



# University of Idaho Extension



HEAD



HEART



HANDS



HEALTH

## May 2021

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# LATAH COUNTY 4-H NEWSLETTER

“To Make the Best Better”

## LATAH COUNTY 4-H OFFICE

The last several weeks have felt a bit more routine compared to this time last year. It feels great to be getting back into the swing of things and holding county-wide 4-H events face-to-face.

It has been a busy few weeks for 4-H, with multiple horse events, including county horse judging and the model horse show; 4-H and FFA beef exhibitors weighed and tagged their project animals last month; and Mountain View 4-H club held their annual spaghetti fundraiser at the beginning of May. At each of these events, I saw hard-working 4-H members put their best foot forward, helping and supporting one another, and sharing with the community the impact of 4-H. Keep up the great work!

Looking ahead to summer, and eventually to fair in September, know that we are planning for in-person events and remain optimistic we will continue to see a gradual return to ‘normal’. Please keep in mind that we will continue following the COVID prevention guidance set by University of Idaho, City of Moscow, and our local health district to make sure everyone remains safe and healthy at 4-H events.

With another school year wrapping up, we want to extend our congratulations to our graduating high school seniors! Be proud of the work you have accomplished, and best of luck to you as you begin your next chapter!

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

## COVID-19 & 4-H PROGRAM PROTOCOLS

### ANNEX ACCESS

Access to the Latah County Annex building is currently by appointment only. If you need to visit us in-person, please call in advance to set an appointment at 208-883-2267. Building policy requires face coverings for entry.

### CURRENT PROTOCOL ON GATHERING SIZE

Idaho is in Stage 3 of the Idaho Rebounds Plan in response to COVID. Here is how this impacts 4-H in Idaho:

- Any 4-H club and/or project meeting is limited to a **maximum of 50 individuals** in any face-to-face setting. This count includes members, volunteers, parents, siblings, etc.
- Please continue taking precautionary measures, including utilizing face coverings/masks, practicing appropriate physical distancing, and sanitation procedures. Wash your hands, cover coughs/sneezes, regularly clean high-touch surfaces. Anyone who feels sick should stay home.
- The emergency health order for the City of Moscow requiring face coverings and physical distancing of 6' remains in effect.

Thanks to each one of you for your dedication and continued efforts to keep your fellow 4-H members and communities healthy. We can always count on 4-H members to set a good example for others to follow—thank you!

# GENERAL 4-H NEWS

## ENROLLMENT

All new and returning 4-H members and leaders must be enrolled in the 2020-2021 4-H year. You are not considered a 4-H member until you complete enrollment through 4-H Online and pay your dues.

### STEP 1:

- Go to <https://v2.4honline.com>. Bookmark this page for future access.
- Login to your 4-H Online account with your existing credentials. Do not create a new account if you are a returning member or leader.
- Complete the requested information.
- Please update your project list! We look at your project list each year so we can plan for fair. Be sure to drop any old projects you are no longer participating in and add any new projects.

### STEP 2:

- **ACTIVATE** your enrollment by paying your dues via check, cash, or by credit card over the phone:

General Members: \$25

Horse Members: \$30

Leaders: \$5

Family Cap (3+ members): \$75

**\*Members are not covered by 4-H accident insurance until dues are paid!**

Need help? Stop by the Extension office and we will walk you through the process, or visit <https://www.uidaho.edu/extension/4h/4honline/help> for a step-by-step guide.



## IMPORTANT 4-H RESOURCES

Check out the UI Extension 4-H Youth Development website for access to all sorts of 4-H resources!

<https://www.uidaho.edu/extension/4h/documents-records>

Be sure you have read and know where to find these important documents:

[Idaho 4-H Policies & Procedures](#)

It is the responsibility of all members, leaders, and parents/guardians to follow 4-H policies and procedures, which includes the 4-H Code of Conduct. You are asked to review and consent to this each year during enrollment in 4-H Online.

[Idaho 4-H Project Requirements Handbook](#)

Not sure what is required of your specific project? Need some project specific resources to get started? Use the project requirement handbook throughout the year to answer your questions!

## RECORD BOOKS

ZSuite is Idaho's statewide 4-H record book system. We will be moving into year two of using ZSuite for project record books.



If you are a new 4-H family, or did not complete any projects last year using ZSuite, please plan to set up a family account by visiting <https://4h.zsuite.org/>.

You can find a step-by-step guide at the end of this newsletter. Members will always have the option to handwrite their record book if they prefer.

Leaders—if you would like a ZSuite training at your next club meeting, please contact Sara Fluer at [sfluer@uidaho.edu](mailto:sfluer@uidaho.edu) or 208-883-2267 to schedule a training. Training can be provided in person or virtually. Plan for 1 hour.

*Leaders, Latah County is offering **leader training on ZSuite in May to help you learn more about monitoring record book progress. See pg. 6 for dates!***

*Note: The target audience for May sessions is leaders, not members/families. There will be multiple training opportunities for members/families scheduled throughout June, July, and August.*

## 4-H CAMP

Plans continue moving forward for camp in July! 4-H Camp is held in cooperation with 4-H programs in Clearwater, Lewis, Latah, Nez Perce Counties (CL2N Camp).



Camp is open to participants who are 8 years old as of January 1, but once youth reach the 8th grade, they may only attend camp as a teen leader.

There will be some key changes this year:

- New location—Camp Sanders, located southeast of Tensed, ID
- Date—July 16-19
- Space will be limited. Latah County will have spots for 20 campers.
- Registration will open in late May/early June for campers and adult chaperones.



### Teen Leadership Opportunity!

Teens, we will need your help as Group Leaders and Cabin Leaders at camp. Teen leaders must be in the 8th grade or older and need to plan to attend the Teen Leader Training in Lewiston on June 30, 2021.

- **Applications Open: May 10.** Please watch your email for application information.
- **Deadline to Apply:** June 7
- **Teen Leader Training:** June 30, 9:00 am—3:00 pm in Lewiston (mandatory).

This is an amazing teen leadership opportunity, don't miss out!

### 2021 VANDAL GIVING DAY

**Vandal Giving Day was held on April 6-7.**

**Thanks to the generous support of donors who believe in 4-H and the power of young people, the Latah County 4-H program was gifted \$1480.**

**Thank you!**



## STATE TEEN ASSOCIATION CONVENTION (STAC)

Registration is open! STAC will be held June 21-24, 2021. The theme is *4-H Strong - No Matter the Distance*. What has changed about STAC for 2021? You can participate two different ways: Virtually or on-campus.

Each District can only send 25 youth for the on-campus experience. You can opt for the waitlist if all on-campus slots are full, or participate virtually.

- **Scholarships** – apply through 4-H Online April 19-May 7.
- **Pre-register** – completed through 4-H Online April 19-May 14.
- **Registration completion** – Select tours and workshops May 17-28.
- **On-Campus Experience** – Registration fee \$275.
- **Virtual Experience** – Registration fee \$75

Visit the STAC website for more: <https://www.uidaho.edu/extension/4h/events/stac>. Don't miss the [Information Packet](#), which contains a schedule and important details about the event!

## IDAHO STATES' 4-H INTERNATIONAL EXCHANGE PROGRAM UPDATE

The 2021 Inbound and Outbound Summer Programs with Japan have been cancelled. The Japanese government recently set travel restrictions to Level 3, which prohibits all non-essential and group travel. These travel restrictions will be in place through summer 2021.

## UPCOMING HORSE EVENTS

- **State Horse Contest** – July 6-7, Coeur d'Alene.
- **Latah County Family Horse Camp** – July 14-18, Deary.
- **County Horse Show** – Saturday, July 24, Princeton.

## GENERAL HORSE REMINDERS

- **Safety Reminder!** 4-H members participating in any 4-H equestrian activity must wear an approved helmet whenever they are mounted on an equine or are in a vehicle (cart, wagon, buggy, etc.) being pulled by an equine. An approved helmet meets the minimum performance standards imposed by the American Society for Testing Materials (ASTM) F1163 and includes certification and labeling required by the Safety Equipment Institute (SEI).
- **PNW 4-H Horse Contest Guide**—Idaho uses the PNW 4-H Horse Contest Guide. It is a good idea to review this guide every year so you are familiar with the rules and expectations of participating in 4-H Horse Contests. Hard copies are available at Latah County Extension or you can access it on UI Extension's [website](#).
- **Horse Project Resources**—check out UI Extension's website for horse project resources, including project requirements, permanent identification and health record, project manual, and more! <https://www.uidaho.edu/extension/4h/projects/horse>.

## 2021 UI EXTENSION 4-H & BLM WILD HORSE PROGRAM

In 2020, Moscow Mustangs participated in this program and trained a mustang. We are hopeful to see this project again in Latah County in 2021. This is a short-term, club-oriented commitment, so that multiple youth may benefit from the experience.

Prospective clubs must apply for this opportunity, and 4-H members must be at least 12 years old to be considered to train a weanling or 14 years old to train a yearling. Funds raised through the adoption go back to the club, less \$25, which goes to Bureau of Land Management (BLM).

Upcoming opportunity to apply in 2021:

### **Event: Western Idaho Fair\***

- Application deadline – June 16, 2021
- Pick-up – June 26, 2021
- Trail Challenge – Aug. 27, 2021
- Western Idaho Fair display – Aug. 27-29, 2021
- Sale – Aug. 29, 2021

\*Events will be modified as-needed to meet COVID-19 protocol.

Contact Latah County Extension for more information and an application if you are interested in this opportunity!



## ANIMAL OWNERSHIP

Reminder that as you select animal projects for the year that *all animal projects*, large livestock and small animals, require ownership and/or providing primary care for a specific number of days. Plan ahead and make sure you are enrolled in 4-H **and** have your animals secured well in advance.

Days of possession are set at the state level and can be referenced in the [Idaho Project Requirements Handbook](#).

## LIVESTOCK IMPORT REMINDER



As you confirm plans to bring home your project animals, remember that Idaho State Dept. of Agriculture has import requirements for all market and breeding livestock entering the state.

This is not new—these rules apply to anyone, including 4-H & FFA youth, who are bringing livestock into the state. An essential part of being a responsible livestock producer is understanding and following these rules. Please review the [ISDA Quick Reference on page 8](#) for species-specific information.



## MARKET LIVESTOCK TAGGING/WEIGH-IN

- **Swine**—Ownership by Monday, June 1. Leaders must have animals tagged and records submitted to Extension office by June 7.
- **Sheep & Goat**—Monday, June 28, Latah County Fairgrounds, 3:00 PM—6:30 PM.

4-H members must have paid annual enrollment dues and be **'Active'** in 4-H Online by their respective species tagging/ weigh-in date.

To ensure consistency between programs, members should be prepared to designate their primary project animal and floater as either 4-H or FFA at designated county tagging/ weigh-in events and deadlines.

## RABBIT HEMORRHAGIC DISEASE

The Idaho Department of Fish and Game (IDFG) and Idaho State Department of Agriculture (ISDA) announced the confirmation of Rabbit Hemorrhagic Disease (RHD) found in two wild jackrabbits in Ada County on 3/26/21. This is first case of RHD identified in wild or domestic rabbits in Idaho and is a highly contagious and often deadly virus in rabbits.

ISDA is not asking domestic rabbit shows or exhibitions be

cancelled at this time. Please be aware and enhance your biosecurity practices to protect your rabbits. For more information, visit <https://agri.idaho.gov/main/rabbit-hemorrhagic-disease/>

## WATERFOWL AT 2021 FAIR



Idaho State Department of Agriculture has advised waterfowl not be housed or exhibited at county fairs to decrease transmission of Avian Influenza. Per this guidance, **the Latah County Fair will not be accepting waterfowl entries in 2021.**

## CHIP GILLIAM MEMORIAL PROGRAM

In need of financial assistance for your market project? The Chip Gilliam Memorial Fund is a loan program through the Latah County Fair Office. Since 1997, the loan program has been available to help Latah County youth with financial assistance for their 4-H and FFA market animal projects.

Loan applications are due to the Fair Office March 31, but applications are reviewed on an ongoing basis as funds are available—when in doubt, apply! Applications may only be submitted by Latah County 4-H or FFA members, with approval of their 4-H leader or FFA Advisor.

Applications are found on the Latah County Fair & Events Center [website](#). Questions can be directed to the Latah County Fair Office at 208-883-5722.

## SPRING LAMB DONATION

Genesee Livestock 4-H club leader Anita Falen is donating one spring lamb to a Latah County 4-H member to raise as a 2021 market sheep project. To be considered for this opportunity, the member:

- Must be enrolled in the current 4-H year and have paid county 4-H dues.
- Must participate in Sheep/Goat weigh-in on June 28.
- Project is completed by exhibiting and selling animal at the Latah County Fair. Member must also complete a market animal record book.
- Write an essay (500 words or less) addressing the following question: *Define what sportsmanship means to you. Why is sportsmanship important when raising and showing livestock?*
- Essay Due: Friday, May 21, by 5:00 pm to Latah County Extension.

Donation only covers the purchase cost of the animal. If selected as the recipient, member is responsible for feed, shelter, care, and any other costs for the duration of the project. All policies and rules of participation in the 4-H program, Latah County Fair, and 4-H and FFA Market Animal Sale apply.

# LEADER'S CORNER

## PROSPECTIVE LEADERS

Anyone interested in becoming a certified 4-H leader must complete the leader application, background check, and interview process required for certification; and have a profile set up in 4-H Online.

Contact Sara Fluer at [sfluer@uidaho.edu](mailto:sfluer@uidaho.edu) or 208-883-2267 to request an application packet.

## RETRUNING LEADERS

Returning leaders, to maintain your certification for the 2020-2021 4-H year, you must:

- Enroll in the new 4-H year in 4-H Online.
- Complete the 20-minute Protecting Minors Training in 4-H Online during enrollment.
- Complete 2 hours of continuing education related to 4-H, youth development, or your project area. If you are taking a training through your employer or other volunteer commitment that you think might apply to your work as a 4-H volunteer, contact our office to ask about it.

## TRAINING OPPORTUNITIES

- **QPR Suicide Prevention Training**
- Idaho 4-H & Idaho Dept. of Health and Welfare have partnered to provide QPR Gatekeeper training to 4-H Volunteers. QPR is designed to teach others the warnings signs of a suicide crisis and how to respond. This is a no-cost, 1-hour online training that could help save a life. Register at: <http://bit.ly/Idaho4HQPR>. Send your completion certificate to [sfluer@uidaho.edu](mailto:sfluer@uidaho.edu) for your leader file.
- **CALS Speaker Series—[Temple Grandin](#)** lecture <https://www.uidaho.edu/cals/news-and-events/speaker-series>
- **[Stewards of Children](#)**—offered through Gritman Medical Center. We will reimburse you the cost of the class if you provide proof of attendance.
- **Leader Training on ZSuite Record Books**—we are hosting a ZSuite record book training to help leaders learn more about overseeing their member's record books using this platform.

May 6th from 6:00 pm—7:00 pm via Zoom\*

May 20th from 6:00 pm—7:00 pm via Zoom\*

\*Register at <https://tinyurl.com/r9a3eyxs>. You will automatically receive Zoom details via email.

## 4-H ONLINE 2.0 LEADER ACCESS

Fully enrolled club organizational leaders can view their club's roster in 4-H Online 2.0. This does *not* include a project breakdown at this time.

If you are in need of a breakdown of members by project, please contact our office and we will provide you with a detailed list.

### Upcoming meetings for Horse Leaders, Livestock Leaders, & Leader's Council:

- May 24
- July 26
- September 27
- November 22

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



# CALENDAR

## MAY

- 6—ZSuite Leader Training via Zoom
- 20—ZSuite Leader Training via Zoom
- 24—Leader's Council Meeting
- 31—Holiday, Latah County Extension closed—Memorial Day

## JUNE

- 1—Market Swine Possession Deadline
- 11-12—State Shooting Sports—Boise
- 15—UI Dairy Cattle lease forms due to Extension office
- 21-24—State Teen Association Convention (STAC)
- 28—Market Sheep and Meat Goat Weigh-in/Tagging
- 30—Teen Leader Training for Camp Sanders, Lewiston, ID

## JULY

- 5—Holiday, Latah County Extension closed—Independence Day (observed)
- 6-7 State Horse Contest
- 14-18—Horse Camp @ Pony Club Grounds, Deary, ID
- 16-19—CL2N 4-H Camp @ Camp Sanders, ID
- 24—Horse Show
- 26—Leader's Council Meeting

## AUGUST

- 9—Fashion Revue Orientation @ 6:00 pm, Latah County Fairgrounds
- 17—Fashion Revue Judging, appt. time TBD at Orientation, Latah County Fairgrounds
- 27—Non-Market Animal & Horse Record Books Due

## SEPTEMBER

- 6—Holiday, Latah County Extension closed—Labor Day
- 7—All Sewing and Textiles projects and record books due to Extension by 5:00 pm
- 16-19—Latah County Fair
- 19—Market Animal Record Books Due

## OCTOBER

- 1—Beginning of 2021-2022 4-H Year
- 22-24—Statewide Ambassador Summit—Camp Horsetheif, Cascade

## NOVEMBER

- 1—Club Financial Summaries Due
- 14—Latah County Awards Night
- 22—Leader's Council Meeting



## Livestock Import Rules Apply to 4-H and FFA Animals

As you begin selecting animals for your 4-H & FFA projects for the upcoming fair season, please keep in mind that all import rules for livestock apply to animals brought into Idaho that will be used as 4-H and FFA market and breeding animals. Below is a quick reference (as of 2/6/2019) for each species. For a complete listing of import requirements, please go to the ISDA website at:

<https://agri.idaho.gov/main/animals/>

### ➤ Cattle:

- > Castrated male cattle (steers) must have a Certificate of Veterinary Inspection (CVI) from a licensed veterinarian with a full physical address of the origin and destination.
- > Intact female beef cattle must have a CVI with the full physical address of the origin and destination. Female cattle 4 months and older require vaccination for Brucellosis with their legible tattoo recorded on the CVI. Female cattle 18 months and older require individual, official identification listed on the CVI. Female calves accompanying their dam may enter without vaccination.
- > All intact dairy cattle must have a CVI with the full physical address of the origin and destination and an entry permit. Female cattle 4 months and older require vaccination for Brucellosis with their legible tattoo recorded on the CVI. All dairy females 6 months of age and older are required to have a negative Tuberculosis test within 60 days before entering Idaho. Individual, official identification must also be listed on the CVI.
- > Brand Inspections required on all cattle (even if unbranded.) For information on Brand Inspections please call the Idaho State Brand Department Lewiston District Office at 208-799-5019.

### ➤ Horses:

- > CVI with full physical address of the origin and destination. Six month equine passports are accepted from states participating in Global Vetlink's EECVI program. Negative EIA (Coggins) test required within 12 months prior to entering Idaho.
- > Brand Inspections required on all horses (even if unbranded.) For information on Brand Inspections please call the Idaho State Brand Department Lewiston District Office at 208-799-5019.

### ➤ Sheep and Goats:

- > Castrated male sheep and goats (wethers) CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084).
- > Intact female sheep and goats must have a CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084). Scrapies tag, tattoo (if recorded on Breed Registry papers), or other official, individual identification recorded on CVI.
- > Intact male sheep and goats must have a CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084). Scrapies tag, tattoo (if recorded on Breed Registry papers), or other official, individual identification recorded on CVI.
- > All dairy type goats over 6 months of age need a negative Brucellosis test within 30 days before entering Idaho.
- > All intact male sheep over 6 months of age must have a negative Brucella ovis test within 30 days before entering Idaho.
- > All sheep and goat CVI's must also state that listed animals are free from Scrapie (known to have not been exposed for at least 72 months prior to date of inspection), Scabies (known to not have been exposed for at least 6 months immediately prior to date of inspection), Foot Rot, Brucella and do not have any symptoms of any communicable diseases (known to have not been exposed to any communicable disease for at least 30 days immediately prior to date of inspection.)

### ➤ Hogs:

- > All swine entering Idaho require a CVI with the full physical address of the origin and destination and an entry permit. Individual, official identification must be listed on the CVI. The following statements must also be on the CVI; Raw Garbage Statement, PRV Statement and a PEDv Statement.
- > All breeding swine not originating from a Brucellosis free herd or a Brucellosis free state must have a negative Brucellosis test within 30 days of movement into Idaho.

For more information please contact the Boise ISDA Office at 208-332-8540, or for the Northern Region (Boundary, Bonner, Kootenai, Benewah, Shoshone, Latah, Nez Perce, Lewis, Clearwater and Idaho Counties) contact:

Dr. Scott Barnes, DVM, Veterinary Medical Officer  
Moscow Field Office, 208-790-3139

or

Kerry Sanford, Sr. Livestock Investigator  
Lewiston Field Office, 208-790-8210





# TIP SHEET FOR IDAHO 4-H FAMILIES

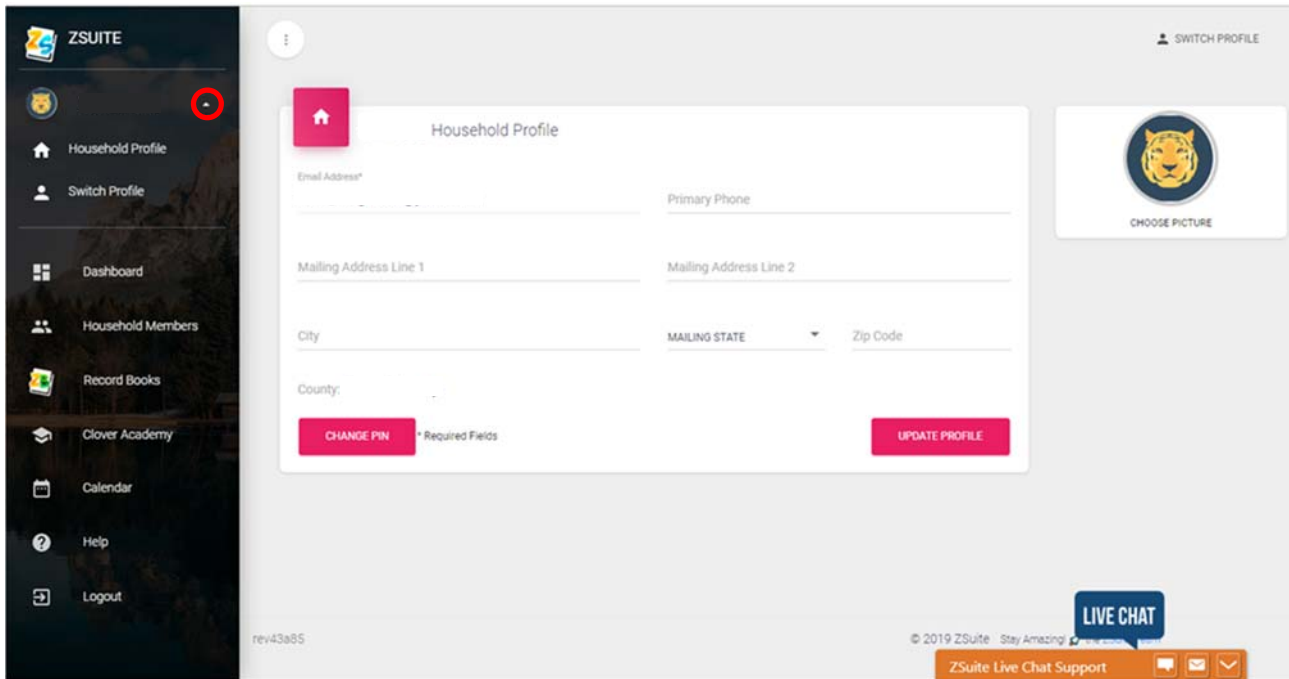
**STEP 1:** visit: <https://4h.zsuite.org> *If you are a new ZSuite user: A parent or guardian must create your family account!* Follow steps 1 – 3 to do this. If you are a returning Zsuite user, please skip to **Step 4**.

**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: If you have already created your ZSuite account this is the first screen you will see after you log in!** You are now at your family dashboard.



In this screen you can see:

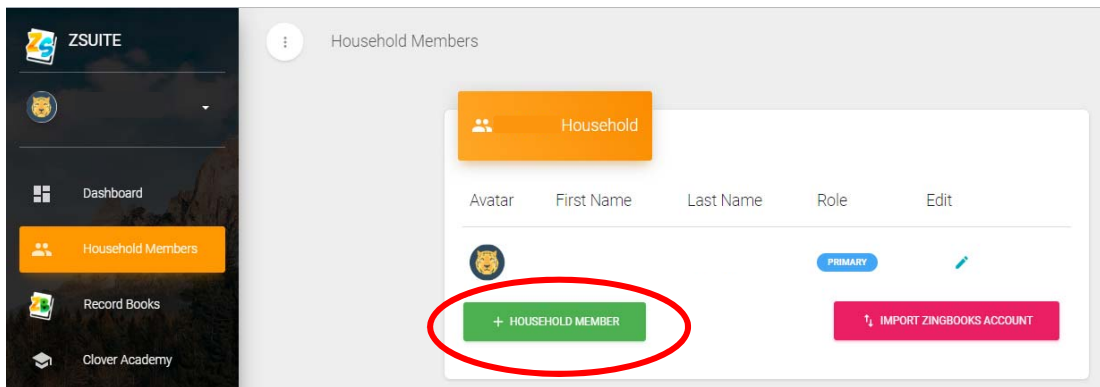
- Your clubs (after you have joined them in ZSuite)
- Build your To Do List (only your family members can see this)
- Announcements from your club, county, state and ZSuite
- Shared Files from your club, county, state and ZSuite
- Upcoming Events from your club, county, state and ZSuite

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

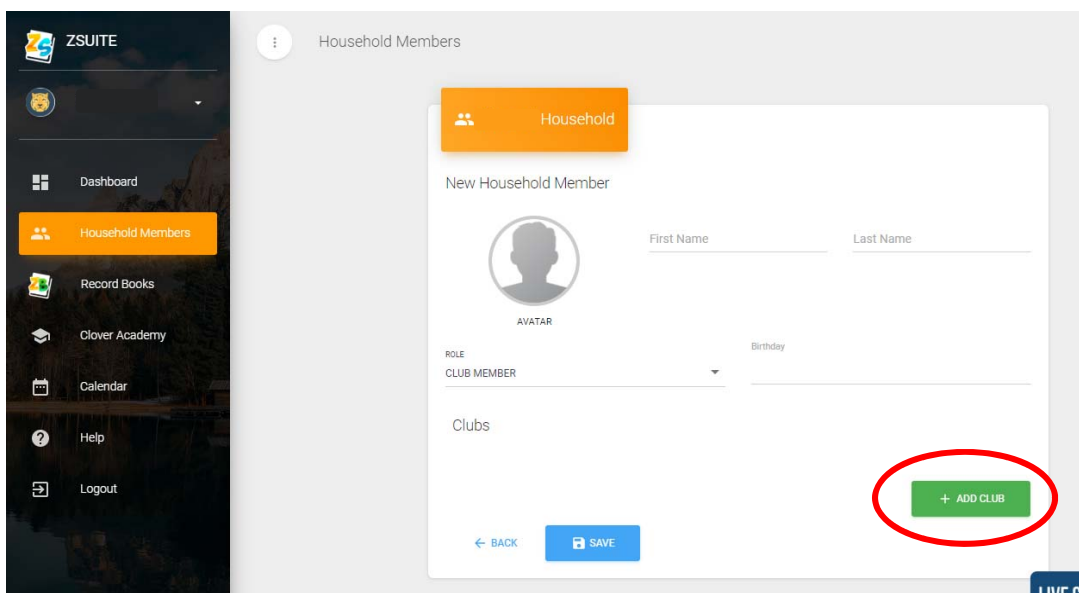
- Click the drop-down arrow next to your name (circled in red in the above screenshot)
  - Household Profile: Change your contact information and profile picture
  - Switch Profile: Once you have built your family member profiles, you can switch between them in this screen.
- Dashboard: will always take 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 ZSuite 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 ZSuite.
- Logout: Log all of your family profiles out of the system.

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

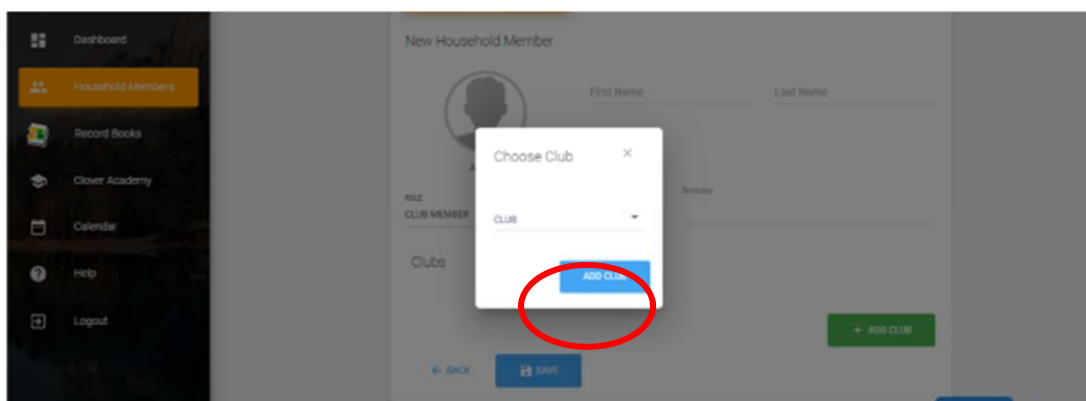
- From the Dashboard, click Household Members
  - Click the green “+ Household Member” button



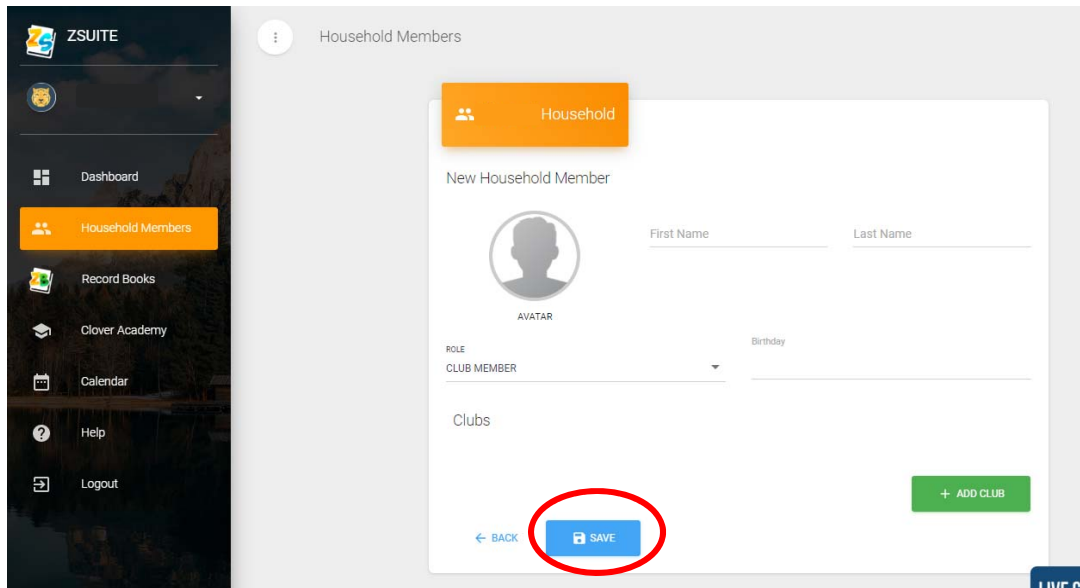
- Fill in first name, last name, mark Role as “Club Member”, add birthdate. Then click the green “+ADD CLUB” button.



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

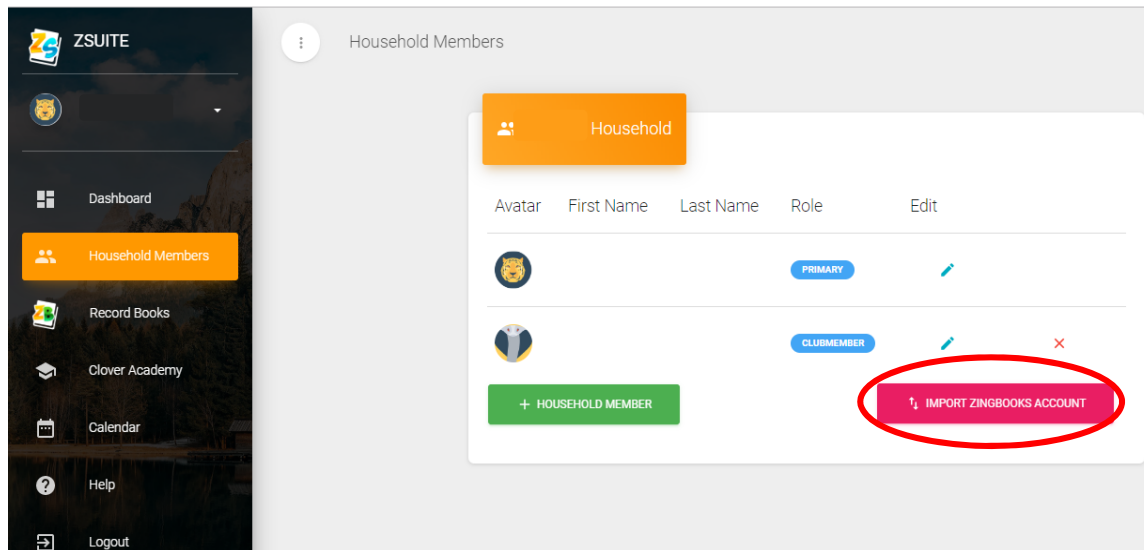


- If your child is active in multiple clubs, click the green “+ADD CLUB” button and repeat this step as many times as necessary to add all clubs to their profile.
- Once all clubs have been added to this child’s profile. Click the blue “SAVE” button on the New Household Member Screen.

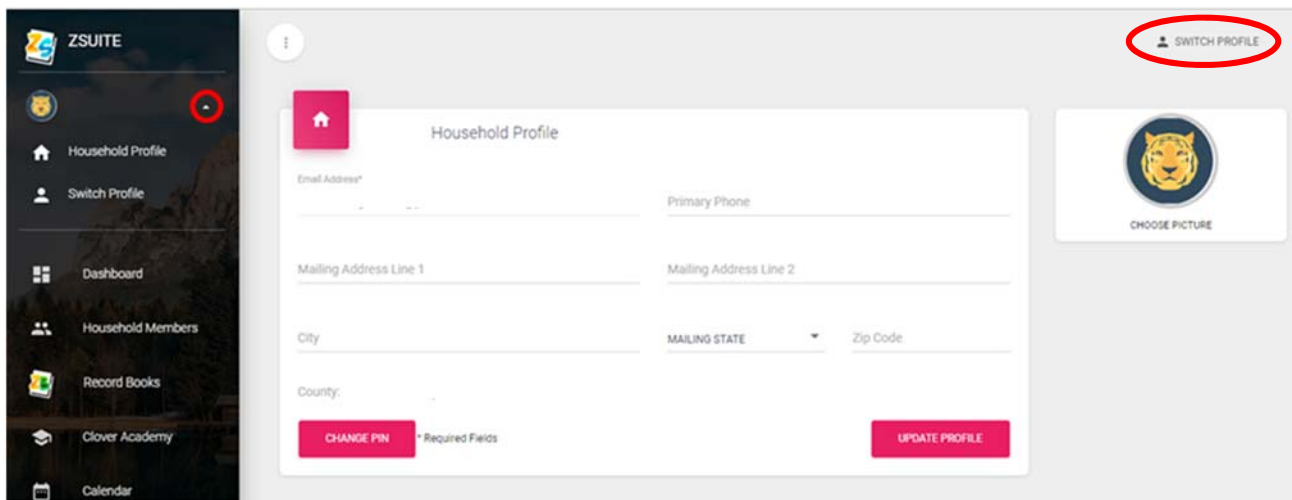


**STEP 6:** Repeat all of **STEP 5** until all children and adult club volunteers have been added to the Household Members Screen.

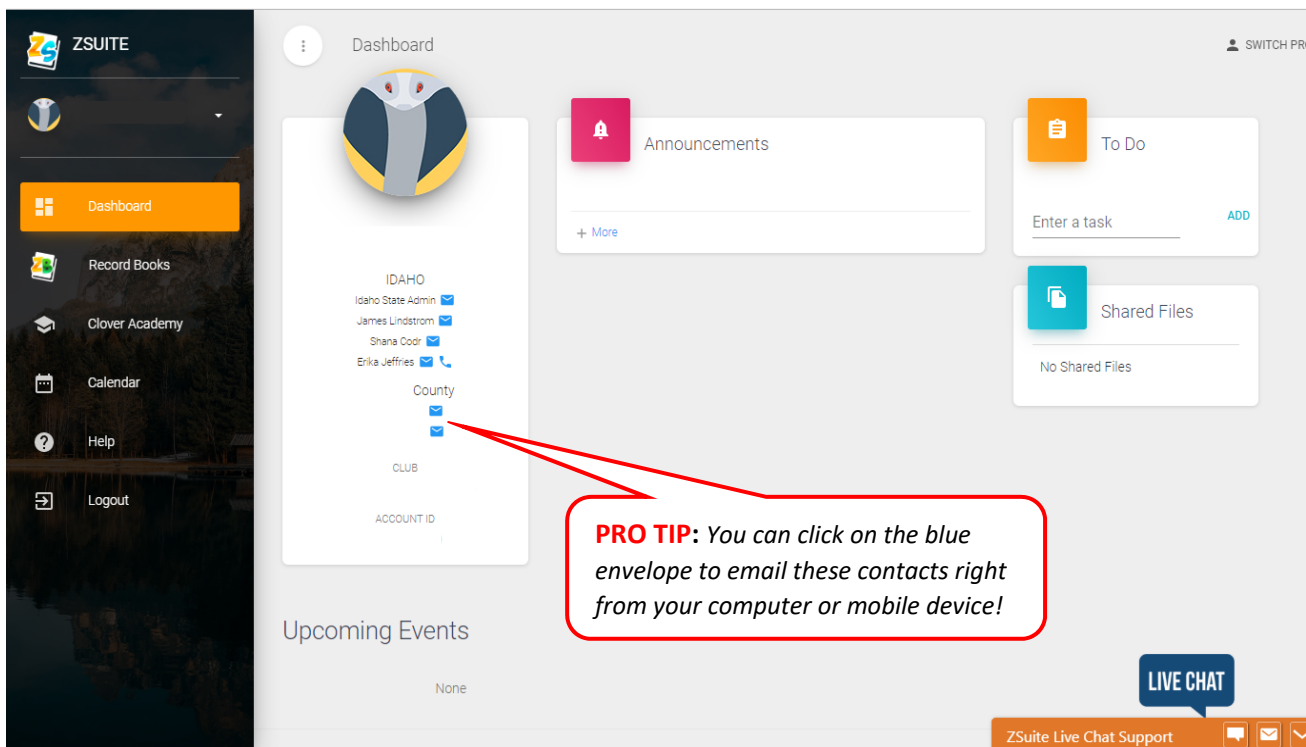
**PRO TIP:** If you were part of a pilot county in Idaho, you can import your 2019 records by clicking the pink “IMPORT ZINGBOOKS ACCOUNT” button here.



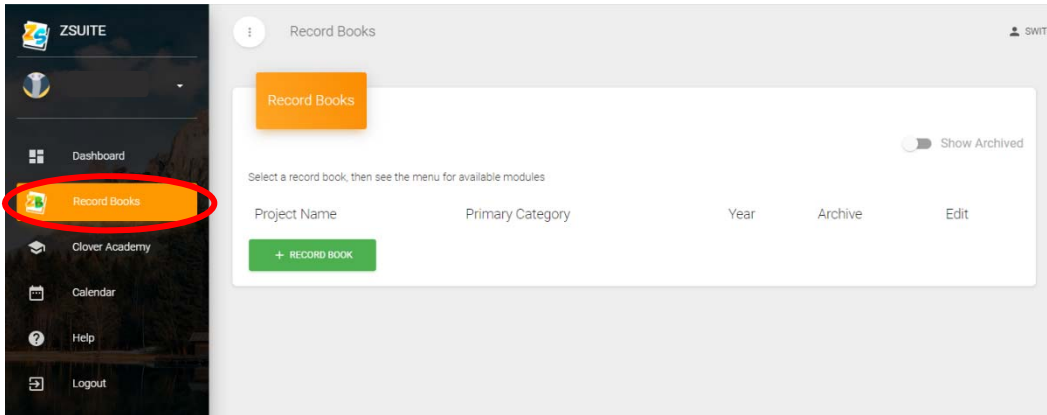
**STEP 7:** Switch profiles for your child to access their records. You can switch profiles by clicking the drop-down arrow next to your family name in the left side menu or click the [Switch Profile](#) link on the top right side of the screen.



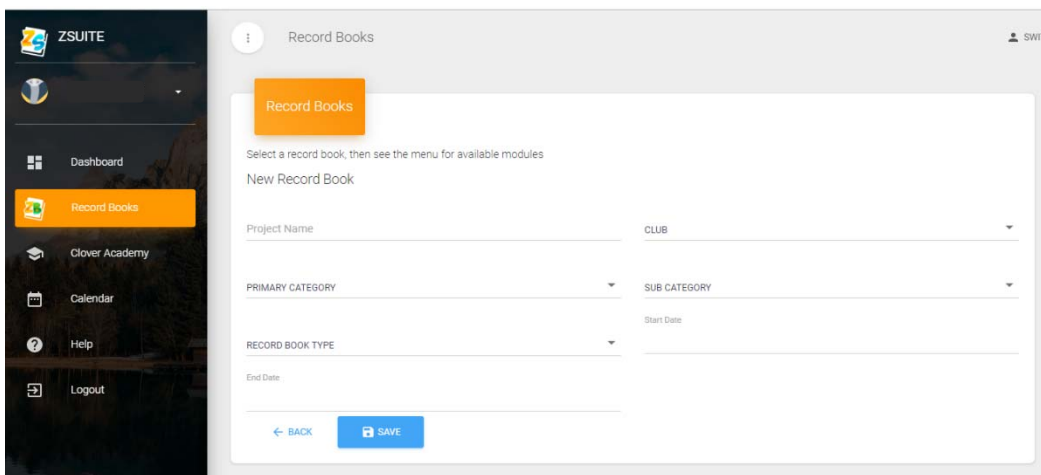
**STEP 8:** You are now at the [Youth Dashboard](#). Youth members can access this page to see their clubs, announcements, shared files upcoming events and build their to-do list just like on the [Family Dashboard](#).



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



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



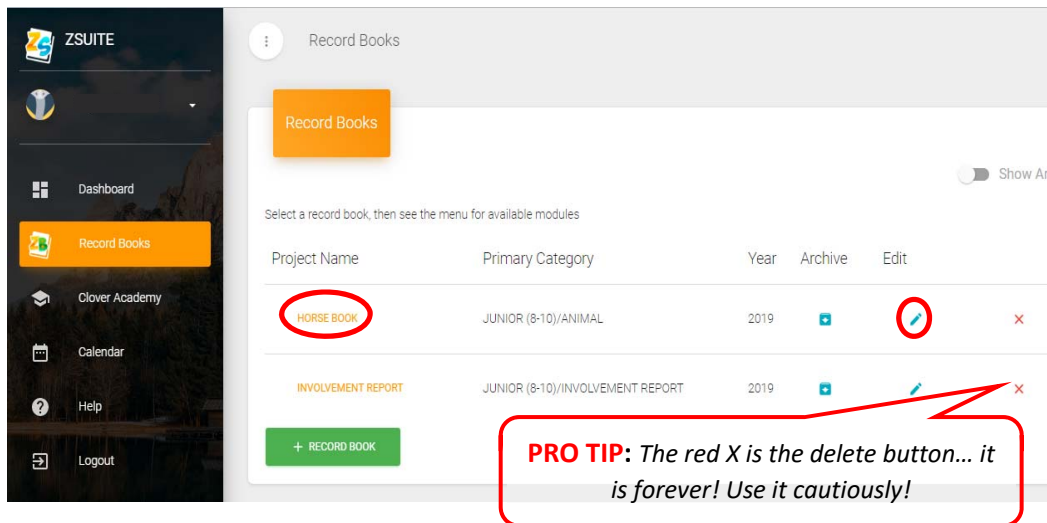
- **Project Name:** Use a name relevant to the project such as “Market Swine” or “Cake Decorating”.
- **Club:** Choose the club that you will be completing this project in.
- **Primary Category:** Select your age division, based on your age as of January 1, 2020.
- **Sub-Category:** Choose the book you 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.

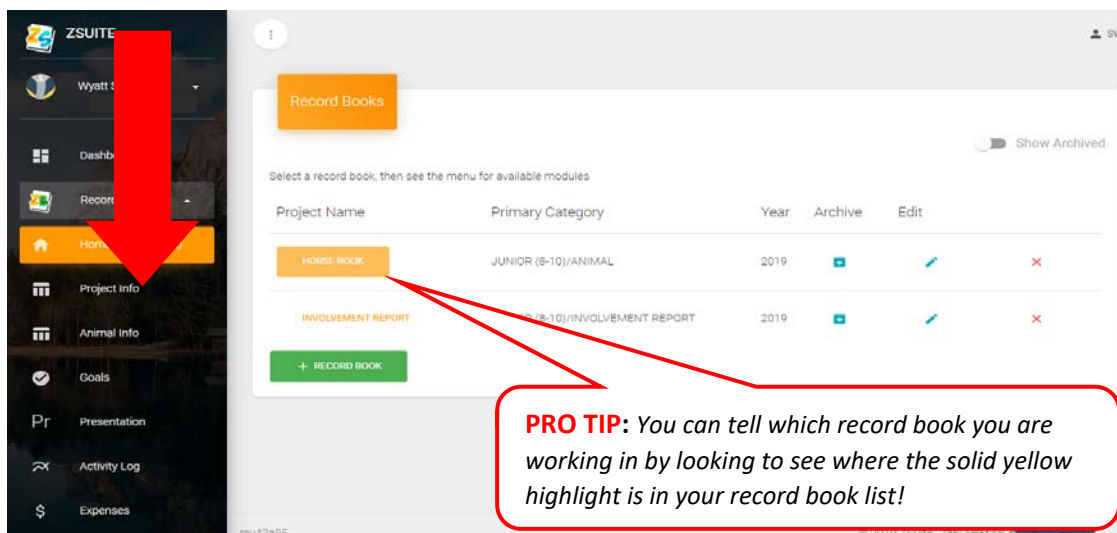
**STEP 12:** Repeat **STEP 10 and 11** as many times as necessary to add all record books and one (1) involvement report per child.

**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.



**PRO TIP:** The red X is the delete button... it is forever! Use it cautiously!

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



**PRO TIP:** You can tell which record book you are working in by looking to see where the solid yellow highlight is in your record book list!

**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.

