

GivingPoint/MobileServe

How to create an account and track your service hours

Update 5.1.2018

GivingPoint has now partnered with MobileServe to track your service hours. This is a good change because it is easier to enter and approve the hours.

Follow these steps to CREATE your NEW GivingPoint/MobileServe ACCOUNT:

I do not have a GivingPoint/mobileserve account

- Go to www.mygivingpoint.org
- Scroll down to the screen with the smiling child's face and click on the "Track Hours" bar
- At the screen entitled "New Login Information" scroll down until you see the blue "New student" box. Click on the bar for your class year.
- At the MobileServe screen, complete the form and click "next"
- After you decide whether or not to include a photo, click "next"
- At the screen entitled "Find your organization", you should see GP[class year], click "skip"
- At the "Who [your name]" screen, click "start serving"
- **OPTIONAL BUT USEFUL:** Download the MobileServe App on your phone (find it at the iTunes or Google Play stores).

I made my GivingPoint account before February 2018:

- Follow the instructions above and make sure you use the same username and password combination that you used for the previous login. Your old login will not be available after June.

LOGGING HOURS into your NEW GivingPoint/MobileServe ACCOUNT

- Login and click the blue "Log your hours" bar
- Type in the number of hours served, the service org (ex: 21st Century Leaders; HOSA, Trees Atlanta, etc.)
- In the "Tell Your Story" box, type what you did. It can be short (ex: food drive) or you can type in a long description - your choice
- Skip past the geolocation information and type in the supervisors' name and email address. **(FOR 21st CL, use this information: Mary Van Atta, mvanatta@atlanta.k12.ga.us)**
- Click the "Submit Hours" bar
- See the summary of what you just put in and click the blue "done" bar

NICE JOB! HOURS ENTERED!

TRACKING YOUR HOURS

- MobileServe tracks your hours in the "activity" section of the dashboard (column on the left when you login)
- If you had hours approved from an old GivingPoint account, they are supposed to be moved to this location.

**GETTING CREDIT FOR HOURS YOU ENTERED IN GivingPoint BEFORE APRIL 2018
DO THIS BY MAY 31, 2018 OR YOU MAY LOSE THOSE HOURS!**

- Create a new GivingPoint/MobileServe account according to the guidelines on the front of this sheet. Make sure you use your GivingPoint username and password for your new account.
- Go to <http://track.mygivingpoint.org/user/login> and login
- Click on a group you are connected with and login again
- In the dashboard column (on the left) click on "View Hours"
- Scroll to the bottom of your hours list and find the small red "A", click on it
- A PDF of your hours will show up. Print the PDF - both pages
- Now you have a record of your hours to give to your counselor in case (for some crazy reason) your hours are not transferred from GivingPoint to MobileServe OR in case you need to re-enter your hours in MobileServe.

CHECK YOUR MOBILESERVE ACCOUNT: if your old hours have not been transferred to mobileserve by July 2018, contact GivingPoint at 770.709.5010 or GivingPoint's coordinator Nyaboke Machini at Nyaboke@mygivingpoint.org or 470.286.4805