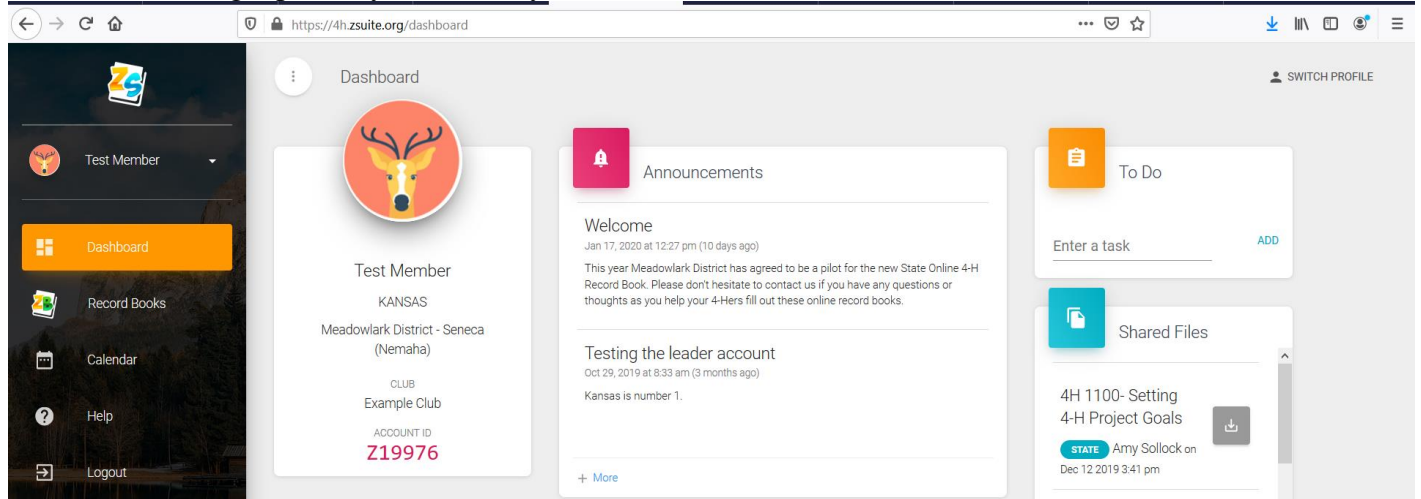


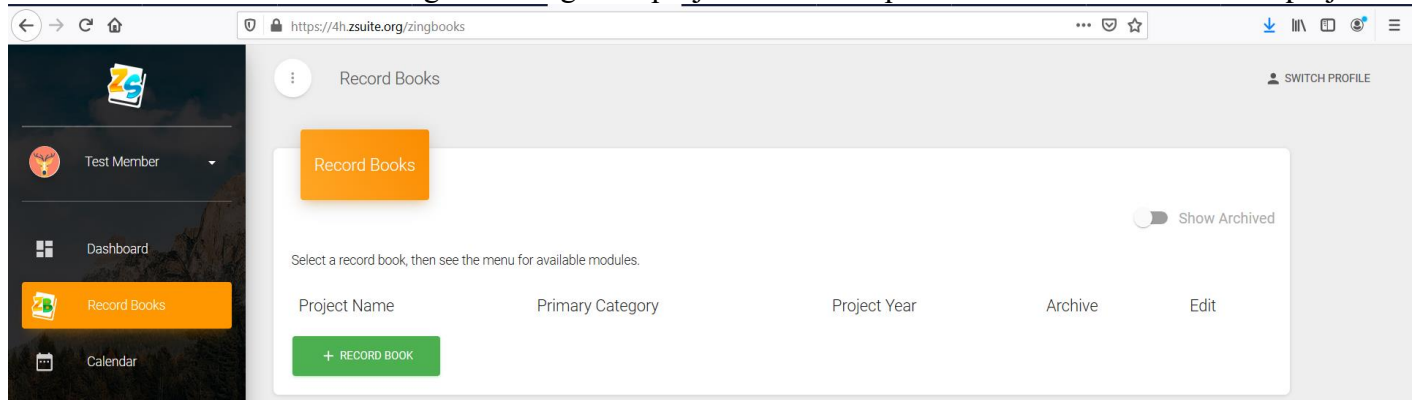
Creating Record Books

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

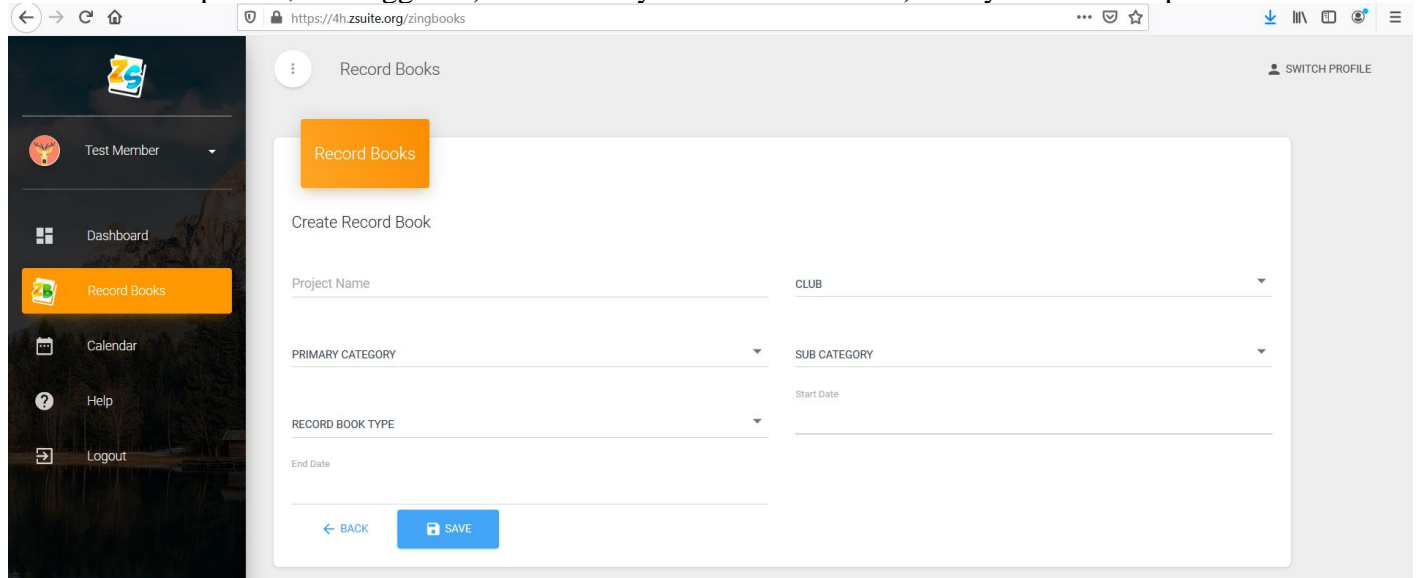
1. After choosing a profile you land on your dashboard.



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.

Record Books

Show Archived

Select a record book, then see the menu for available modules.

Project Name	Primary Category	Project Year	Archive	Edit
HAMPSTER	ANIMAL REPORT FORM/PETS	2019 - 2020		

+ RECORD BOOK

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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...)

Member Info

SWITCH PROFILE

Member Info

Fill out a project report form for each project you are enrolled in. This form is used to report one year's worth of 4-H project work.

This Record Belongs To: _____ Year: _____

4-H Club: _____ Age (as of Jan 1): _____

Years in project: _____ Years in 4-H: _____

As a person of character, who is trustworthy, responsible and fair, I have personally prepared this report and certify that it accurately reflects my project work. I will respect the judge's final decision.

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