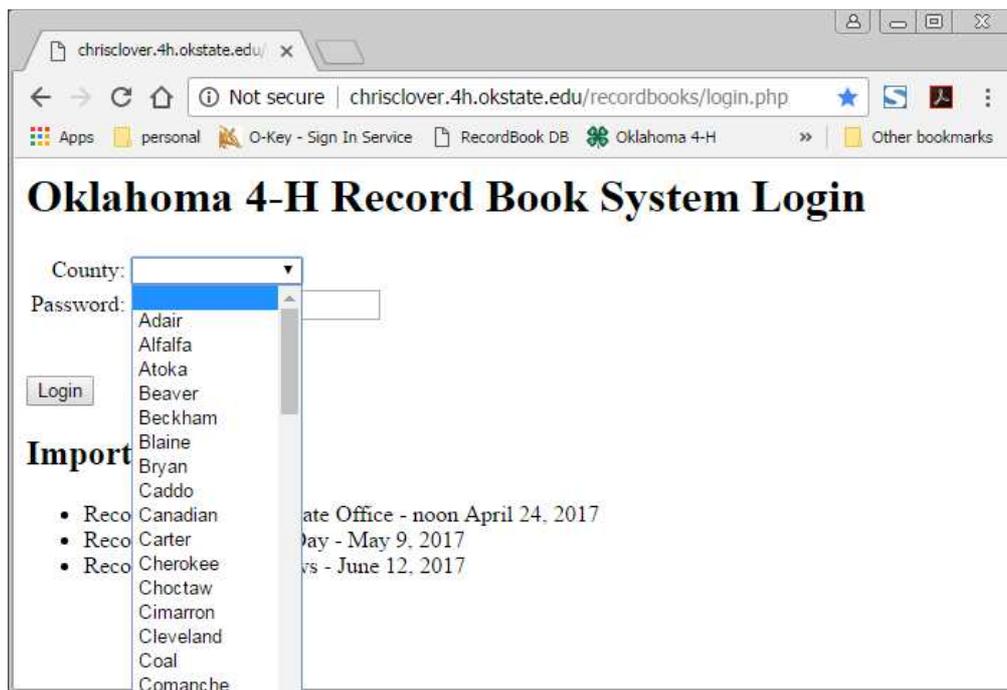
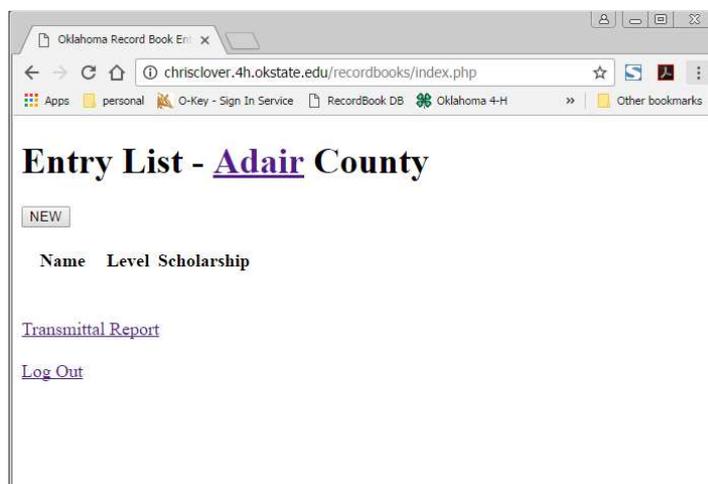


Oklahoma 4-H Record Book System

In 2013, we revived the online record book entry system idea but coded it from the ground up with the design goals of simplicity and accuracy. Enter the system by logging in from the web address <http://chrisclover.4h.okstate.edu/recordbooks> using your county name and the corresponding password then pressing the “Login” button.



The passwords are a random 3-letter word combined with a random 4-digit number and your county’s password will be emailed to all CEDs on the DASNR group email list. Once you have successfully logged in, you will find yourself on the “Entry List” for your county. Initially, the list will be empty.



To begin entering youth, press the “NEW” button and you will move to a blank registration form.

The screenshot shows a web browser window with the following details:

- Browser tab: REGISTRATION FORM
- Address bar: chrisclover.4h.okstate.edu/recordbooks/newsinfo.php?ID=0
- Bookmarks: Apps, personal, O-Key - Sign In Service, RecordBook DB, Oklahoma 4-H, Other bookmarks
- Page Title: REGISTRATION
- Page Subtitle: 4-H record book entry form (0)

The form contains the following sections and fields:

- Name**
 - First: [Text Input]
 - Last: [Text Input]
 - County: Adair [Text Input]
- Address**
 - Street Address: [Text Input]
 - City: [Text Input]
 - State: [Text Input]
 - Zip Code: [Text Input]
- Contact Information**
 - Phone Number (xxx-xxx-xxxx): [Text Input]
 - Alternate Phone (xxx-xxx-xxxx): [Text Input]
 - email address: [Text Input]

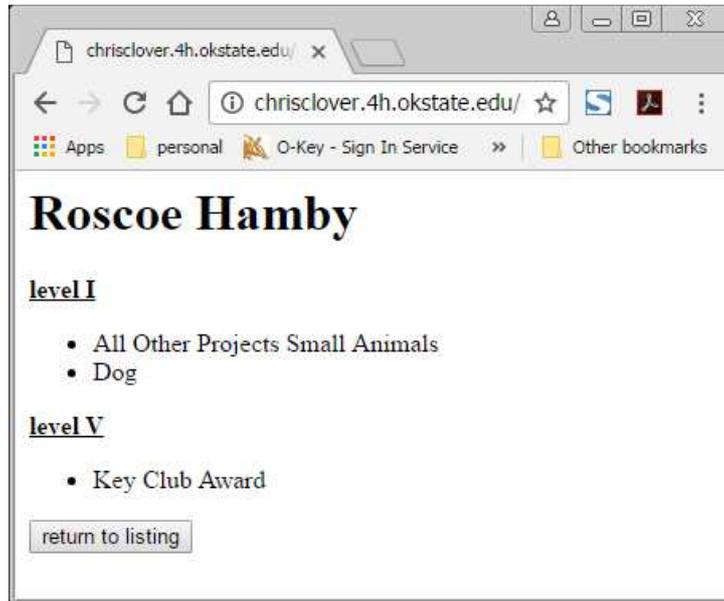
Below the form, there is a paragraph of instructions:

Please indicate the category(s) you are submitting record books for in the check box(es) below. If you are entering more than one category, please check each appropriate box.

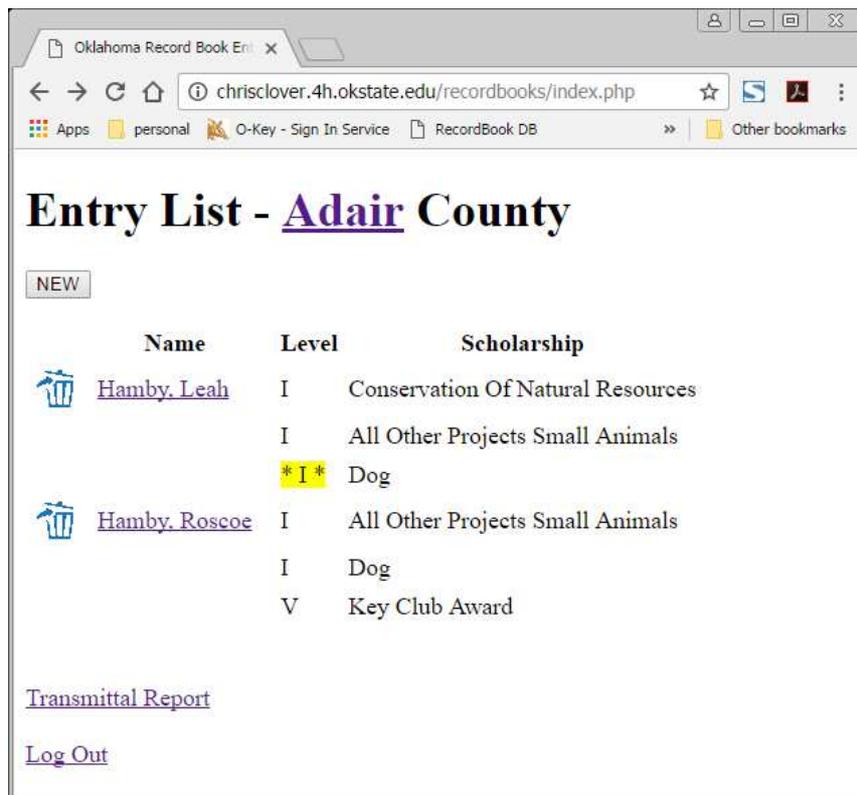
At the bottom, there are two sections for scholarships:

- Level I Scholarships**
 - Achievement
- Level II Scholarships**
 - Advanced Achievement

The information for the top portion of the form is found on the youth’s News Information Sheet and there are checkboxes at the bottom of the form for each of the scholarship areas offered. Fill in the form and press the “SAVE” button to store the information into our online database. A confirmation screen will appear when the record is saved.



As you enter more youth, the entry list will grow longer. If a youth is entered in more than two (2) scholarships in the Level I or II categories, the extra entries will be highlighted in yellow.



You can return to an individual's information by clicking on their name. The trashcan icon is used to delete an individual and all of their entries. Once you have entered all of the information for all of the

youth in your county applying for scholarships, click the “Transmittal Report” link to have the system open a new window or tab in your browser and present a report of your county’s entries for you to print and sign as verification that the list is accurate and complete.

Transmittal Form - Adair County

Name	Level	Scholarship
Hamby, Leah	I	All Other Projects Small Animals
	I	Dog
Hamby, Roscoe	I	All Other Projects Small Animals
	I	Dog
	V	Key Club Award

2 Entrants 5 Entries

Adair County 4-H Extension Educator