

R E C O R D B O O K

Club Leader Help File Recordbook

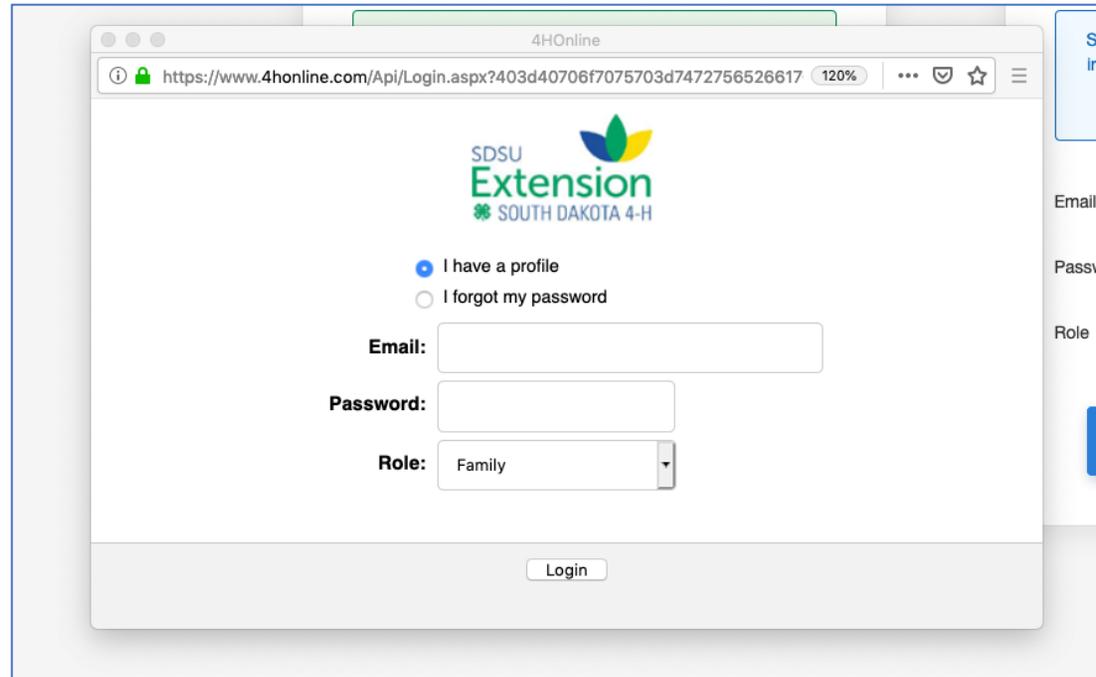
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How to Log-In to Your Account (4-H Online)

The screenshot shows the RecordBook app's Sign In page. At the top, there is a navigation bar with the RecordBook logo and links for Sign In, About, and Contact. Below the navigation bar, there is a link to "Watch the Help Video". The main content area is divided into two columns. The left column is titled "Sign In With 4-H Online Credentials" and contains a green box with instructions: "If you have an account through 4-H Online, you can sign in here as a family and select the family member. If you have created an account for the family member via 4-H Online and enabled an individual login, the member can login under the Individual Sign In." Below this is a dropdown menu showing "Iowa 4-H Youth Development" and a green button labeled "Sign In with 4-H Online". The right column is titled "Sign In With Individual Credentials" and contains a blue box with instructions: "Sign In here: if you are in FFA; if you are in 4-H and not in a state that uses 4-H Online; if you are in 4-H Online and have enabled an individual login; if you are a Club/Chapter Leader or Agent." Below this are input fields for Email, Password, and Role (set to "Family"), and a blue button labeled "Sign In". At the bottom right of the page, there is a "Sign Up" link.

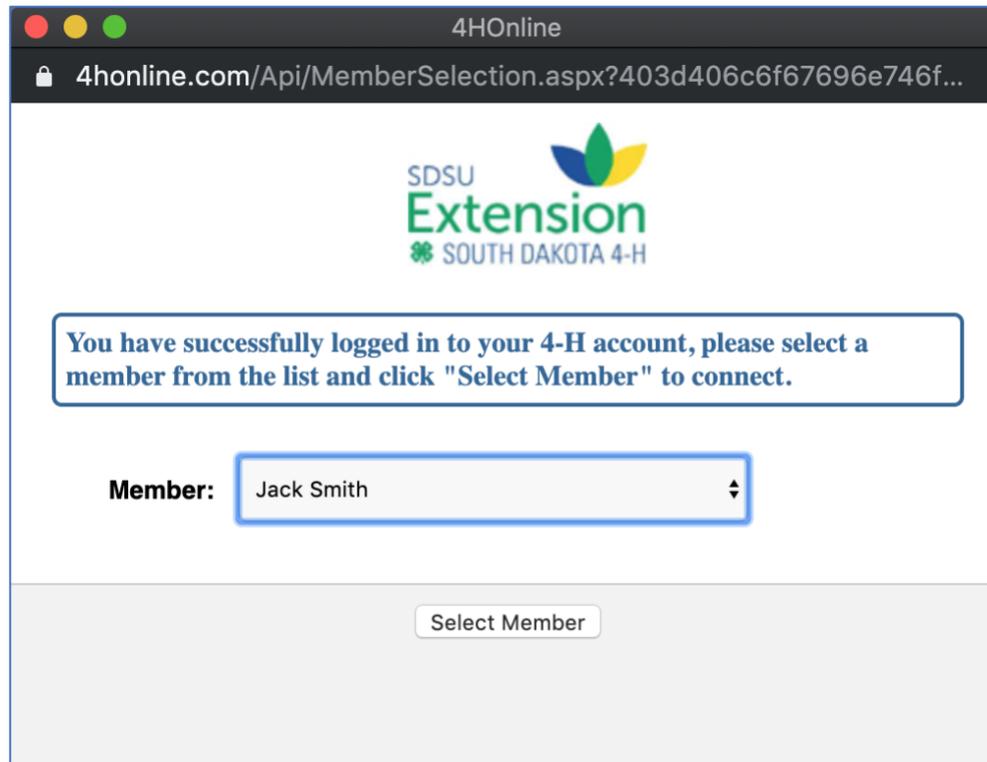
Go to <http://recordbookapp.com>.
Click "Get Started".
Select your State 4-H department.
Click the GREEN button to "Sign-in with 4-H Online".



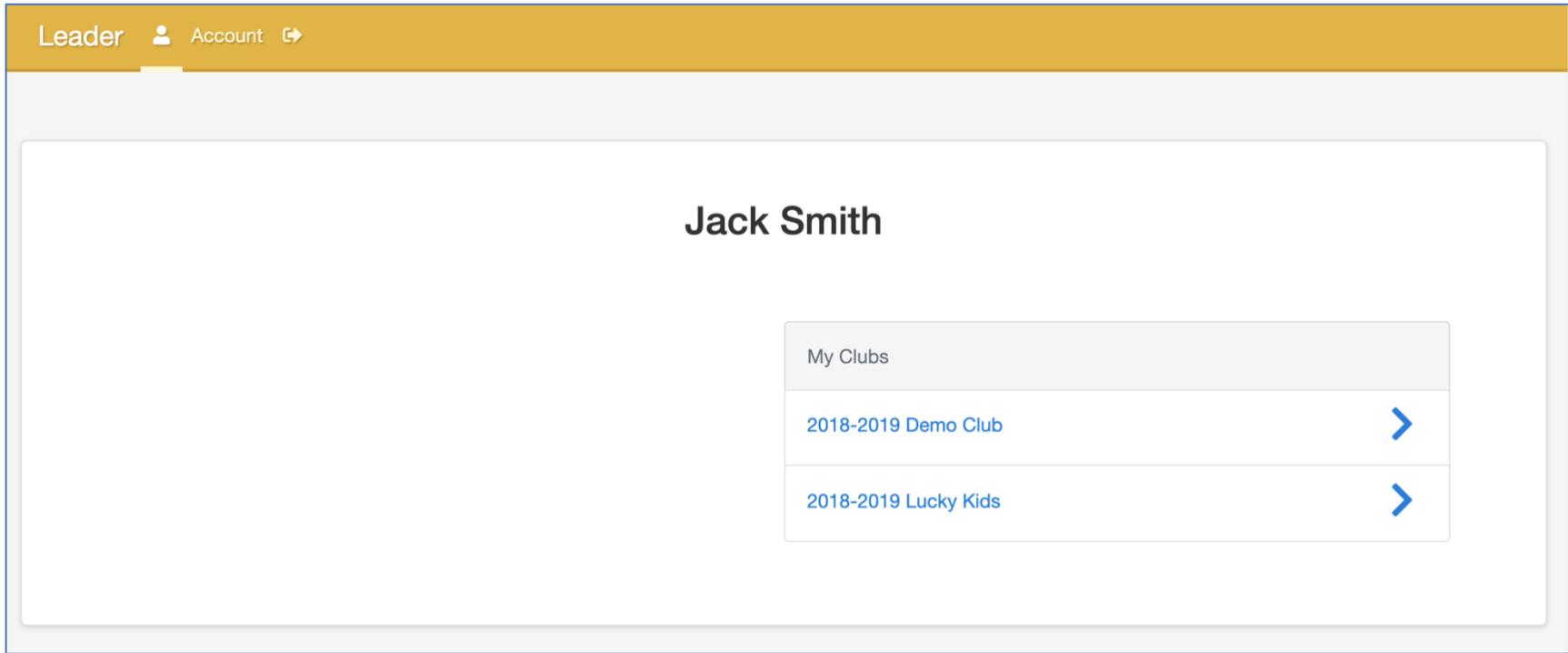
Enter your 4-H Online email address and password.

**If you have forgotten your 4-H Online password:*

1. Select "I forgot my password". You will receive an email with a temporary password.
2. Go to your state's 4-H Online sign-in page ([http://__\[your state\].4honline.com](http://__[your state].4honline.com))
3. Use the temporary password you received to log in to your 4-H Online account.
4. You will be prompted to set a new password.
5. Set a new password
6. Go to <http://recordbookapp.com>.
7. Select your State 4-H Program and click to sign-in with 4-H Online.
8. Enter your email address and the new password that you have set.



Select an Adult member who has been assigned Club Leader Login permissions.
(see your County 4-H Agent for permissions)



Select the Club associated with your account.

View Club Members Recordbook

The screenshot shows a web interface for 'Club Management'. At the top is a green navigation bar with the following menu items: Club Management, Dashboard, Participants, Accounts, Invoices, Meetings, Payments, and Settings. The main content area displays the name 'Jack Smith' in large black text, followed by '2018-2019 Lucky Kids' in green text, and 'Participants' in black text. To the right, there is a button labeled 'Pending Participants'. Below this, the section 'Participants - Active' contains a table with the following data:

Name	Participant Type	Account Email	Officer Roles
Smith, Alyssa	Member		Chaplain, Treasurer
Smith, Jane	Member		Secretary - Attendance, Secretary - Recording

Click on the Participant tab on the menu.

Click on the active participant to view participant's member page.

2018–2019 Lucky Kids

Jane Smith Member

Add Officer Role

Recordbooks

2018-2019 4-H Recordbook



Officer Roles

Secretary - Attendance

Secretary - Recording

Click on the Recordbook you would like to view.

To add Comments to Recordbooks

Club Management ← Dashboard Participants Accounts Invoices Meetings Payments Settings ↗

2018–2019 Lucky Kids

Jane Smith Member

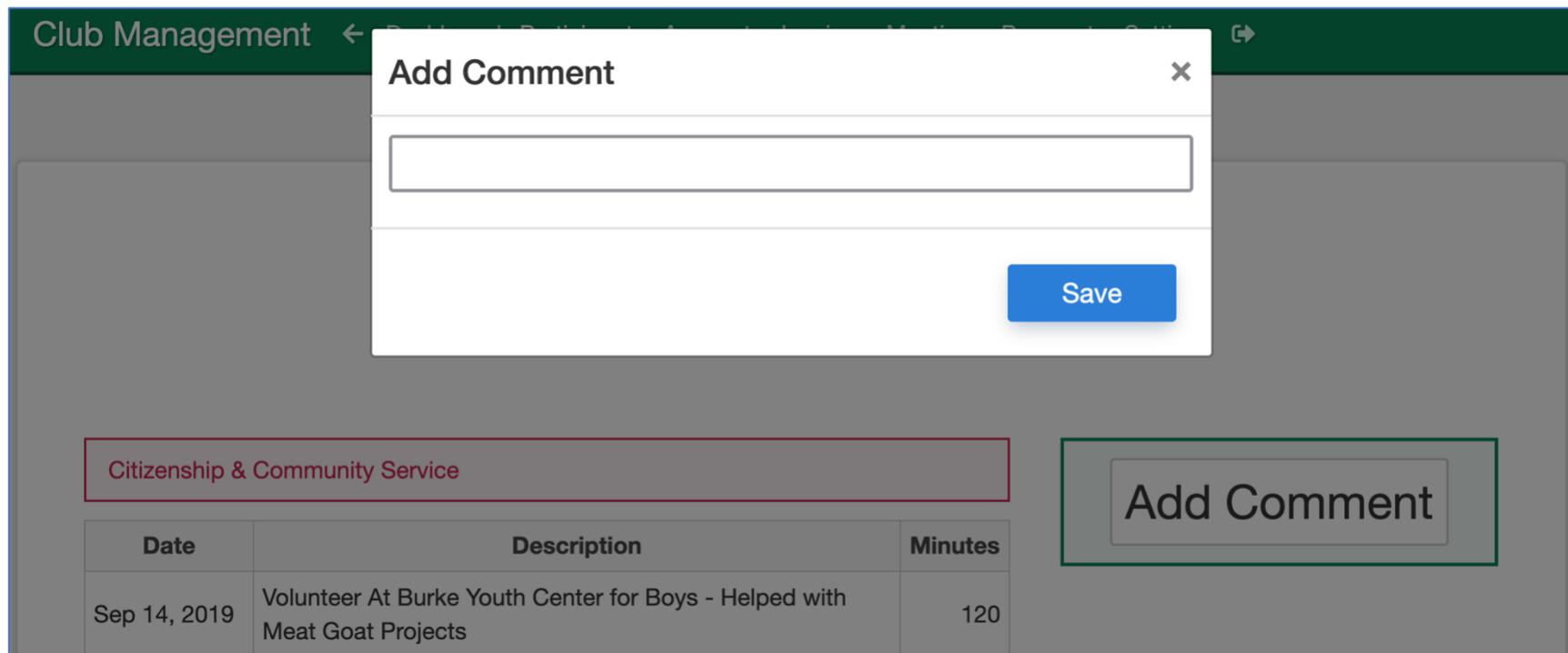
Citizenship & Community Service

Date	Description	Minutes
Sep 14, 2019	Volunteer At Burke Youth Center for Boys - Helped with Meat Goat Projects	120
Sep 14, 2019	Clean cat cages at local pet shelter	90
Sep 18, 2019	Helped some 1st graders fix their bikes	45

Add Comment

Review the participant's Recordbook.

Click the "Add Comment" button to add a comment.



Enter comments and click “Save”.

Comments will be posted directly to the participants individual Recordbook.