

# ZSuite 4-H Record Books & You!

## Understanding the new record book system



### Create a family profile

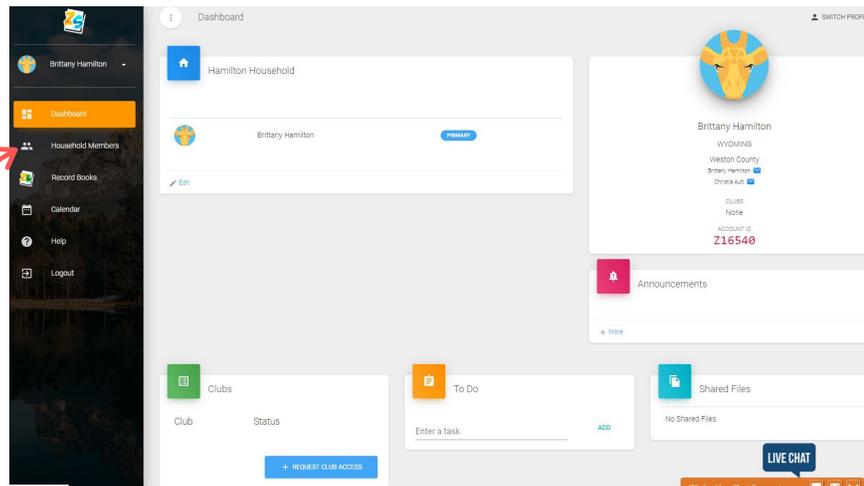
The screenshot shows the ZSuite login and sign-up interface. At the top is the ZSuite logo. Below it are two input fields: 'Email' and 'Password'. There are two buttons: 'LOGIN' and 'SIGN UP'. The 'SIGN UP' button is circled in red. At the bottom, there are links for 'Forgot Password?' and 'Help'.

1. Go to <https://4h.zsuite.org/> (open in Google Chrome, not Internet Explorer) You will see a screen like this.
2. As a family creating a new profile, select **Sign Up**.
  - a. Fill in the required fields (you can use your same email and password from 4HOnline).
  - b. Create a pin number (we recommend an easy-to-remember four-digit number, like the last four numbers of your phone number).
    - REMEMBER your password and pin number, you will need it to access your portfolios!
  - c. Select Wyoming and your home County.
  - d. Click **Let's Go**.

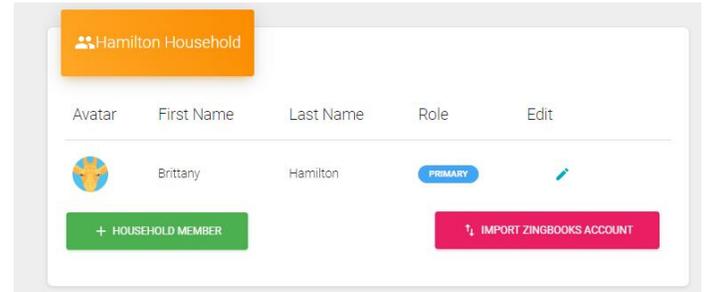
### Add members of family.

You should now be directed to the **Dashboard** screen.

1. To add members, in the black drop down menu, select Household Members
2. On the next screen, select
3. Fill in the required fields for one of your members.
4. Don't forget to add a club! Click
5. Finish by clicking

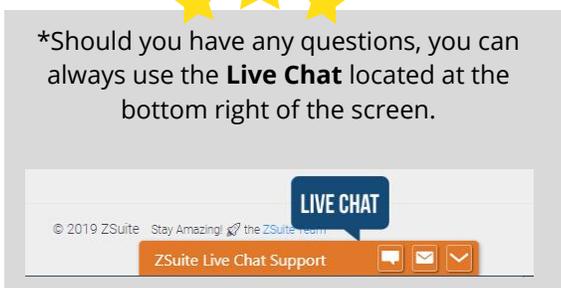


You will return to the **Household Members** screen. The member you added should appear in the list along with yourself. Repeat this process for the other members of your household.



The screenshot shows the 'New Household Member' form. It includes fields for First Name, Last Name, Avatar, Role (set to CLUB MEMBER), and Birthday. There is a '+ ADD CLUB' button at the bottom right and a 'SAVE' button at the bottom left.

\*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



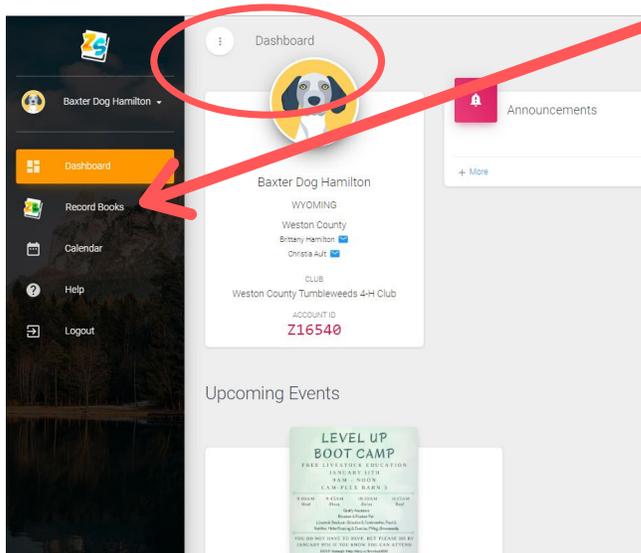
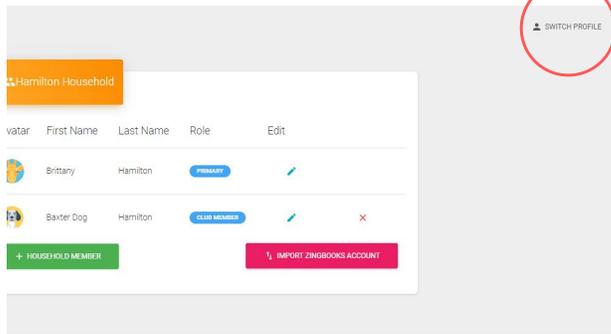
# ZSuite 4-H Record Books & You!

Understanding the new record book system



## Adding a Record Book

1. Whether you are on the **Dashboard** screen or **Household Members** screen, you will click on  located at the top right of the screen.
2. Click **Choose Profile** of the member you wish to add a record book for.
3. The next screen is the **Dashboard** for that member's profile.
4. In the black drop down menu, select  **Record Books**
5. The next screen is the **Record Books** screen. Click on  to add a record book for that member.



6. The next screen should look like this. Fill in the required fields for the project record book you wish to add.

### Example:

**Project Name:** Market Lamb

**Club:** Elk Mountain Outlaws (auto fills)

**Primary Category:** Animal Science

**Sub Category:** Sheep

**Record Book Type:** Junior Record Book

**Start Date:** 04/01/2020

**End Date:** 08/31/2020

7. Finish adding this record book by clicking 

  
\*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



You will return to the **Record Books** screen. Repeat this process for the remainder of the project record books for that member. **Switch Profile** and select the profile for the next member you wish to add record books for.

# ZSuite 4-H Record Books & You!

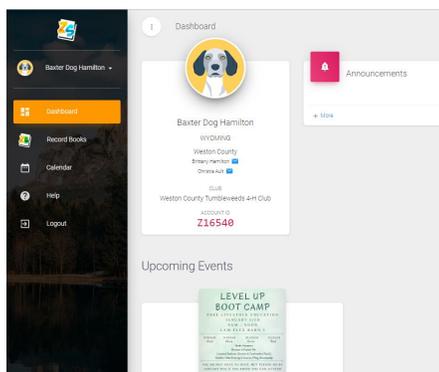
## Understanding the new record book system



### Editing a Record Book/Adding Info

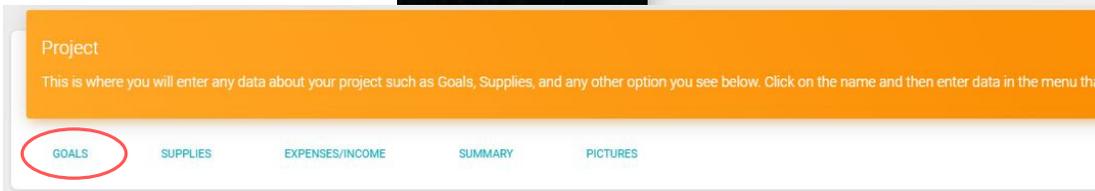
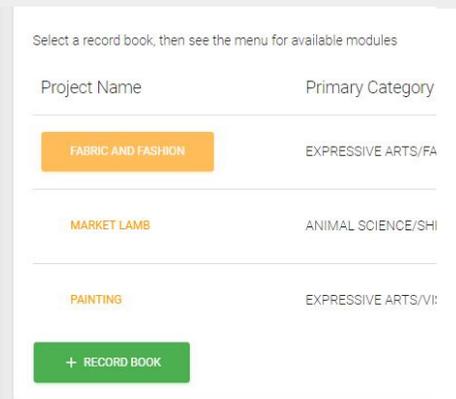
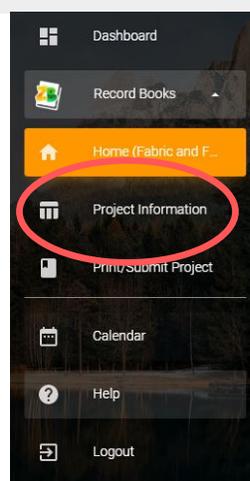
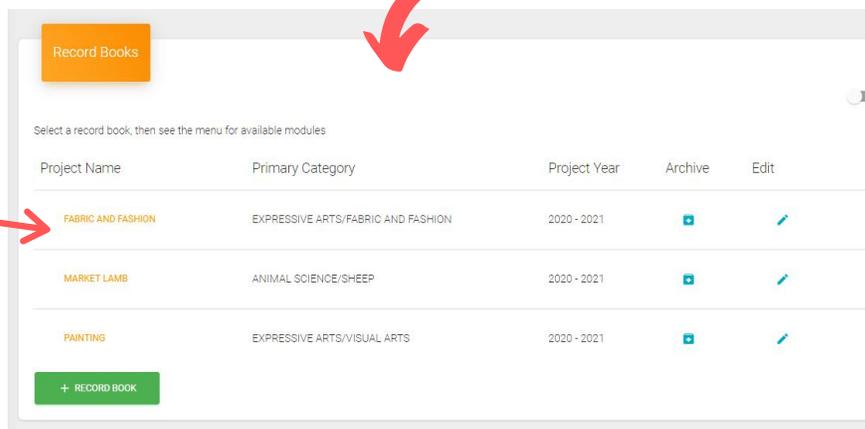
Once all of your child's project records are added, you are ready to edit/add goals!

1. To edit record books from log in page:
  - a. Log in using username and password.
  - b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
  - c. On the **Dashboard** screen in the black drop down menu on the left, select 
  - d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.

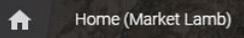


1. To edit record books from **Record Book** screen:

- a. Select the yellow **project name** of the project you wish to edit.
- b. In the black drop down menu on the left, a new option  **Project Information** should appear, and the project name you clicked on should be highlighted.
- c. Click  **Project Information**
- d. The next screen is the **Project Information** screen, and a yellow info bar should appear that says Project.
- e. Click the **blue** tool bar options to add goals, starting supplies, expenses, etc. to your project record.
  - i. REMEMBER to only add the goals and items for the project you have selected! Do not put every project's information here!



Repeat this process for all individual project record books for each member.

\*Note: To return to edit the other project records for the member, click  in the black drop down menu on the left of the screen. Select the next project to edit from the list, make sure it is highlighted in **yellow**, and click 

# ZSuite 4-H Record Books & You!

## Understanding the new record book system



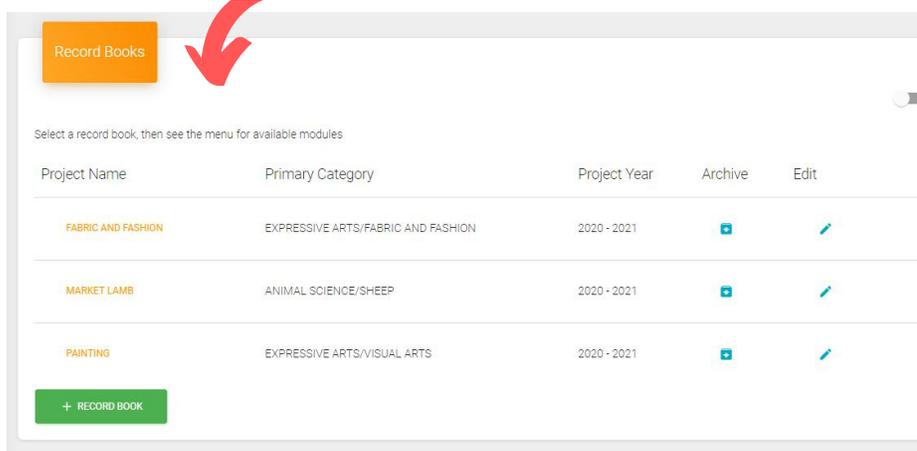
### Adding 4-H Year Involvement

Once all of your child's project records are added, and you have entered all of your project information including goals, supplies, expenses, etc., you are ready to add your 4-H involvement information! This includes your leadership, community service, state experiences, etc. This will be the same process as adding a project record.

1. To add/edit record books from log in page:
  - a. Log in using username and password.
  - b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
  - c. On the **Dashboard** screen in the black drop down menu on the left, select  **Record Books**
  - d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.

1. To add 4-H year involvement from **Record Book** screen:

- a. Select 
- b. On the **Create Record Book** page, call the project name My 4-H Year.
- c. Under the Primary Category menu, select My 4-H Year; the Sub Category will be 4-H Year Involvement. The record book type will be My 4-H Year Involvement Report
- d. Add beginning and end dates.
- e. Finish by clicking 



Record Books

Create Record Book

Project Name: My 4-H Year

CLUB: WESTON COUNTY TUMBLEWEEDS 4-H CLUB

PRIMARY CATEGORY: MY 4-H YEAR

SUB CATEGORY: 4-H YEAR INVOLVEMENT

RECORD BOOK TYPE: MY 4-H YEAR INVOLVEMENT REPORT

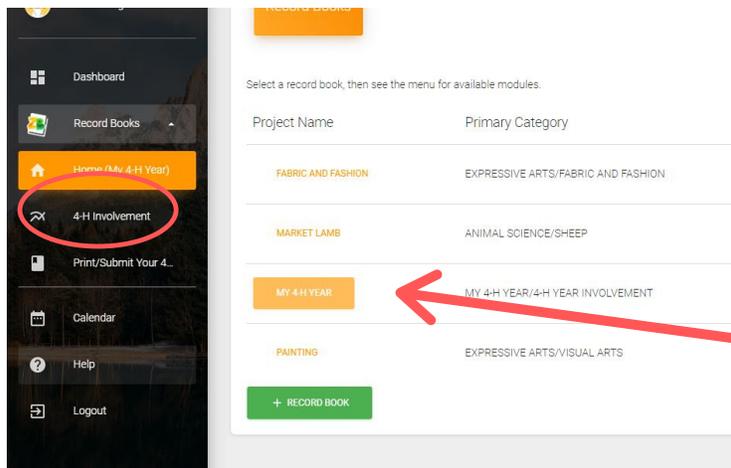
Start Date: 10/1/2019

End Date: 9/30/2020

# ZSuite 4-H Record Books & You!

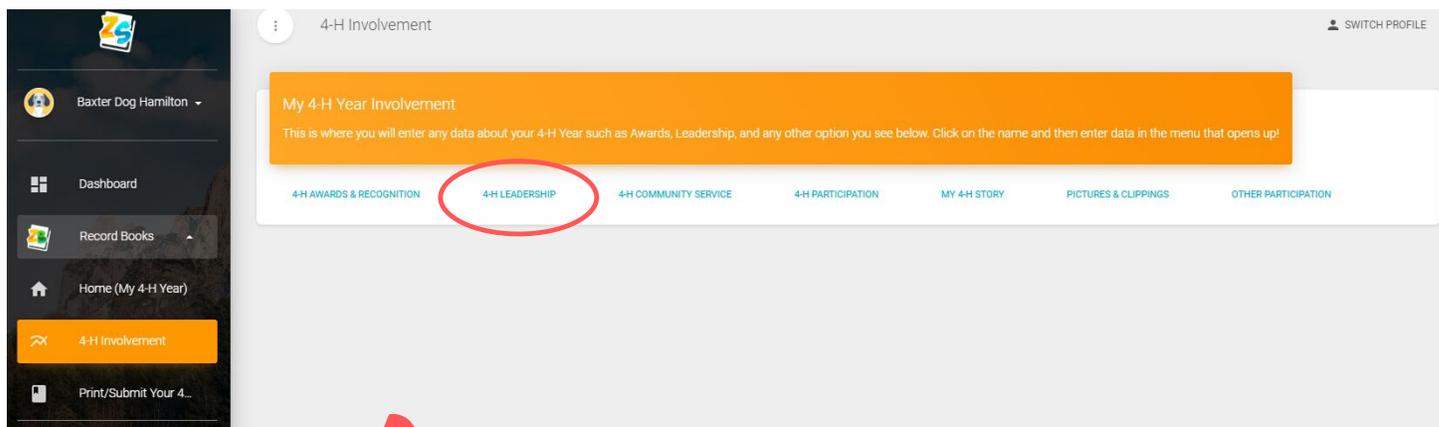
## Understanding the new record book system



### Adding 4-H Year Involvement Cont.

Once you have added My 4-H Year to your projects, you may add your 4-H involvement information, including community service, leadership, etc.

1. To add information to your 4-H Year, select the yellow **My 4-H Year** button from the projects list. In the black drop-down screen to the left, you will see a new option called  **4-H Involvement**. Select this option.



1. The next screen should look like this.
  - a. Select any of the **blue** tool bar options to add community service, 4-H leadership, 4-H awards, etc.
  - b. The format will be similar to the old online portfolios.
  - c. REMEMBER to **Switch Profile** if you have more than one member and repeat this process to add 4-H Year Involvement.

\*Note: To return to edit the other project records for the member, click  **Home (Market Lamb)** in the black drop down menu on the left of the screen. Select the next project to edit from the list, make sure it is highlighted in **yellow**, and click  **Project Information**

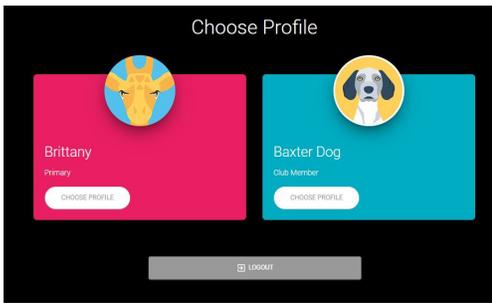


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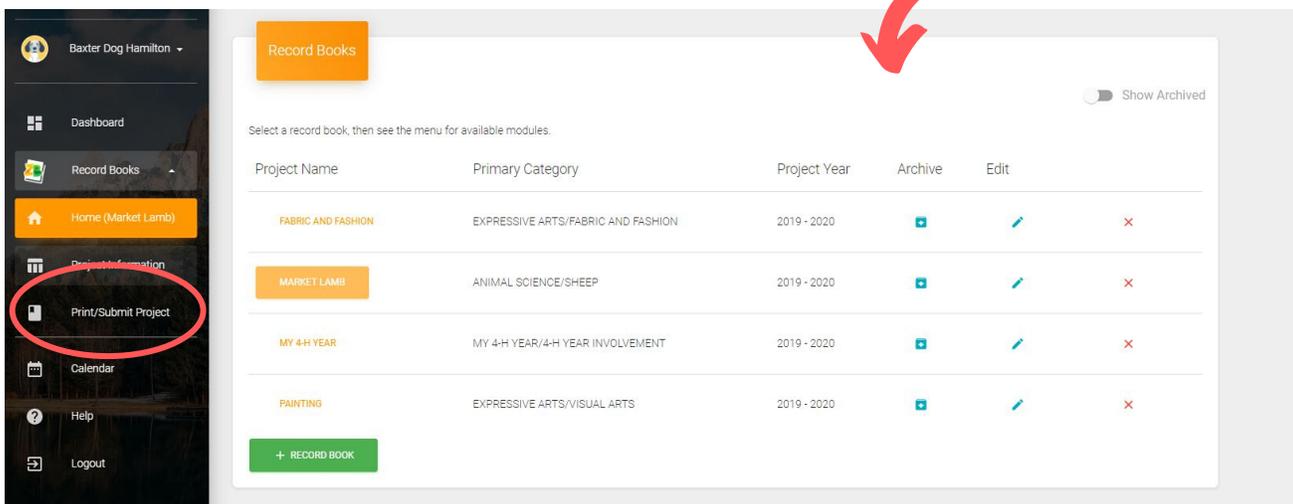
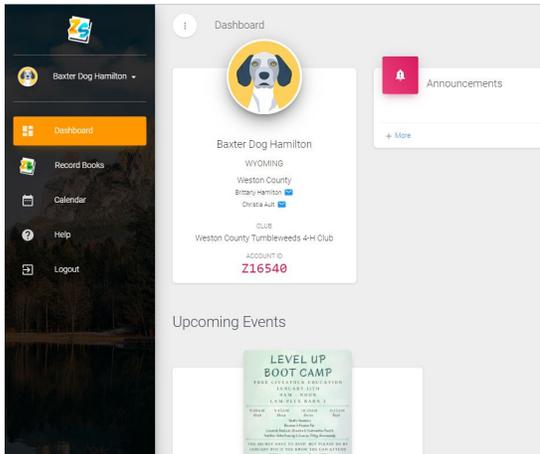


### Downloading/Submitting Project Record

After you have entered all of your project information for each project and have completed your 4-H year involvement, you are ready to submit/download/print your record books!

1. To submit/download/print record books from log in page:

- Log in using username and password.
- Select **Choose Profile** of the member you wish to print a record book for, this will take you to the member's profile **Dashboard**.
- On the **Dashboard** screen in the black drop down menu on the left, select  **Record Books**
- Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.



1. From the **Record Books** Screen:

- Select the project you wish to download/print/submit, make sure it is highlighted in **yellow**.
- In the black drop-down menu to the left, select  **Print/Submit Project**
- You can review the record book, and if there are no changes to be made, download/print/or submit that file.
- Repeat this process for all other record books and 4-H involvement for each member when it is time to turn them in or if you would like them saved to your computer.