

HOW TO USE MOBILESERVE (MS)

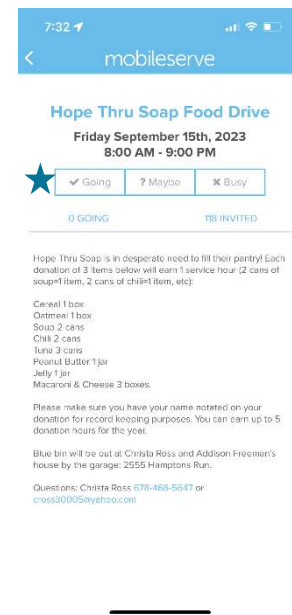
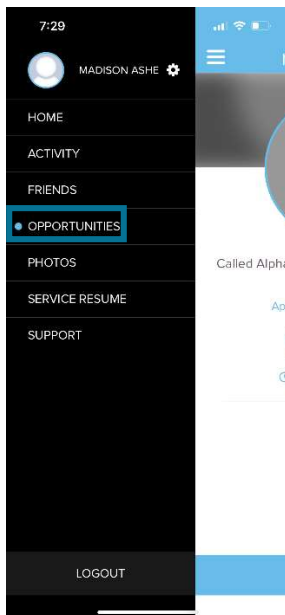
What is MS?

MobileServe is an app that helps organizations communicate service opportunities to their members and then allows members to sign up for those opportunities and to track their volunteer hours



How to Use Mobile Serve:

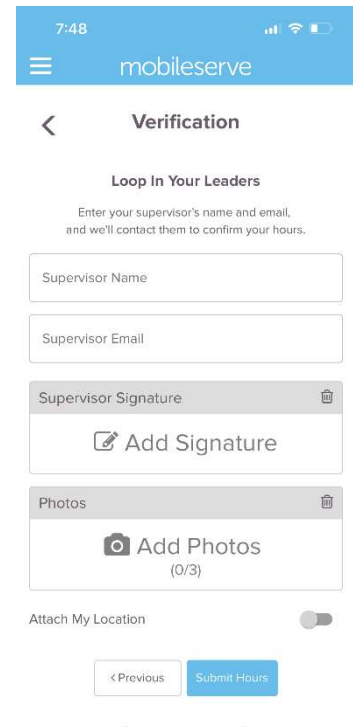
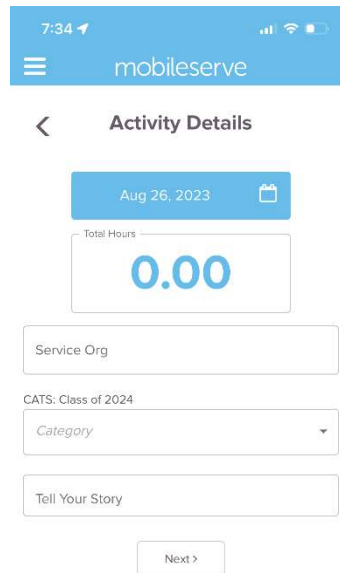
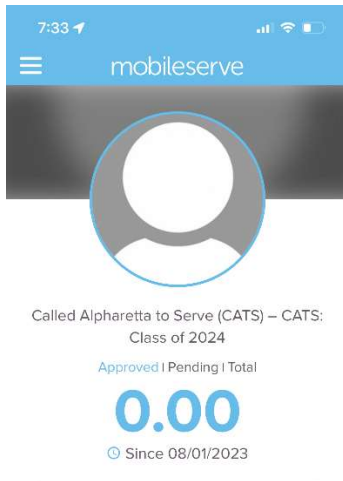
1. Download the MS app
2. Connect to CATS on MS
 - a. In a few days, you should receive an email code from support@mobileserve.org that will provide you with a link to CATS
 - ★ The daughter's email address must be used- moms can access the app using the daughter's log in information ★
3. Look for CATS volunteer opportunities



- a. Click the three bars in the left-hand corner >>> click the "Opportunities" button >>> at the top of the screen there are three options – click **Invitations**
- b. Click on an opportunity you might be interested in

c. If you want to sign up, click [going](#)

4. Track your hours:



a. Click the [log hours](#) button

b. At the very top, there is a blue date button, input the date you volunteered or leave it the same if you're logging your hours that day

c. Next, input the number of hours in decimal form

d. In the next two sections, input the organization you worked with, the two boxes should match unless you volunteer with a non-CATS partner

i. In that case, click NON-CATS partner in the second box and put the organization you worked with in the first box

e. Add a couple of sentences about what you did serving that day in the tell your story and describe your volunteering boxes

f. Click next

g. In the supervisor's name box, put CATS Honor Coordinator, and in the email box, put the CATS email address:

catsalpharetta@gmail.com

i. If you have a specific person to sign, you may have them sign it, but it is not required

- h. Methods of Verifying Hours:
 - i. [Tell your story](#) in a few sentences
 - ii. Submit [photos](#) at the philanthropy
 - iii. Attach [geolocation](#) (set the attach my location button to on)
- i. Submit your hours!

[Reminders:](#)

- Cancellation Policy for Opportunities: If you cancel within 48 hours, please notify the Philanthropy chair- it is your responsibility to find a replacement (philanthropies depend on us for our service and it can put them in a tough spot if they don't have enough volunteers)
- What doesn't count as CATS Hours?
 - Athletic Trainer Hours
 - Service you received payment for
 - Organization for school meetings where there is no service component
 - Court-ordered service hours
- Mission Trips:
 - Fundraising for mission trips and Travel days for mission trips do not count as hours
 - Domestic and International mission trips have a 10 hours/day limit
- If you are an unpaid camp counselor, there is a 10 hour/day limit
- Keep a backup log of hours!

[Any questions or difficulties? Email us at catsalpharetta@gmail.com](mailto:catsalpharetta@gmail.com)