Clover Special Edition

Creating and Managing your Project Record Books

Let’s get started

Thank you for taking the time to download The Equestrian App and use the Record Book feature for your Animal project. The following will help you quickly get started capturing your activities into the app. Should you run into any issues or have questions, please feel free to email me at patrick@equestrianapp.com.

First Time In

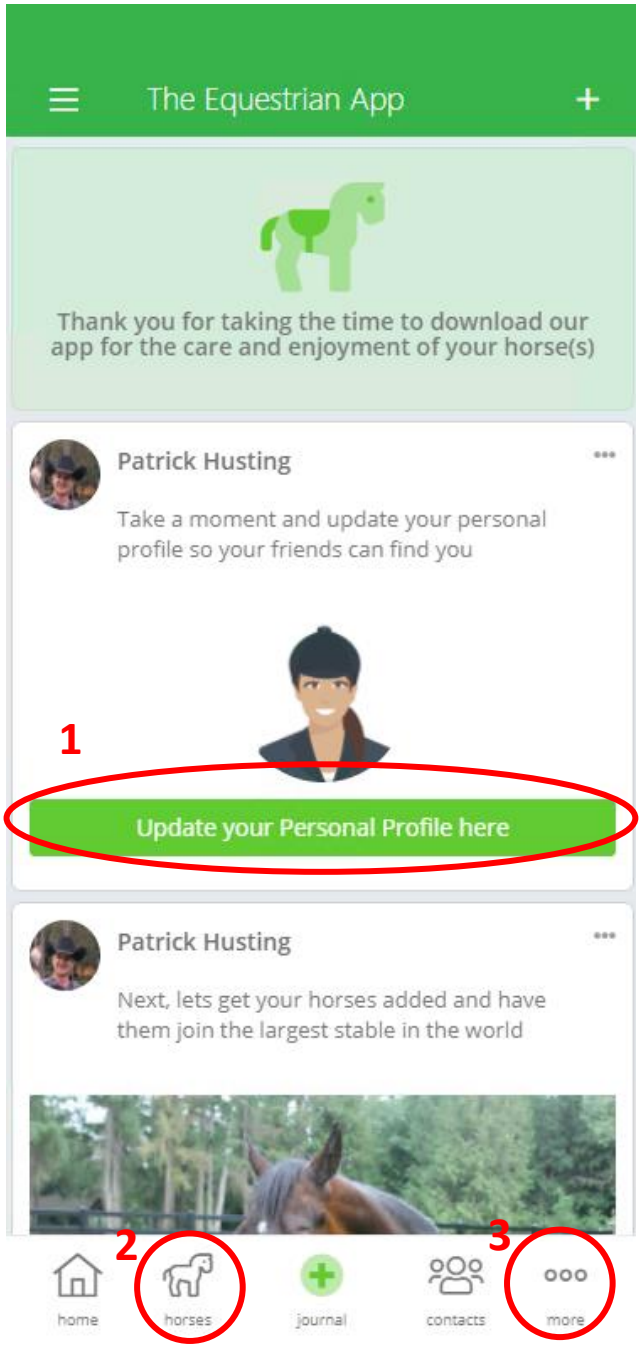
When you signup for the app, it can be a little overwhelming at first. I recommend doing these 3 things first.

1. **Update your profile**: All information is private to you but it is a good thing to update your City and State. You can also upload a photo of yourself if you want your friends to connect with you.

2. **Add your horse(s)**: In here you can add all the details about your horse. Add as much information as you know about your horse. You can always go back to it later to change or add more information.

3. **More Features**: In here, there are a lot of features for managing the care and activities of your horse. You'll also find the RECORD BOOK feature in here too.

Explore the app, there are hundreds of features to help manage the care and enjoyment with your horse(s).



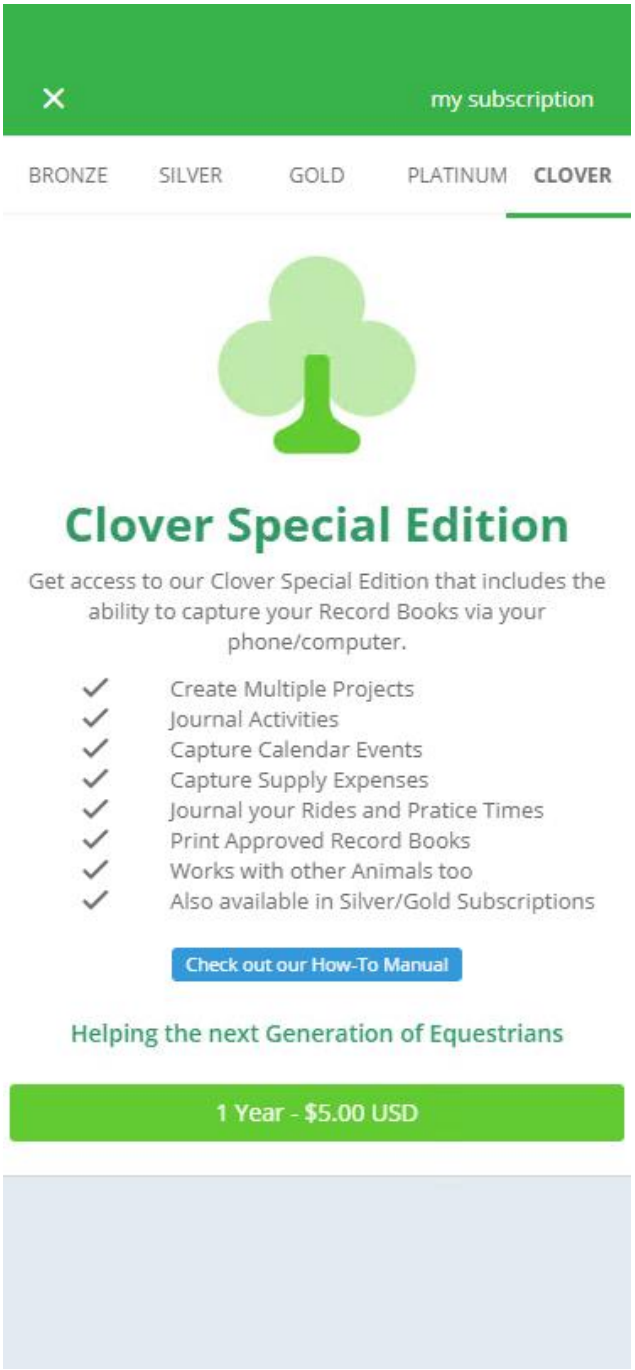
Subscription Required

As much as we would like to make it free for everyone, there is a cost involved in providing the app and hosting of all the data and photos.

We made the Clover feature only $5.00 a year which is basically the cost of purchasing a paper record book for one project. But in the app you can create as many projects as you wish.

If you visit the MORE features area, you'll see an icon at the bottom to UNLOCK FEATURES. In there you can tap the Clover tab and use the subscribe button you see to the right to unlock the Record Book feature.

If you choose either the SILVER or GOLD subscriptions, those also have the Record Books along with other great features for managing your equine activities.

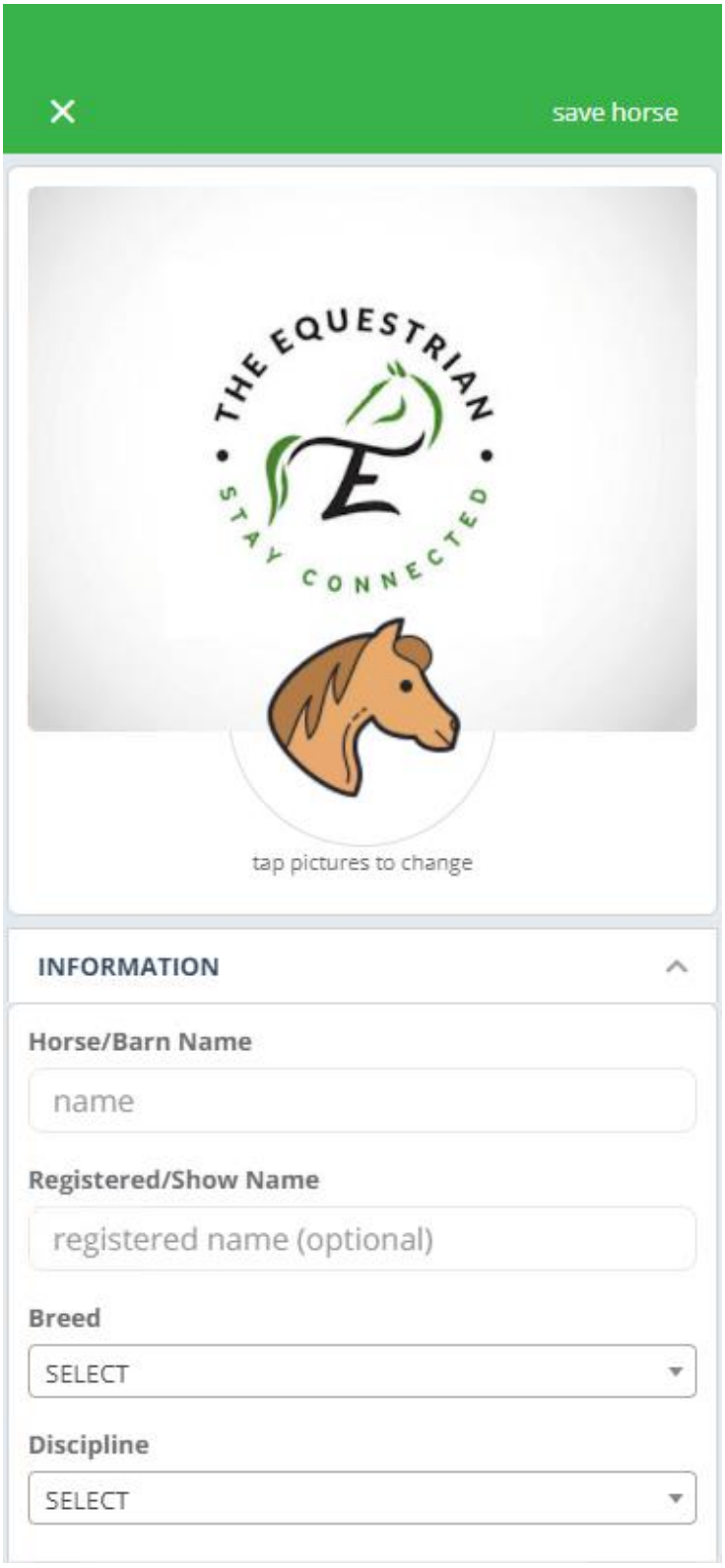


Adding a Horse

One of the first things you need to do in the app is create your horse. You'll need a horse in the app so that you can create your project record book.

Step

1. At the bottom of the screen, you'll see a horses icon and tap it.
2. In the upper right you'll see a + icon to add a new horse.
3. Then you'll see the screen to your right. Just fill it out as completely as you can. You can always come back and edit it later.

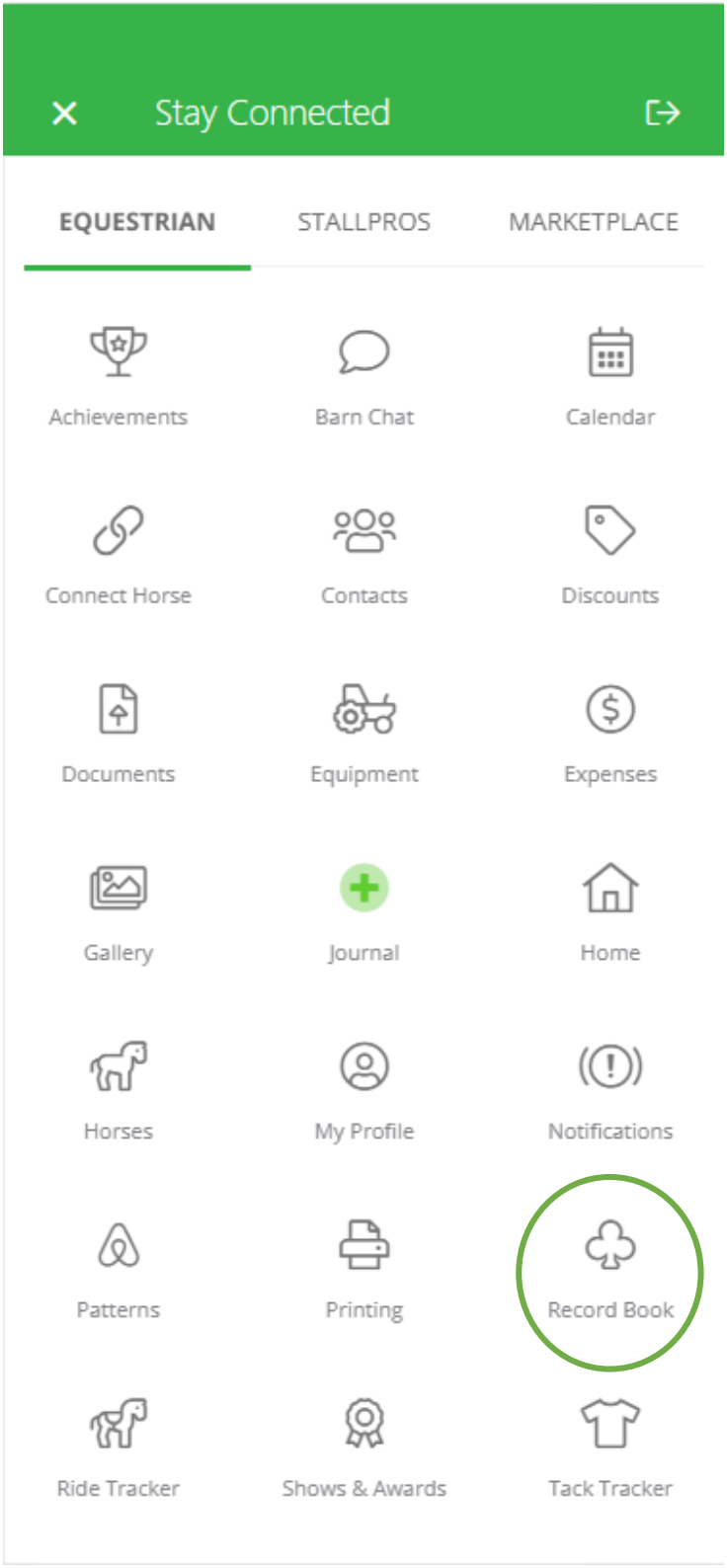


Starting Record Books

There is a lot you can do with The Equestrian App. When you tap into the MORE FEATURES icon, you'll be presented with many features that are fantastic to the horse owner and rider.

But let's get you started creating your first record book.

1. Tap the Record Book icon to get started



Your Record Books

Here you will find all your record books you have created year over year. All record books are sorted in most recently created first.

If you have several project horses, you will just create another record book for that horse. It's as simple as that.

Steps

1. At the top right of the screen, you'll see the + icon. Tap that to create your record book

Buttons

- **Delete**: this will delete your record book but not the data associated with the horse
- **Edit Book**: This allows you to edit your record book details
- **Edit Journal**: This is your personal journal of your project horse. This is where all the action is.

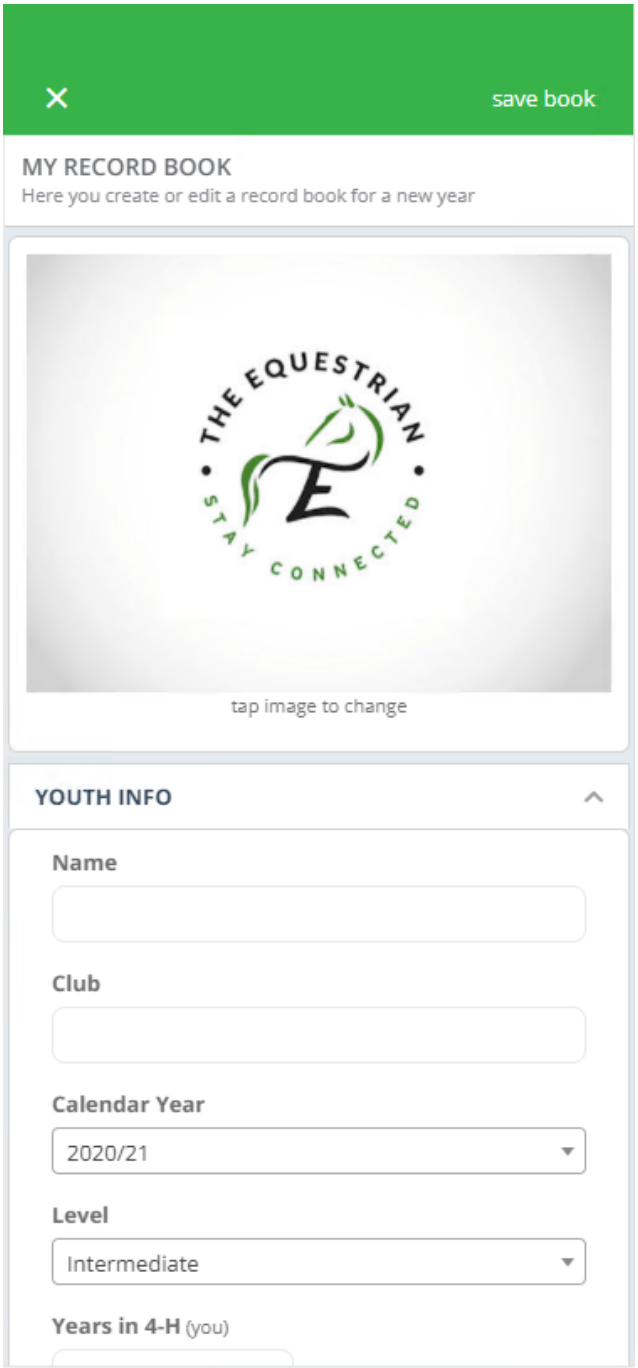
Record Book Details

This screen is all the information and then some for creating and managing your record book for your project horse for the year.

You'll want to fill out as much information as possible as this is required by the record book committee and you'll be scored on your completeness.

Don't worry, you can always come back and edit the information whenever you wish.

When you're done, make sure you tap the **SAVE BOOK** to save your data

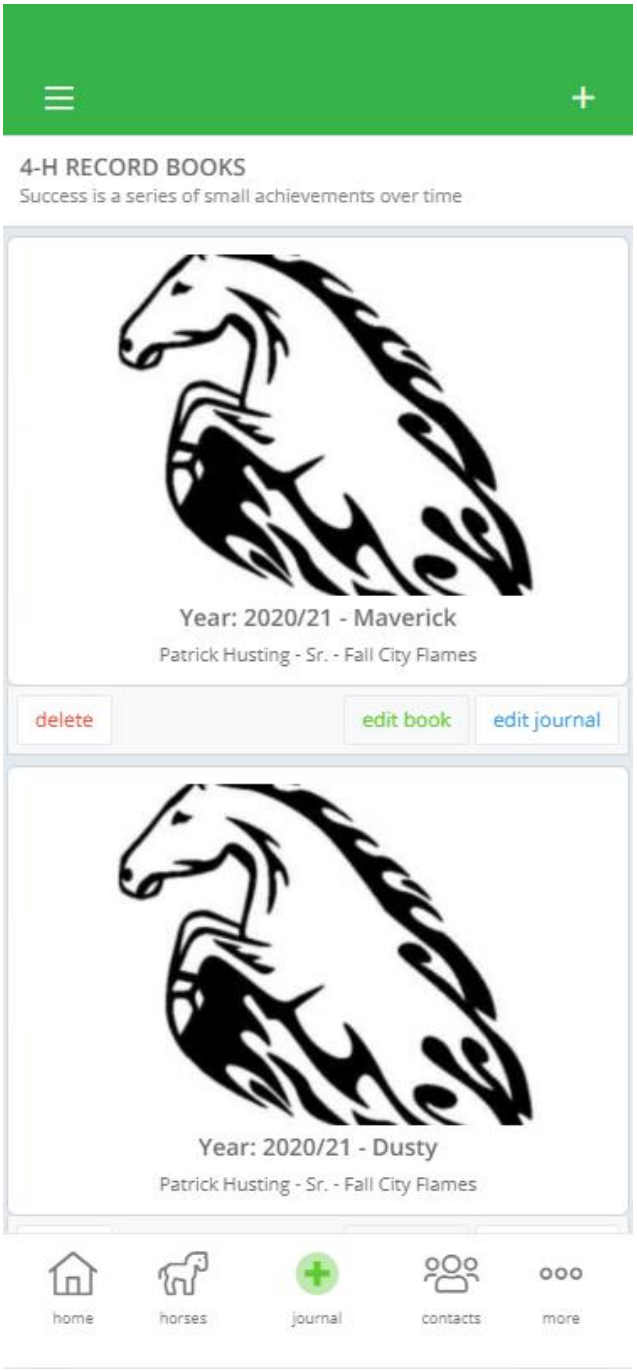


Let's Journal!

Okay, now that you have your record book created, let's get you started journaling.

There is a lot of information that goes into the record book so we located it all in one spot. Let's get you started by tapping the **EDIT JOURNAL** button.

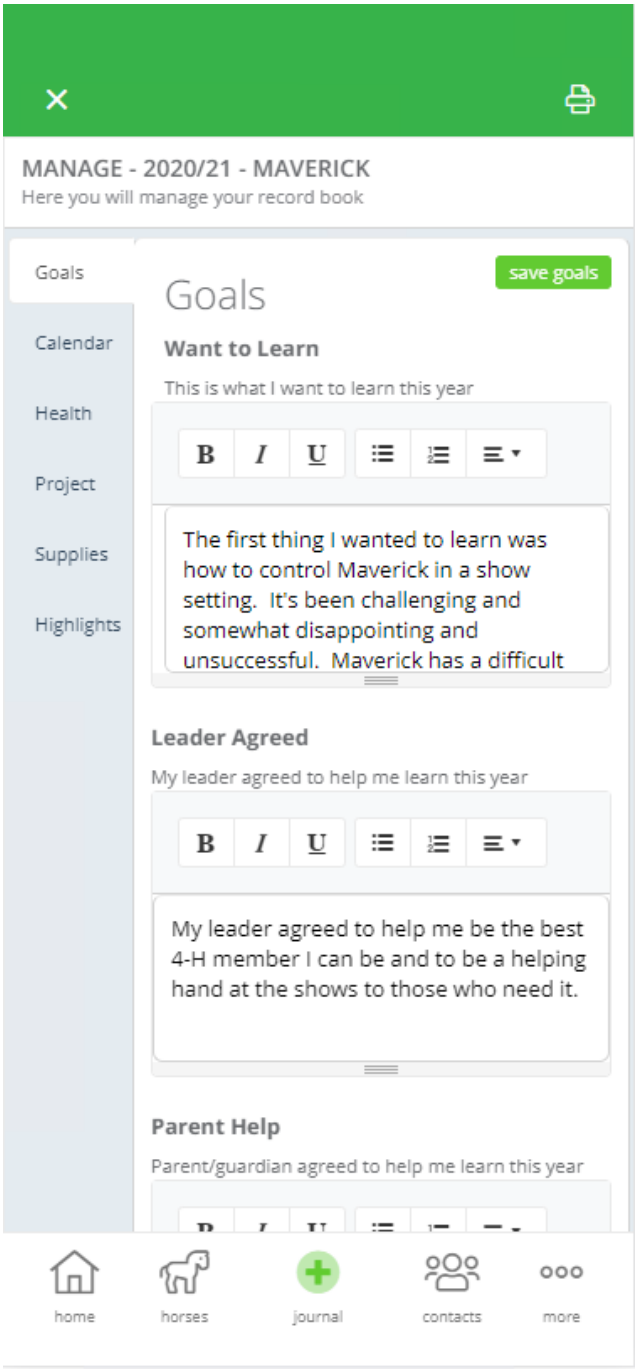
Special Note: For regular activities like farrier and vet visits you can also Journal using the big green + at the bottom of the screen. You just need to select the right horse and Farrier or Healthcare category for journaling. Same with Riding activities.



Your Record Book

Well? Does this look familiar? It should, it is just like your record book with tabs for the sections you must have.

- **Goals**: This is where you put the items you want to learn during the year.
- **Calendar**: This is where you track your club, county, state and even national related events.
- **Health**: This is your Farrier and Vet visits.
- **Project**: These are all the project activities you do with your horse. Riding, Practicing and Training activities are found here.
- **Supplies**: All the items you buy or pay for to support your project horse.
- **Highlights**: This is a great place to journal your highlights of what you learned for the year.

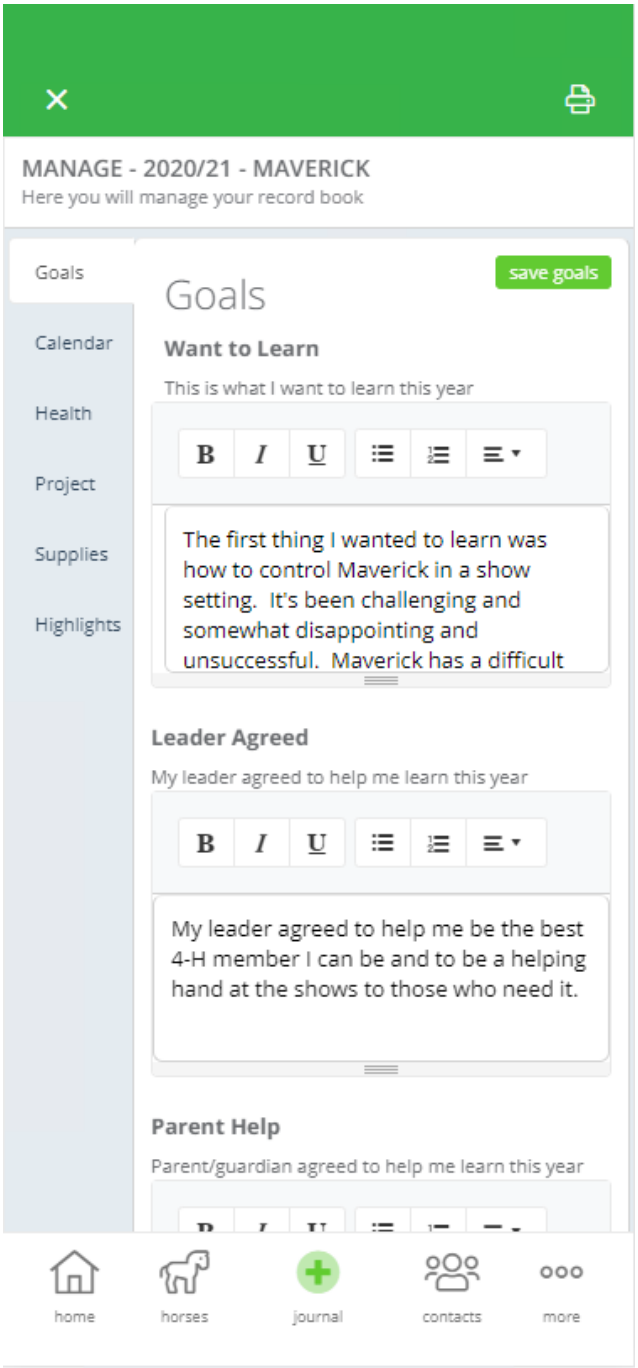


Goals

The neat thing about having your goals for the year here is that you can come back and revisit them from time to time to adjust.

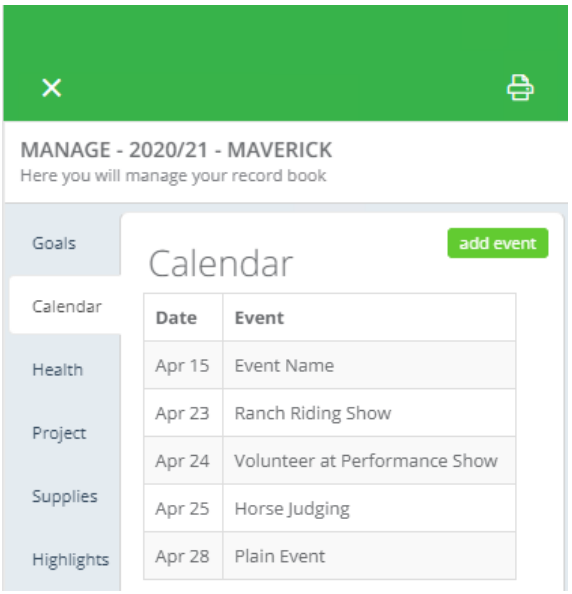
Steps

1. Just enter your goals like you're typing a letter. The textbox will grow should you need more typing space.
2. When you're done, make sure you tap the **SAVE GOALS** button to save your comments.

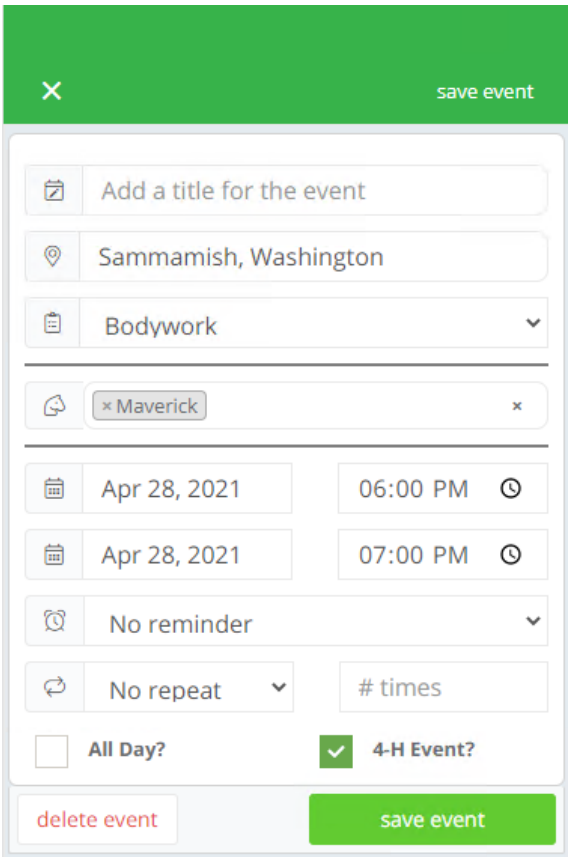


Calendar

Calendar is where you track all your 4-H events.



You'll tap the **ADD EVENT** button when you want to create an event on your calendar.



You'll then be presented with a form to record your event.

1. Enter your title
2. Select a Category
3. Set your date and time
4. Make sure your 4-H Event checkbox is checked. It needs to be checked to see in your record book.

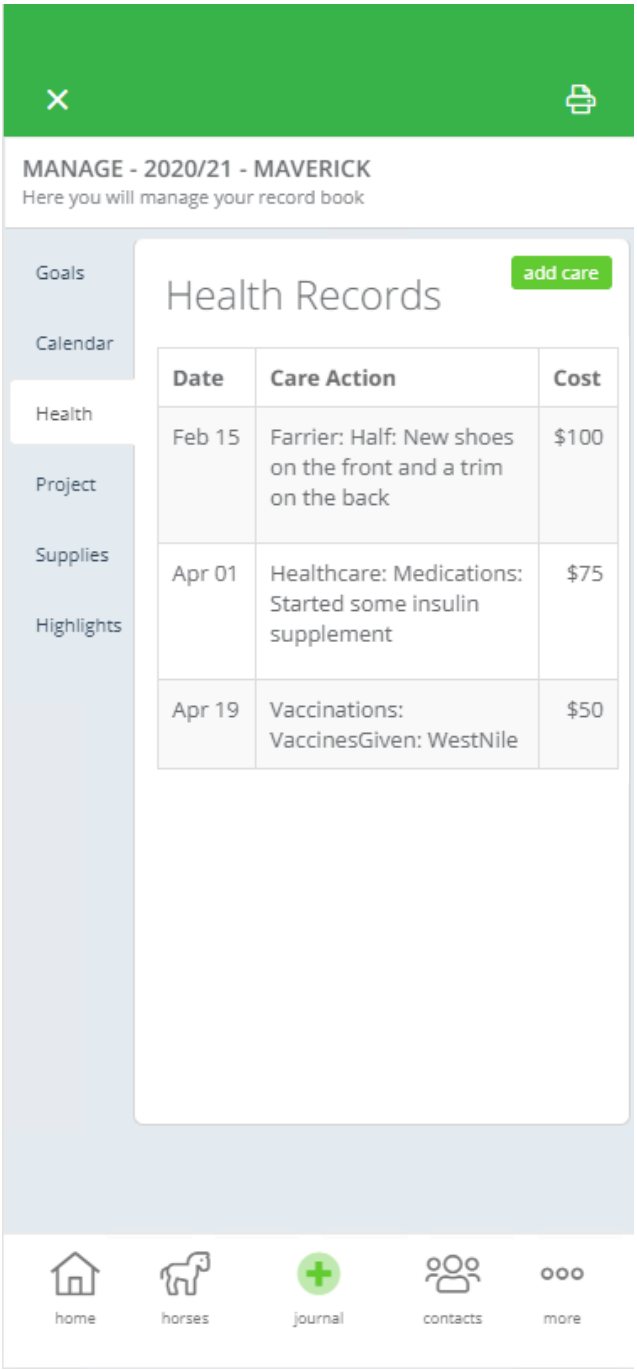
   If it is not a 4-H event but you want to capture it on your calendar, just uncheck the box.
5. Tap **SAVE EVENT**

Health Records

Whenever your record a journal entry under the category Farrier or Healthcare, they will automatically appear here.

You can capture the comments, date and cost of the visit too.

This will become your digital horse health record which is important for the health of your horse.

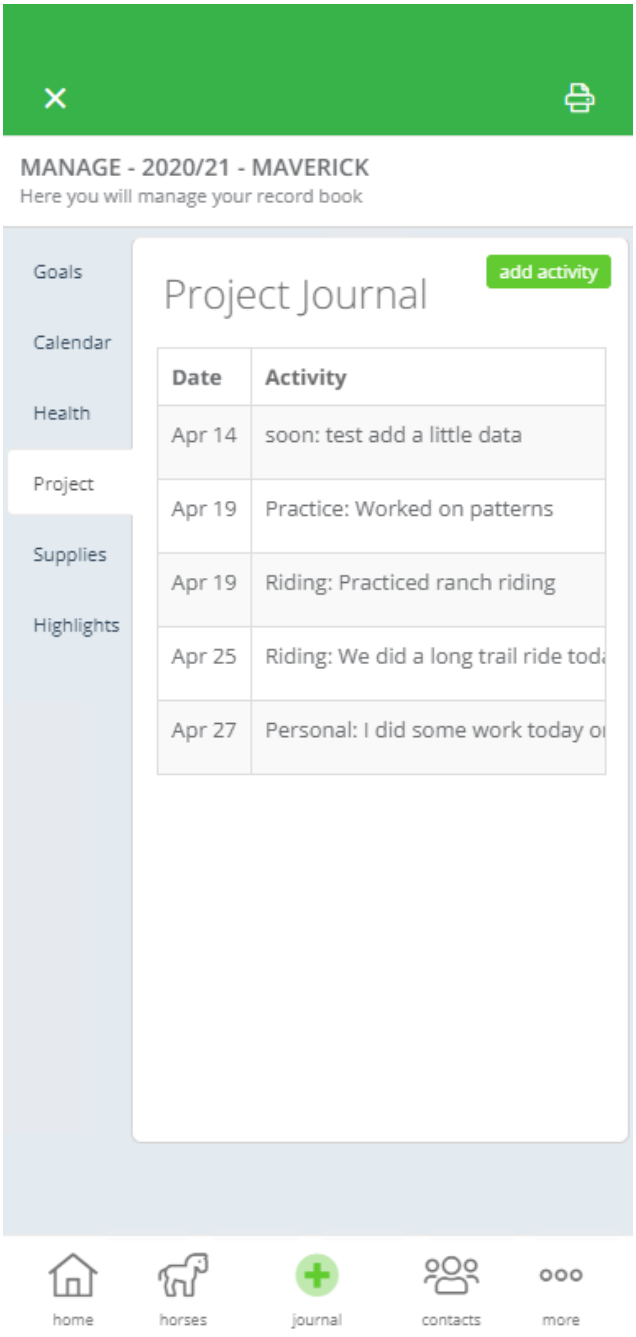


Project Journal

Did you just finish up working with your horse in the arena? Just pull our your phone and quickly capture that activity with your horse.

Steps

1. Tap the **ADD ACTVITY** button
2. You'll be presented with a list of 4-H **Category** activities for which you can select and record your session against.
3. After you select your category, then you'll have your post form to fill out. You can enter a price, comments about your session and time spent doing that activity. Again, the more you put in, the more you get out of it.



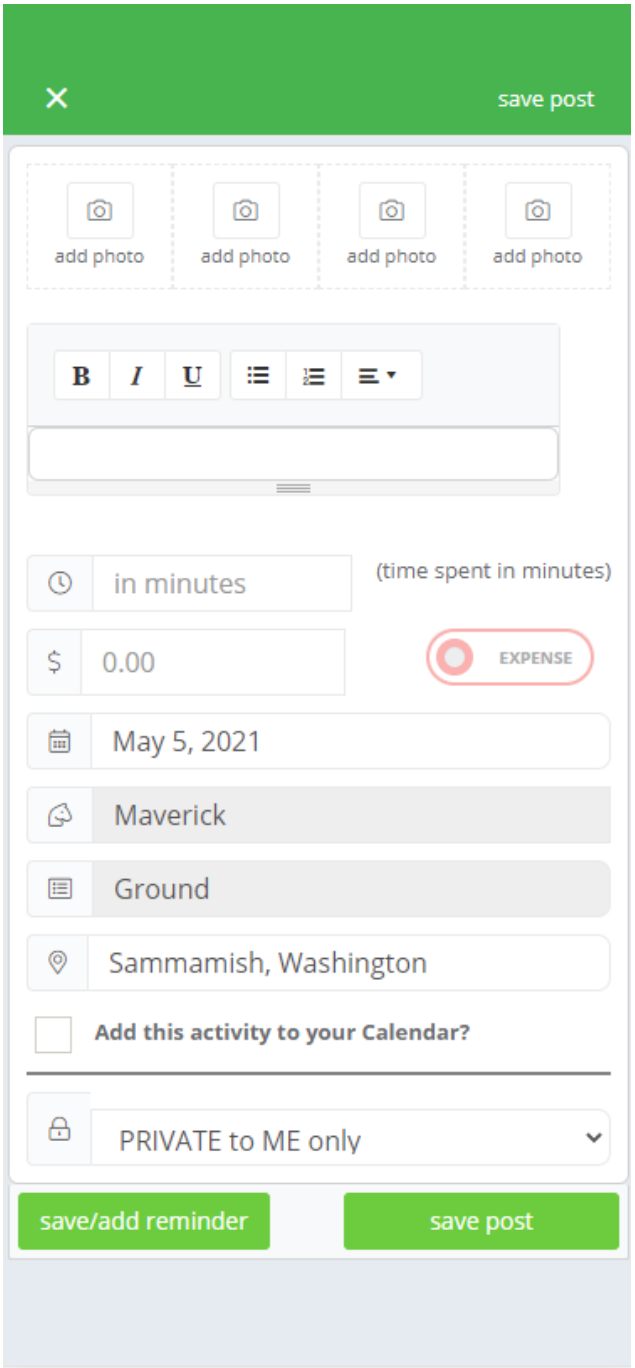
Journal your Activity

This is the screen you will see a lot. This screen allows you to create an activity or action for your selected project animal.

You can attached photos, write a long comment, capture your time spent in minutes and also record any cost or income with your project animal.

By default, it puts in the current date, but you can change the date here if need.

Fill out as much as you can and just tap the save **post button** when done.

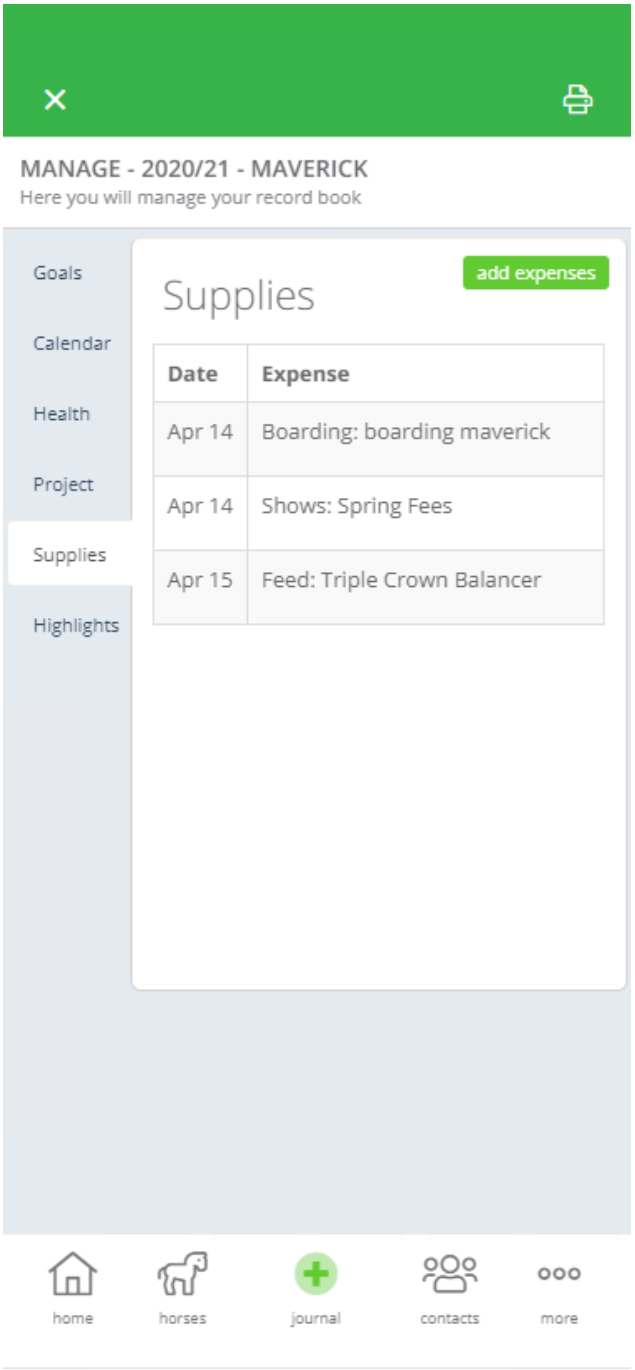


Supplies

Steps

1. Tap the **ADD EXPENSES** button
2. You'll be presented with a list of **Expense Categories** for which you can select and record your expense against.
3. After you select your category, then you'll have your post form to fill out. You can enter a price and comments about what you have purchased.

   Note: If your item was considered Income, just type the expense slider and it will turn into an Income amount.

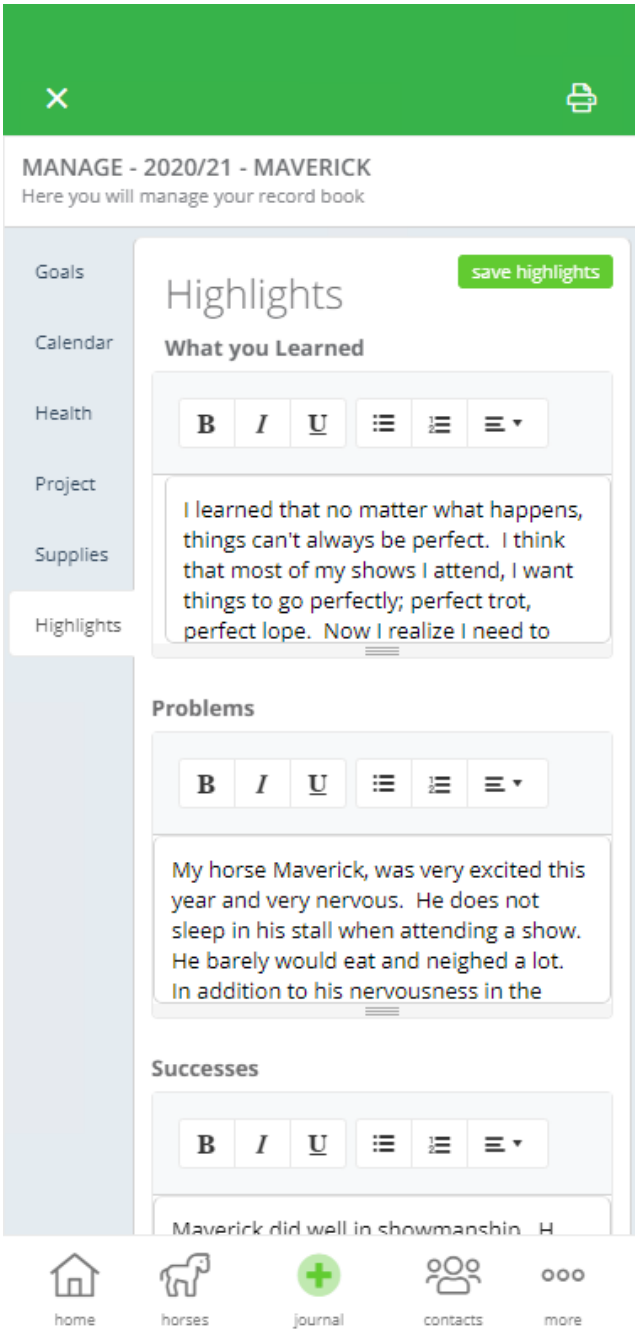


Highlights

We recommend visiting highlights monthly to capture those great moments between you and your horse.

Steps

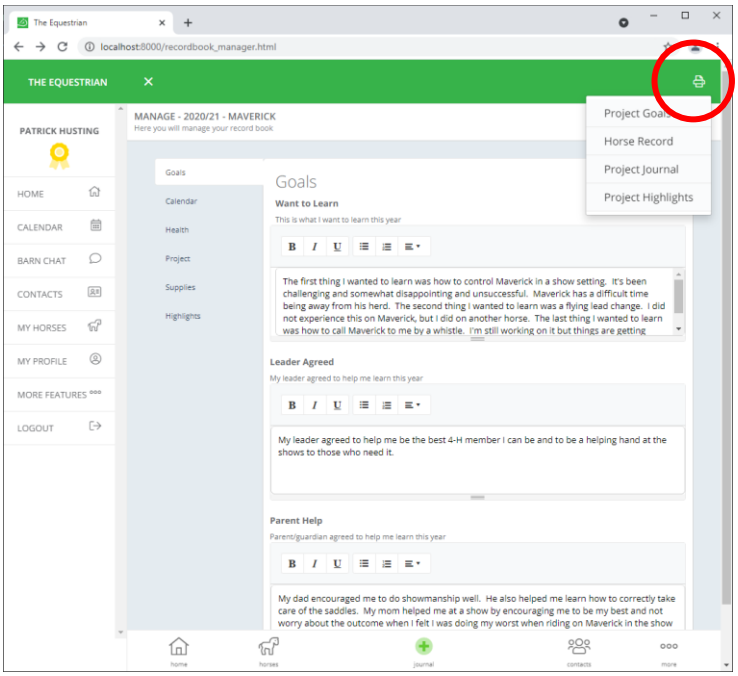
1. Just enter your highlights like you're typing a letter. The textbox will grow in size should you need more typing space.
2. When you're done, make sure you tap the **SAVE HIGHLIGHTS** button to save the comments.



Printing

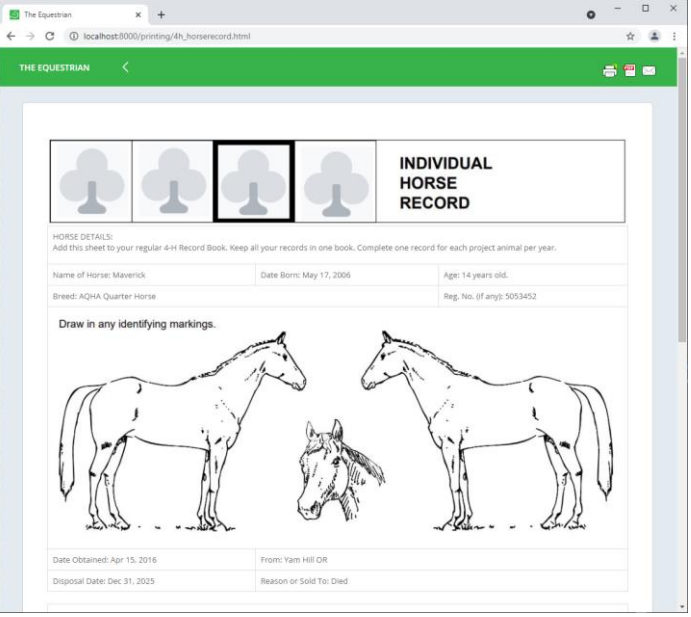
When printing, it is best to switch over to your computer.

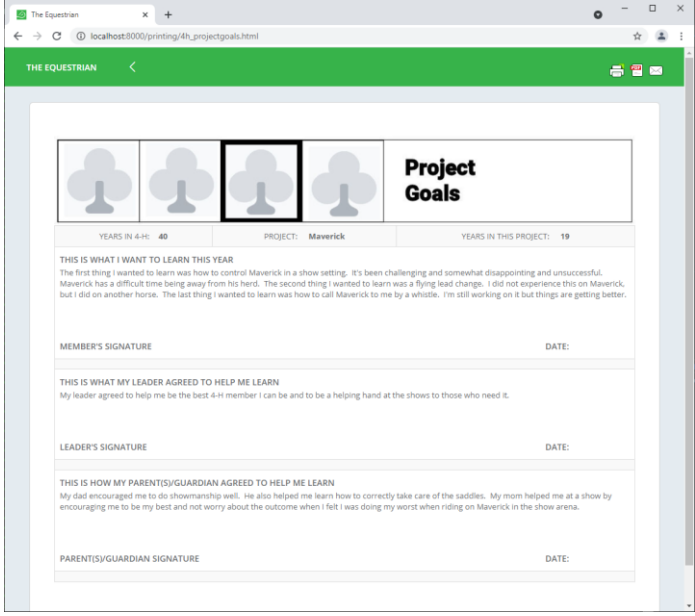
Visit https://equestrianapp.com/app and you can log into our web version using your same email address and password that you use on your phone. The web app works exactly the same as the mobile app too.



The reports required by the 4-H Record Book committee can be found in the upper right corner by tapping the Printer Icon

- Project Goals
- Horse Record
- Project Journal
- Project Highlights



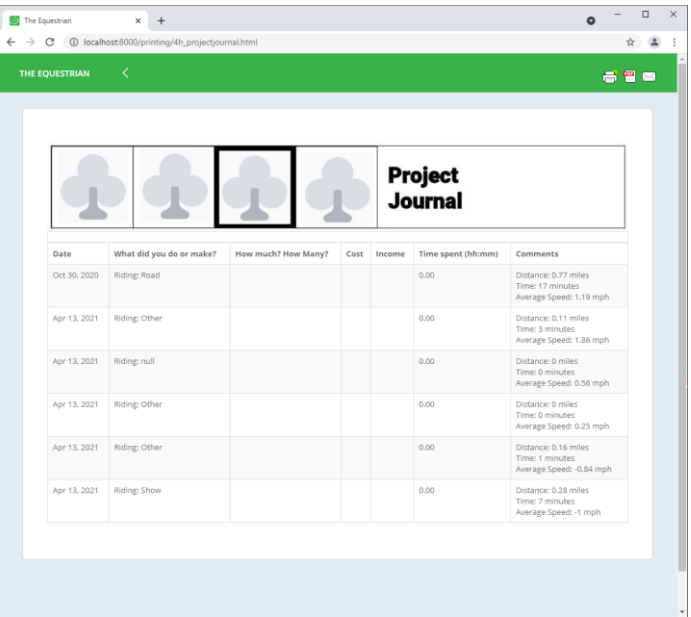


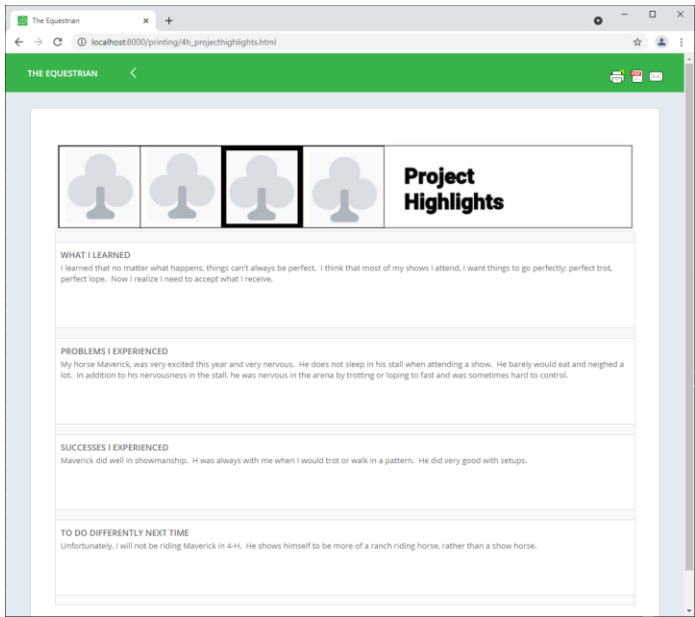
Print Preview

When you select your report, you'll get a quick print preview of the report you are about to print. You can scroll up and down to make sure your data is correct.

When you're ready to print, in the upper right is another printer icon. That will ready the report for your printer.

Tap the Okay button to start the print.





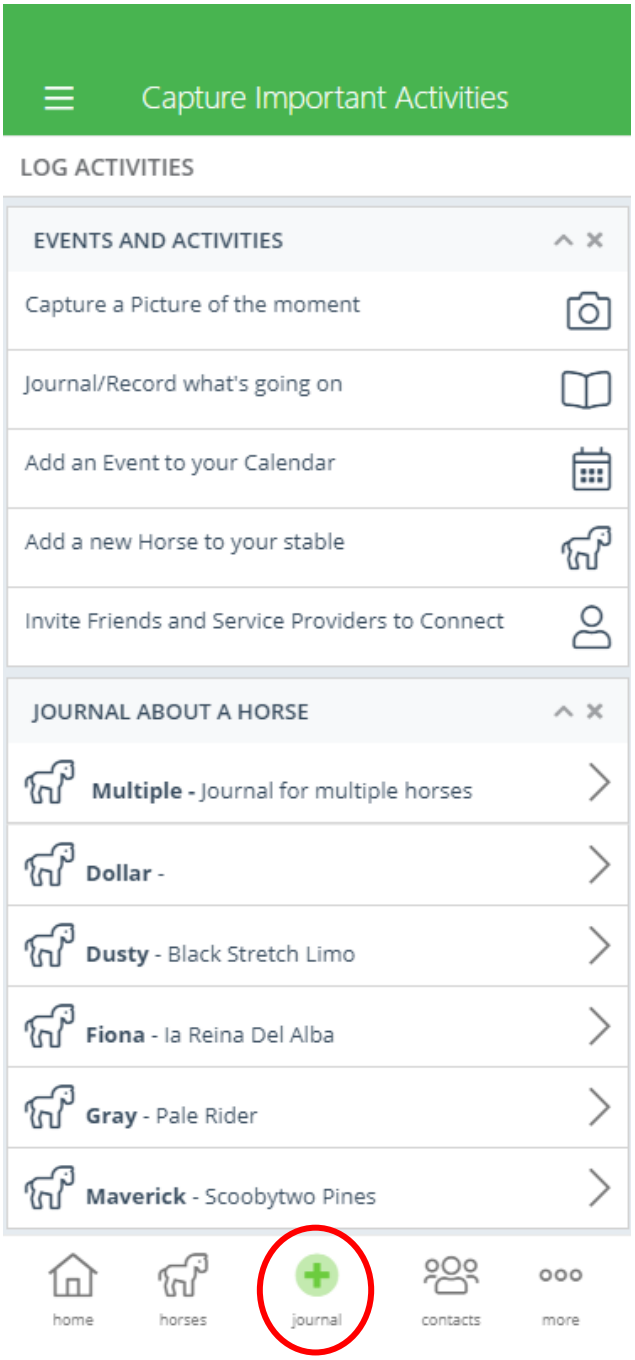
Journaling

Special Note

The power of The Equestrian App revolves around Journaling. At the bottom of the app you'll see the GREEN PLUS icon. That takes you to this Journaling screen.

There are a lot of activities you can browse and discover on your own, but the important one is your horses or animals below.

Tap your horse, let's say Maverick, and choose a category to Journal. This allows you to keep accurate and well organized journal of your equestrian activities.



Thank you

There are many other great features to explore in the app. Should you have any suggestions on making the app better, just email me at Patrick@EquestrianApp.com.