



California 4-H Online Record Book Guide

ORB



2011 Version I

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Introduction:

The intent of this guide is to serve as an introduction to the online Record Book system and is intended to be used in conjunction with the California 4-H Record Book Manual. It is recommended that leaders and members should read through and understand the basic guidelines of the California 4-H Record Book Manual, which can be found online at: <http://www.ca4h.org/files/2738.pdf> .

It is suggested that the user log into the system frequently and learn all the wonderful features of the 4-H Online Record Book System.

Why have 4-H record books?

4-H Record Books serve a variety of purposes in the California 4-H Youth Development Program.

- 4-H Record Books give members an opportunity to reflect on their yearly work. They document their skill development and their learning experiences in a written report. 4-H members measure their achievements and growth in their total years in 4-H.
- 4-H Record Books encourage members to set goals, pursue strategies to meet those goals, and to shift gears in the face of challenges and obstacles. Completion of the Personal Development Report awards 4-H members for participation in 4-H activities, which provides an incentive for participation, learning, and achievement.

Completing a 4-H Record Book is a process where 4-H members record project and club work. Records management (RM) is a competency skill to identify, create, classify, archive, and preserve records. The 4-H Record Book teaches 4-H members these skills through a standard format.

The Online Record Book advances the traditional program with modern tools and formatting. The system is a simple structure for members to communicate with volunteers and other club members. This simplicity and ease is carried over into posting/updating events, meetings, and project activities. From these updates and postings a completed Record Book can be printed out at the end of the year. All relevant forms are designed into the system and are compatible with their paper counterparts.



California 4-H Online Record Book System Community Expectations

The California 4-H Online Record Book is designed for youth members to record their 4-H work and connect with fellow 4-H members. When using the 4-H Online Record Book, 4-H members are expected to abide by the 4-H Member Code of Conduct and adult volunteers are expected to abide by the Adult 4-H Volunteer Code of Conduct. In order to access the 4-H Online Record Book, youth and adults must be enrolled in the California 4-H Youth Development Program.

When using the 4-H Online Record Book, you agree to:

- Be respectful of others.
- Use appropriate language and not use profanity.
- Be honest.
- Not pretend to be someone else.
- Not bully, intimidate, or harass others.
- Not transmit or post content that is hateful, threatening, explicit, or sexual in nature; provokes violence; or contains graphic or gratuitous violence.
- Not post copyrighted material.
- Not promote specific religious beliefs or political opinions.
- Not upload viruses or other malicious code.
- Not attempt to gain access to areas, information, servers, domains, or other material to which expressed permission has not been given.
- Accept responsibility for your actions.

If you violate the letter or spirit of these community expectations, potential consequences involve prohibiting you from accessing the 4-H Online Record Book, limiting your 4-H membership/appointment, suspension, or termination of your 4-H membership/appointment.

Information about yourself

Your 4-H Online Record Book profile is linked to your information in the 4hOnline enrollment system. The projects and leadership roles you entered in 4hOnline are automatically copied to the 4-H Online Record Book. If you need to add, modify, or delete projects or leadership roles, please update your information in the 4hOnline enrollment system and then log back into the 4-H Online Record Book. Changes may take up to 15 minutes to take effect.

Social sharing

The 4-H Online Record Book provides a connection with members and volunteers enrolled in your 4-H Club or unit. You can add information about yourself, a profile photograph, and enter other types of information. This social sharing feature may be disabled by either yourself or a parent. When an event or activity is posted on the 4-H Online Record Book, if the social sharing function is enabled, the following information will be shared with other youth and adults in your 4-H Club or unit:

- Spark Score (The spark score will only show the points received and not your responses to the surveys.)
- Club meetings
- Development activities
- Presentations
- Photographs
- Comments
- Promotions

These features are used to provide an interactive community forum to stay updated on club activities.

Parent Participation

Parents/guardians have complete access over each 4-H member in the family and can control whether their children have access to the social sharing aspect of the 4-H Online Record Book. Parents/guardians should familiarize themselves with the 4-H Online Record Book and its social networking capabilities, features, and safety components. The child's parent/guardian is responsible for keeping him/her safe while using social media. Parents/guardians must talk to their children about their online activities and how to stay safe. Parents/guardians should also monitor what their children and his or her friends are posting. It is strongly recommended that youth ask their parents for permission before sending any information about themselves to anyone over the Internet.

For more information on how to keep your children safe in a social media world, go to:
<http://www.netsmartz411.org/>

Risks inherent in sharing information

The 4-H Online Record Book contains security measures to prevent unauthorized access; however, no security measures are perfect or impenetrable. You can reduce risks of unauthorized access to your own account by using common sense security practices such as choosing a strong password, using different passwords for different services, and using updated antivirus software.

Violations of the user consents, code of conducts may result in the loss of the privilege in using the Record Book Program. Violations of the law will be reported to the appropriate authorities.

Parental Consent

Parental consent is required by the university for research purposes as directed by the Institutional Review Board at the University of California, Davis.

Parent Consent

The California 4-H Youth Development Program (YDP) offers a high quality experience for young people based on the latest research on positive youth development. Information from the 4-H enrollment system and the 4-H Online Record Book may be used to help us better understand young people and improve the 4-H YDP in California. Participation in this project is voluntary. If you provide permission, information about your child from the 4-H enrollment system and the 4-H Online Record Book may be used for research and program evaluation.

All survey and demographic information will be stored on a secure encrypted server with restricted access. Names and other identifying information will be removed from all files. Your child's participation will be kept confidential, and will not be identified in any publication or in any data files shared with other researchers.

If you have questions, please contact the State 4-H Office at fourhstateofc@ucdavis.edu or (530) 754-8518.

I give permission: I give permission for my child's information from the 4-H enrollment system and 4-H Online Record book to be used for research and evaluation.	I do NOT give permission: I do NOT give permission for my child's information from the 4-H enrollment system and the 4-H Online Record book to be used for research and evaluation.
---	---

mary Bunny I give permission I do NOT give permission

Accessing the system:

The Online Record Book is designed to work with the 4hOnline registration program. All data — biographical information, projects, clubs, members, volunteers, etc. — are exported from the 4hOnline system into the Online Record Book. Every 15 minutes, data is streamed to the Online Record Book. This data is then stored in the relevant areas that members and volunteers access.

It is important that members and volunteers keep the 4hOnline data accurate and up to date.

Logging-In for Members and Volunteers

The California 4-H Online Record Book (ORB) uses your 4hOnline enrollment information to fill-in your information, clubs, and projects. To log into ORB, you must have an enrollment record in 4hOnline. Enrollment records that are “pending” will have limited access to the Online Record Book. Once your enrollment is approved, you will have full access.

To log into the Online Record Book, adult volunteers and parents use their 4hOnline family account username/email and password while youth members use their 4hOnline family account username/email and a separate and unique password set by their parent/adult guardian in 4hOnline. This separate password is so parents can control the level of access their children have in the 4-H Online Record Book.

Requirements for using ORB:

- Computer with Internet access.
- Web browser (e.g., FireFox, Internet Explorer, Safari). Newer browsers will provide an enriched experience.
- Cookies and Javascript enabled.

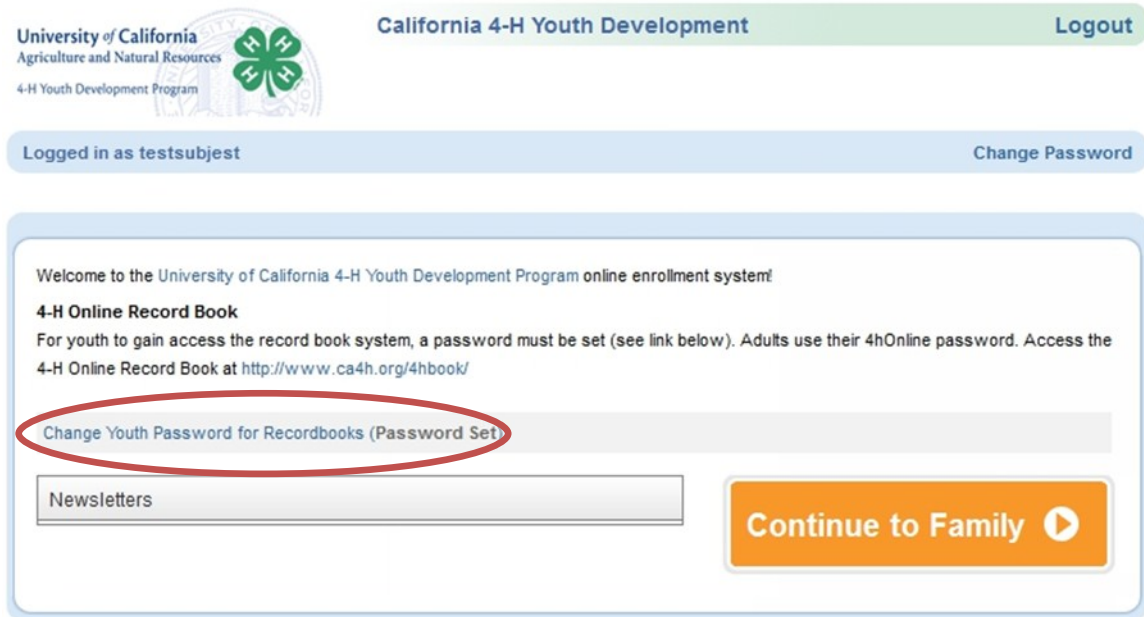
For Youth Members:

Parents need to go to <https://california.4honline.com/> and log into their 4hOnline account.

The screenshot shows a web form titled "Directions: Youth & Adults" with a list of links for enrollment instructions. Below the links is a "Help" section with three radio button options: "I have a profile", "I need to setup a profile", and "I forgot my password". The "I forgot my password" option is selected. Below the radio buttons are two input fields: "Email:" and "Role:". The "Role:" dropdown menu is set to "Family". At the bottom of the form is a blue button labeled "Send My Password".

If the family does not have a password, click on the radio button, “I forgot my password,” and 4hOnline will email the password to the family email address on record in 4hOnline. *Note: youth enrollment records must be entered into 4hOnline before access to ORB is possible.*

Once logged into 4hOnline, parents need to set a Record Book password by clicking “Change Youth Password for Recordbooks.” This will set a separate password for youth members to access the 4-H Online Record Book.



Now the 4-H member can navigate to www.ca4h.org/4hbook/ and click “Youth Login.”

Username: Family Account email address from 4hOnline.

Password: Record Book password set by your parent in 4hOnline. All youth members within the same family account share the same Online Record Book password (e.g., siblings).

For Parents and Adult Volunteers:

Obtain your 4hOnline email and password.

Go to <https://california.4honline.com/> and log into your 4hOnline account.

If the family does not have a password, click on the radio button, “I forgot my password,” and 4hOnline will email the password to the family email address on record in 4hOnline. *Note: enrollment records must be entered into 4hOnline before access to ORB is possible.*

Once you have the email address and password for 4hOnline, adults may log into the Online Record Book.

Navigate to www.ca4h.org/4hbook/ and click “Adult Login”.

Username: Family Account email address from 4hOnline.

Password: Family Account password from 4hOnline. All adults within the same family account share the same Online Record Book password.

When users first enter the system they must:

- As a Youth member, select the response to the Minor Assent and Accepted terms, or
- As an Adult, select the Accepted terms.

Choosing to select the DO NOT Accept the Terms will result in logging out of the Record Book System.

First time users see a Welcome to the 4-H Online Record tutorial screen. The tutorial screen covers the Social, Add Bar, Alerts, and Enter Data from previous years. At the bottom of the screen is the button “**Enter the Online Record Book**” that users need to click to move forward into the system.

Social Sharing Levels

There are currently three levels of sharing for the Online Record Book:

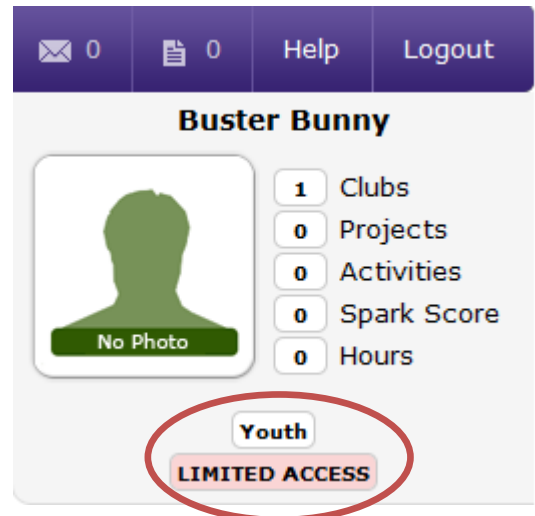
- Self—members/leaders may use the system but all social functions are blocked
- Family—limits social interaction and display to family members only
- Club—full access to all club and project posts and activities.

System administrators, club leaders, and parents are able to set sharing levels. Members also will be able to set their own sharing level once logged into the system.

Limited access

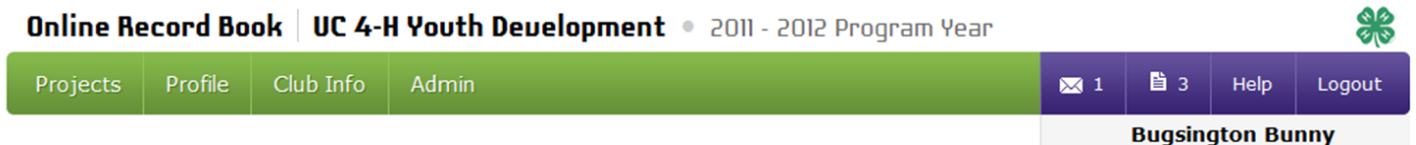
Members and leaders who are considered “Pending” status in 4hOnline will not have full access in the Record Book System. Pending status will set members to “Self level” . Members and leaders in this status will still be able to access the system and work on record book materials but all social aspects will be curtailed.

Full Access may occur when members are “Active” in the 4hOnline system.



Navigational Tips

Clicking on the **Online Record Book** will take the user back to the home screen where the Sparkle wall can be found.



The envelope icon indicates messages that are waiting in your in box.

The document icon represent reports that need review.

Starting out:

Members can start the 4-H Online Record Book by entering past experiences in the Online Record Book. For Youth members, click on the Personal Development Tab and then click on Youth Star Ranking tab. At the bottom of the screen is the Enter Default Values link.



Your Star Ranking

Add: [Motto](#) [Photo/Video](#) [Activity](#) [Award](#) [Expense/Income](#) [Message](#)

Category	< 2012	2012	Total	★ Bronze	☆ Silver	★ Gold	★ Platinum
4-H Projects Completed	0	0	0	2*	4*	8*	12*
4-H Project Skill	0	6	6	4	8	15	20
4-H Events Attended	0	0	0	12	25	40	60
Leadership Development (Junior or Teen Leader*)	0 (0)	3 (0)	3 (0)	10 (0)	20 (0)	30* (2*)	40* (4*)
Citizenship & Community Services	1	3	4	10	20*	30*	40*
Communication Skills (4-H Presentations*)	0 (0)	2 (0)	2 (0)	12* (4*)	24* (7*)	36* (10*)	48* (15*)
Honors & Recognition	0	0	0	5	10	15	20
Lifestyle Activities	0	2	2	10	20	30	40

Required for Star Rank
Numbers in parenthesis are included in the total category number and are not an extra requirement)

[Enter Default Values](#)

[Enter Default Values](#) - You can record values for activities and projects completed prior to using the online Record Book. If you have any questions about what qualifies as a default value, please contact your local community club leader.

On the Default Values screen, members will be able to enter the numeric value of the various categories from past years participation.

Once the numerical value has been entered please remember to click save. The information then will be automatically totaled in the system. Please note that star rankings can only be confirmed by club leaders. The Star Ranking system will not automatically confirm star ranks but is a useful way of tracking progress toward star ranks.

Your Star Ranking

Add: [Motto](#) [Photo/Video](#) [Activity](#) [Award](#) [Expense/Income](#) [Message](#)

Category	Default Values	2012	Total	★ Bronze	☆ Silver	★ Gold	★ Platinum
4-H Projects Completed	<input type="text" value="0"/>	0	0	2*	4*	8*	12*
4-H Project Skill	<input type="text" value="0"/>	6	6	4	8	15	20
4-H Events Attended	<input type="text" value="0"/>	0	0	12	25	40	60
Leadership Development (Junior or Teen Leader*)	<input type="text" value="0"/>	3 (0)	3 (0)	10 (0)	20 (0)	30* (2*)	40* (4*)
Citizenship & Community Services	<input type="text" value="0"/>	3	4	10	20*	30*	40*
Communication Skills (4-H Presentations*)	<input type="text" value="0"/>	2 (0)	2 (0)	12* (4*)	24* (7*)	36* (10*)	48* (15*)
Honors & Recognition	<input type="text" value="0"/>	0	0	5	10	15	20
Lifestyle Activities	<input type="text" value="0"/>	2	2	10	20	30	40

The Basics



By clicking on the various icons of the tool bar, users are able to enter information about their 4-H year.

Motto: update members and leaders on your status. 500 characters maximum

Photo/Video: Photos and videos can be uploaded and saved in personal photo/video albums.

Event/Activity: the main tab where record book entries are made such as project and club meeting and all events that members and volunteers participate in.

4-H events are authorized and publicized functions other than regular club or project meetings. Record events not reported elsewhere. Optional or voluntary 4-H events outside the normal club and/or project expectations may be counted here. Multiple day events count as one credit (e.g., county fair, conferences, etc.) —RBM pg 14

(RBM—Record Book Manual)

Award/Honors: Awards entries are entered

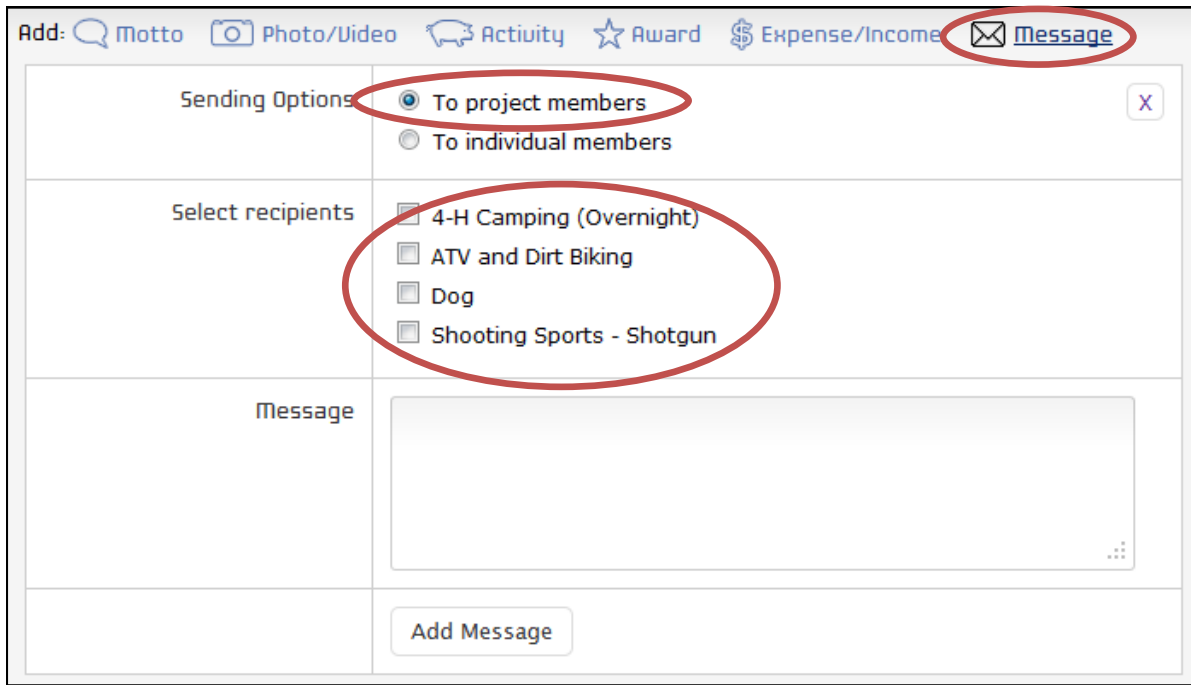
Record significant and notable honors, awards and recognition received in 4-H. Do not include ribbons, seals, or certificates on the Personal Development Report. Include these on the Annual Project Report Form. The intent of this category is to award significant honors, not necessarily only the single highest honor. - RBM pg 17

Add: Motto Photo/Video Activity Award Expense/Income Message	
Award Title/Name	<input type="text"/>
Award Date	<input type="text"/> (mm/dd/yyyy)
Apply to:	<input checked="" type="radio"/> Current Program Year (2011 - 2012) <input type="radio"/> Previous Program Year (2010 - 2011)
Description	<input type="text"/>
Award Type	<input checked="" type="radio"/> Ribbon, Certificate, Seal <input type="radio"/> Major Honor/Milestone (View examples)
Award Origin/Level (Optional)	Select an Origin/Level <input type="text"/>
Related Project (if applicable)	<input checked="" type="radio"/> No Related Project <input type="radio"/> 4-H Camping (Overnight) <input type="radio"/> ATV and Dirt Biking <input type="radio"/> Dog <input type="radio"/> Shooting Sports - Shotgun
Attach a photo or document (See allowed filetypes)	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Add Award"/>	

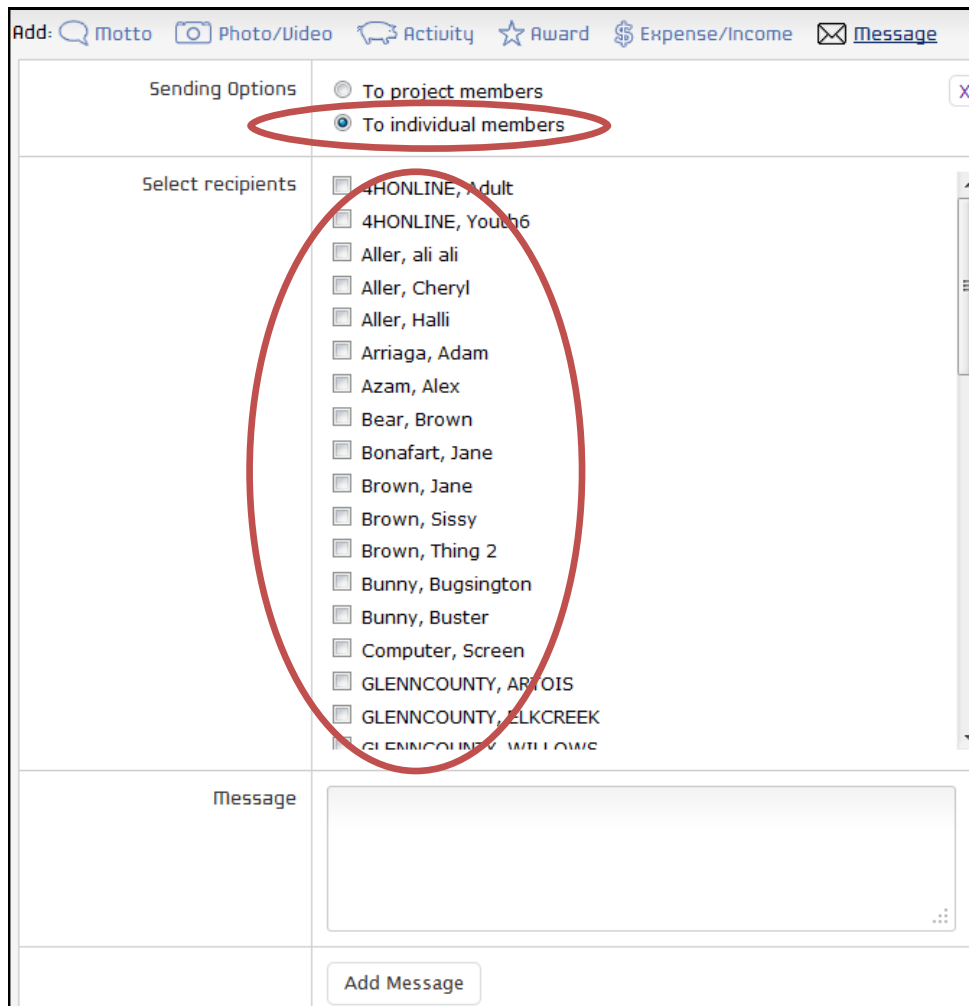
Expense/Income: expense and income entries entered. Expense and income updates will not be posted on the news lists.

Summarize, totaling all expenses such as: ingredients, feed, vet supplies/visits, materials, exhibitor's fees, and all income such as: value of finished products, animals sold, exhibit premiums, etc. - Annual Project Report

Add: Motto Photo/Video Activity Award Expense/Income Message	
Item Name (Required)	<input type="text"/>
Expenses and income will not be added to the news list	
Expense/Income Date (Required)	<input type="text"/> (mm/dd/yyyy)
Apply to:	<input checked="" type="radio"/> Current Program Year (2011 - 2012) <input type="radio"/> Previous Program Year (2010 - 2011)
Number/Quantity	<input type="text" value="0"/>
Expense	\$ <input type="text" value="0"/>
Income/Value	\$ <input type="text" value="0"/>
Related Project	<input checked="" type="radio"/> 4-H Camping (Overnight) <input type="radio"/> ATV and Dirt Biking <input type="radio"/> Dog <input type="radio"/> Shooting Sports - Shotgun
<input type="button" value="Add Expense/Income"/>	



The last feature on the tool bar is the message icon. This great tool can send messages to the entire project. Select "To project members" and then select the project check box.



The other method is to message individual members or multiple members. By clicking on the check box of the name, the message is now addressed to those individuals.

More information on page 20.

Green Tool Bar

The Green Tool Bar changes due to the login of the user. Each Green Tool Bar tab links the user to many other screens and information that will be helpful for members and leaders to explore.

Youth Green Tool Bar

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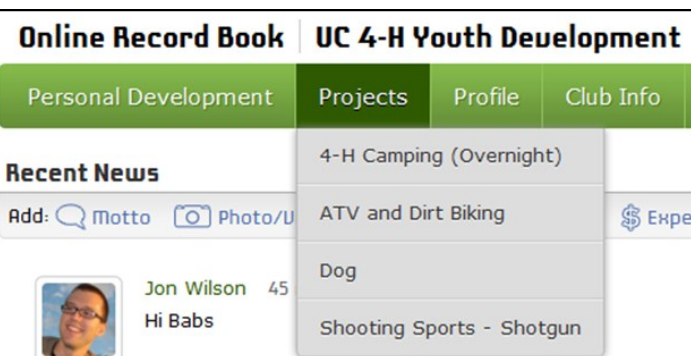
Personal Development Tab

My Star Ranking: Takes the member to the Star Ranking Accomplishment Chart.

My Awards: Lists all Awards entered by the member

My Club Meeting Record: Lists all Club Meetings

My PDR Activities: Personal Development Records posted by club members



Projects Tab

The Projects Tab will contain a shortcut to projects that the you are in.

Profile Tab

The Profile tab is important for members to become familiar with. The first shortcut is to My Messages where members are able to send and receive messages.

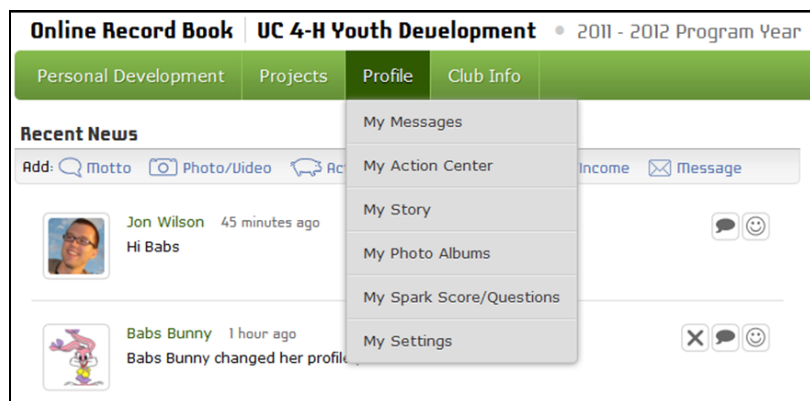
My Action Center: takes members to Annual Project Reports, Junior/Teen Leader Reports, Start Record Book.

My Story: Members can go here to fill in the "My Story" section of the record book

My Photo Albums: A shortcut to the uploaded photos and videos the member has uploaded

My Spark Score/Questions: a list of all Spark surveys answered.

My Settings: Social settings, Newsfeed settings



Club Tab

The Club tab will be useful to see what else is happening in the club.

Club Activities: a shortcut to all posted activities in the club

Club Membership Roster: roster of members in your club

Club Leaders and Officers: Roster of volunteer leaders and club officers

Club Leaderboard: Statistical page that tracks club members' activities. See who has the most projects or did the most presentations



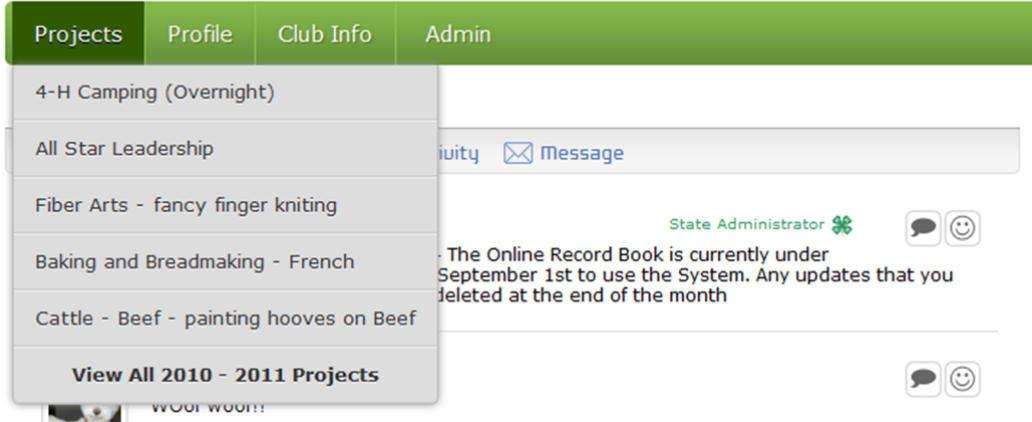
Volunteer Community Leader Green Tool Bar

Online Record Book | UC 4-H Youth Development • 2011 - 2012 Program Year

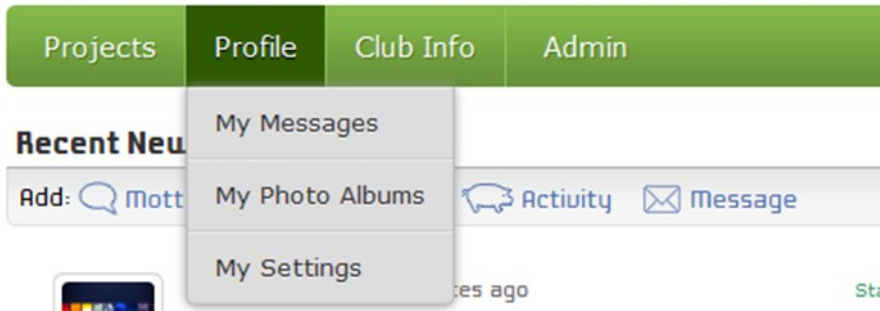


Like the member's projects tab, the leader **Projects Tab** will contain a shortcut to all the projects that the leader is associated with.

Online Record Book | UC 4-H Youth Development • 2011 - 2012 Program Year



Online Record Book | UC 4-H Youth Development



Also like the member's **Profile Tab**

My Messages: a shortcut to access personal messages. All messages are logged by system.

My Photo Albums: list of all photos that have been uploaded by user.

My Settings: your personal settings

Club Info Tab

Club Activities: shortcut to all posted activities posted in club

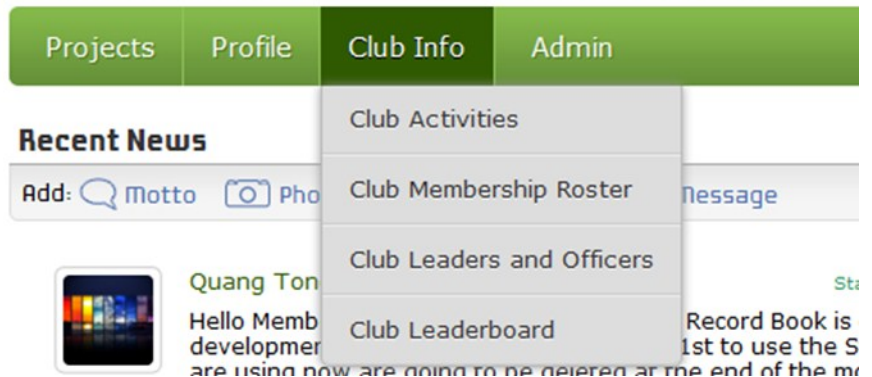
Club Membership Roster: shortcut to current roster of members in club

Club Leaders and Officers: shortcut to current roster of volunteer leaders and club officers

Club Membership Roster: shortcut to current roster of members in club

Club Leaderboard: shortcut to statistical page that has most active members

Online Record Book | UC 4-H Youth Development



Administrative Tab

Online Record Book | **UC 4-H Youth Development** • 2011 - 2012 Program Year

Projects | Profile | Club Info | **Admin**

Record Book Administration

Add: Motto Photo/Video Activity Message

Member Control | Project Control

Member Control

Member	Age	Grade	Level	Status	Login	Social
Youth6 4HONLINE	12	0	Not Ranked	Active	<input checked="" type="checkbox"/>	Full Access
ali ali Aller	9	4	Not Ranked	Active	<input checked="" type="checkbox"/>	Full Access
Cheryl Aller	12	7	Not Ranked	Active	<input checked="" type="checkbox"/>	Full Access
Halli Aller	19	0	Not Ranked	Active	<input checked="" type="checkbox"/>	Full Access
Adam Arriaga	12	5	★ Bronze	Active	<input checked="" type="checkbox"/>	Full Access
Alex Azam	9	5	★ Silver	Active	<input checked="" type="checkbox"/>	Full Access
Brown Bear	15	0	Not Ranked	Active	<input checked="" type="checkbox"/>	Full Access
Jane Bonafart	25	0	Not Ranked	Active	<input checked="" type="checkbox"/>	Full Access
Sissy Brown	13	0	Not Ranked	Active	<input checked="" type="checkbox"/>	Full Access
Thing 2 Brown	7	5	Not Ranked	Active	<input checked="" type="checkbox"/>	Full Access

Admin Tab

Leaders should become familiar with the Admin Tab and the various functions it contains.

There are two tabs for Community Club leaders:

Member control tab where the leader can confirm star rankings, the ability for members to log in to Online Record Book system, and at what level access members may have.

Project Control Tab is used by Community Club leaders to review projects.

Clicking on the project title will take you to the project management screen.

Record Book Administration

Add: [Motto](#) [Photo/Video](#) [Activity](#) [Message](#)

Member Control **Project Control**

Project Control

The following projects exist in your county and contain youth from your club. You can give/withdraw approval to/from all project reports. You can also set the number of project meetings held.

Project	Number of Members	Project Reports			Project Meetings
		Incomplete	Awaiting Approval	Approved	
4-H Camping (Overnight)	4	0	0	0	8
All Star Leadership	1	0	0	0	
Arts & Crafts-basket weaving	2	3	0	0	5
Astronomy-star gazers	3	0	0	0	
ATV and Dirt Biking	1	0	0	0	
Baking and Breadmaking-French	4	0	0	0	
Cattle - Beef-painting hooves on Beef	2	0	0	0	
Cattle-Dairy Cattle	1	0	0	0	
Dog	1	0	0	0	
Equine - Horse-Show Horse	2	3	0	0	

Leaders can use the project management screen to review project members. Leaders will also enter the number of project meetings on this screen.

Online Record Book | UC 4-H Youth Development • 2011 - 2012 Program Year

Projects **Profile** **Club Info** **Admin** 2 3 [Help](#) [Logout](#)


Arts & Crafts - basket weaving

Add: [Motto](#) [Photo/Video](#) [Activity](#) [Message](#)

Project Members

Name	Title	Years	Leader Reports	Project Reports
ali ali Aller	n/a	3	n/a	not submitted
Dave Krause	Junior Leader	4	Pre-project not submitted Post-project not submitted	Not submitted

Bugsington Bunny

 **2** Clubs **5** Projects **0** Activities **0** Hours

Club Leader **Project Leader** **Parent**

Project Meetings

Enter the number of meetings held for this project. This number should be kept up to date, so that the project reports are correct.

[Update Meetings](#)

Search Activities

Date	Activity	Tags	Hours	Posted by	PDR Activities
3/4/2020	Gotta go	Citizenship & Community Service	0	Bryon Noel	<input type="button" value="View"/>
4/21/2012	Guide Dog Fun Day, San Rafael	Project Skill Activity	0	Kim Heyer	<input type="button" value="View"/>
4/21/2012	Guide Dog Fun Day, San Rafael	Project Skill Activity	0	Kim Heyer	<input type="button" value="View"/>
4/21/2012	Guide Dog Fun Day, San Rafael	Project Skill Activity	0	Marisa Maiani	<input type="button" value="View"/>
2/18/2012	river walk	Citizenship & Community Service	5	Millie Spaugh	<input type="button" value="View"/>
2/14/2012	Visited residents and showed them our photo albums.	Citizenship & Community Service	1	Sherry Mills	<input type="button" value="View"/>
12/20/2011	Christmas Parade	Project Skill Activity , Citizenship & Community Service	4	Jessica Paine	<input type="button" value="View"/>
12/13/2011	TownHall Meeting-How to run an officer meeting	Project Skill Activity , Leadership Development	7	Shirley Salado	<input type="button" value="View"/>
12/3/2011	Club Meeting	Citizenship & Community Service	3	Millie Spaugh	<input type="button" value="View"/>
11/15/2011	Public Speaking	Leadership Development	6	Shirley Salado	<input type="button" value="View"/>
11/15/2011	Professional Writing	Leadership Development	0	Shirley Salado	<input type="button" value="View"/>

Both members and leaders will have access to the Club Activity screen.


Date and Activity are available to be re-arranged chronologically and alphabetically

The dropdown menu has four choices:

- Show Everything
- PDR Activities
- Project Activities
- Club Meetings

One of the unique features of the Online Record Book is what we like to call the Grab Hand. The Grab Hand in the Events and Activities screen for members allows the member to copy the event or activity and add it to their own record.

Grab Hand to make your own

Online Record Book UC 4-H Youth Development • 2011 - 2012 Program Year 

Personal Development | **Projects** | Profile | Club Info | Help |

Babs Bunny

All Events/Activities

Search Activities









Date	Activity	Hours	Posted by	View All
 10/21/2598		0	Willy Wilson	<input type="button" value="View"/>
 3/21/2122		3	Moe Krause	<input type="button" value="View"/>
 3/4/2020	Gotta go	0	Bryon Noel	<input type="button" value="View"/>
 3/4/2020	Gotta go	0	Valerie Krist	<input type="button" value="View"/>
 8/25/2011	Club Meeting	2	Record Book Administrator	<input type="button" value="View"/>
 8/24/2011	Club Meeting	2	Jon Wilson	<input type="button" value="Edit"/> <input type="button" value="View"/>
 8/24/2011	Club Meeting	2	Jon Wilson	<input type="button" value="View"/>
 8/24/2011	Oh yeah!!!!!!	5	Jon Wilson	<input type="button" value="Edit"/> <input type="button" value="View"/>

Photo Corner

Clubs: How many clubs member is in

Projects: How many projects member is in

Activities: How many activities member has posted

Spark Score: How many spark points earned by member

Hours: How many hours a member has entered into ORB via projects, meetings, etc...

Silver: Current star achieved

Youth: Person is a youth member



The image shows a user profile for Hogan Tong. At the top, there is a navigation bar with icons for messages (0), documents (1), help, and logout. Below this, the user's name "Hogan Tong" is displayed. To the left is a cartoon avatar of a character in a red and black outfit. To the right, a list of statistics is shown: 2 Clubs, 3 Projects, 2 Activities, 2 Spark Score, and 8 Hours. At the bottom, there are two buttons: "Silver" with a star icon and "Youth".

Boost Your Spark Score!

Complete the questions to add points to your Spark Score! These points can be used to receive a special 100-year pin or a chance to win an iPad!



Spark Score Questions

-  [Flex your brain](#)
-  [How I feel](#)
-  [Light your spark](#)

Bonus Score Questions!

Boost your Spark Score further by completing [the bonus questions!](#)

Spark Score!

Spark points are generated by answering Spark questions. Each time a member answers a survey they earn spark points.

The surveys are based on Thrive materials.

Spark surveys are optional and not required, but please encourage members to fill them out anyway.

The Spark surveys do not impact record books nor do they count toward any record book competition.

Messaging

Members and leaders can message one another using the messaging function of the Online Record Book.

Recent News

Add: Motto Photo/Video Activity Award Expense/Message Message

Sending Options	<input checked="" type="radio"/> To project members X <input type="radio"/> To individual members
Select recipients	<input type="checkbox"/> 4-H Camping (Overnight) <input type="checkbox"/> ATV and Dirt Biking <input type="checkbox"/> Dog <input type="checkbox"/> Shooting Sports - Shotgun
Message	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
	<input type="button" value="Add Message"/>

There are two options for sending messages. The first option sends a message to all the members of a project. Click the “To project members” radio button and then select which project to send the message to. Type the message in the message field. Once the message is complete click “Add Message.”

The second option is to send messages “To individual members.” By clicking this radio button, a new field will appear of all the clubs members and leader in the club. Check the box or boxes of the members you wish to send a message to. Type the message in the message field. Once the message is complete, click the “Add Message” button.

A message alert will appear in the purple section of the tool bar next to the envelop icon if there is a message for the member or leader.

The image shows a user profile card for "Buster Bunny" with a message alert icon in the toolbar. The toolbar is purple and contains icons for messages (0), documents (0), help, and logout. The profile card shows a green silhouette with "No Photo" below it. To the right of the silhouette are statistics: 1 Clubs, 0 Projects, 0 Activities, 0 Spark Score, and 0 Hours. Below the statistics is a "Youth" label and a "LIMITED ACCESS" badge.

Submitting Reports

When members are ready to move forward with completing their record book, they will click on the Action Center Tab under the Profile.

Junior/Teen Leadership Development Report

Project/Club	Title	Action Required?
Post-project		
None left to fill-out!		

Annual Project Report

Project	Action Required?
Shooting Sports - Shotgun	Not yet! Begin Report
ATV and Dirt Biking	Not yet! Begin Report
Dog	Not yet! Begin Report
4-H Camping (Overnight)	Not yet! Begin Report

Record Book

Year	Action Required?
2011 - 2012	Not yet! Begin Record Book (Not available until later!)

Other

Do you need to fill out a Junior/Teen Leadership Development Report as a **Camp Counselor** or as a **State Ambassador**?

[Begin pre-project report](#) [Begin post-project report](#)

At the Action Center are the various reports that comprise a Record Book.

Junior and Teen leaders may fill out their pre and post project reports here also.

When a member is ready to fill out an Annual Project Report form they would need to click on Begin Report.

Members may also complete the record book by selecting the Begin record book in the bottom portion of this section.

After members have completed their reports and clicked on the submit report button, the report will automatically be sent to project leaders for review.

Shooting Sports - Shotgun - Annual Project Report

Add: [Motto](#) [Photo/Video](#) [Activity](#) [Award](#) [Expense/Income](#) [Message](#)

[Exit](#) [Next](#)

Annual Project Report Instructions

This report is used to document the work you've done in 4-H that is specific to a project. Fill out this report AFTER your activities in this project are finished for the program year. You can stop and resume the process of filling out this form at any time.

Project Details

Project Name	Shooting Sports - Shotgun		
Program Year	2012 (July 1, 2011 - June 30, 2012)		
Project Meetings	Attended	Held	Average
	0	None Recorded	Cannot Calculate
Years in project	3		
Project Leader			

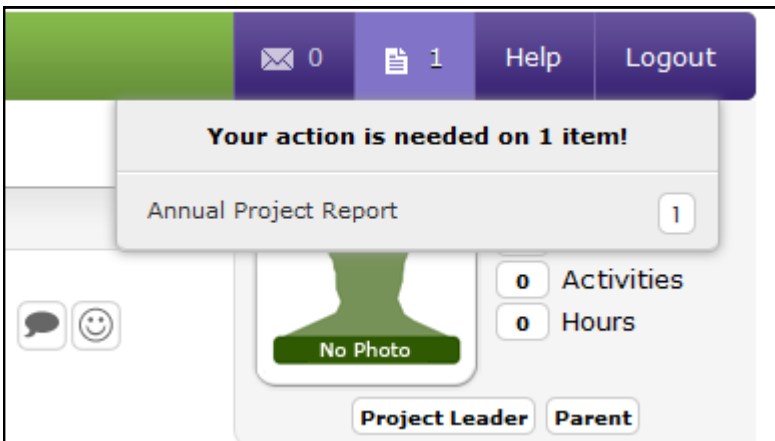
Once the member clicks on Begin Report for their Annual Project Report the project report screen will appear. A series of bubbles will guide the member through the process. Each bubble represents a piece of the Record Book.

The bubbles are:

- APR instructions and Project Details
- Learning Experiences
- Honors/Awards
- Citizenship Activities
- Leadership Activities
- Expense and Income
- Things made, raised, etc.
- Life skills Learned
- Expression Page (Optional)

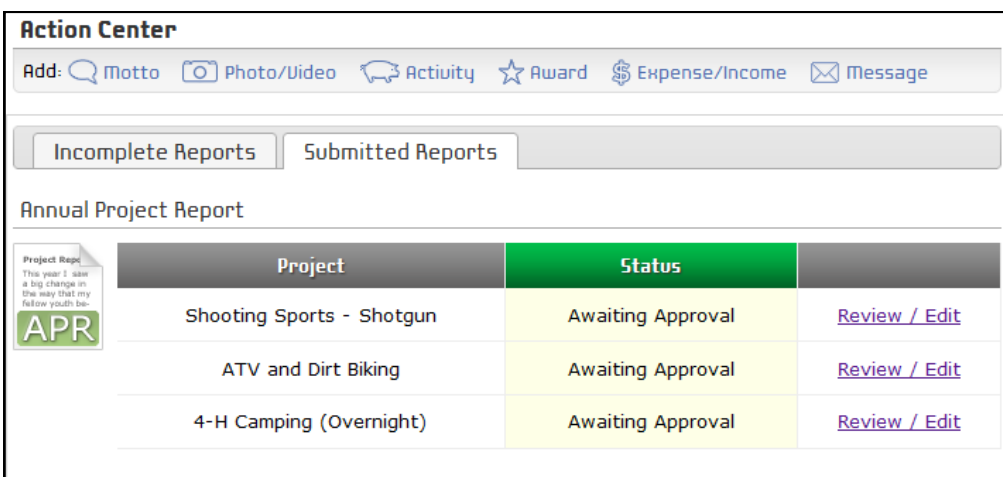
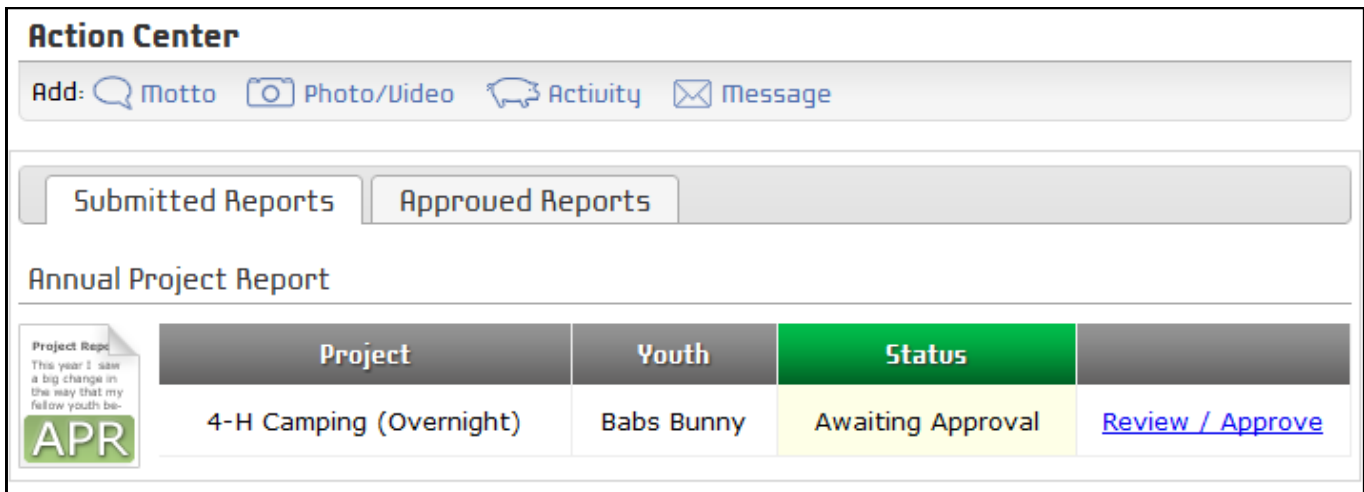
Reviewing Reports

Once members have submitted their reports to their project, leaders will need to review the reports. Leaders need to go to their action center which is located under their Profile tab on the green tool bar.



A number will appear next to the paper icon indicating the number of reports that the leader needs to review.

Clicking on the paper icon will also take the leader to the action center to review the reports. Clicking on Review / Approve will allow the leader to review the report.



After reviewing the report, leaders can approve or send a message to the member to ask for changes and edits. Members may then go back into their Action Center, click on Submitted Reports to view submitted reports and then review or edit the report .

Frequently asked questions FAQ

I am missing a project— what can I do?

All projects are copied from the 4hOnline system. If there are missing or too many projects, please log in to the 4hOnline system to correct the information

I am a Teen Leader/Junior Leader but it doesn't show up in ORB. What's wrong?

The Teen leader/Junior Leader status should be marked in the 4hOnline system. If the status is not correctly marked in the 4hOnline system then it will not appear in ORB. Please refer to missing projects.

How do I fill out an Annual Project Report?

The Annual Project report will be located in a member's Action Center and already associated with a project. Please refer to page 20 of the ORB Guide.

Where do I go to fill out My Story?

Located under the profile tab, the member will find the My Story selector. The ORB system automatically calculates how many words members need to write to complete the My Story section of the record book:

- Junior (or first year member): 1000 - 2000
- Intermediate: 2000 - 4000
- Senior: 3000 - 6000

How do I show my current star rank?

Under the Personal Development Report tab there is the "My Star Rank" selector. At the bottom of the chart "Your Star Ranking" is the clickable "Enter Default Values". Clicking on "Enter Default Values" will take you to a new screen where Default values from previous work may be entered. Once the totals have been entered please click "Save". After click save the community club leader will then be able to confirm your star rank.

How do I upload pictures and videos?

Clicking on the Photo/Video icon will lead the user to the upload screen. Clicking browse will bring up a new screen. Select the photo or video that you wish to upload then click open. Once the location is now in the browse selection box click upload button. A new screen will appear with the photo or video image. The screen will offer some choices on how the photo or video is stored on the Online Record Book. The first selection is to choose Album from a drop down menu. Select a previous album or create a new one. The second choice is what Development Area the Photo or video represents. The third option allows the photo or video to be associated with a project the member or leader is in. Once these selections have been made, please click save.

How do I view my photos or videos?

Viewing photos and videos can be done by selecting My Photo Albums under the Profile Tab. Each album will be represented by a photo icon. Click on the album and the entire album will be viewed.

Frequently asked questions FAQ

What are Spark Scores?

Spark Scores are surveys built into the Online Record Book used by our research team to better understand and serve youth development. Please refer to page 19

How do I add Activities/Events/Meetings?

Please refer to age 10.

How do I set how many times a project meets?

Please refer to page 17.

How do I message someone?

Refer to page 20.

What about Primary members?

At this time Online Record Book is designed for members 9 –19. The development team is currently re-searching developmental needs of primary members and how to craft an online record book appropriate for that age group.

Do I need the internet to use Online Record Book?

Yes.

Online Record Support

The state record book page has a wealth of resources for members and leaders to use: <http://www.ca4h.org/Resources/Members/RecordBook/>

Bugs and Errors can be reported at: <http://www.ca4h.org/recordbookbugs/>

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