



Member Help File

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

The screenshot shows the RecordBook app's login interface. At the top, there is a navigation bar with the 'RECORDBOOK' logo and links for 'Sign In', 'About', and 'Contact'. Below this, a link for 'Watch the Help Video' is visible. The main content area features two distinct sign-in panels. The left panel, titled 'Sign In With 4-H Online Credentials', includes a green-bordered 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 currently showing 'Iowa 4-H Youth Development' and a prominent green button labeled 'Sign In with 4-H Online'. The right panel, titled 'Sign In With Individual Credentials', contains a blue-bordered 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.' This panel has input fields for 'Email', 'Password', and 'Role' (with a dropdown menu showing 'Family'), followed by a blue 'Sign In' button. 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 program.

Click the GREEN button to “Sign-in with 4-H Online.”

4HOnline

https://www.4honline.com/Api/Login.aspx?403d40706f7075703d7472756526617 120%

SDSU
Extension
SOUTH DAKOTA 4-H

☒ I have a profile
☐ I forgot my password

Email:

Password:

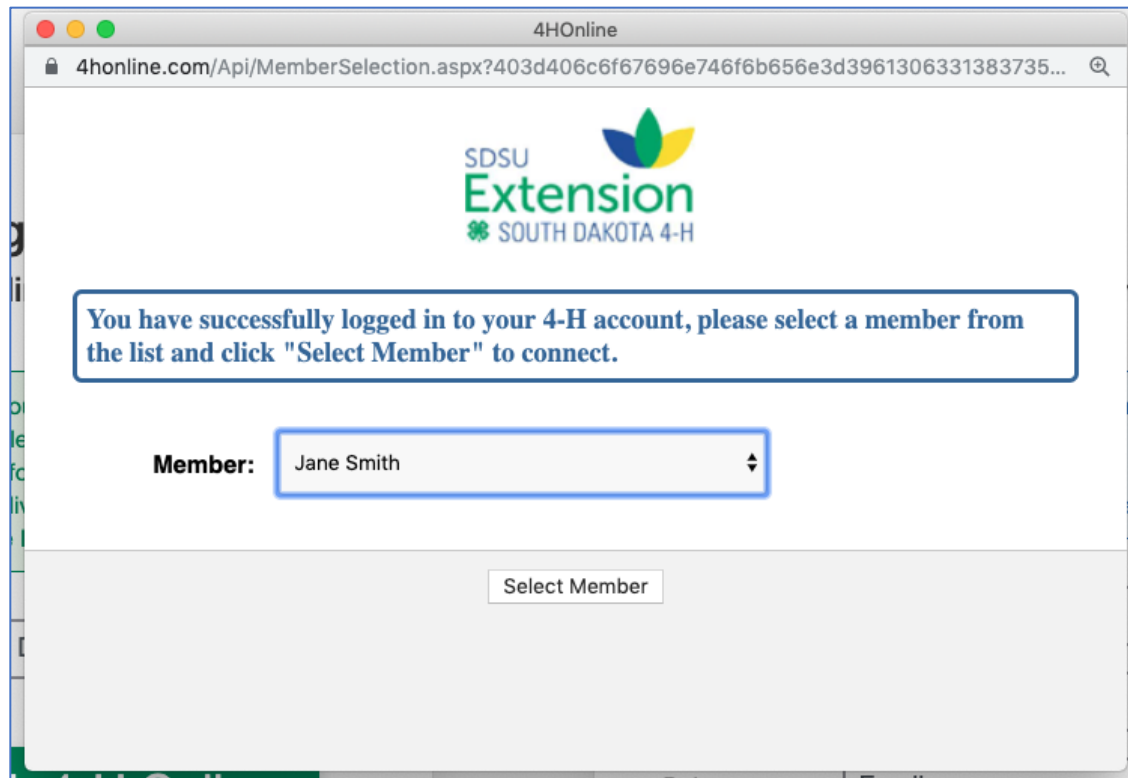
Role: Family

Login

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.

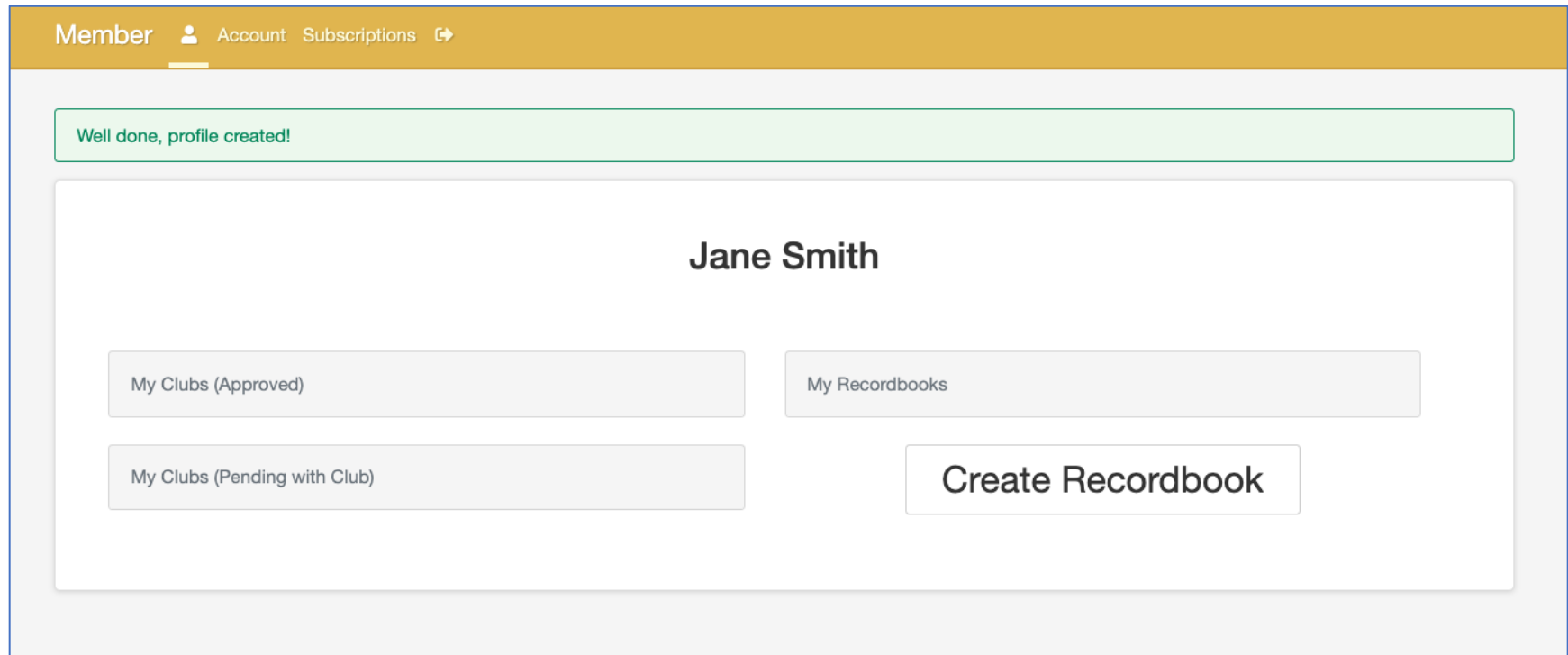


Select the Youth member for whom you would like to create a Recordbook or manage Club Officer duties.

OR

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

How to Create a Recordbook



Click “Create Recordbook.”

Create a new Recordbook

Jane Smith

Club

Demo Club (2018-2019)

Cancel

Save Recordbook

Select a Club and click "Save Recordbook."


How to Add Projects to Your Recordbook

Jane Smith


2018-2019 4-H Recordbook

[Watch the Help Video](#)


Add Experiences **Not Associated** with a Project

Citizenship & Community Service **non project related** 

Record your citizenship and community service experiences (helping others). Include activities of benefit to the community, school, church group, a neighbor, etc.

Communication **non project related** 

Record presentations (talks, demonstrations, newspaper articles, radio interviews, etc.) you have given this year. Include the topic, kind of presentation, type of group reached, and number in audience.

Judging & Recognition **non project related** 

[Watch the Help Video](#)

Add **Project Specific** Records

Add a Project

Click “Add a Project.”

The screenshot shows a web interface for a 4-H Recordbook. At the top is a red navigation bar with links: Dashboard, Project, Animals, Experiences, Goals, Inventory, Ledger, Reports, Timeline, Book, and a home icon. Below the navigation bar, the user's name 'Jane Smith' and the title '2018-2019 4-H Recordbook' are displayed. In the center is a white modal box titled 'Add a Project'. Inside this box, there is a label 'Project Name' followed by a dropdown menu currently showing 'Beef'. At the bottom of the modal are two buttons: a blue 'Cancel' button and a blue 'Save Project' button.

Select a Project and click “Save Project.”

*If you are logged in through 4-H Online, only the projects in which you are enrolled in 4-H Online will appear in this list.

How to Manage Project Records

Jane Smith

2018-2019 4-H Recordbook

Watch the Help Video

Add Experiences **Not Associated** with a Project

Citizenship & Community Service **non project related**

Record your citizenship and community service experiences (helping others). Include activities of benefit to the community, school, church group, a neighbor, etc.

Communication **non project related**

Record presentations (talks, demonstrations, newspaper articles, radio interviews, etc.) you have given this year. Include the topic, kind of presentation, type of group reached, and number in audience.

Judging & Recognition **non project related**

Watch the Help Video

Add **Project Specific** Records

Beef

Bicycle

Cats

Add a Project

Click on a project listed on your dashboard.

*Note after selecting a project from the dashboard, the remaining tabs will be filtered for that project.

Jane Smith

2018-2019 4-H Recordbook

Beef Project

[\(remove project filter\)](#)

Add Activity Records

[Experience](#) +

Includes: citizenship & community service, communication, judging & recognition, leadership and other activities.

[Ledger](#) +

Includes: general income and expenses.

End of the Year

[Reflections](#) +

[Plans for Next Year](#) +

Project Details

Start Date

End Date

Edit

Click the Blue + or the Edit button in each section to add information about your project.

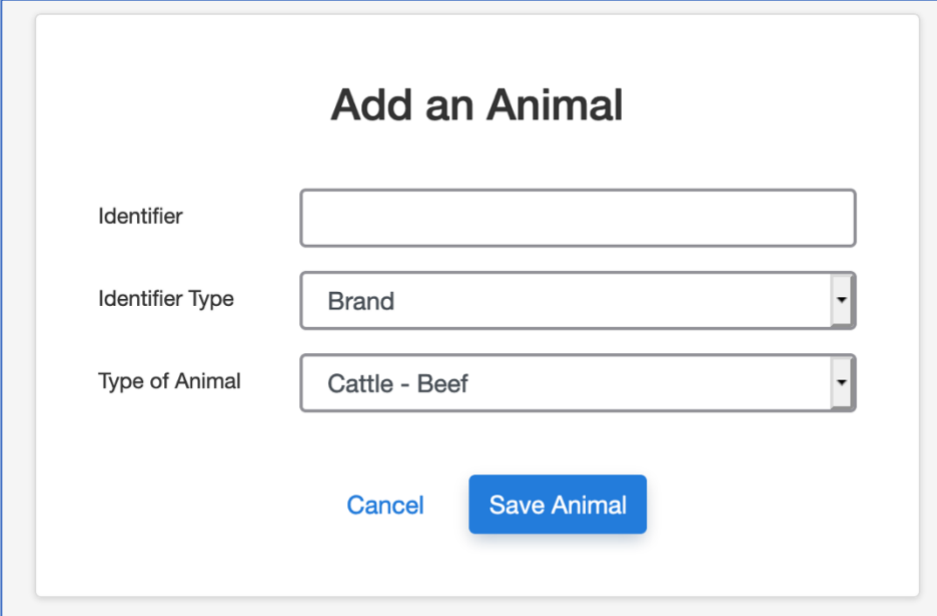
How to Add Animals Your Recordbook

The screenshot shows a web interface titled "My Recordbook" with a navigation bar containing links: Dashboard, Project, Animals (highlighted), Experiences, Goals, Inventory, Ledger, Reports, Timeline, and Book. The main content area is for "Jane Smith" and includes a link to "Watch the Help Video". Below this are two input fields: "Recordbook Animals" and "Add an Animal to Your Recordbook". At the bottom are two buttons: "Add an Animal" and "Import Animals".

If you have identified animals in 4-H Online, click “Import Animals.”

If you have not identified Animals in 4-H Online, click “Add an Animal.”

Add a New Animal

A screenshot of a web form titled "Add an Animal". The form is enclosed in a light gray border. It contains three input fields: "Identifier" (a text box), "Identifier Type" (a dropdown menu with "Brand" selected), and "Type of Animal" (a dropdown menu with "Cattle - Beef" selected). Below the fields are two buttons: "Cancel" (a blue link) and "Save Animal" (a blue button).

Add an Animal

Identifier

Identifier Type

Type of Animal

[Cancel](#)

Click "Add an Animal."

Enter the Animal's Unique Identifier (this is how you will know this animal is different from another animal).

Select the Type of Animal you are entering.

Add your Animal to a Project

Animal

Project

Acquisition Type

Select **Acquired** if you obtained possession of the animal during the course of the program year.

Select **Owned** if you had possession of the animal before the program year started.


[Cancel](#) [Save Animal](#)

Select the Project with which to associate the animal.
Select if the animal was Acquired, Owned or Leased (you are borrowing the animal).
Click "Save Animal."


Jane Smith
2018-2019 4-H Recordbook
Beef Project
[\(remove project filter\)](#)

[Watch the Help Video](#)

Recordbook Animals

90-90 (Cattle - Beef) 

Add an Animal to Your Recordbook

89-98 (Cattle - Beef) 

Add an Animal

Import Animals

Click on the Animal listed on the Animals tab.

Beef

90-90 (Cattle - Beef)

Active

Beginning of Project

Beginning Cost	\$0
Beginning Weight	0 pounds
Beginning Cost / per Pound	\$0 / 0 pounds = \$0.00

[Edit](#)

End of Project

Ending Value	\$0
Ending Weight	0 pounds
Ending Value / per Pound	\$0 / 0 pounds = \$0.00

Animal Information

No Image
Selected

Animal

90-90 (Cattle - Beef)

Project

Beef

Acquisition Type

Owned

[Add Image](#)

[Edit](#)

Performance (Average Daily Gain)

Click to Edit the beginning data for the animal.

Edit Animal Beginning

Details

Purchased from my neighbor.

250/250

Date

09/01/2019

Beginning Cost

200

Beginning Weight

354

[Cancel](#) [Save Animal Beginning](#)

Enter the beginning Animal information.
Click "Save Animal Beginning."

Beef
89-98 (Cattle - Beef)
Active

Beginning of Project

Beginning Cost	\$200.00
Beginning Weight	354.00 pounds
Beginning Cost / per Pound	\$200.00 / 354.00 pounds = \$0.56

[Edit](#)

End of Project

Ending Value	\$0
Ending Weight	0 pounds
Ending Value / per Pound	\$0 / 0 pounds = \$0.00

[Edit](#)

Animal Information

Animal
89-98 (Cattle - Beef)

Project
Beef

Acquisition Type
Acquired

[Add Image](#)

[Edit](#)

Performance (Average Daily Gain)

Click on the Animal from the Animals tab.
 Select to “Edit” any additional Animal details or to record the End, Sale or Loss of the animal.

How to Manage Animal Project Activities

Jane Smith

2018-2019 4-H Recordbook

[Watch the Help Video](#)

Add Experiences **Not Associated** with a Project

Citizenship & Community Service **non project related**

Record your citizenship and community service experiences (helping others). Include activities of benefit to the community, school, church group, a neighbor, etc.

Communication **non project related**

Record presentations (talks, demonstrations, newspaper articles, radio interviews, etc.) you have given this year. Include the topic, kind of presentation, type of group reached, and number in audience.

Judging & Recognition **non project related**

[Watch the Help Video](#)

Add **Project Specific** Records

Beef

Bicycle

Cats

Add a Project

Select an Animal Project from the Dashboard.

R E C O R D B O O K

[Date]

19

Jane Smith

2018-2019 4-H Recordbook

Beef Project

(remove project filter)

Add Activity Records

Animal

Includes: dairy, feed, health, and performance records.
Record beginning weight, ending weight, sale and loss under the animal record.

Experience

Includes: citizenship & community service, communication, judging & recognition, leadership and other activities.

Ledger

Includes: general income and expenses.

End of the Year

Reflections

Project Details

Start Date

9/1/2019

End Date

8/31/2020

Edit

If your state has selected that the project should include Animal Activities, you will see an “Animal” Activity option.
Click the blue + to add information about Animal Activities.

Select the type of Activity

Add Animal Activities

Feed
+

Health
+

Performance
+

Select the type of Activity you would like to record.

Add a Feed Expense

Details

What did you buy? What are the ingredients?
What was it for?

Date
09/18/2019

Pounds

Cost Per Pound

Total Cost

Cancel Save Feed Expense

Add Animal Health

Details

What are the details of the condition and treatment? What medication was given or prescribed?

Date
09/18/2019

Animal
89-98 (Cattle - Beef)

Condition

Treatment

Cost

Provider

Cancel Save Health

Add Animal Performance

Animal
89-98 (Cattle - Beef)

Beginning Weight

Beginning Date
09/18/2019

Ending Weight

Ending Date
09/18/2019

Cancel Save Performance

Enter the appropriate Activity Details.
Click to Save the Activity.

If your state has selected that this Animal Project may include dairy production records, you may also see an option to Record Milk Production.

Select the type of Activity

Add Animal Activities

Dairy

Record milk production.

Feed

Health

Performance

Add Animal Dairy Production

Details

Milked today.

250/250

Date

09/18/2019

Pounds

Value Per Pound (Hu

Total Value

Cancel

Save Dairy

How to Add Experiences to Your Recordbook

An Experience is something that you have done. It can be related to a specific project, to your 4-H or FFA experience or just something you have done that you want to remember.

How to add Project-Related Experiences

The screenshot displays the dashboard for Jane Smith's 2018-2019 4-H Recordbook. At the top, the name 'Jane Smith' and the title '2018-2019 4-H Recordbook' are centered. Below this, there are two main sections. The left section, titled 'Add Experiences Not Associated with a Project', lists three categories: 'Citizenship & Community Service non project related', 'Communication non project related', and 'Judging & Recognition non project related'. Each category has a brief description and a blue plus icon. The right section, titled 'Add Project Specific Records', lists three project categories: 'Beef', 'Bicycle', and 'Cats', each with a blue right-pointing arrow. Below these sections is a button labeled 'Add a Project'.

From the Dashboard, click on your Project.

Jane Smith

2018-2019 4-H Recordbook

Bicycle Project

(remove project filter)

Add Activity Records

Experience

Includes: citizenship & community service, communication, judging & recognition, leadership and other activities.

Ledger

Includes: general income and expenses.

Project Details

Start Date

End Date

Edit

Click the blue + to add an experience for the project you selected.

Select the type of Experience

Add a **Project** Experiences

<p>Citizenship & Community Service</p> <p>Record your citizenship and community service experiences (helping others) related to this project. Include activities of benefit to the community, school, church group, a neighbor, etc.</p>	+
<p>Communication</p> <p>Record presentations (talks, demonstrations, newspaper articles, radio interviews, etc.) you have given in this project this year. Include the topic, kind of presentation, type of group reached, and number in audience.</p>	+
<p>Judging & Recognition</p> <p>Record any recognition such as your name being in the paper, congratulatory notes, certificates, or awards received related to this work. Also, list the exhibits you had in this project and placings received.</p>	+
<p>Leadership</p> <p>Record your leadership activities related to this project, such as teaching others, leading workshops, organizing an activity, etc.</p>	+
<p>Other Activity</p> <p>Record all other events, activities and participation related to this project that does not fall into one of the categories above.</p>	+

Click the blue + next to the type of experience you had.

Add Citizenship & Community Service

Bicycle Project

Details

What did you do? What did you accomplish?
What did you learn?

250/250

Date

09/18/2019

Time in Minutes

Picture

Browse...

No file selected.

Cancel

Save Experience

Enter the details about your experience. Include the date and the amount of time.
Click “Browse” to add an optional picture.
Click “Save Experience.”

How to add Experiences that are NOT related to a Project

The screenshot shows a user interface for Jane Smith's 2018-2019 4-H Recordbook. At the top, the name 'Jane Smith' and the title '2018-2019 4-H Recordbook' are displayed. Below this, there are two main sections, each with a 'Watch the Help Video' link. The left section, titled 'Add Experiences Not Associated with a Project', lists three categories: 'Citizenship & Community Service non project related', 'Communication non project related', and 'Judging & Recognition non project related'. Each category has a blue plus sign icon and a brief description of what to record. The right section, titled 'Add Project Specific Records', lists three categories: 'Beef', 'Bicycle', and 'Cats', each with a blue right-pointing arrow icon. At the bottom center, there is a button labeled 'Add a Project'.

From the Dashboard, click the blue + sign next to the type of experience you would like to add that is not associated with a project.

Add a Communication Experience

non project related

Details

What was the topic? What kind of presentation? What type of group reached? What was the number in audience?

250/250

Date

09/18/2019

Event / Activity

Picture

Browse...

No file selected.

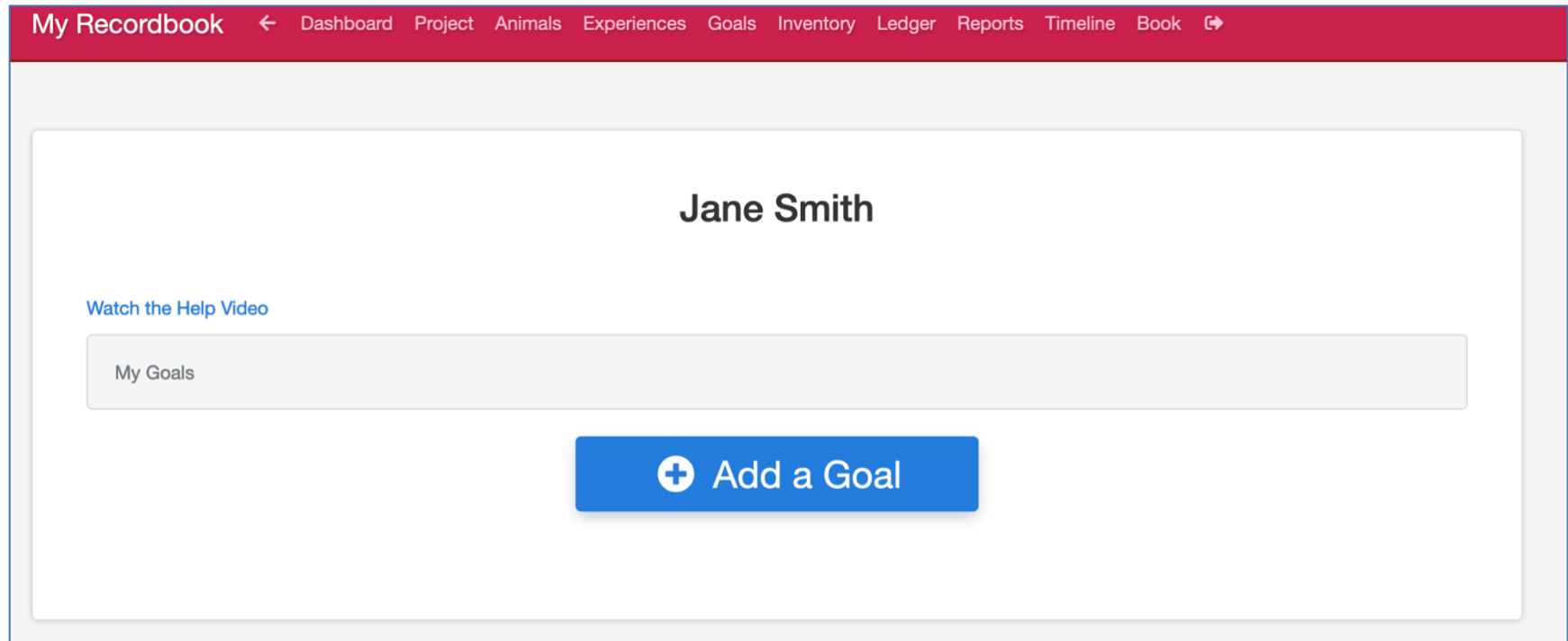
Cancel

Save Experience

Enter the details about your experience.
Click "Browse" to add a picture of your experience.
Click "Save Experience."

How to Manage Goals in Your Recordbook

How to add a New Goal



Click on the Goals tab.
Click "Add a Goal."

My Recordbook

←

Dashboard

Project

Animals

Experiences

Goals

Inventory

Ledger

Reports

Timeline

Book

↗

Jane Smith

1

Describe something you want to *learn* or *achieve* this year:

"I want to train my animal."

For example, "I want to"

"...learn how to bake a pie."

"...train my steer to lead."

"...improve my diet."

2

Describe how you will know that you've met your goal:

"I will know that I've met my goal when I animal can obey my command."

For example, "I will know that I've met my goal when I"

"...I make a pie and eat a slice."

"...I can lead my steer around the arena twice without any mistakes."

Enter the details about your goal.

3 Indicate when you want to have completed your goal:

"I want to meet my goal by , which is the day of .

For example, "I want to meet my goal by"

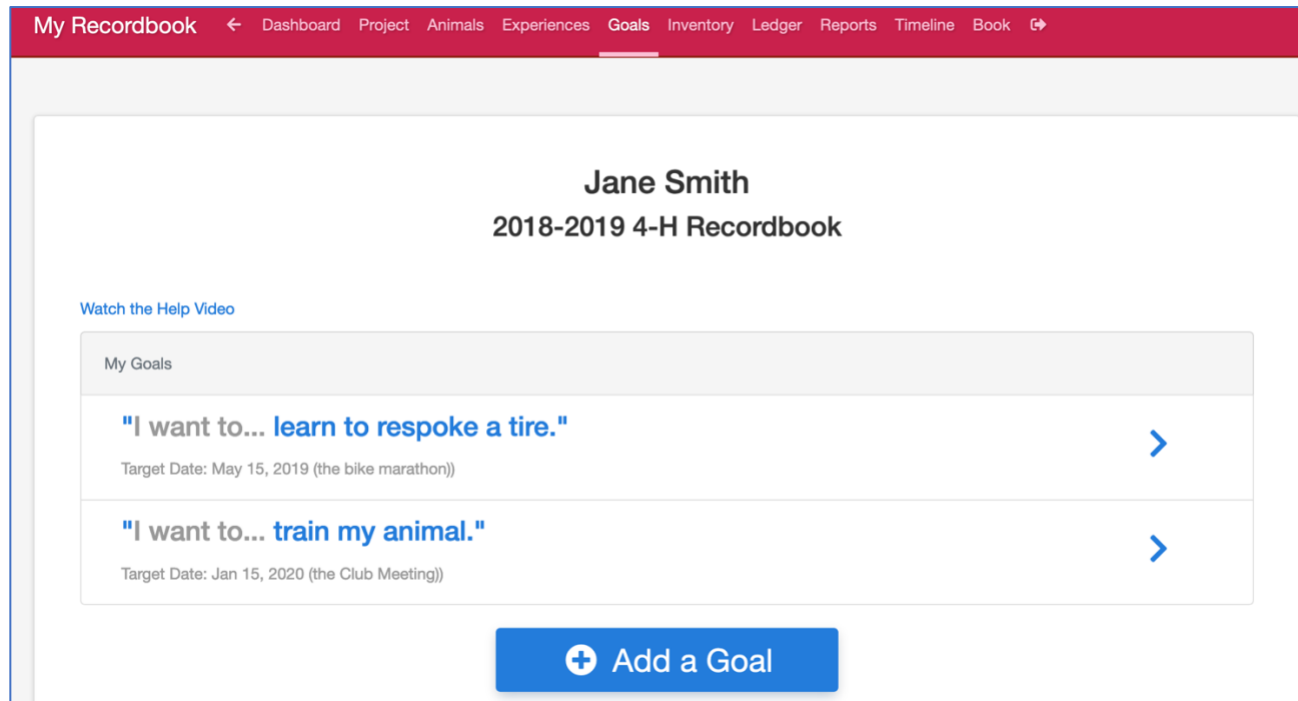
- "...May 5, 2019 (May Club Meeting)."
- "...July 20, 2019 (County Fair)."
- "...June 12, 2019 (Graduation)."

Associated Project

[Cancel](#) [Save Goal](#)

Select the associated project.
Click "Save Goal."

How to Edit and Complete Goals



Click on the Goals tab to view your goals.

2018-2019 4-H Recordbook

"...learn to respoke a tire" Goal

Active

Mark Goal Completed

"I want to learn to respoke a tire."

"I will know that I've met my goal when I respoked my bike."

"I want to meet my goal by 5/15/2019 (the bike marathon)."

Delete

Edit

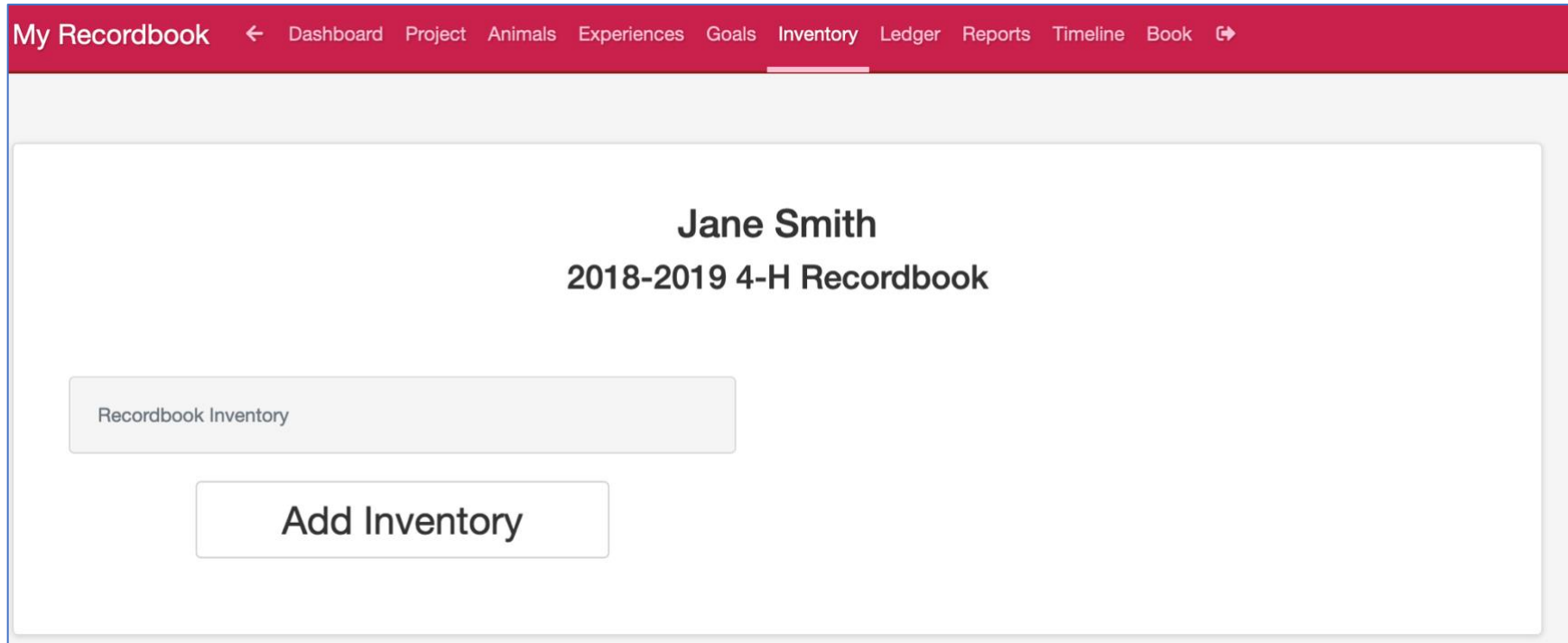
Click "Edit" to make changes to your goal.

Click "Delete" to remove your goal.

Click "Mark Goal Completed" when you have reached your goal.

How to Manage Inventory in Your Recordbook

Some projects may have inventory associated with them. Inventory is a list of the items that you use to help you complete your project.



My Recordbook ← Dashboard Project Animals Experiences Goals Inventory Ledger Reports Timeline Book →

Jane Smith
2018-2019 4-H Recordbook

Recordbook Inventory

Add Inventory

Click on the Inventory tab.
Click “Add Inventory.”

Add Inventory

Name	<input type="text" value="Bicycle Pump"/>
Description	<input type="text" value="Pump used to inflate bicycle tires"/>
Inventory Type	<input type="text" value="Equipment"/>
Project	<input type="text" value="Bicycle"/>
Acquisition Type	<input type="text" value="Acquired"/>

Select "Acquired" if you obtained possession of the inventory during the course of the program year.

Select "Owned" if you had possession of the inventory before the program year started.

[Cancel](#) [Save Inventory](#)

Enter the details about your inventory item.
Click Save Inventory.

Bicycle

Bicycle Pump (Equipment)

Active

Beginning of Project

Beginning Cost \$0

[Edit](#)

End of Project

Ending Value \$0

Sale of Inventory

Details

Date Sold

Inventory Information

No Image
Selected

Inventory

Bicycle Pump (Equipment)

Inventory Type

Equipment

Project

Bicycle

Acquisition Type

Acquired

[Add Image](#)

[Edit](#)

View the existing inventory item.
Click to “Edit” the Beginning of the Project.

Edit Inventory Beginning

Details

Date

Beginning Cost

[Cancel](#) [Save Inventory Beginning](#)

Enter the details regarding your inventory item.
Click Save Inventory Beginning.

Bicycle

Bicycle Pump (Equipment)

Active

Beginning of Project

Beginning Cost \$20.00

[Edit](#)

End of Project

Ending Value \$0

[Edit](#)

Sale of Inventory

Details

Inventory Information

No Image
Selected

Inventory

Bicycle Pump (Equipment)

Inventory Type

Equipment

Project

Bicycle

Acquisition Type

Acquired

[Add Image](#)

[Edit](#)

Click “Edit” in any of the boxes to add additional information about your inventory items or to record the end, sale or loss of the inventory item.

Your Recordbook Ledger


The Recordbook Ledger is used to keep track of your income and expenses related to your projects.

Jane Smith


2018-2019 4-H Recordbook

Watch the Help Video


Add Experiences **Not Associated** with a Project

Citizenship & Community Service **non project related** 

Record your citizenship and community service experiences (helping others). Include activities of benefit to the community, school, church group, a neighbor, etc.


Communication **non project related** 


Record presentations (talks, demonstrations, newspaper articles, radio interviews, etc.) you have given this year. Include the topic, kind of presentation, type of group reached, and number in audience.


Judging & Recognition **non project related** 

Watch the Help Video

Add **Project Specific** Records

Beef 

Bicycle 

Cats 

Add a Project

Select a Project from the Dashboard.

R E C O R D B O O K

[Date]

39

Jane Smith

2018-2019 4-H Recordbook

Cats Project

(remove project filter)

Add Activity Records

Animal



Includes: dairy, feed, health, and performance records.

Record beginning weight, ending weight, sale and loss under the animal record.

Experience



Includes: citizenship & community service, communication, judging & recognition, leadership and other activities.

Ledger



Includes: general income and expenses.

Project Details

Start Date

End Date

Edit

Click the blue + next to ledger.

Select the type of Ledger Entry

Income

Expense

Cancel

Select the type of Ledger Entry.

Add Income

Details

What did you earn? What was it for?

250/250

Date

09/18/2019

Units

Unit Value

Total

Receipt

Browse... No file selected.

Cancel Save Income

Add an Expense

Details

What did you spend? What was it for?

250/250

Date

09/18/2019

Units

Unit Cost

Total

Receipt

Browse... No file selected.

Cancel Save Expense

Enter the income or expense details. Click Browse to upload a photo or receipt.

My Recordbook
Dashboard
Project
Animals
Experiences
Goals
Inventory
Ledger
Reports
Timeline
Book

Jane Smith

2018-2019 4-H Recordbook

Recordbook Ledger

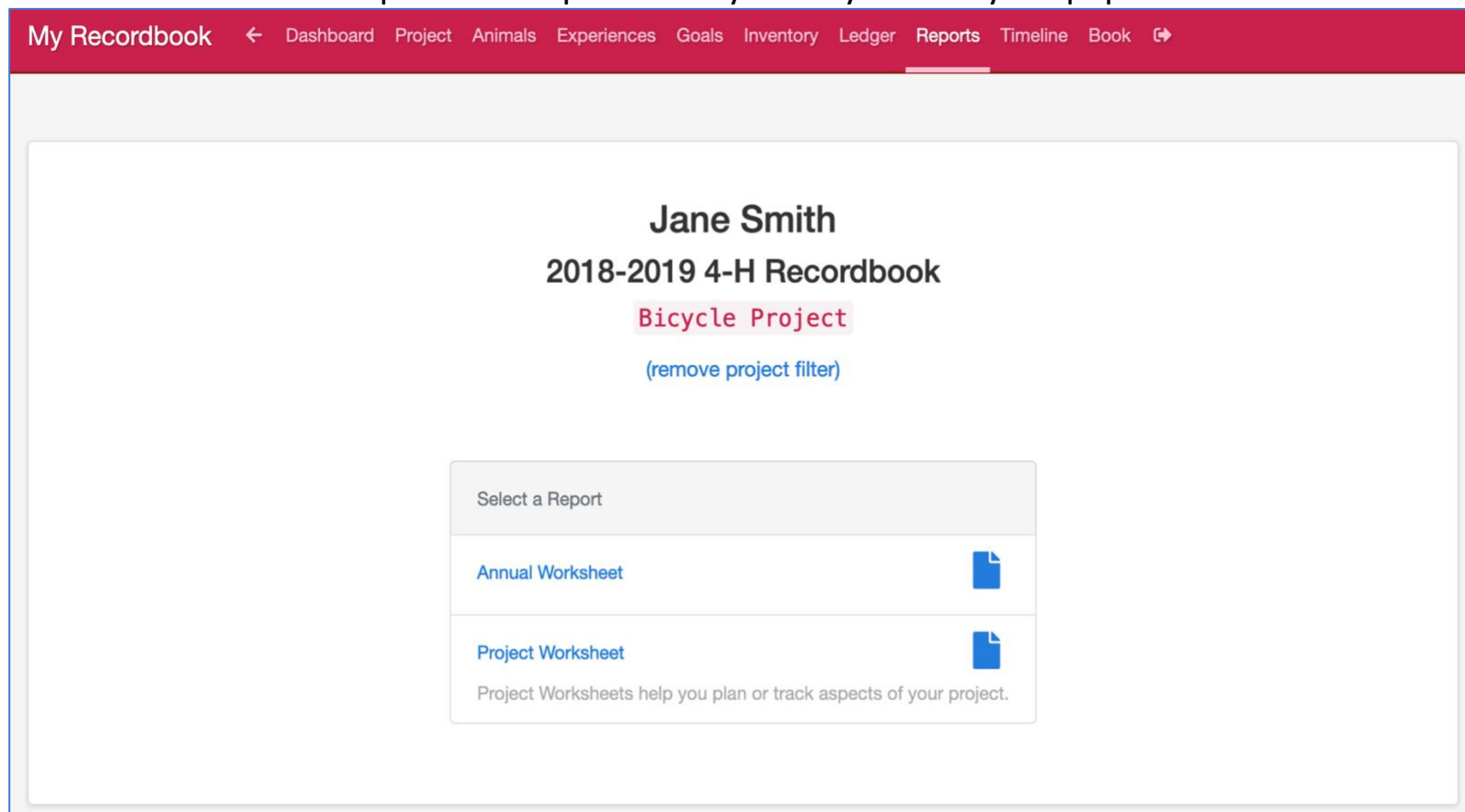
Ledger Date	Ledger Details	Ledger Category	Ledger Type	Ledger Units	Ledger Unit Value	Ledger Total	Ledger Animal Identifier
Sep 18, 2019	Milked today.	Animal - Dairy	Income	3.00	2.24	6.72	
Sep 18, 2019	new food dish	Project - General Income/Expense	Expense	1.00	6.30	6.30	
Sep 17, 2019	Purchased at Walmart	Inventory - Beginning	Expense	1.00	20.00	20.00	
Sep 01, 2019	Purchased from my neighbor.	Animal - Beginning	Expense	354.00	0.56	200.00	89-98

Click on the Ledger tab to see a list of all Ledger items.

*If a project has been selected prior to clicking on the Ledger tab, only ledger items related to that project will appear on the screen. Click “Remove Project Filter” to see all ledger items.

Your Recordbook Reports

Your Recordbook includes printable reports that you may use for your paper records.



If you would like to run a report for a single project area, select a project from the Dashboard.

Click on Reports.

Select the desired report.

1 of 2

Whole Page

2018-2019 4-H Recordbook
Jane Smith

Recordbook Annual Summary
9/18/2019

Citizenship & Community Service

Record your citizenship and community service experiences (helping others) related to this project. Include activities of benefit to the community, school, church group, a neighbor, etc.

Date	Description	Minutes
Sep 18, 2019	Helped some 1st graders fix their bikes	45

Communication

Record presentations (talks, demonstrations, newspaper articles, radio interviews, etc.) you have given in this project this year. Include the topic, kind of presentation, type of group reached, and number in audience.

Date	Description	Event or Activity
------	-------------	-------------------

Judging & Recognition

Record any recognition such as your name being in the paper, congratulatory notes, certificates, or awards received related to this work. Also, list the exhibits you had in this project and placings received.

Date	Result Type	Result	Level	Event or Activity
------	-------------	--------	-------	-------------------

1 of 8

Whole Page

2018-2019 4-H Recordbook
Jane Smith

Project Worksheet
9/18/2019

Beef

Animals

My project began with the following animals, and/or I purchased these animals during the year, and/or my animals had offspring that I added to my herd.

Date	Description (include name, eartag, brand, registration number)	Birthdate and year	Beginning Weight	Beginning cost or value
	90-90		0.00	0.00
Sep 1, 2019	89-98		354.00	200.00

Listed below are the animals I still owned at the end of the project year.

Date	Description (include name, eartag, brand, registration number)	Ending Weight	Estimated value
	89-98	0.00	0.00
	90-90	0.00	0.00

Record of Expenses

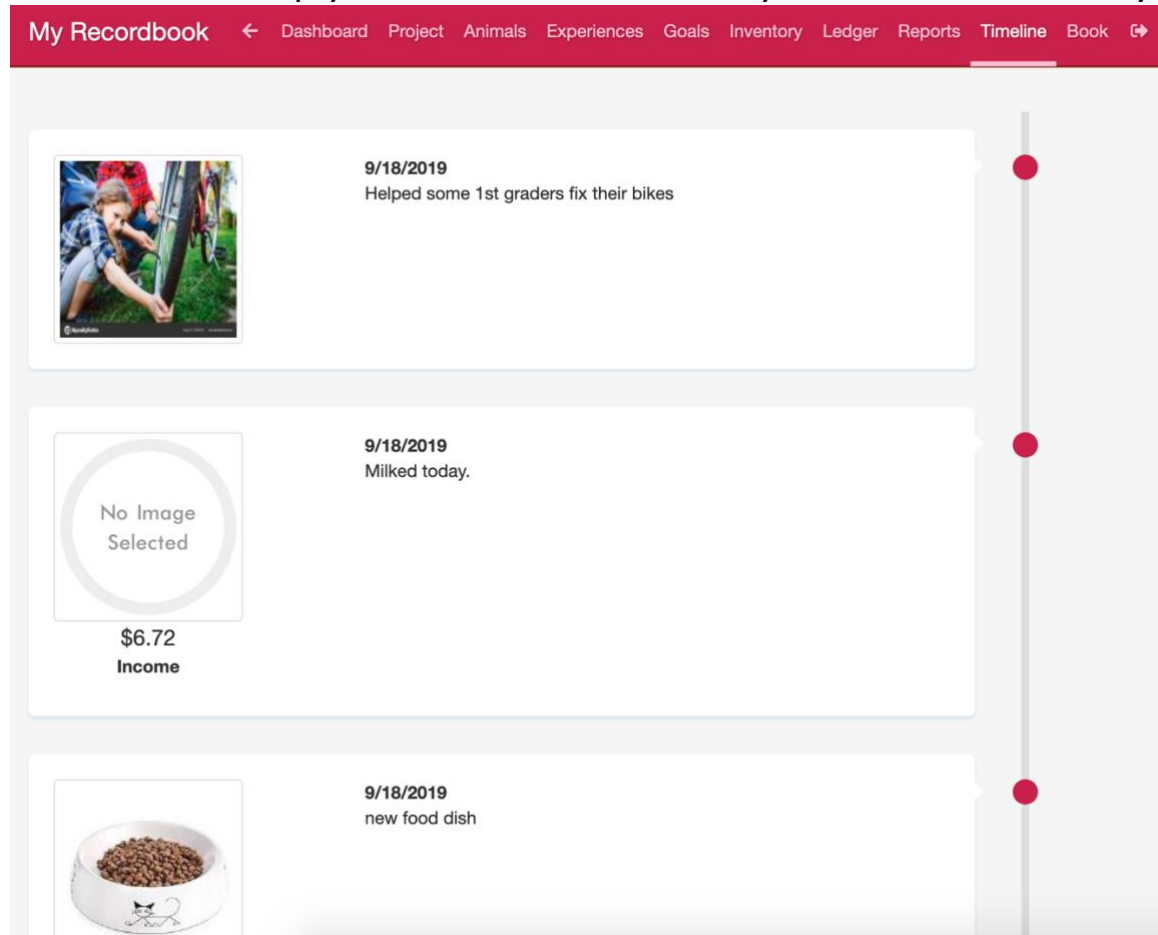
My feed record is (include feed grown on family farm)

Type of feed (milk, milk replacer, silages, pasture,	\$/lb. (Total cost /
--	----------------------

You may view, download or print the report.

Your Recordbook Timeline

Your Recordbook timeline is simply a list of all of the items you have recorded in your Recordbook.



Click on the Timeline tab to view your timeline.

End of the Year Processes

At the end of the program year, you may wish to record your final thoughts and plans for next year.

- ☐ Click on the Dashboard to record “Your Story”.
- ☐ Select a Project from the Dashboard to record End of the Year Reflections and Plans for Next Year.
- ☐ Select an Animal Project from the Dashboard to record the Value at the end of the Project, the Sale or Loss of the Animal.
- ☐ Select a Goal from the Goals tab to mark it as completed.
- ☐ Select an Inventory item from the Inventory tab to record the Ending Value, Sale or Loss of an inventory item.

Your Completed Recordbook

Click on the Book tab to view and Submit your Completed Recordbook.

My Recordbook ← Dashboard Project Animals Experiences Goals Inventory Ledger Reports Timeline **Book** ↗

Jane Smith

2018-2019 4-H Recordbook

Citizenship & Community Service

Date	Description	Minutes
Sep 18, 2019	Helped some 1st graders fix their bikes	45

Communication

Date	Description	Location (Event or Activity)
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Judging & Recognition

Date	Description	Location (Event or Activity)	Result Type	Level
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Comments

You may come back to this tab any time to view comments from your Club Leader and/or County or State Agents.