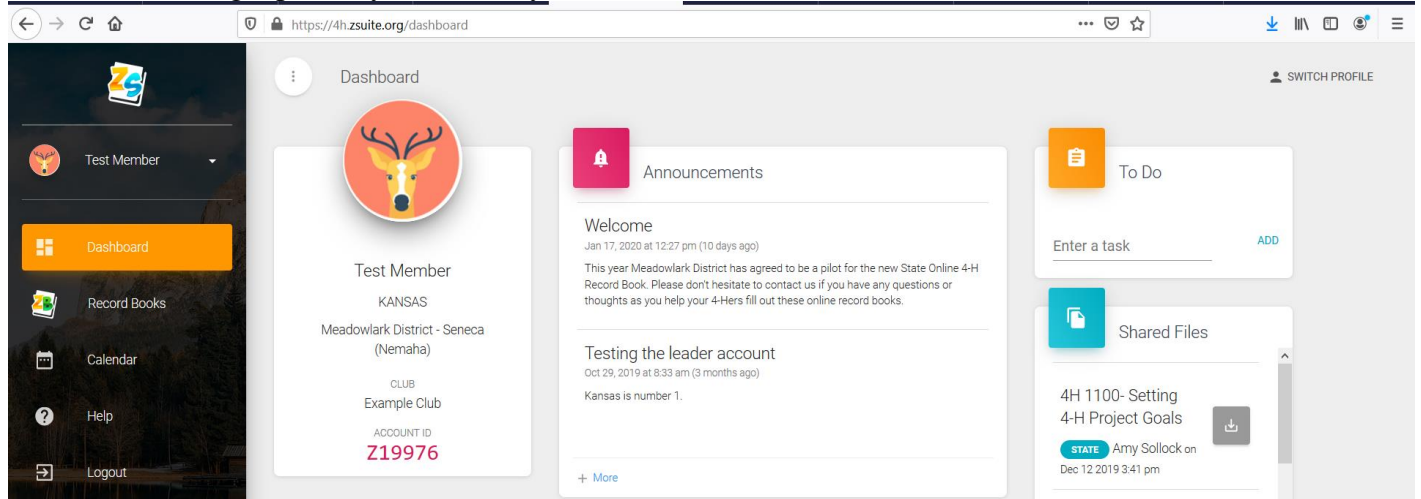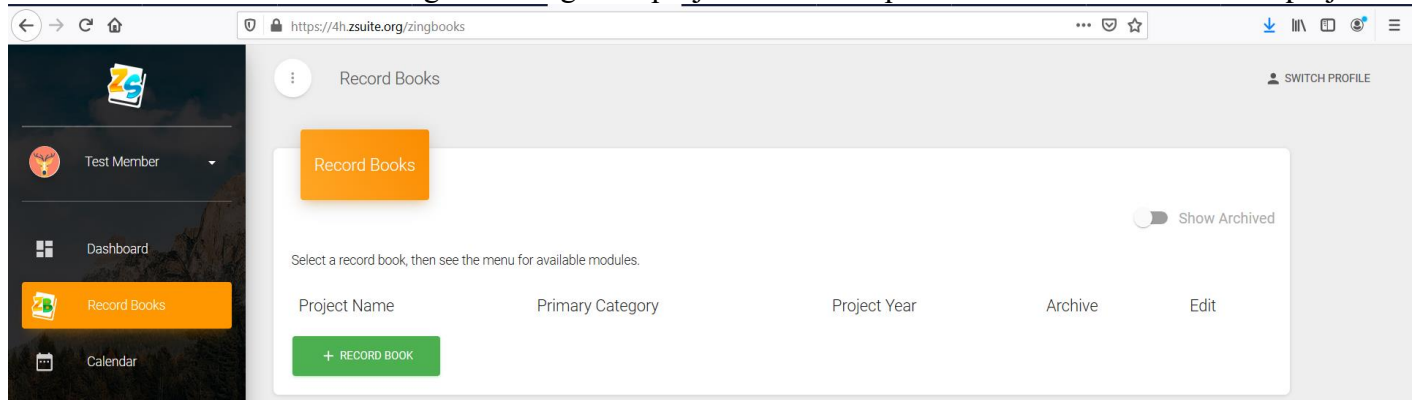# Creating Record Books

After accounts are created, adding record books is the next step!

1. After choosing a profile you land on your dashboard.

2. Select "Record Books" to begin entering each project Record Report. Click ![+ RECORD BOOK] to add projects.

3. Enter project name. Select your Club. Primary category is Animal or General record type. Subcategory is the "official" project Category. Record book type indicates age and record type (ex: Junior General). Dates are optional, but suggest 1) start of the year 10/01/2019 or 2) date you created report. SAVE!
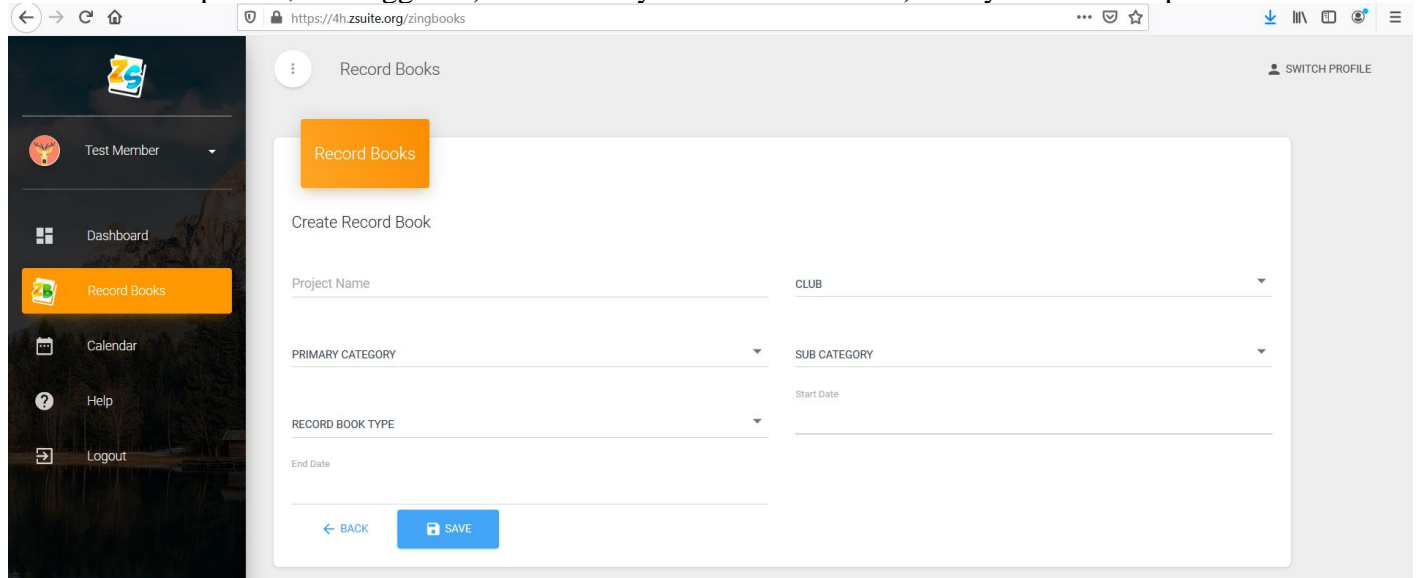
4. Enter into record book to complete each section by clicking on Project Name.

5. Member information must be entered into each report. Move through each section of the record by using the navigation bar at the left. (Project Goal, Project Presentations, Project Learning, etc…)

6. Don't be afraid to use the LIVE CHAT button, they are there to help and very responsive.