

RECORDBOOK

Member Club Management Help File

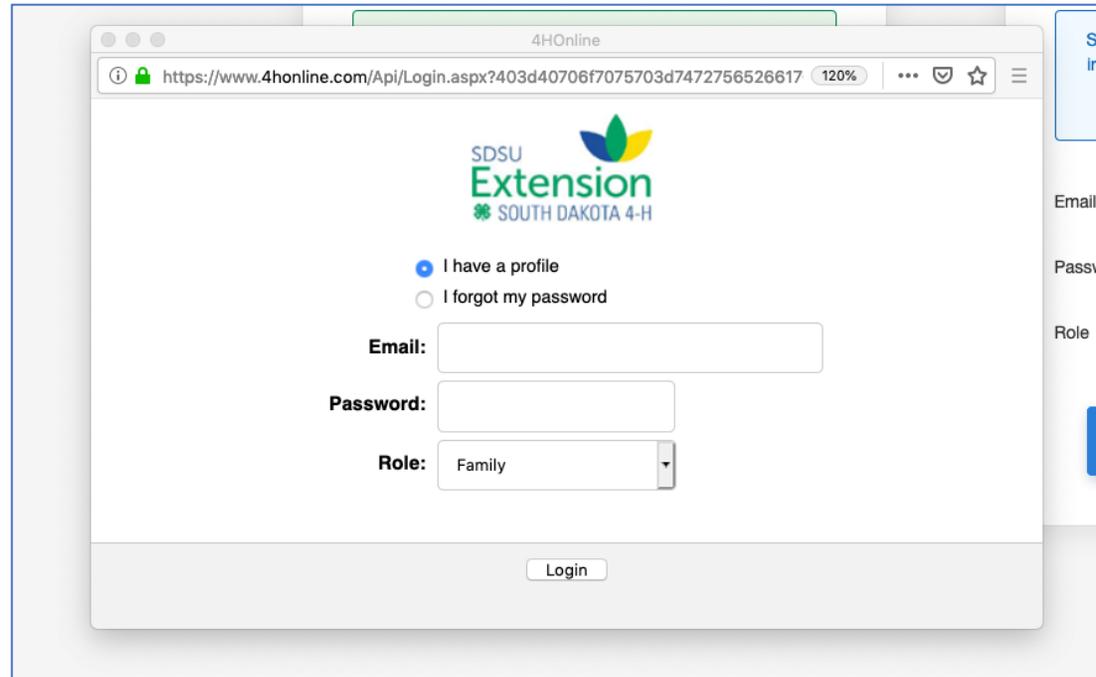
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How to Log In to Your Account (4-H Online)

The screenshot shows the RecordBook app's sign-in interface. 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-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 showing 'South Dakota 4-H Youth Development' and a large green button labeled 'Sign In with 4-H Online'. The right column is titled 'Sign In With Individual Credentials' and 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.' Below this are input fields for 'Email', 'Password', and 'Role' (with 'Adult' selected), and a large blue button labeled 'Sign In'.

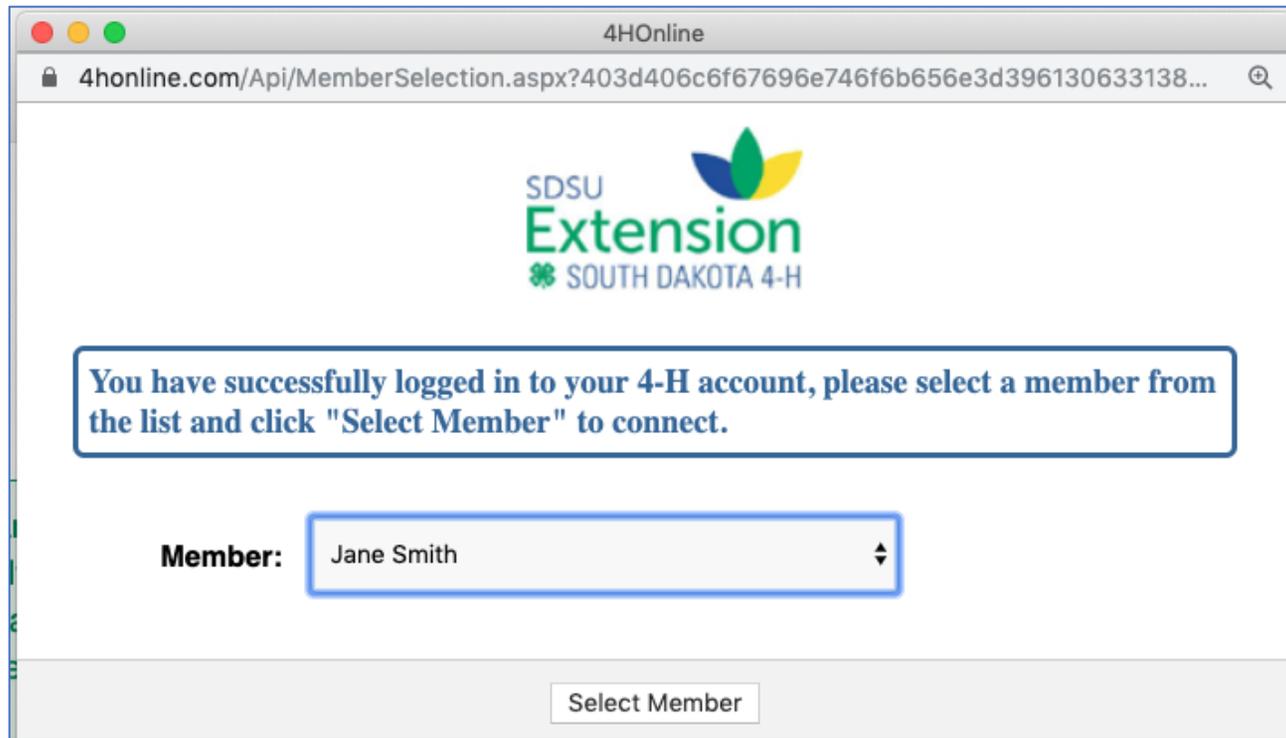
Go to <http://recordbookapp.com>.
Click “Get Started.”
Select your State 4-H department.
Click the GREEN button to “Sign-in with 4-H Online.”



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 the Youth member for whom you would like to manage Club Officer duties

Member  Account Subscriptions 

Jane Smith

My Clubs (Approved)

2018-2019 Lucky Kids 

My Recordbooks

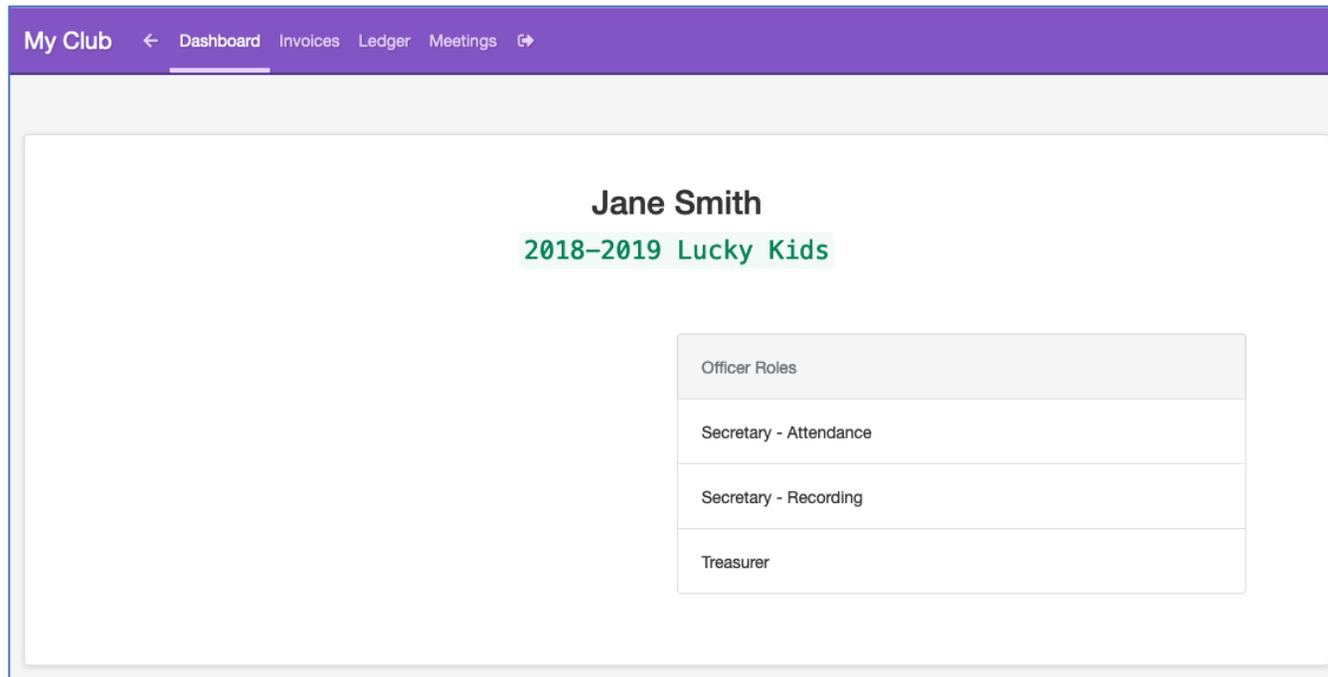
2018-2019 4-H Recordbook 

My Clubs (Pending with Club)

Create Recordbook

Select the Club that you would like to access.

Club Officer Roles



Click on "Dashboard" tab.
You will see your assigned Officer Roles listed on the screen.
Each Role has permissions for different tasks.

**The roles that you see on this screen may be different from the picture above based on the roles your Club Leader has assigned to you.

Secretary – Attendance: How to Record Meeting Attendance

The screenshot shows a web application interface with a purple header bar. The header contains the text "My Club" followed by navigation links: "← Dashboard", "Invoices", "Meetings" (which is underlined and has a right-pointing arrow), and "→". Below the header, the main content area is white and contains the following text:

Jane Smith
2018–2019 Lucky Kids
Meetings

Club Meetings

Date	Start Time	End Time
Sep 09, 2019	Sep 19, 2019	Sep 19, 2019
Oct 07, 2019	Sep 19, 2019	Sep 19, 2019

Click on the Meetings tab.
Click on the Meeting for which you would like to record attendance.

My Club ← Dashboard Invoices Meetings ↗

Jane Smith
2018-2019 Lucky Kids
Club Meeting

Details

Meeting Date	10/7/2019
Meeting Time	05:30 PM

Attendance

Click the Attendance button.

Jane Smith

2018–2019 Lucky Kids

9/9/2019

[\(go back to meeting\)](#)

Participants

	Name	Participant Type
✓	Smith, Alyssa	Member
✓	Smith, Jack	Leader
✓	Smith, Jane	Member

Click on the gray checkmark (it will turn green) next to each person who attended the meeting.

*Gray checkmark = the person was absent

*Green checkmark = the person was present

Secretary – Recording: How to Record Meeting Minutes

The screenshot shows a web application interface with a purple header bar. The header contains the text "My Club" followed by navigation links: "← Dashboard", "Invoices", "Meetings" (which is underlined), and "↩". Below the header, the main content area displays the name "Jane Smith" in bold, followed by "2018–2019 Lucky Kids" in green text, and "Meetings" in bold. Below this, there is a section titled "Club Meetings" containing a table with three columns: "Date", "Start Time", and "End Time".

Date	Start Time	End Time
Sep 09, 2019	Sep 19, 2019	Sep 19, 2019
Oct 07, 2019	Sep 19, 2019	Sep 19, 2019

Click on the Meetings tab.

Click on the Meeting for which you would like to record Minutes (notes).

Jane Smith

2018-2019 Lucky Kids

Club Meeting

Details

Meeting Date 9/9/2019

Meeting Time 06:30 PM

Attendance

Meeting Minutes

Click on "Meeting Minutes."

Jane Smith

2018–2019 Lucky Kids

9/9/2019

[\(go back to meeting\)](#)

Called to Order by	Jane Smith at 5:30pm	Edit
Pledge Led by	Jane Smith	Edit
Action on Previous Minutes	Approved	Edit
Treasurer's Report	Club has \$100.00 in the Account.	Edit
Correspondence		Edit
Other Officer's Reports		Edit
Volunteer Management Report		Edit

Click "Edit" next to the section you would like to complete.

Correspondence ×

[Save](#)

Jane Smith

Type the information about that part of the meeting and click “Save.”

Treasurer: How to Manage Ledger Items

Jane Smith
2018-2019 Lucky Kids
Club Ledger

Add Ledger Entry

Financial Ledger

Date	Check / Receipt	To / From	Purpose	Account	Amount	Project	Type
Sep 18, 2019	1234	Booster Club	Purchase T-Shirts	Donations	250.00		Income
Sep 18, 2019	4321	Home Depot	Potting Soil - Garden Project	General Expenses	100.00		Expense

- Click on the Ledger tab.
- Click on an existing Ledger entry to edit an existing entry.
- Click “Add Ledger Entry” to add a new entry.

Select the type of Ledger Entry

Income

Expense

Cancel

Select "Income" or "Expense."

How to Add Club Income

Add Income

Date	<input type="text" value="09/20/2019"/>
Receipt	<input type="text" value="00998878"/>
From	<input type="text" value="Bake Sale"/>
Purpose	<input type="text" value="Fundraiser for CWF"/>
Account	<input type="text" value="4000: General Income (I)"/>
Amount	<input type="text" value="253.25"/>
Accounting Project	<input type="text" value="Citizenship Washington Focus Trip"/>

[Cancel](#) [Save Income](#)

Enter the details related to the income item and click “Save Income.”

How to Add a Club Expense

Add Expense

Date	<input type="text" value="09/20/2019"/>
Check	<input type="text" value="4322"/>
To	<input type="text" value="USPS"/>
Purpose	<input type="text" value="Stamps for Thank You Letters"/>
Account	<input type="text" value="5000: General Expenses (E)"/>
Amount	<input type="text" value="50"/>
Accounting Project	<input type="text"/>

[Cancel](#) [Save Expense](#)

Complete the information about the expense and click “Save Expense.”
All Ledger entries will show under “Ledger” tab.

How to Pay Your Invoice

My Club ← Dashboard **Invoices** Ledger Meetings ↗

Jane Smith
2018–2019 Lucky Kids
My Invoices

Invoices - Requiring Payment

Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Invoice Paid	Invoice Balance
Sep 20, 2019	20	2018-2019 Lucky Kids	10.00	0.00	10.00

Invoices - Paid

Invoice Date	Invoice Number	Invoice Description	Invoice Amount	Invoice Paid	Invoice Balance
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Click on the Invoices tab.
Click on the Invoice you would like to pay.

My Club ← Dashboard Invoices Ledger Meetings →

Jane Smith

2018–2019 Lucky Kids

Invoice

Balance Due: \$10.00 Print [Add Payment](#)

Member

Smith, Jane

Billing Address

4501 Elm Court
College Station TX, 78755

Number:	#20
Date:	9/20/2019
Amount:	\$10.00
Paid:	\$0.00
Balance:	\$10.00

Line Items

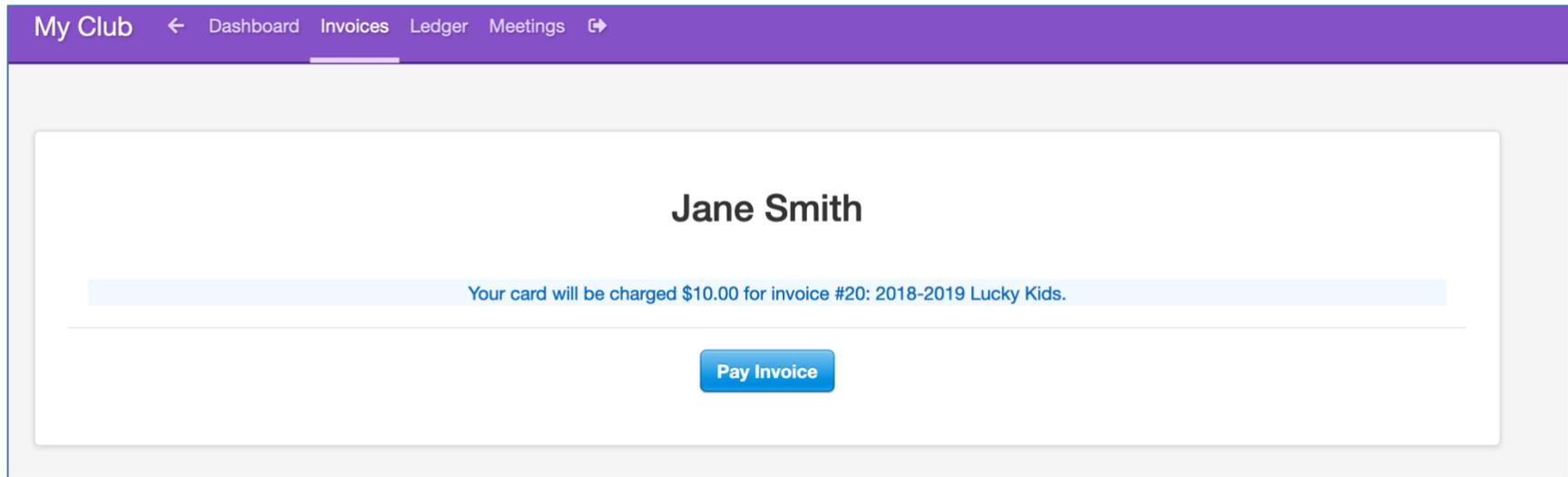
#	Item Name	Quantity	Amount	Total
27	Club Dues	1	10.00	10.00

Click on “Print” to print the invoice and send it with a check.

Click on “Add Payment” to pay online.

Online Payment

After clicking “Add Payment” from the Invoice page,



click to Pay Invoice.

Recordbook ✕

#20: 2018-2019 Lucky Kids

Pay \$10.00

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Enter your payment card information.
Click to Pay the invoice amount.