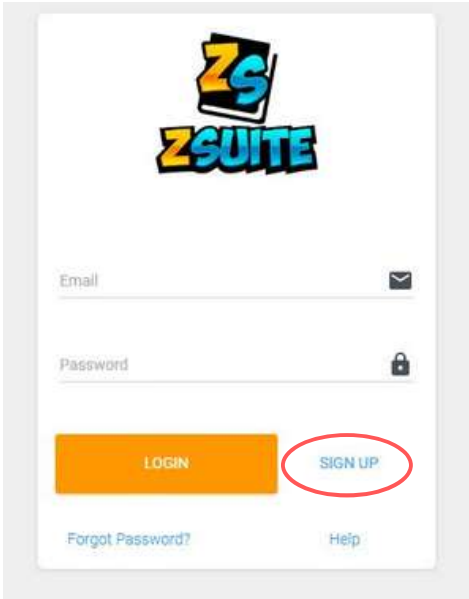


# ZSuite 4-H Record Books & You!

## Understanding the new record book system







### Create a family profile

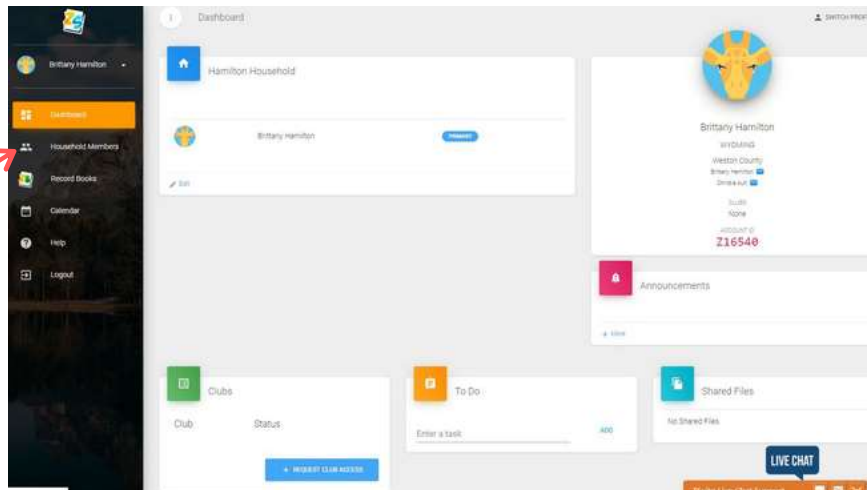


1. Go to <https://4h.zsuite.org/> (open in Google Chrome, not Internet Explorer) You will see a screen like this.
2. As a family creating a new profile, select **Sign Up**.
  - a. Fill in the required fields (you can use your same email and password from 4HOnline).
  - b. Create a pin number (we recommend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

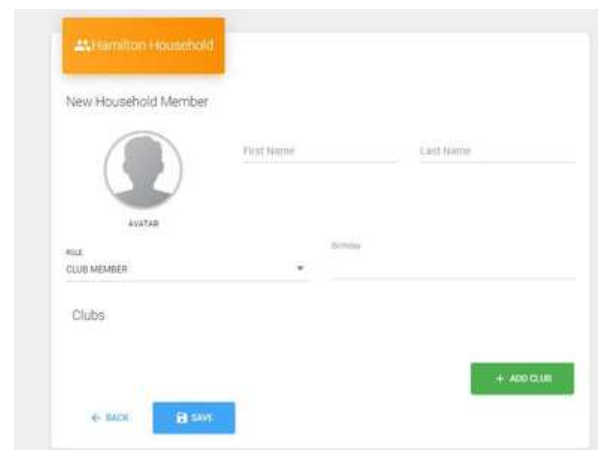
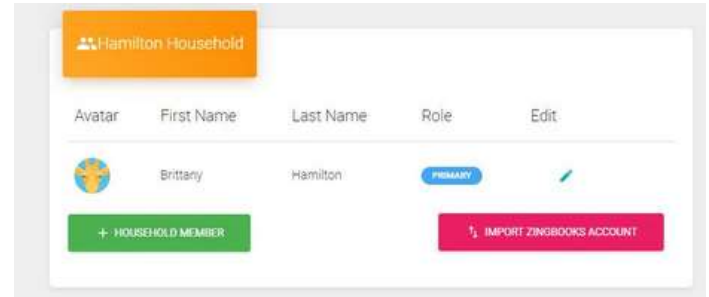
### Add members of family

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.

