



# University of Idaho Extension



HEAD



HEART



HANDS



HEALTH

## July/August 2020

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# LATAH COUNTY 4-H NEWSLETTER

## “To Make the Best Better”

### LATAH COUNTY 4-H OFFICE

Summer is here! This is an exciting and busy season in the 4-H world, and it is rewarding to see members grow their knowledge and skills in their respective project areas. Despite all the shifts COVID-19 has created in how we operate our day-to-day lives, 4-H members continue to learn, serve as leaders, and find creative solutions to adapt to our current circumstances. Thank you, 4-H'ers, for all the important work you are doing!

As we have all learned, adaptation and flexibility has been key over the past few months, and we expect that to continue as we finish out the remainder of the 4-H year. The 4-H office continues to work closely with the Latah County Fair Board and Staff, the Latah Market Animal Sale committee (LMAS), FFA Advisors and other entities who all work together to make the Latah County Fair and all our other summer programming possible. We are grateful for these community partners and could not do the work we do without them.

While summer remains a busy time for 4-H, be sure to take time to enjoy the company of family and friends and to carve out time for hobbies and activities that you find relaxing and enjoyable. We are all working through these strange times together and will come out the other side stronger. Please continue to do your part to keep your fellow 4-H'ers, family members, and communities safe and healthy.

**Sara Fluer**  
 Associate Extension Educator  
 UI Extension, Latah County

## COVID-19 & 4-H PROGRAM PROTOCOLS

### EXTENSION OFFICE—Open to the Public

Latah County Extension is open to the public, no appointment necessary, but building protocol requires visitors to wear face coverings while conducting business.

If you feel unwell or have had contact with someone confirmed or expected to test positive for COVID-19, please stay home. Contact us by email or phone so we may assist you.

### IDAHO REBOUNDS PLAN

Idaho 4-H will be following the Governor's four-phase plan, [Idaho Rebounds](#), and all associated protocols. Additionally, Latah County is subject to any local public health orders in place through the County and any of the City governments.

### STAGE 4 – (June 13-July 23 tentatively)

Following the Governor's press conference on 7/9/20, Idaho will remain in Stage 4 for at least two more weeks.

Gatherings, both public and private, of

more than 50 people, where appropriate physical distancing and precautionary measures are observed can occur. 4-H Events may resume **only** if meeting protocols can be met.

#### Protocol:

- Group size 50+
- Disinfect the meeting space, especially high touch surfaces.
- Face coverings for youth, volunteers and staff are highly encouraged (required within Moscow city limits)
- Maintain social distance of 6' or more. We recommend meeting outdoors if possible.
- Handwashing stations and hand sanitizer will be made available to all participants.

→ Please see the next page for additional COVID-19 updates and its impact to the 4-H program.

# COVID-19 & 4-H PROGRAM PROTOCOLS (continued)

## LATAH COUNTY FAIR 2020

“Lights, Camera... Agriculture” | September 17-20, 2020

Press Release—July 7, 2020

### Modifications for the 2020 Latah County Fair

The Latah County Fair Board is continuing to plan for the Latah County Fair, September 17-20, 2020. The 2020 Fair will not look like prior fairs, as both programming and layouts will be heavily modified to promote social distancing and other safety guidelines as our community continues to deal with COVID-19.

This is a summary of the changes that have been made to date, more changes may be made at future Fair Board meetings, to meet updated safety guidelines.

- There will not be a carnival at the 2020 Fair. The carnival area will be used for exhibitor camper parking
- The Poetry and the Great Outdoors competitive exhibit shows have been canceled
- The exhibit building will have a different layout, and expanded check-in and exhibit pick-up time frames, for static exhibits (*Adjusted check-in/pick-up applies to Open Class only.*)
- The Commercial Vendor building will have an adjusted layout and fewer booth spaces
- The Latah Railway model train rooms will not be open
- All livestock barns will be closed to the public while the animal shows are taking place
- The livestock auction will be held outside, at the west arena area
- Face coverings will be required, for both public and exhibitors, while on the Fairgrounds during the Fair.

More detailed information about these and other changes to the 2020 Latah County Fair will be posted online at <https://www.latahcountyfair.com/p/fair> as information becomes available.

The Latah County Fair Board is scheduled to meet again on July 20, 2020.



*These modifications to the fair will impact 4-H:*

- *All livestock barns will be closed to the public while animal shows are in progress.*
- *The livestock auction will be held outside at the west arena area.*
- *Face coverings will be required, for both public and exhibitors, while on the Fairgrounds during the Fair.*

## CITY OF MOSCOW EMERGENCY PUBLIC HEALTH ORDER

**Please read:** Below is an important update if you are a Moscow-based 4-H club or will be participating any 4-H related activities within Moscow city limits.

→ ***The City of Moscow has issued an emergency public health order requiring the use of face coverings and physical distancing of 6' within Moscow city limits, effective until August 4.***

In response, Latah County 4-H will be following this declaration. This is not cause for disruption of regularly scheduled 4-H club or project meetings, and we kindly ask that you abide by this emergency declaration.

Please plan to wear a cloth face covering, scarf, or bandana to any 4-H events or activities within Moscow city limits and if you visit with others, maintain a minimum distance of 6 feet.

We can always count on 4-H members to lead by example, and we thank you for your willingness to do your part to keep youth, families, and the residents of Moscow and Latah County safe. If you have concerns about acquiring a face covering for a 4-H event, please contact the Extension office.

## ZSUITE RECORD BOOK HELP SESSIONS



Idaho 4-H has transitioned statewide to online record books in October 2019. The completed record book will look very similar to our previous record books. For a handwritten option, a blank record book template can be printed.

Create your account by visiting <https://4h.zsuite.org/> and check out the **Tip Sheet** at the end of this newsletter for step by step instructions.

Do not wait until Fair time to start your record book! What you complete now will save you time later.

We will have several one-hour ZSuite Help Sessions available in July and August over Zoom. Please email Sara at [sfluer@uidaho.edu](mailto:sfluer@uidaho.edu) to RSVP and receive the Zoom meeting information.

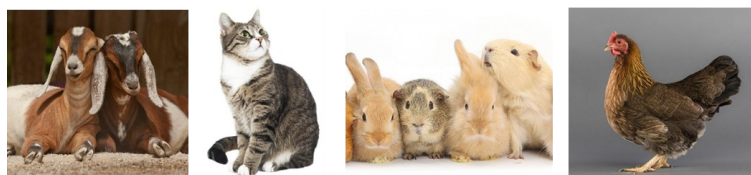
- |                    |                     |
|--------------------|---------------------|
| JULY 14 (4-5 PM)   | AUGUST 14 (12-1 PM) |
| JULY 31 (10-11 AM) | AUGUST 24 (4-5 PM)  |
| AUGUST 5 (5-6 PM)  | AUGUST 26 (9-10 AM) |

## NON-MARKET ANIMAL RECORD BOOKS

All Horse and Non-Market Animal Record Books are due to the Latah County Extension Office no later than Friday, August 28 by 5:00 pm.

(Includes Breeding Beef, Dairy Cattle, Cat, Cavy, Dog, Goat - incl. Breeding, Dairy, Pack, Pet, and Pygmy, Horse, Pocket Pets, Poultry, Rabbit, Breeding Sheep).

All Market Animal Record Books will be due at Fair.



## SMALL ANIMAL WORKSHOP

The small animal workshop is scheduled on Sunday, July 19, from 1:00 pm-4:30 pm at the Latah County Fairgrounds. Species covered include rabbit, cavy, pocket pet, cats, poultry, and pet/pygmy goat.

Bring your small animal with you and learn more about

showing. Cloverbuds welcome! This event is free!

RSVP to Latah County Extension no later than July 15. Please plan to wear a face covering, and we will spread out for physical distancing.

## FASHION REVIEW

New date! Fashion Review judging will now be held on Tuesday, August 18, followed by Style Review at the Fair on September 19. Specific information regarding orientation dates and modeling appointments for this event will be sent out to Sewing Members, Leaders, and Parents soon.

## SAFE SITTER

Safe Sitter training is designed to prepare youth in grades 6-8 to safely babysit or watch younger siblings. Interested in becoming a Safe Sitter?



If you would like to participate, contact Latah County Extension to RSVP.

## SAFESITTER

The next Safe Sitter training is scheduled for Saturday, August 29 from 9:00 am–3:30 pm. No cost to 4-H members. Limit 8 participants.

## NORTH 40 DISCOUNT PROGRAM

North 40 Outfitters has made the decision to narrow their discount program to junior livestock feed and show supplements only. Any active accounts that have been used in the past were closed on February 29, and the store will require a 4-H Membership card to receive the discount going forward. These cards will expire December 31, 2020.



## MARKET ANIMAL FLOATER POLICY

This is a good time of year to review the Latah Market Animal Sale (LMAS) Committee's floater policy for all market animals. A second animal, or a 'floater', serves as a replacement animal in the event your primary project animal becomes sick, injured, or is otherwise not fit for show. [Read the full policy on our website.](#)

Here are the important takeaways:

- A member can weigh/identify two animals, one of which is designated as a floater. For swine, this is accomplished when your leader is tagging. For other species, this happens at county weigh-in. Plan ahead by knowing exactly which animal you want to be your primary animal and which shall be your floater. These records will be kept with the Extension office.
- Floaters may be shared among family members who live at the same address, but **must** be designated as a **family floater**. Under no circumstances can a youth exhibit or sell their sibling's floater.
- Multiple families at different addresses, who pen together at a central location, cannot share floaters.

## LIVESTOCK SALE OUTREACH

As we approach fair season, youth play an important role in outreach for the market animal sale and building our local buyer base. Please reach out to potential buyers—friends, neighbors, business owners, etc. and invite them to attend the livestock sale on September 19 at 9:00 AM at the Latah County Fairgrounds.



4-H Policies & Procedures indicate youth cannot seek direct personal profit under the 4-H name and emblem, but it is highly encouraged for youth to take a community-minded approach and contact buyers to invite them to participate in supporting all youth who are selling an animal.

Ready to invite a possible buyer? Tri-fold sale brochures are available at the Extension office and as an attachment in this newsletter if you want to print at home.

## COOL & QUALITY ASSURANCE AFFIDAVIT & CONSIGNMENT FORM

Selling a market animal? Do not forget to complete your COOL (Country of Origin Labeling) Form. This form is **ONLINE ONLY** this year and the Latah Market Animal Sale committee will not be accepting paper submissions. If the form is not submitted, you will not be able to sell your animal at fair. [Please visit the Latah County Fair website and complete your form prior to August 1.](#) Forms received after August 1 will be subject to a \$25 late fee. <https://www.latahcountyfair.com/p/fair/register>

## CAMPER REGISTRATION & ANIMAL EXHIBITOR ENTRY

If you are bringing your camper to fair in September, it must be registered with the fairgrounds.

All exhibitors, including Cloverbuds, showing any species of livestock or small animals must submit an animal exhibitor entry form. This exhibitor entry is essential for animal superintendents to make pen assignments. Additionally, youth exhibitors selling an animal at the livestock sale **must** submit a COOL and Quality Assurance Affidavit/Consignment form.

All camper and animal exhibitor entries may be completed online at <https://www.latahcountyfair.com/p/fair/register> or you may print and mail registration to the Latah County Fairgrounds by visiting the same website. All registrations are due August 1.

For specific questions, please contact the Latah County Fairgrounds at 208-883-5722.

## MARKET LIVESTOCK OWNERSHIP & DAYS ON FEED

Per the [2019-2020 Idaho Project Requirements Handbook](#), the following minimum ownership and feed periods apply for 4-H market animal projects:

Species	Minimum Ownership	Minimum Feed Period
4-H Market Goat	70 days	60 days
4-H Market Lamb	70 days	60 days
4-H Market Swine	100 days	80 days
4-H Market Beef	150 days	130 days



## LIVESTOCK ROUND ROBIN RULES

In May 2020, the Leader's Council Large Animal Round Robin Committee approved revisions to the format of the large animal round robin contest. The new format will have 2 animals of each species in the ring. Each Champion exhibitor will begin the contest with their own animal. Please review the attached rules on page 7 for specifics.

## CHIP GILLIAM MEMORIAL PROGRAM

Need financial assistance for your market project? Consider applying for the Chip Gilliam Memorial Fund, a loan program through the Latah County Fair Office. Applications are reviewed on an ongoing basis as funds are available, so when in doubt, apply! Applicants must be Latah County 4-H or FFA members. Applications are on the [Latah County Fair & Events Center website](#). Questions can be directed to the Latah County Fair Office at 208-883-5722 .

## LEARNING LAB KITS

Small Animal and Livestock Leaders, with project meetings underway, keep in mind that our office has some great resources available to you! We have several Learning Lab Kits available for check out, including Swine, Beef, Horse, Rabbit, Poultry, Goat and Sheep. These hands-on, species-specific kits include materials and suggestions for activities that cover anatomy, breeds, conformation, meat cuts, medicine labels, safe animal handling, and much more! Available for check out first-come, first-serve.

# LEADER'S CORNER

**\*\*\*MEETING FORMAT CHANGE!** The July 27 Leader's Council meeting will now be held via Zoom. This decision was made due to the recent rise in COVID-19 cases in Latah County. Each Leader group will start at the regular time. Details will be sent out to leaders via email.

## LEADER TRAINING

To maintain your leader certification for the 2019-2020 4-H year, you must:

- Enroll in the new 4-H year in 4-H Online.
- Complete the Protecting Minors Training— it can be done in 4-H Online during enrollment. It takes 20 minutes and automatically records the date completed.
- Complete a minimum of **2 hours training** related to 4-H, youth development, or your project area. Some ideas:
  - \* CALS Speaker Series—[Temple Grandin](#) lecture. Found on UI website.
  - \* [Stewards of Children](#)—offered through Gritman Medical Center. We will reimburse you the cost of the \$15 class if you provide proof of attendance!
  - \* If you have Extension conduct a ZSuite training at your club meeting, any certified leaders present will receive up to 1 hour toward their annual training requirement.
  - \* Have you done training with your employer, such as Q.P.R. Suicide Prevention Training or CPR/First Aid? We'll count it—send us a copy of your certificate for your leader file.

## BACKGROUND CHECKS

The majority of leaders in Idaho will be due for their 3-year renewal on their background check at some point this year, including many Latah County leaders. You must be enrolled in 4-H Online before a background check renewal can be sent, as you give permission for a background check during the enrollment process. A renewal invitation from Sterling Volunteers will be sent after you enroll in 4-H Online. Questions about the status of your background check or the renewal process can be directed to Latah County Extension.

## Horse Leaders, Livestock Leaders, & Leaders Council Meeting Dates 2020\*

- **July 27 (held via ZOOM)**
- **September 28**
- **November 23**

\*Postcards will be mailed prior to each meeting. Meetings will be held at the Latah County Fairgrounds unless otherwise noted. Groups meet as follows:

- Horse Leaders—5:30 pm
- Livestock Leaders—6:00 pm
- Leaders Council—6:30 pm

# 2020 CALENDAR

## JULY

- 4—Latah County Extension closed—Independence Day
- 6—Market Sheep & Goat Weigh-in & Tagging
- ~~10-13—CL2N 4-H Camp~~ **CANCELLED**
- 15-19—Latah County Family Horse Camp
- 19—Small Animal Clinic
- 25—Latah County 4-H and Open Horse Show
- 27—Leader’s Council Meeting—will be held virtually on Zoom

## AUGUST

- 18\*—Fashion Review Judging **\*NEW DATE!**
- ~~22—Cat Expo in partnership with Humane Society of the Palouse~~ **CANCELLED**
- 28—Non-market animal and horse record books due to Extension office by 5:00 PM
- 29—Safe Sitter Training—Latah County Fairgrounds

## SEPTEMBER

- 7—Latah County Extension closed—Labor Day
- 16—Final Animal Weigh-In
- 16—General 4-H Exhibit Check-In at the Ice Rink
- 17-20—Latah County Fair—”Lights, Camera...Agriculture”
- 17—4-H Style Review
- 19—Market Animal Sale
- 28—Leader’s Council Meeting
- 30—End of 2019-2020 4-H year

## OCTOBER

- 1—Start of 2020-2021 4-H year

## NOVEMBER

- 1—Club Financial Audits Due
- TBA—Enrollment Night at Latah County Extension
- 15—County Awards Night
- 23—Leader’s Council Meeting

# Latah County 4-H and FFA Large Animal Round Robin Contest

1. 4-H participants in the Round Robin Contest must be 8 years old by January 1<sup>st</sup> of the fair year.
2. There will be a maximum of 2 showman per species.
3. 4-H and FFA will be judged separately.
4. The Grand Champion Showmen for the following species will be eligible for the Round Robin Contest: Beef, Dairy, Goat, Sheep, Swine, and Horse. Excludes Pack Goat.
5. If the Grand Champion Showman chooses not to participate, the eligibility will then go to the Reserve Showman for the species, and if needed to the Bronze Showman for the species. The horse Showmen will give notification by August 1<sup>st</sup> if they will or will not participate. Written refusal form will be provided by the Extension office.
6. If a showman is eligible to participate in the Round Robin competition with more than one species, the showman must declare one species. The species declined shall have its representation determined by rule #5. Should a showman who is a dual-member of both 4-H and FFA qualify with two different species, they are eligible to participate in the contest with both species.
7. All eligible participants will begin the contest by showing their own animal and rotate clockwise. If barn superintendent, 4-H Extension personnel, FFA advisor, or Horse Leader feel an animal is being stressed they will decide the replacement animal(s).
8. Each species will be shown for 7 minutes. Each Showman will show all species, using correct showmanship techniques for each. All competitors will be showing at the same time.
9. Animals will be shown in a central arena, if possible. Fair management is responsible for arena set up.
10. There will be 1 (one) judge for each species, someone not from our county, is preferred. The judge(s) will have knowledge about the species and the correct way that species is to be shown. A volunteer will hold animals when participates rotate. The volunteer will be selected by management.
11. The judge(s) will score the Showman on a scale of 1 to 10. One being the lowest and ten being the highest. Showman with the highest total points after showing all species will be the Overall Grand Champion. Two (2) awards will be given out, 1 (one) to 4-H and 1 (one) to FFA. Awards purchased and provided by the Fair board.
12. Showman will be judged Olympic style: Meaning individuals are scored against their own ability, they are not judged against the other showman.
13. The judge may ask the exhibitors to switch animals during the course of each species being shown.
14. In case of a tie, the Showman will be given a question by the judge, on any species shown during the contest. Exhibitors will have 30 seconds to answer the question.
15. A Showman may participate in the Round Robin Contest each year they qualify.
16. The judge's decision is final.

## Latah County 4-H & FFA Market Animal Sale, Inc.



### Order of Sale:

- Meat Goat
- Sheep
- Poultry
- Swine
- Meat Rabbit
- Beef

For more information call  
(208) 874-3374 Andrew  
(208) 669-0095 Brandi

4-H & FFA Market Animal Sale, Inc.  
c/o Latah County Extension Office  
200 S. Almon Street, Ste. 201  
Moscow, ID 83843

# 4-H & FFA



## MARKET ANIMAL SALE

Saturday, September 19, 2020

9:00 a.m.



## Latah County 4-H & FFA Market Animal Sale, Inc.

**The sale begins at 9:00 a.m.  
Saturday, September 19, 2020**

### You are Invited

Join us as we celebrate the efforts of our area youth in the completion of their Market Animal projects. Your support at the sale is a great reward for the efforts of Latah County 4-H & FFA Members.

### Important Information

- Your contribution is truly appreciated!
- Please be prepared to pay for your purchase the day of the sale.
- Credit cards are accepted with an additional 3% processing fee.
- Add-on support money will be accepted for one week following the sale.
- If you can not attend the sale please contact a board member to assist you with identifying an "Order Buyer."

Andrew Saralecos      President  
Sam Hoffman          Vice-President

### How to Buy

If you are the winning bidder on an animal at the sale you have two options as the buyer:

**KEEP** – The "keep" option is the most straight-forward option and means that you will pay for the full sale price of the animal.  
Price = animal weight x bid amount.

For example:  
250 lb hog with a \$2.00/lb high bid = \$500 price  
1,250 lb steer with a \$1.00/lb bid = \$1,250 price

You now own the live animal! You will need to arrange for slaughter of the animal and packing of the meat. There are numerous reputable "packers" in the area. ***It is your responsibility to arrange for the animal to be picked*** up at the fair (most packers are planning to pick up numerous animals but you still need to contact them immediately after the sale on Saturday).

**TURN** – The "turn" option allows you to provide financial support to the 4-H/FFA member, but ***not take ownership of the animal nor receive any meat.*** You simply pay the "blue sky" value of the animal and a "floor buyer" takes ownership of the animal. The floor buyer has made arrangements to purchase all animals not kept ("turned") for a pre-determined price. This price is posted/announced prior to the sale starting.

For example:  
250 lb hog with a \$2.00 high bid price & a "floor" of \$0.45/lb.

You pay the difference (called "blue sky") between the bid price and the floor price.

\* You pay: \$1.55/lb x 250 lb = \$387.50

The "floor buyer" pays: \$0.45/lb x 250 lb = \$112.50

The youth still receives \$500 for the animal, you only pay the blue sky support money, but you do not get the meat or live animal.

### LMAS Board of Directors

Tami Kimberling	Secretary
Brandi Griffin	Treasurer
Sara Fluer	UI Extension
JR Morrow	Genesee
Scott Morgan	Kendrick
Barb Jaworski	Troy
Wendy Fredrickson	Troy



**Buyer Registration and  
a Buyer Appreciation  
Hospitality Area will open  
at 8:00am.  
Lunch will be served from  
11am - 3pm.  
Each buyer will receive  
two 1-trip meal tickets;  
additional tickets are  
available for purchase.**

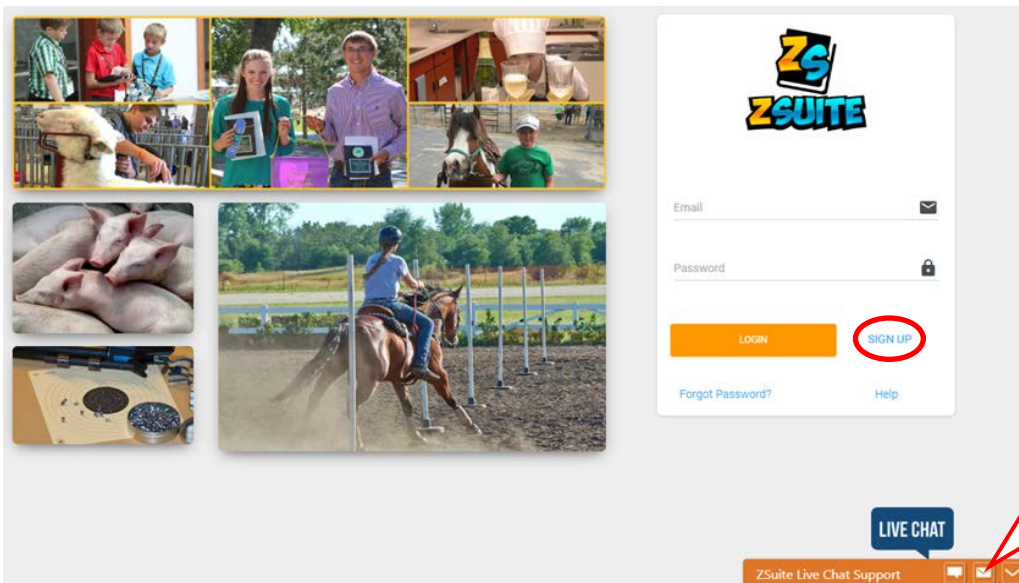


200 S. Almon Street, Suite 201  
Moscow Idaho 83843  
E-mail: livestockmarketsale@gmail.com

# TIP SHEET FOR IDAHO 4-H FAMILIES

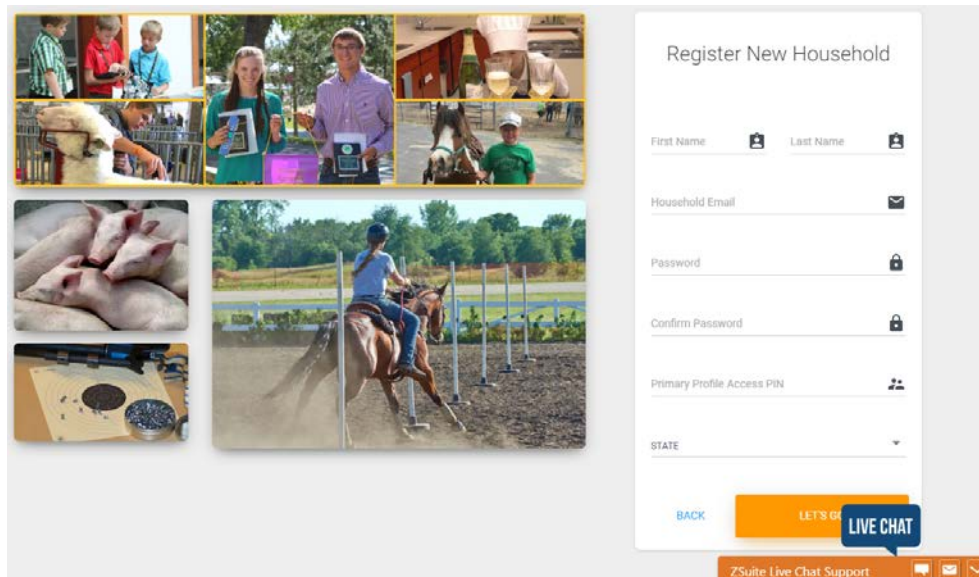
**STEP 1:** visit: <https://4h.zsuite.org/> *If you are a new ZSuite user: A parent or guardian must create your family account!* Follow steps 1 – 3 to do this. If you are a returning Zsuite user, please skip to **Step 4**.

**STEP 2:** Click the blue “Sign up” button

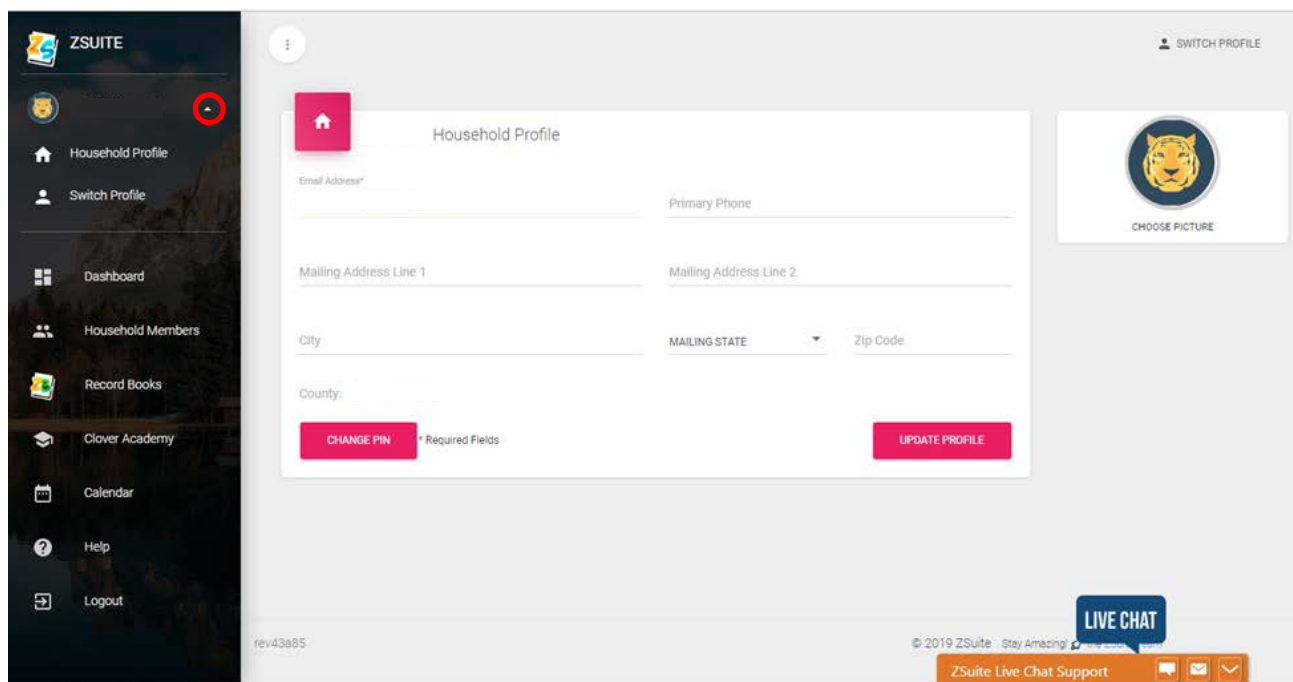


**PRO TIP:** Any time you have a question, click the orange “ZSuite Live Chat Support” to chat with a ZSuite Customer Service Representative!

**STEP 3:** Enter the requested information, click STATE, choose IDAHO. A drop box for COUNTY will pop up, choose your county. Then click the yellow “LET’S GO” button.



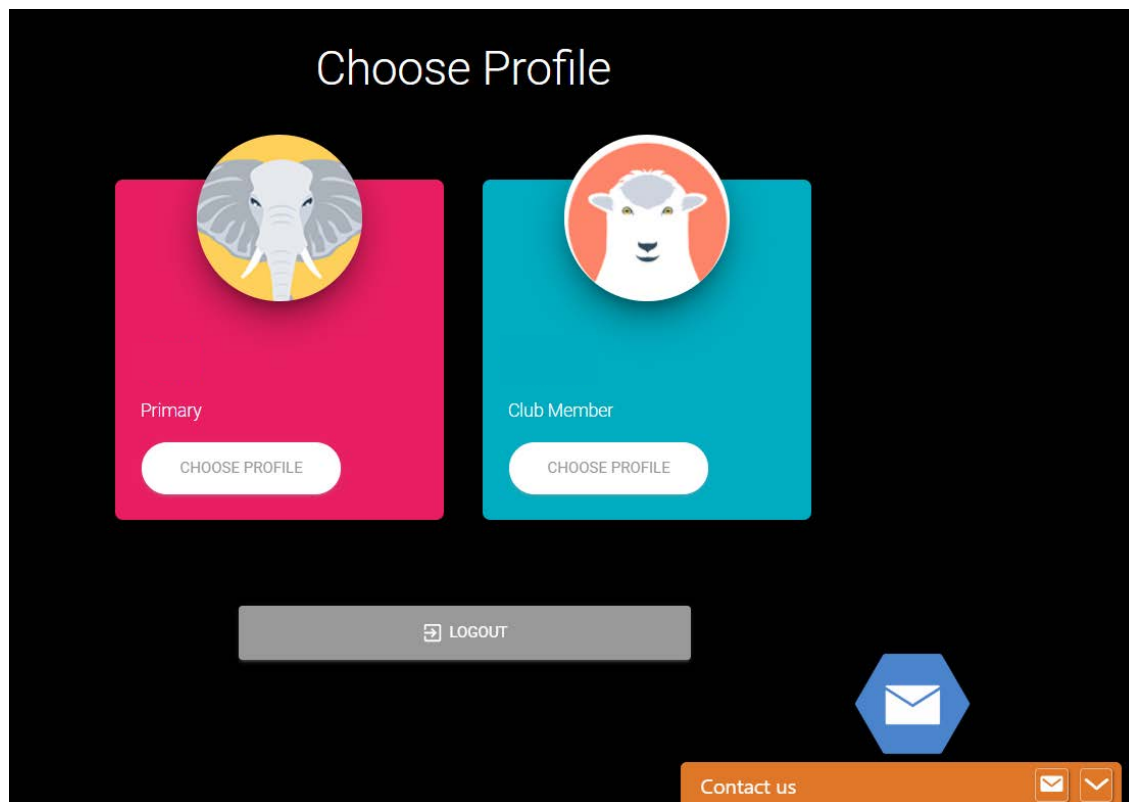
#### STEP 4: You are now at your family dashboard.



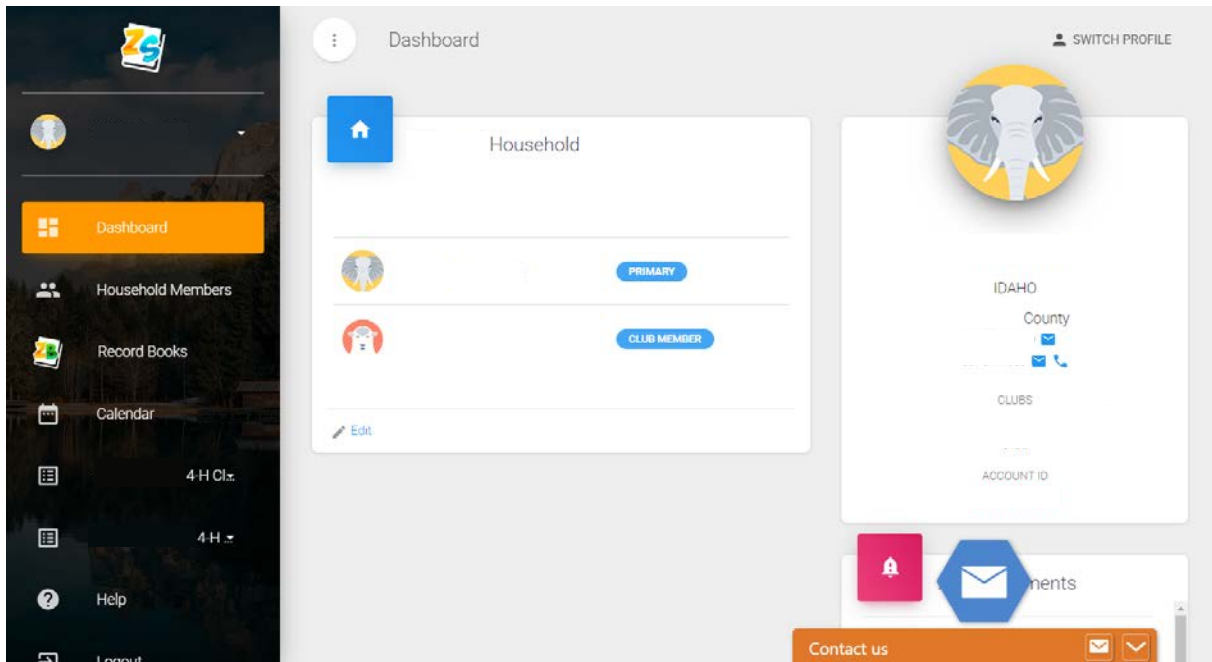
This is where you will access profiles:

- Click the drop-down arrow next to your name (circled in red in the above screenshot)
  - Household Profile: Change your contact information and profile picture
  - Switch Profile: Once you have built your family member profiles, you can switch between them in this screen.

Once you select “Switch Profile”, you will see this screen. Choose the profile you wish to access.



This is your primary household member dashboard:



On this screen you will be able to see:

- Your clubs (after you have joined them in ZSuites)
- Build your To Do List (only your family members can see this)
- Announcements from your club, county, state and ZSuite
- Shared Files from your club, county, state and ZSuite
- Upcoming Events from your club, county, state and ZSuite

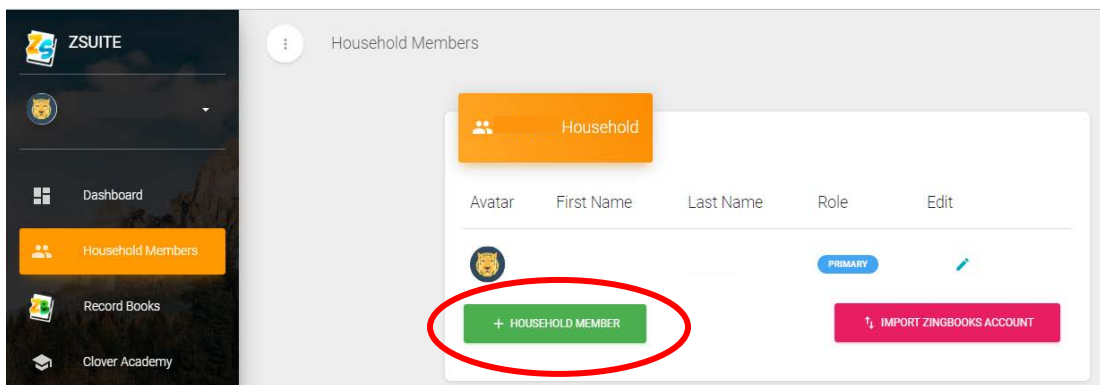
From this screen you will access all other features of your new ZSuite Account.

- Dashboard: will always take you back to your home screen
- Household Members: Where you manage your family member profiles.
- Record Books: As your child(ren) adds Record Books and Involvement Reports, you will be able to see them here.
- Clover Academy: This feature is not yet active, but as ZSuites adds training and classes to the program they will populate here.
- Calendar: As events are added to the upcoming events calendar, they will auto-populate here.
- Help: This is where you will find videos, tip sheets and other helpful information from ZSuites.
- Logout: Log all of your family profiles out of the system.

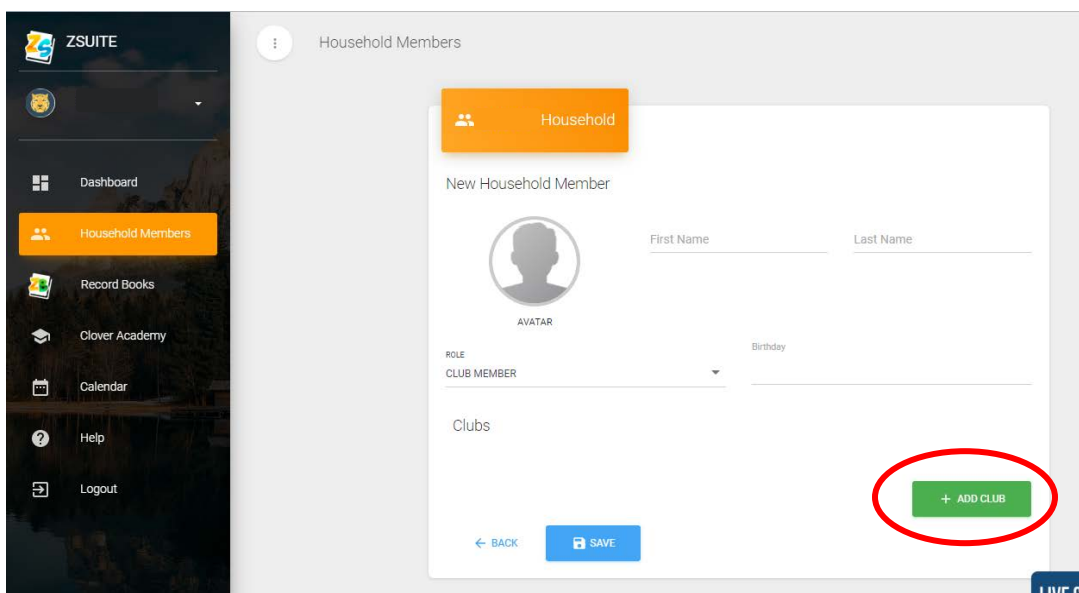
To access your child's profile from this screen. Click the drop down arrow next to your family name at the top, click "switch profile" and then select the profile you want to access.

## STEP 5: Create your child(s) accounts.

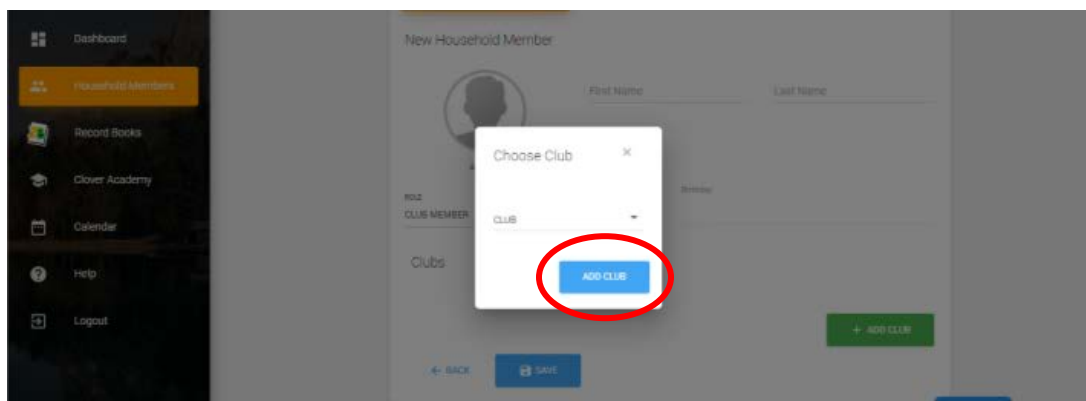
- From the Dashboard, click Household Members
  - Click the green “+ Household Member” button



- Fill in first name, last name, mark Role as “Club Member”, add birthdate. Then click the green “+ADD CLUB” button. (after you click save, you can go back in and erase the birthdate and save again to leave that space blank)

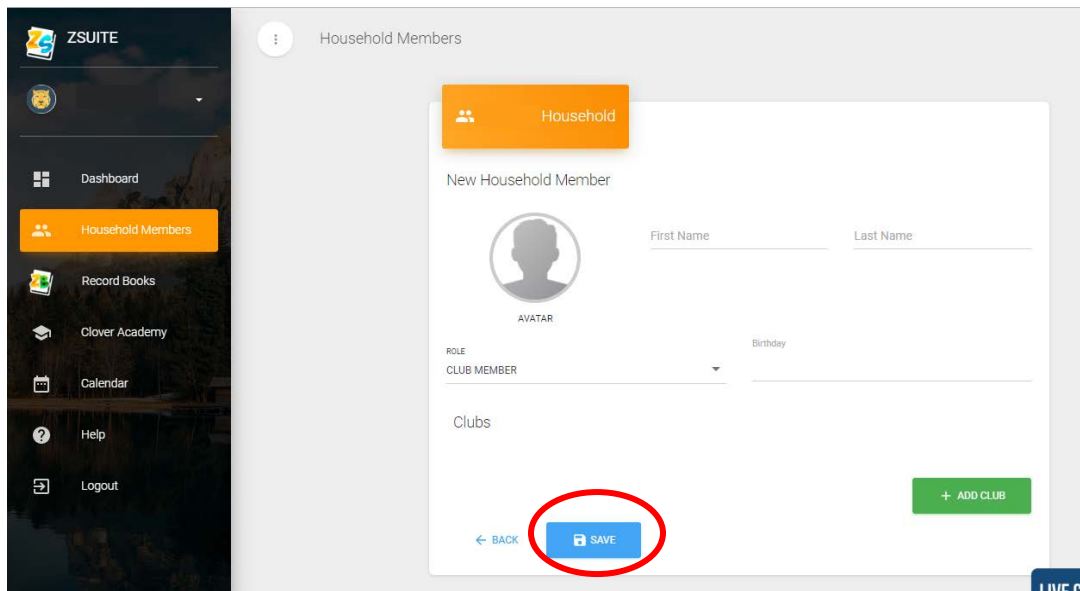


- Choose your club from the drop-down menu, click the blue “ADD CLUB” Button



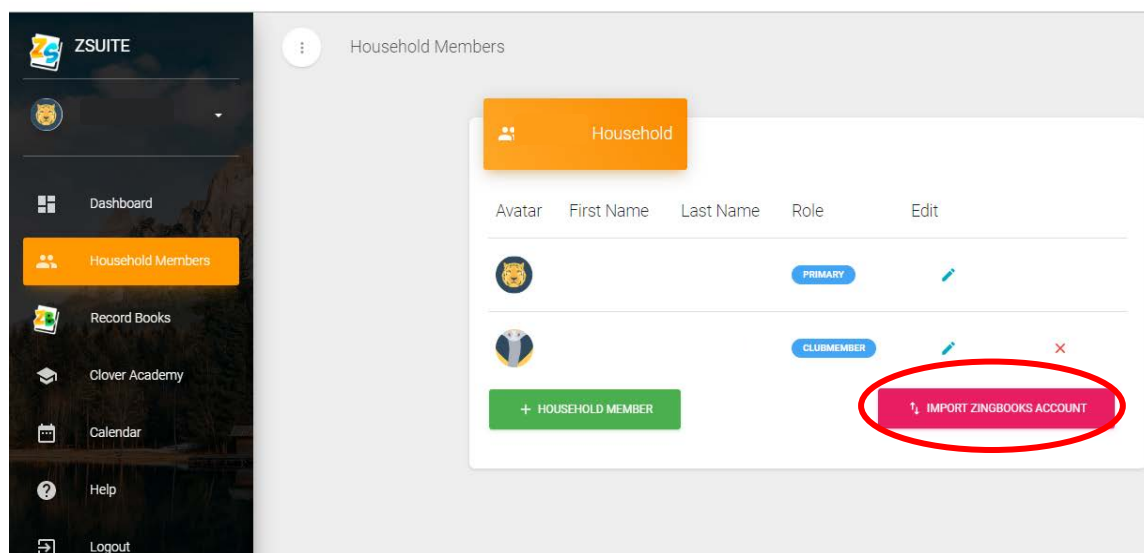


- If your child is active in multiple clubs, click the green “+ADD CLUB” button and repeat this step as many times as necessary to add all clubs to their profile.
- Once all clubs have been added to this child’s profile. Click the blue “SAVE” button on the New Household Member Screen.

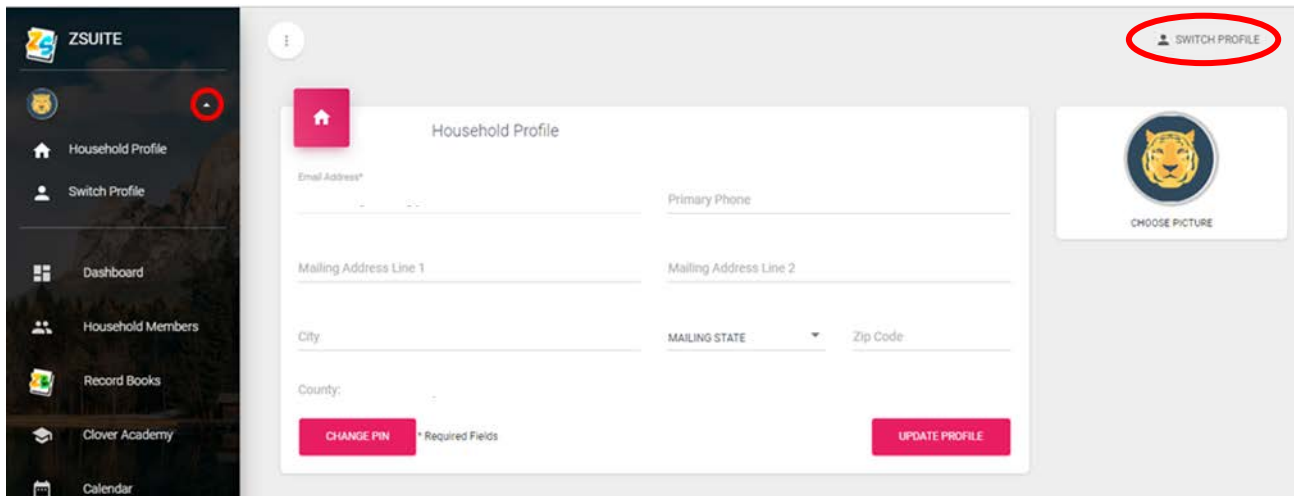


**STEP 6:** Repeat all of **STEP 5** until all children and adult club volunteers have been added to the Household Members Screen.

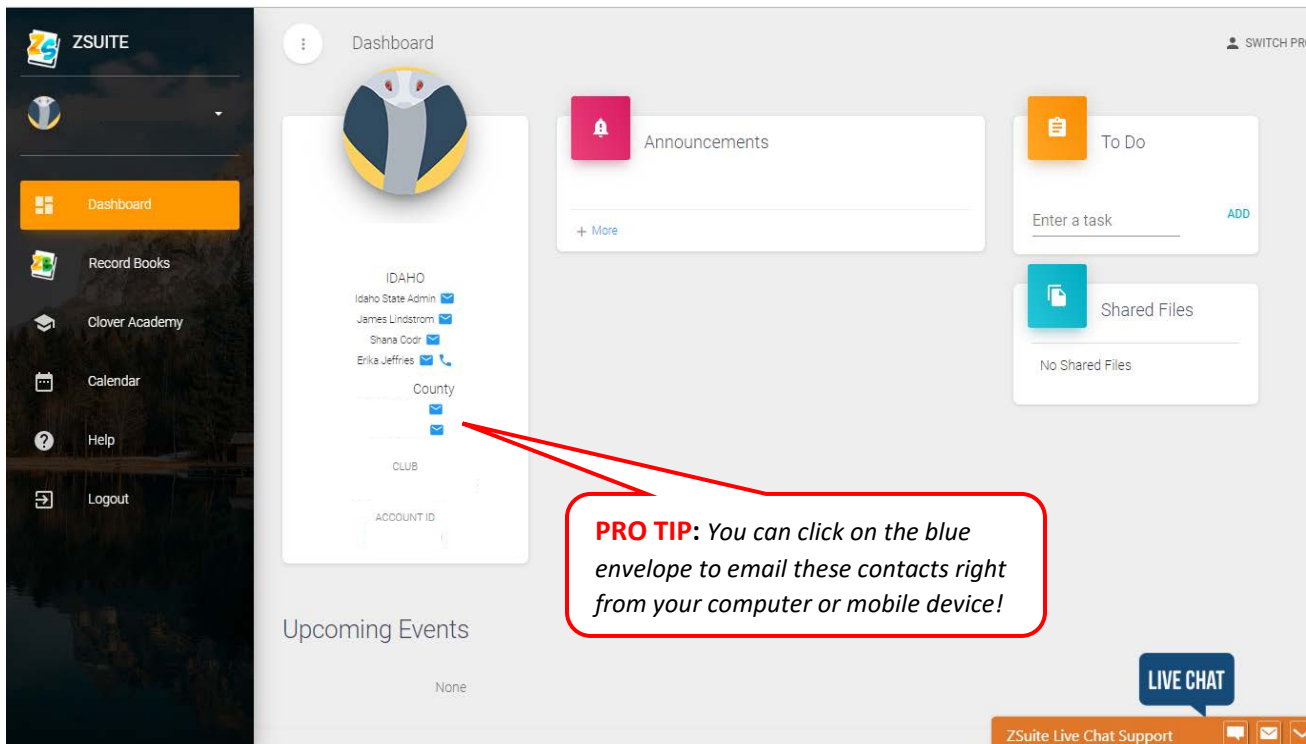
**PRO TIP:** If you were part of a pilot county in Idaho, you can import your 2019 records by clicking the pink “IMPORT ZINGBOOKS ACCOUNT” button here.



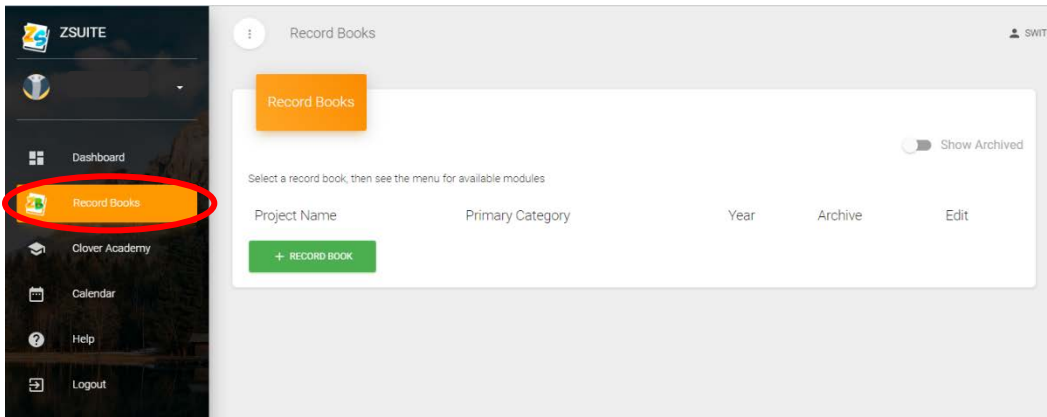
**STEP 7:** Switch profiles for your child to access their records. You can switch profiles by clicking the drop-down arrow next to your family name in the left side menu or click the [Switch Profile](#) link on the top right side of the screen.



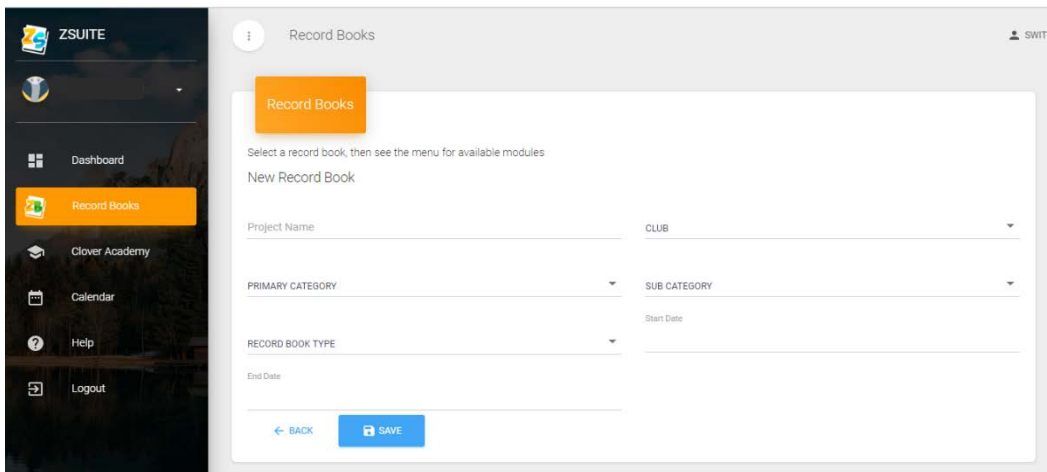
**STEP 8:** You are now at the [Youth Dashboard](#). Youth members can access this page to see their clubs, announcements, shared files upcoming events and build their to-do list just like on the [Family Dashboard](#).



**STEP 9:** Click Record Books on the left side menu.



**STEP 10:** Click the green “+ RECORD BOOK” button.



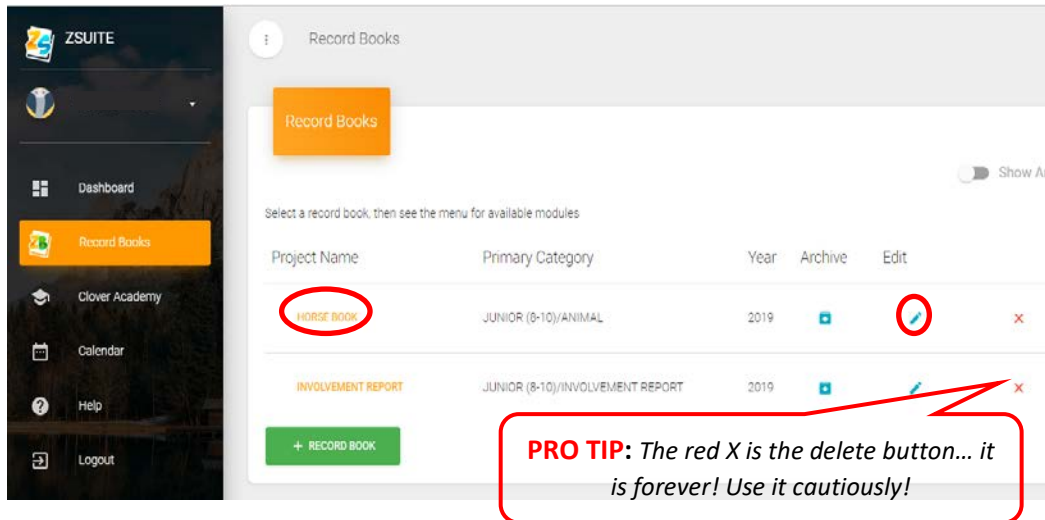
- **Project Name:** Use a name relevant to the project such as “Market Swine” or “Cake Decorating”.
- **Club:** Choose the club that you will be completing this project in.
- **Primary Category:** Select your age division, based on your age as of January 1, 2020.
- **Sub-Category:** Choose the book you need to complete for this project.
  - **Animal:** Any project that has a heartbeat uses this book.
  - **General/Non-Animal:** Any project that does not have a heartbeat.
  - **Involvement Report:** Your life-long 4-H record of activities and events.
  - **Secretary:** If you are a club secretary, use this record to keep track of your club meetings, attendance and events.
  - **Treasurer:** If you are a club treasurer, use this record to keep track of your club finances, auditing and reporting.
- **Record Book Type:** Only applies to Animal Record Books. Choose Breeding/Pet or Market Animal.
- **Start Date:** October 1 of each year.
- **End Date:** September 30 of each year.

**PRO TIP:** Per Idaho 4-H Requirement Handbook, every 4-H member in Idaho must maintain their *Involvement Report* for their entire 4-H experience.

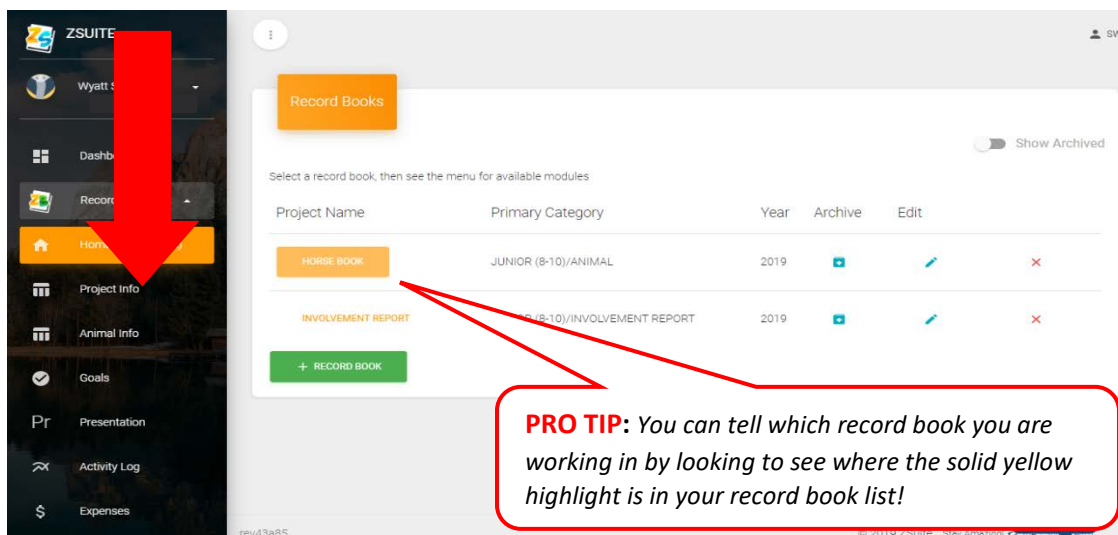
**STEP 11:** Click the blue “SAVE” button.

**STEP 12:** Repeat **STEP 10 and 11** as many times as necessary to add all record books and one (1) involvement report per child.

**STEP 13:** Click the yellow link under Project Name to access that record. Click the blue pencil under “Edit” if you wish to edit the name, type, or age division associated with that record.



**STEP 14:** You can now edit the tabs (pages) of your record book by clicking on the tabs located in the left menu.



**STEP 15:** Once you have completed entering all of your data. Click the “Record Book” tab at the bottom of the left-hand menu to download for printing or to submit your completed record book.

**PRO TIP:** Save your record book after each update by clicking “Record Book” then choose “Download” and save to your computer or device as a backup.

