

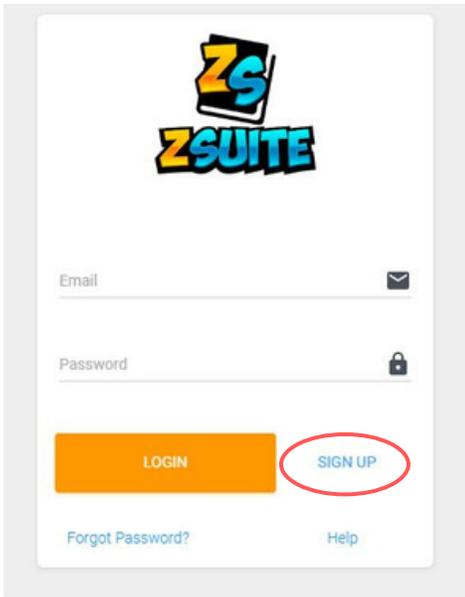
ZSuite 4-H Record Books & You!

Understanding the new record book system



Create a family profile

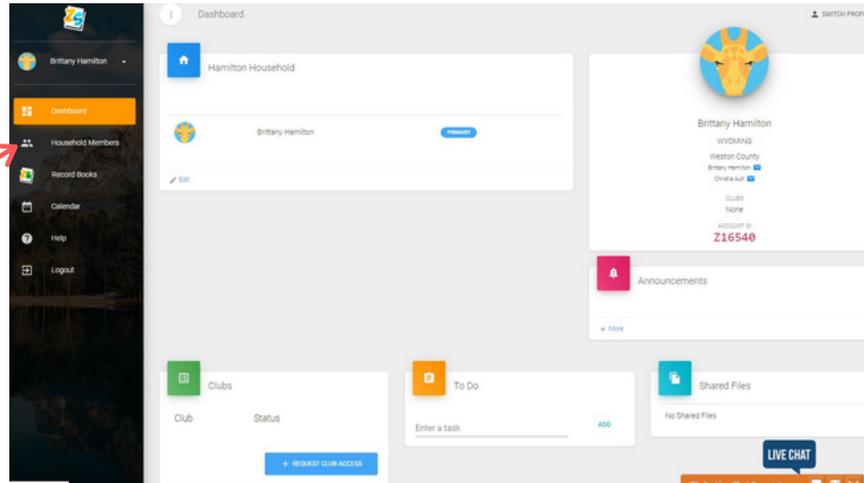
1. Go to <https://4h.zsuite.org/> (open in Google Chrome, not Internet Explorer) You will see a screen like this.
2. As a family creating a new profile, select **Sign Up**.
 - a. Fill in the required fields (you can use your same email and password from 4HOnline).
 - b. Create a pin number (we recommend 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**.



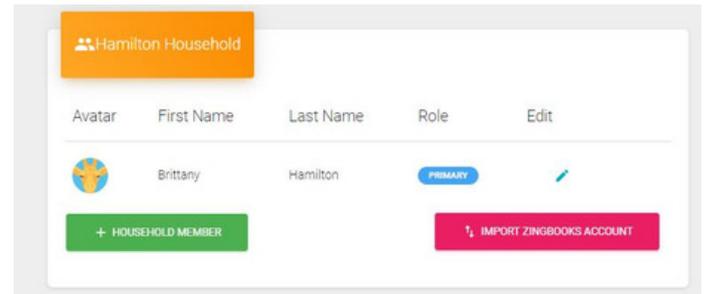
Add members of family

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

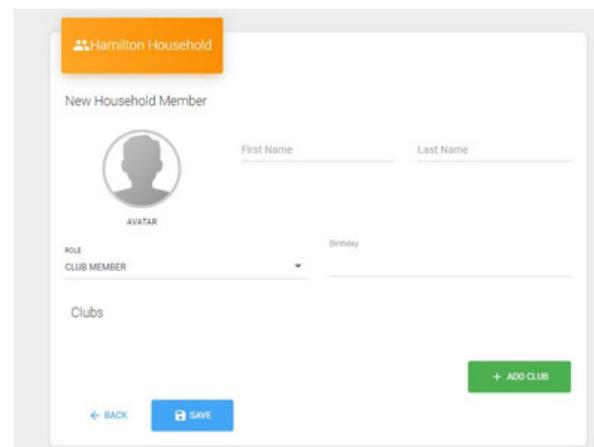
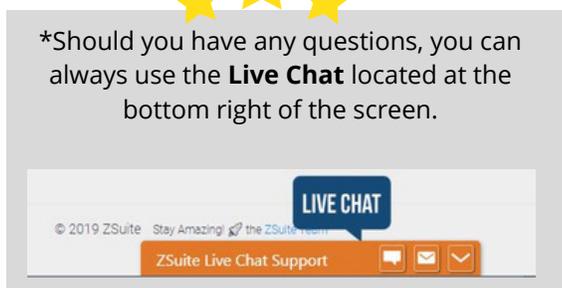
1. To add members, in the black drop down menu, select  Household Members
2. On the next screen, select 
3. Fill in the required fields for one of your members.
4. Don't forget to add a club! Click 
5. Finish by clicking 



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.



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

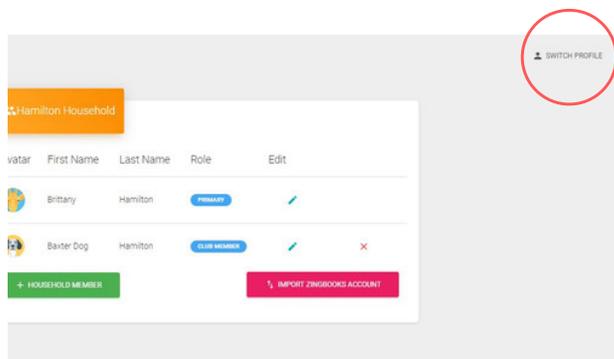


ZSuite 4-H Record Books & You!

Understanding the new record book system



Adding a Record Book

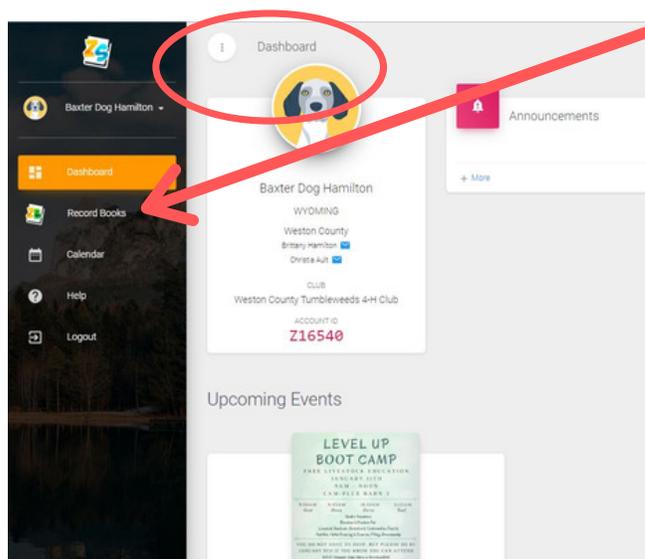


1. Whether you are on the **Dashboard** screen or **Household Members** screen, you will click on **SWITCH PROFILE** located at the top right of the screen.

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 **+ RECORD BOOK** 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 **SAVE**


*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 profiles and select the profile for the next member you wish to add record books for.

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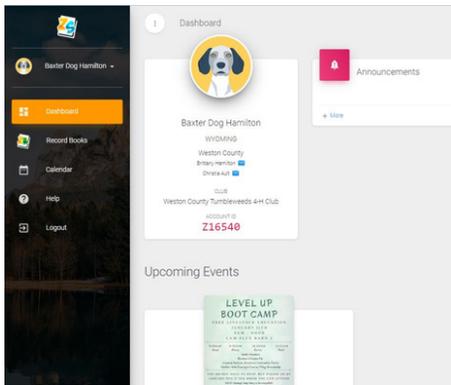
Understanding the new record book system



Editing a Record Book/Adding Goals

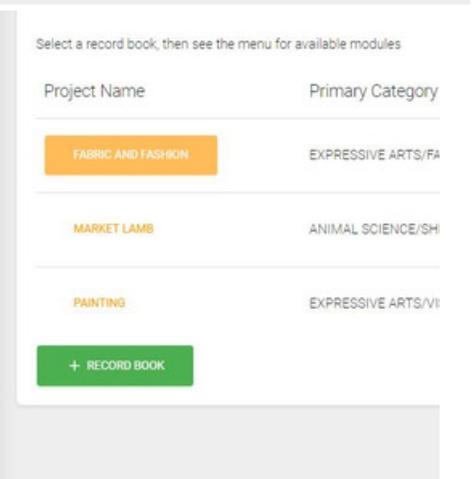
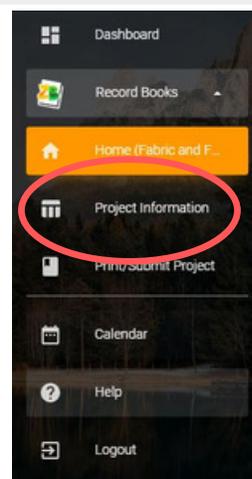
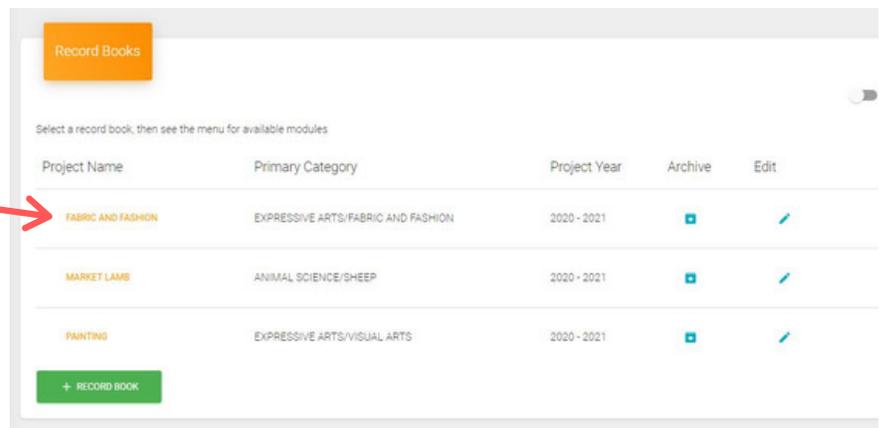
Once all of your child's project records are added, you are ready to edit/add goals!

- To edit record books from log in page:
 - Log in using username and password.
 - Select **Choose Profile** of the member you wish to edit 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 
 - Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.

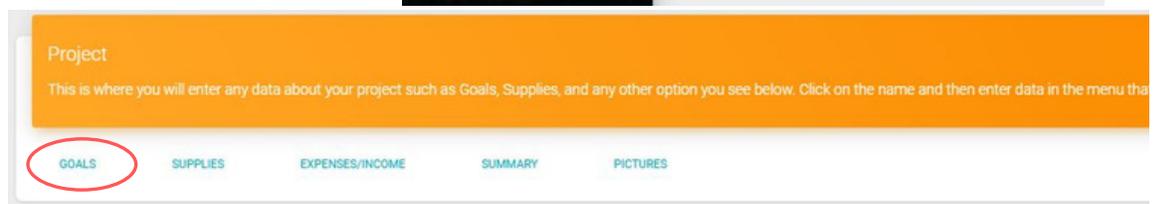


1. To edit record books from **Record Book** screen:

- Select the yellow **project name** of the project you wish to edit.
- 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.
- Click  **Project Information**
- The next screen is the **Project Information** screen, and a yellow tool bar should appear.
- Click the **blue** tool bar options to add goals, starting supplies, expenses, etc. to your project record.
 - REMEMBER to only add the goals and items for the project you have selected!



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



*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.