

# To digitally submit your Project or General Record Book

1. Download the current Word or PDF version of the project/record book from the [State 4-H website](#) (scroll to the bottom). Make sure you save the document to your computer before you begin to fill it out.
2. Save completed project/record book with the project or general name and 4-Her's first initial and last name  
i.e. Archery CJones or General CJones
3. Go to the UD Dropbox website : [www.udel.edu/dropbox](http://www.udel.edu/dropbox)



You may perform the following activities:

Click Drop off button

About the Dropbox

What is the dropbox?

Drop-off

Drop-off (*upload*) a file for a University of Delaware user.

Pick-up

Pick-up (*download*) a file dropped-off for you by a University of Delaware user.

If you are a University of Delaware user, you may also perform the following activities:

Login

Use your UDeID to log in and access features not available to the public.

This web page will allow you to drop-off (upload) one or more files for a Univer

### 1. Information about the Sender

Your name:  ← **Fill in the information in the first three blocks**  
(required)

Your organization:  ←

Your email address:  ←  
(required)

Send an email to me when the recipient picks-up the file(s).

Message to recipient(s):  ← **Type all that apply**

### 2. Information about the Recipient

Recipient 1: Name:  ← **Please send to this email address only - kklair@udel.edu**  
Email: @udel.edu ←

Upload a CSV or text file containing addresses:  
 No file chosen ← **Do Not Use**

### 3. Choose the File(s) you would like to Upload

File 1:  Delaware 4-H...-22-20).pdf  
Description:  ←

File 2:  Delaware4-H...te (1).docx  
Description:  ←

File 3:  Delaware4-H...eWitte.docx  
Description:  ←

File 4:  No file chosen  
Description:

← **Hit Drop-off the files**

**Upload your record books here—you can upload more than one. Please name your project book.**

[Return to the UD Dropbox Service main menu.](#)