# New York State YMCA Youth and Government

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.
- 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 district listed below
- 7. When the district name pops up, select *Join*.

# **District Codes:**

District 1: AF381C	District 2: BD2ED2	District 3: 2D5DFE
District 4: 04BD20	District 5: A387CB	District 6: 365BA1
District 7: AB5138	District 8: 154231	

#### Log and categorize your hours

After joining your district, be sure to categorize your service logs by checking the box next to the district name and selecting the correct service category

### Sign up for events

- 1. Open the app (or web app), go to the *Events* tab.
- 2. Go to Invitations tab to see and RSVP to events at the conference.
- 3. Go to the Schedule tab to see events you have signed up for.

When arriving/leaving an event, be sure to check in and out using MobileServe!

