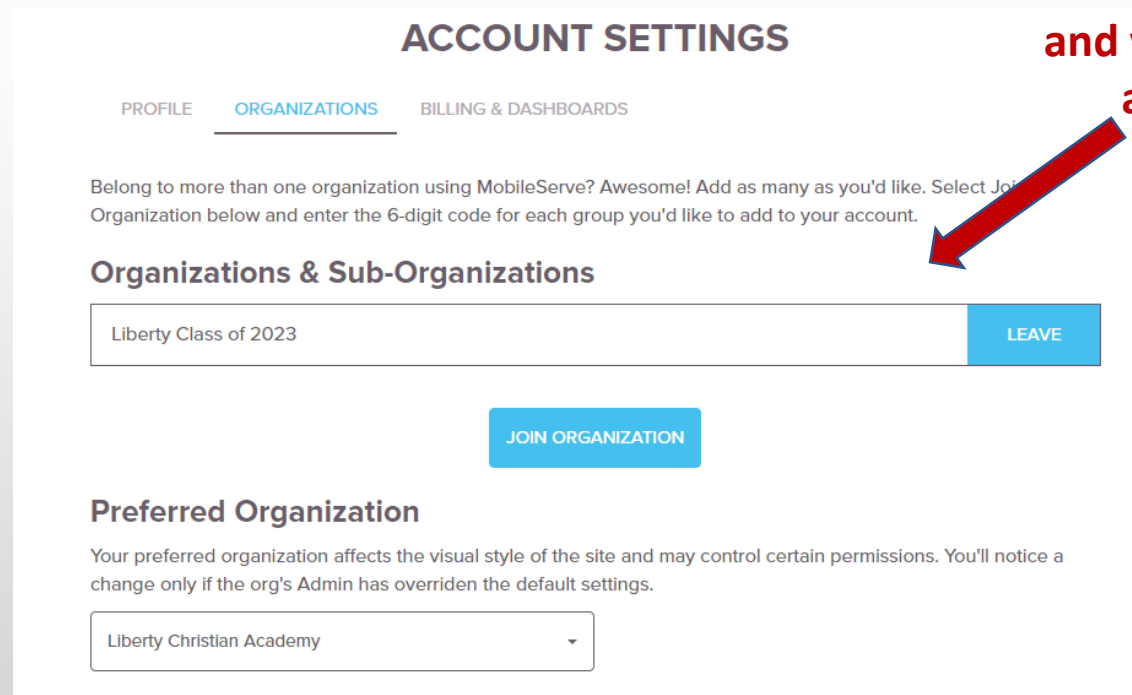
[< Previous](#) [Submit Hours](#)

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VERIFY YOU JOINED CORRECT ORGANIZATION:



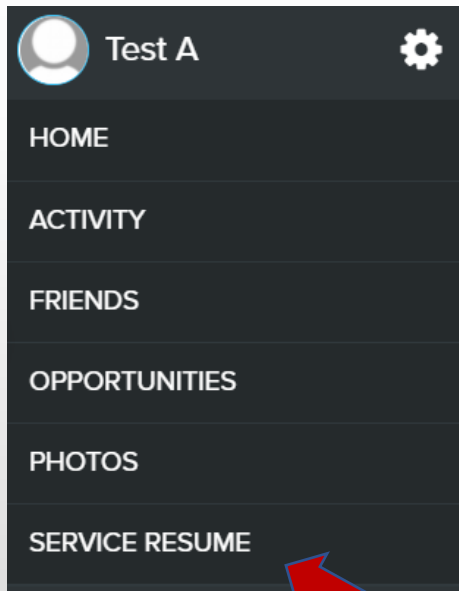
From HOME
screen select
Settings icon



Select
ORGANIZATION
and verify you are
a member

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VERIFY **CATEGORY** IS CHRISTIAN SERVICE:



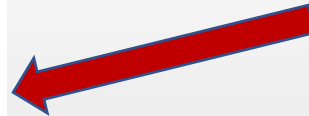
SERVICE RESUME

Liberty Class of 2023 CATEGORY ▼


11/02/2021 to 11/03/2021

[View Resume](#)

*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*

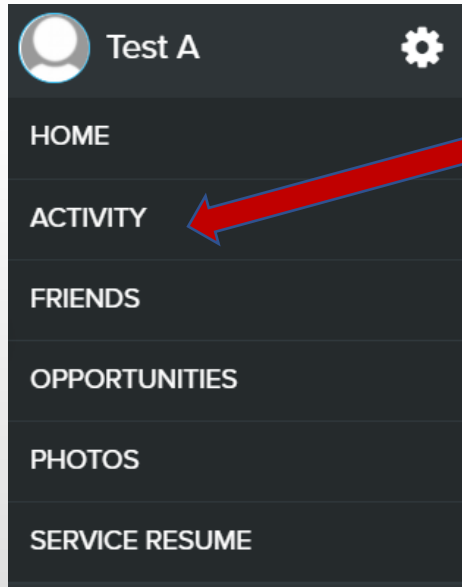


*From **HOME**
screen select
SERVICE RESUME*

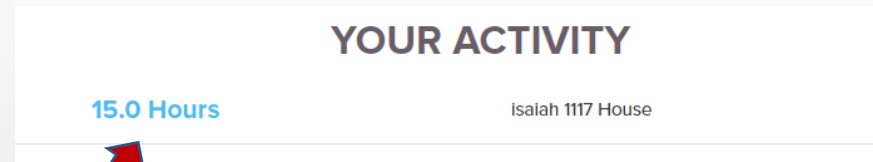
ORGANIZATION	CATEGORY	TOTAL HOURS
Liberty Class of 2023	Christian Service	15.00
None	None	10.00

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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

