

# How to Use the 4-H Online Record Book

<https://4horb.ucanr.edu/login.cfm>

By Andrew Hendrix and Liam Sullivan

Jamul Chaparros 4-H Club

April – May, 2014.

# Getting to the Site

- Go to Jamul 4-H's website [www.jamul4h.org](http://www.jamul4h.org)
- Click on "Links to 4-H sites"
- At the bottom, click on the link under 4-H Record Book Information:  
<http://www.ca4h.org/Resources/Members/RecordBook/RBResources/>

## 4-H Record Book Information

The University of California 4-H Youth Development Program has a new Record Book Resources web page located at:



<http://www.ca4h.org/Resources/Members/RecordBook/RBResources/>

Questions and comments can be directed to:  
4-H Incentives and Recognition Advisory Committee  
California 4-H Youth Development Program

# Log in to the Online Record Book (ORB)

- Click on the link at the top:  
<https://4horb.ucanr.edu/login.cfm>
- Click on youth login here.
- (Adults click on the next button.)



# Logging In

- After clicking on youth login, enter your email and the same password you used for registration
- Then select your name and click select member

The screenshot shows a web browser window displaying the California 4-H Record Book website. The browser's address bar shows the URL <https://4horb.ucanr.edu/index.cfm>. The website header includes the text "Online Record Book | UC 4-H Youth Development" and "2013 - 2014 Program Year" with a "Change" link. A navigation menu contains "Record Book", "Personal Development", "Projects", "Profile", and "Club Info". On the right side, there are icons for "0" messages, "0" documents, "Help", and "Logout".

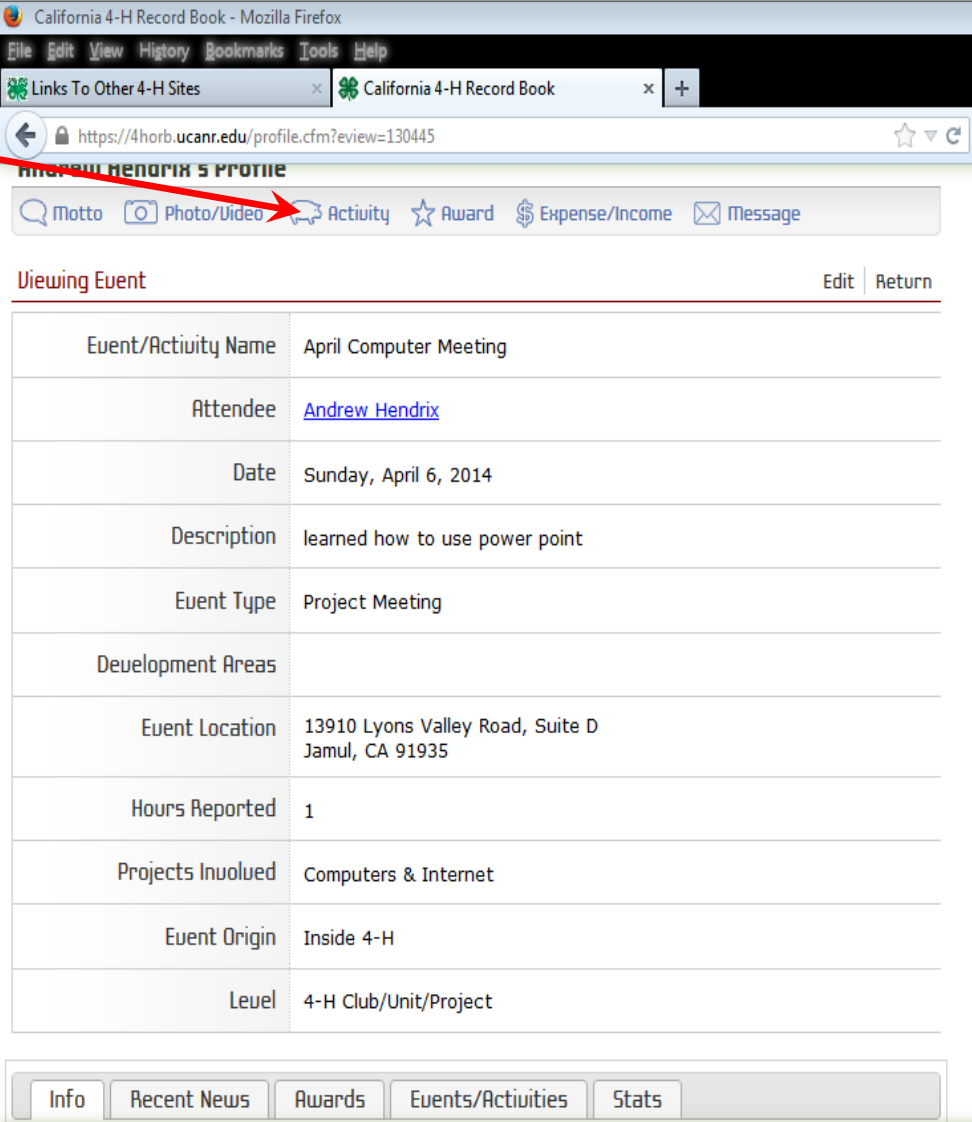
The main content area features a "Recent News" section with a search bar and filters for "Motto", "Photo/Video", "Activity", "Award", "Expense/Income", and "Message". A news item by Scott Mautte, dated Mar 12, 2014, is visible, with a "Link" icon. Below the news item, a notification states "4 members promoted this".

On the right side, a user profile for Andrew Hendrix is shown, including a "No Photo" placeholder and a list of statistics: 1 Clubs, 3 Projects, 3 Activities, 0 Spark Score, and 4 Hours. A "Youth" button is located below the profile.

At the bottom right, a "4-H Alert!" banner contains the text "Need Help with ORB?" and "Do you want to learn efficient ways to enter items into the system?"

# Entering Project info

- Click on the Activity pig
- Fill in the info about your project
- Click “Add Event” to save.



California 4-H Record Book - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Links To Other 4-H Sites California 4-H Record Book

https://4horb.ucanr.edu/profile.cfm?evieview=130445

Andrew HENDRIX'S PROFILE

Motto Photo/Video **Activity** Award Expense/Income Message

Viewing Event Edit Return

Event/Activity Name	April Computer Meeting
Attendee	<a href="#">Andrew Hendrix</a>
Date	Sunday, April 6, 2014
Description	learned how to use power point
Event Type	Project Meeting
Development Areas	
Event Location	13910 Lyons Valley Road, Suite D Jamul, CA 91935
Hours Reported	1
Projects Involved	Computers & Internet
Event Origin	Inside 4-H
Level	4-H Club/Unit/Project

Info Recent News Awards Events/Activities Stats

## Sample Entry for Unit Meeting

Click on Event/Activity Type and following information changes.

Make the Meeting Title unique because it becomes the list name for the entry.

The green check marks flag required entries.

In the Meeting Description, add what you did and what you learned.

Don't forget to save the information by clicking on "Add Event".

Photo/Video <b>Activity</b> Message	
Event/Activity Type	<input checked="" type="radio"/> Club Meeting <input type="radio"/> Project Meeting <input type="radio"/> General Event/Activity <input type="radio"/> Planning <input type="radio"/> Training
Club (Required)	<input checked="" type="radio"/> Jamul Chaparros 4-H Club
Meeting Title (140 characters max)	May Unit Meeting, Jamul Chaparros 4-H Club
Date (Required)	05/06/2014 <input checked="" type="checkbox"/> (mm/dd/yyyy)
Levels (Required)	4-H Club/Unit/Project <input checked="" type="checkbox"/>
Event Location <a href="#">Manage Locations</a>	Select Location/Add New Location Location Search: Jamul Primary School Multi-Use Room Street Address: 14567 Lyons Valley Rd City/ State/ Zip: Jamul CA 91935
Hours (Required)	1.5 <input checked="" type="checkbox"/>
Meeting Description (Optional)	Monthly Unit Meeting. - Last minute information for the Eastern San Diego County Junior Fair. - Turn in Entry Forms for San Diego County Fair at Del Mar. - Elections for next year's officers and board members.
<input checked="" type="button" value="Add Event"/>	