1) Go to https://recordbook.4honline.com and click “Sign In” beside Arkansas 4-H Youth Development.

This is Lucky. He is interactive and can be found on each screen.

2) Click “I have a profile,” fill in your email and password that you use for your Family profile in 4HOnline.

Choose

3) This is the page that pops up with your family members already populated.

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4) Choose a family member

5) Start Logging experiences!

6) Browse your computer for a picture and click “upload.”

7) Enter details of the experience, choose the date and any expenses. If you want to add this to your record book, click the box in the lower left. Click “Save Experience.”

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8) Next, you can begin a project record.

9) Beside the project you want to begin, click “Begin Project Record.”

10) Click the “Goals” icon at the top of the screen

11) Click “Set a Goal”
12) Put your cursor in the box and start typing your goals. There are 3 steps to setting your goals.

13) After completing the 3rd step of the goal, choose the project area associated with the goal from the drop-down box, then click “Save this Goal”

14) Next, enter the action steps you will take to reach your goal. Click “Add Step” after each one.

15) When you click your goals icon at the top, your goals will show up on the main screen. Click “View”
4HOnline Record Books

16) As you complete the steps of your goal, you can check them off.

17) As you complete your steps, the system keeps up with your progress.

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