

HOW TO SUBMIT JUNIOR MASTER FOOD PRESERVERS HOURS ONTO THE 4-H ONLINE RECORD BOOK



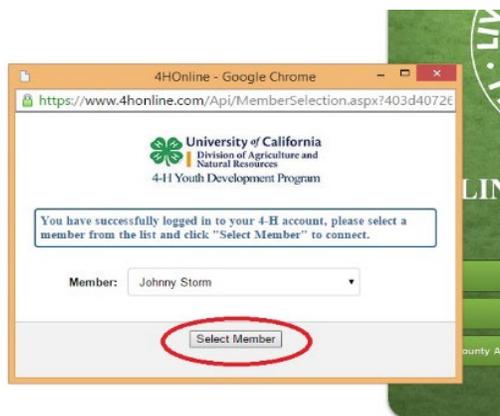
Need help logging on? Read this: [ORB Log-In Help Sheet \(PDF\)](#)
Still having problems logging on? [Submit a bug report](#)
Developed in conjunction with the [California 4-H Youth Development Program](#)
University of California Division of Agriculture and Natural Resources

1. Register for the Foods-Preservation: Jr. Master Food Preserver Project in [4hOnline](#).
2. Log into the [Online Record Book](#).



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3. Use your family email address from 4hOnline and your youth password.
4. *for info on how to set up a youth account password visit the [ORB Support Site](#).



5. Select the correct member name from the drop down menu.

Online Record Book | UC 4-H Youth Development | 2015 - 2016 Program Year [Change](#)

Record Book | Personal Development | **Projects** | Profile | Club Info | 0 | 3 | Bug? | Help | Logout

Recent News

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

Johnny Storm Dec 10, 2015 9:35 AM
Reported an activity: [Canning for Vets](#)

Johnny Storm Nov 18, 2015 9:35 AM
Reported an activity: [Testing Population](#)

Johnny Storm Nov 17, 2015 11:12 AM
in davis, at state office today

Natasha Romanoff Nov 16, 2015 10:24 AM
Reported a Project Meeting: [Something](#)

Natasha Romanoff Nov 16, 2015 10:20 AM
Natasha Romanoff changed her profile photo

Johnny Storm Nov 15, 2015 3:29 PM
Reported an activity: [The Power of 4](#)

Johnny Storm

3 Clubs
3 Projects
26 Activities
2 Spark Score
120 Hours

Youth | Vice President | Junior Leader

4-H Alert!

Need Help with ORB?

Do you want to learn efficient ways to enter items into the system? Check out the [ORB Support Website](#).

Need to report a problem with the Online Record Book? Please use the "BUG?" icon at the top of your ORB page.

If you have a question or want to make a suggestion on how ORB could be improved, please contact us through the help desk at the link below. The information requested is vital and necessary for us to improve the quality of your ORB experience. Once the form is filled out, you will receive a personal response within 3 business days.

[ORB REQUEST FORM](#)

6. When you log in, you will be brought to the home page.

7. Select the Activity Icon (Pig Icon) to report your Presentation and Service Hours for the Jr. Master Food Preservers Project



Online Record Book | UC 4-H Youth Development | 2015 - 2016 Program Year [Change](#)

Record Book | Personal Development | **Projects** | Profile | Club Info | 0 | 2 | Bug? | Help | Logout

Johnny Storm

Annual Project Report - Foods - Preservation Jr. Master Food Preserver (Joaquin Club 2)

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

Event/Activity Type

- Club Meeting
- Project Meeting
- General Event/Activity

Projects Involved (Optional)

- Child Development and Care
- Foods - Preservation Jr. Master Food Preserver
- Junior Master Gardener

8. Select General Event/Activity as the Event/Activity Type.

9. Select Foods-Preservation: Jr. Master Food Preserver as the Project Involved.

Activity Title/Description (250 characters max)	Presentation on the Importance of Food Preservation Safety with the San Luis Obispo County Master Food Preservers
Date (Required)	01/13/2016 ✓ (mm/dd/yyyy) For multiple-day activities, enter the beginning date here.
Development Area (Required)	<input type="radio"/> Project Skill Activity (PDR #2) <input checked="" type="radio"/> Citizenship & Community Service (PDR #5) <input type="radio"/> Communication Skills (PDR #6) <input type="radio"/> Lifestyle Activity (PDR #8) <input type="radio"/> Leadership Development (PDR #4) <input type="radio"/> General 4-H Event (PDR #3) <input type="radio"/> None (For Project Learning Experiences only)
Levels (Required)	4-H County/Area/District ✓

10. Give the Activity a Title as well as a short description of what you did.

11. Select the Date of the Event.

12. Select Citizenship and Community Service as the Development Area.

13. Select the Correct Level for the event. Information on levels of participation can be found in the [4-H Record Book Manual](#).

Event Location	San Luis Obispo County Cooperative Extension Office
County	Training County3
Hours (Required)	2 ✓
Learning Experiences (Optional)	I partnered with the San Luis Obispo County Master Food Preservers to educate the community about the importance of food preservation safety. It is very important to preserve foods properly to prevent the contraction of food-borne illnesses. I also worked on my public speaking skills during this event by practicing eye contact with my audience.
	Add Event

14. Type in the location that the event occurred in the location box feature.

15. Record the total number of hours. If the event is only in the unit of minutes you can view this [conversion chart](#).

16. Click Add Event to submit your work!

Online Record Book | UC 4-H Youth Development • 2015 - 2016 Program Year [Chan](#)

Record Book | Personal Development | **Projects** | Profile | Club Info | 0

Recent News

Johnny Storm A few seconds ago Reported an activity: [Example Activity](#)

Joaquin Club 2

- Child Development and Care
- Foods - Preservation Jr. Master Food Preserver
- Junior Master Gardener

17. To view your recorded project hours, hover your cursor over the green projects bar.

18. Select the Foods-Preservation: Jr. Master Food Preserver project from the drop down.

Online Record Book UC 4-H Youth Development • 2015 - 2016 Program Year [Change](#)

Record Book Personal Development Projects Profile Club Info 0 2 Bug? Help Log

Johnny Storm

Annual Project Report - Foods - Preservation Jr. Master Food Preserver (Joaquin Club 2)

Motto Photo/Video Activity Award Expense/Income Message

Exit Citizenship Activities Next

APR Instructions & Project Details

Annual Project Report Instructions

19. Select the Citizenship Activities Icon.

Online Record Book UC 4-H Youth Development • 2015 - 2016 Program Year [Change](#)

Record Book Personal Development Projects Profile Club Info 0 2 Bug? Help Logout

Johnny Storm

Annual Project Report - Foods - Preservation Jr. Master Food Preserver (Joaquin Club 2)

Motto Photo/Video Activity Award Expense/Income Message

Prev Citizenship Activities Next

Citizenship Activities

Use	Date	Name	Description	Hours
<input checked="" type="checkbox"/>	3/03/2016	Example Activity to Add to Jr. Master Food Preserver ORB	Example Example Write Description Example Example Example	1 Edit
<input checked="" type="checkbox"/>	1/30/2016	Sample Description of Activity done	Sample Sample Sample Sample Sample Sample Sample	4 Edit
<input checked="" type="checkbox"/>	1/13/2016	Presentation on the Importance of Food Preservation Safety with the San Luis Obispo County Master Food Preservers	I partnered with the San Luis Obispo County Master Food Preservers to educate the community about the importance of food preservation safety. It is very important to preserve foods properly to prevent the contraction of food-borne illnesses. I also worked on my public speaking skills during this event by practicing eye contact with my audience.	2 Edit
Update				Total Hours: 7

20. The Citizenship Activities Record will show all of your reported events, as well as a tabulation of the total hours you have recorded.

21. For general help using the ORB system, [visit our support site!](#)