

# CLOVER CHATTER

December

2022

JANUARY

2023



# UNIVERSITY OF WYOMING

College of Agriculture  
and Natural Resources  
**Extension**  
Johnson County

## *Johnson County Extension Winter Hours*

8:00 a.m.—12:00 p.m.

1:00 p.m.—5:00 p.m.

Weekdays

## *Johnson County Extension Summer Hours*

(Memorial Day through Labor Day)

7:30 a.m.—12:00 p.m.

1:00 p.m.—4:30 p.m.

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To Make the Rest Better



UW



Wyoming 4-H

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 4-H Council Exec. Mtg.	6	7	8 Fair Board Meeting @ 6	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 UW Closed	24
25	26	27	28	29	30	
WINTER BREAK Dec 26th thru Jan 3rd						



To Make the Best Better



UW

Wyoming 4-H

January 2023

&Sun		Mon	Tue	Wed	Thu	Fri	Sat
1		2	3 air pistol/rifle @ 4	4	5	6	7
8		9 4-H Council Meeting @ 6:30	10 air rifle/pistol @ 4	11	12 JC Fair Board @ 6	13	14
15	Beef tagging – Kaycee @ 10, Buffalo @ 1-3	16	17 Clover Buds @ 4 air rifle/pistol @ 4	18	19	20	21
22		23	24 air rifle/pistol @ 4	25	26	27	28
29		30	31 air rifle/pistol @ 4				





*Don't forget :*

December 23—January 3, 2023	UWE Winter Break
January 3, 2023	Air Rifle/Pistol
January 9, 2023	JC 4-H Council
January 10, 2023	Air Rifle/Pistol
January 12, 2023	JC Fair Board
January 15, 2023	Beef Tagging
January 17, 2023	Clover Buds meeting
January 17, 2023	Air Rifle/Pistol
January 31, 2023	Air Rifle/Pistol
February 7, 2023	Livestock Committee mtg.
February 7, 2023	Air Rifle/Pistol
February 9, 2023	JC Fair Board
February 13, 2023	JC 4-H Council
February 14, 2023	Air Rifle/Pistol
February 15, 2023	Foundation Scholarship Applications due
February 28, 2023	Air Rifle/Pistol
March 7, 2023	Indoor Archery
March 14, 2023	Indoor Archery
March 14, 2023	Clover Buds meeting
March 21, 2023	Indoor Archery
April 14-19, 2023	Nat'l 4-H Conference
March 21, 2023	Indoor Archery
March 26, 2023	Indoor Archery
April 28, 2023	State Wool Judging
April 29, 2023	State Meat Judging
June 20-22, 2023	Showcase Showdown
June 23 –25, 2023	Mountain Camp
July 6-9, 2023	State Shoot
July 18, 2023	Clover Buds meeting
July 28-August 6, 2023	JC Fair & Rodeo
August 14-20, 2023	Wyoming State Fair
September 12, 2023	Clover Buds meeting

I Pledge my **HEAD** to  
clearer thinking,  
My **HEART** to greater  
loyalty,  
My **HANDS** to larger  
service, and  
My **HEALTH** to better  
living,  
For my Club,  
My Community,  
My Country, and  
My World.

**University of Wyoming  
Extension**



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November 23<sup>rd</sup>, 2022

To the Johnson County (JC) 4-H Community,

Yes, this is the last issue of the Clover Chatter for 2022. What a year 2022 has been! We continue to be supported by a great system of volunteers and community leaders. I will forever be thankful for the support and trust Johnson County and its leaders have for the 4-H program and the youth in our communities. When you have the opportunity, thank our 4-H Council, our Fair board, our leaders, our County Commissioners and elected officials. As well, all of the committees in the 4-H realm that make things possible, like the awards committee, the YES committee, the Livestock Committee, our superintendents, etc.

This year we expanded membership and grew even farther than I ever expected! We ended the year with 326 active members in JC 4-H and just shy of 80 active adult volunteers. Johnson County youth represented at both county and state fairs, state and international competitions, and as always, they performed at the highest level of competition. If you are reading this as a parent or guardian, it is your kids that make this program so terrific. If you are reading this as a volunteer or leader, please be reminded that you are doing amazing work with the youth in Johnson County and their success is based on the learning they get to do with you as volunteers.

Please remember to re-enroll as leaders and as members into the ZSuites program. It is imperative that we have you re-enrolled so we know your project areas and can keep you informed as to upcoming opportunities you may have! We strive to create a positive club experience, where kids and adults feel important and a valued member of the club. This goes for our project area meetings as well! As we start the new year of 4-H, please do not forget to invite 4-H alumni, 4-H Council, Fair Board members or County Commissioners to attend your club activities. Even if the folks you invite cannot attend, they will certainly be delighted by your invitation.

Due to the UWE winter break and the closing of the JC UWE office, the next issue of the Clover Chatter will come out in February, with January notifications sent out via mailings, ZSuites announcements and the JC Facebook page. If you have any questions in the meantime, feel free to contact us with anything! We in the UWE office wish all a happy holiday season and anticipate great things for JC 4-H in 2023! We are thankful for the commitment of a proactive 4-H council, dedicated adult leaders, caring county commissioners, community supporters, & the great youth enrolled in Johnson County 4-H!

Extension Educator, 4-H Youth Development  
Johnson County Extension Office  
University of Wyoming Extension

## Johnson County 4-H Council Meeting Minutes November 11, 2022

The meeting was called to order by Amanda Monterastelli, President at 6:30 pm in Buffalo, Wyoming at the Johnson County Community Building.

**Attendance** - See attached sheet

**Pledges** - Kayden Light led us in the Pledge of Allegiance and Mya Hall led us in the 4-H Pledge.

**Secretary's Report** - The Secretary's minutes from the October Council meeting were not read as they were published in the November Clover Chatter. Gabi Hall made a motion to approve the minutes as published, Karrina Basset seconded the motion. The motion was carried.

**Treasurer's Report** - Lesley Pearson presented the Treasurer's Report for the month of October. Ashlee Basset made a motion to approve the Treasurer's Report as presented, Joe Hall seconded the motion. Motion was carried.

### **Club Reports**

**Kountry Kids** - It was reported that they reviewed their By-laws and discussed Demonstration Day

**Krazy Kritters** - Mya Hall reported that they will have a meeting next week

**Winchesters** - Jackie Benton reported that at their last meeting they elected new officers and discussed club goals

**Powder River** - It was reported that they elected officers and did Highway Clean up

**Clover Colts** - It was reported by Kayden Light that they elected officers and discussed their upcoming Christmas Tree Fundraiser

### **Committee Reports**

#### **Programs:**

*Shooting Sports* – In January, an Informational meeting will be held. They will start with Air Rifle and Air Pistol in January. It was conveyed that the NRA grant is used to supply ammunition and that there is potential out there to provide matching dollars for the future indoor facility.

#### **Publicity:**

#### **Fundraising:**

#### **Awards and Recognition:**

**Livestock Committee:** Last meeting was November 1st. January 15th is Tag Day, tags are backordered, hopefully they will get here

**Junior Leaders:** Did a great job helping with Achievement Night

#### **Scholarship Committee:**

**Mountain Camp:** June 22nd-25th 2023

#### **Special Committees:**

### Old Business

- Chartering is going well, only one more club left
- Enroll into ZSuites for the 2022-2023 4-H year. Over 150 members and volunteers to date!
- Great turn out for Achievement Night, approximately 160

### New Business / Announcements

- The 2022-2023 Budget was presented. Gabi Hall made a motion to accept the budget as presented by Lesley Pearson. Mya Hall seconded the motion. The motion was carried.
- The Christmas Parade Float committee will meet on Tuesday November 22nd at 5:30pm. The theme is "Country Christmas"
- SIGN UP!!! Committees for 2022-2023 and new officers
- Hoping to continue Woodshop for the 3rd year, discussing with Mr. Farwell and Mr. Ostheimer
- High School Shotgun Club meeting Thursday November 17th at BHS
- Powder River 4-H Club has new leaders, Cassidy Sutton and Summer Hanson
- The Hughes Foundation was discussed. It is a grant that helps lower income families, each county can receive up to \$1000
- 4-H Council New Officers
  - Vice President - Brent Painter
  - Secretary - Krysten Alger
- Next Council meeting January 9th at 6:30pm at Johnson County Fairgrounds

Meeting was adjourned at 7:18 pm

Respectfully submitted

Gina Pehringer

4-H Council Secretary



Clover Colts 4-H Club members recently cut trees for their annual fund raiser of selling Christmas Trees on December 3rd.





## **Meeting Dates:**

**2022**

December : No Meeting – Happy Holidays!

**2023**

January: 17<sup>th</sup> @ 4 pm – Extension Office

February : Look For Our Mailing Packet of Activities!

March : 14<sup>th</sup> @ 4 pm – Extension Office

April : Look For Our Mailing Packet of Activities!

May : 16<sup>th</sup> @ 4 pm – Extension Office

June : 13<sup>th</sup> @ 4pm – Location TBD

July : 18<sup>th</sup> @ 4 pm – Location TBD

August : Fair Time!

September : 12<sup>th</sup> @ 4 pm – Location TBD

October : It's the New 4-H Year!

From the AG Desk



The **poinsettia** is an icon of the winter holiday season. The classic green and red plants brighten up any room. They do best in places with bright light and if they are allowed to dry out between waterings.

Donna and I were recently discussing her potted poinsettia that lives at the Extension office. It sits on the kitchen table and gets light exposure from the sliding glass door to the west. How old do you think Donna's poinsettia is? (Answer given below!) It turns out they can make good houseplants if you don't give up on them in the New Year.

If you have a **4-Her interested in gardening or horticulture projects**, houseplants can be an easy place to start. They provide an opportunity to learn about the responsibility of caring for another living thing (a good way to work up to a puppy, bum lamb, or bottle calf), and I think they are just plain fun to watch grow. Reach out to the Extension office if you would like more information on growing houseplants or on the Gardening & Horticulture 4-H project area.

Poinsettia production is big business in California, and there are plenty of opportunities for careers in the consumer horticulture industry here in Wyoming. Just because it doesn't look like the agriculture we are familiar with doesn't mean it isn't agriculture.

Finally, if you find yourself in possession of a poinsettia this December, check out "Saving Poinsettias for Next Year" on the UWyoExtension YouTube page to learn how to keep the blooms coming.

Merry Christmas & Happy Holidays to all!



-Micah

Contact: [mmost@uwyo.edu](mailto:mmost@uwyo.edu) or 307-684-7522

Answer: Donna was given her poinsettia as a Christmas gift 5 years ago, which means the plant is nearly 6 years old! It could enroll in 4-H in 2 years if it wanted to.

P.S. If you live on a ranch, make sure to tell your parents that poinsettias are in the same family as leafy spurge (*Euphorbiaceae*). They aren't going to invade your pasture, though, so you can enjoy them in peace.



## Attention Seniors

Each year the Wyoming 4-H Foundation awards thousand of dollars in scholarship to youth that will be attending a college, university, or technical school to further their education.

As you consider your next steps in your education and career path, your involvement in 4-H may help you obtain scholarships at the college you choose to attend. The Wyoming State 4-H Foundation has updated their application. Find out details at <http://www.wyoming4h.org/4hfoundation/scholarships>.

Applications are due by **FEBRUARY 15, 2022!**

Please phone the State 4-H Office if you have any questions (307) 766-5170.

## Johnson County 4H Shooting Sports 2023

We are a month away from the start of our Shooting Sports season. **Please enroll on Z-Suites** in each of the shooting disciplines you wish to participate in.

Starting, Tuesday, January 3 at 4:00 p.m., Air Rifle and Pistol practices will commence. Practices will run until 6:00 p.m. each week in the Fairgrounds Community Building. We encourage parents to stay while their kids shoot. We will hold practices through February for Air Rifle & Pistol.

When we enter March, we will commence indoor Archery. This will run every Tuesday evening, 4:00-6:00.

We are looking forward to seeing you.

Johnson County 4H Shooting Sports



### **KOUNTRY KIDS 4-H CLUB**

On Nov 21<sup>st</sup>, 2022, the Kountry Kids 4-H club had our meeting. The meeting started with roll call & the Secretary and Treasure reports. We welcomed our new members, Kinsley Painter, Maddie Bissett, Gable Ruby, & Ethan Rabou. Next, we got the council report and the livestock committee report. After that we moved on to old and new business. The highlight of the meeting was nominating and voting on our new officers. The results are: President is Emma Pehringer, Vice President is Kaitlyn Painter, Secretary is Jolene Foss and the new Treasure is Klarissa Painter. Other officers: Historians are Maddie Bissett & Milan Monterastelli, Reporter is Sara Shoup, Recreational Leaders are Cort Hammerich & Griffin Ruby, Callers are Paislee Stevens & Ethan Rabou. The new officers were installed with a ceremony. We had refreshments by the Monterastelli & Pehringer's and the meeting was adjourned.

Respectfully submitted by:

Sara Shoup, Kountry Kids Reporter

### **CLOVER BUDS**

Clover Buds held their first official Kaycee Clover Buds meeting. There were 6 kids in attendance. We learned about the life cycle and making of a pumpkin. Carved pumpkins and then took them to the local Bunkhouse for the senior citizens to enjoy. WE made a great turn out for our first meeting and will meet again in December for some winter fun and learning.

### **CACTUS 4-H CLUB**

Cactus held their first meeting of the year right after the Clover Buds meeting. Bailee & Grady Alger & Grace Jones volunteered to help Clover Buds with their pumpkin projects. Held elections, set club and personal goals for the year, started brainstorming fundraisers, education & community service ideas as well. We welcome a new family to our club and are excited to get the year rolling with some big and different things in plan.

### **BLUE RIBBON 4-H CLUB**

Blue Ribbon 4-H Club had their regular November monthly meeting Nov. 8, 2022 at Cotant Family Dentistry. We started with the Pledge of Allegiance and 4-H Pledge with roll call and officer reports given. We had two new families join our club. Old business was discussion of our highway clean-up we were to have on Nov. 4th. We could not do this as the county did not have a record of the last club they gave the bests to and we are not allowed to pickup trash without these vests. We will schedule for another time when the best have been found. New business was electing new officers for this 22-23 year. President-Kaelyn Cotant, Vice President-Justin Sullivan, Secretary-Theo Martin, Treasurer-Bryson Kolb, Reporter-Sawyer Kolb, and Historian/Photographer-Brayden Gay. Our club will again help with wrapping for the Christmas Kid Shop in December. Waiting further details from the FFA. The Schultz family will attend the 4-H Council Meeting December 14, 2022. Bryson and Sawyer Kolb will host the meeting for December with snacks and presentations on Dec. 13, 2022 at 6:30 p.m. We enjoyed refreshments from the Schultz family and we did not have a presentation as we elected officers.

Respectfully submitted, Sawyer Kolb, Reporter

### **KRAZY KRITTERS 4-H CLUB**

On Sunday November 20th the Krazy Kritters 4-H Club met for the first meeting of the 4-H year. We started with the pledge of Allegiance, 4-H Pledge, the treasurer's report and the minutes from the last meeting. We then reviewed and signed member agreements. After that we broke into our committees and discussed what we plan to do in the coming year. New officers were elected. Our officers this year are President-Gabi Hall, Vice President-Hayden Geis, Secretary-Grace Geis, Treasurer-Halle Crozier, Reporter-Jayden Stoltz, and the Historians-TC Irish & Brett Shavlik. After officers were elected we discussed our goals and community service projects for the year. Our next meeting will be December. The meeting wads adjourned.

Respectfully submitted,

Jayden Stoltz, Krazy Kritters Reporter



## DECEMBER BIRTHDAYS

Lance Rabel (1st)	Jalen Frausto (3rd)	Johnny Frausto(3rd)
James Foss (5th)	Zophia Miller (5th)	Jack Gampetro (3rd)
Gavin Shavlik (8th)	Carson Bergstreser (9th)	Adelie Gonzales (9th)
Sara Shoup (9th)	Riley Klasinski (10th)	Brody Farris (11th)
Ace Neville (11th)	Andrew Rogers (11th)	Callie Getchell (14th)
Adeline Schimmel (14th)	Jamie Curuchet (16th)	Chantel George (19th)
Brooklyn Schultz (19th)	Logan Jordahl (20th)	Griffin Ruby (20th)
Ellie Walter (20th)	William Witt (20th)	Kayden Light (21st)
Eira Moses (21st)	Chamille Clark (22nd)	Lily Jordahl (26th)
Tylynn Smith (26th)	Case Baker (28th)	Kade Benton (28th)
	Catherine Campbell (29th)	

## JANUARY BIRTHDAYS

Miranda Dunham (1st)	Brooklyn Gay (2nd)	Lincoln Bodray (3rd)
Ammarie Pierson (3rd)	Cody Leighton (4th)	Ryan Merritt (13th)
Gwen Icanberry (14th)	Jorgen Michelena (15th)	Ezmyrelda Frausto (16th)
Mason Shelley (16th)	Addison Baker (17th)	Grace Geis (17th)
Iyla Schartz (17th)	Norris Graves (19th)	Hannah Qualm (20th)
Tayden Escosz (21st)	Brenin Petermann-Powers (22nd)	Trey Saur (22nd)
Bridger Bennett (23rd)	Colie Rodriguez (23rd)	Paislee Stevens (23rd)
Jayden Stoltz (24th)	Ashley Yeager (26th)	Bailey Yeager (26th)
Devin Johnson (27th)	John Ramirez (29th)	Karma Thomas (29th)





## **BEEF TAG INS**

**SUNDAY**

**JANUARY 15, 2023**

**10:00—KAYCEE**

**(location to be determined )**

1:00 to 3:00 p.m.

RULE RANCH

(12 Green Trees Rd Buffalo)

All market beef animals must be tagged with EID tags by February 1, 2023. If unable to be present on the 15th of January, please contact the beef superintendent, Mary Klaahsen at (307) 217-0250 to make other arrangements.

All heifers who will be entered in the Supreme Cow Contest need to have them tagged and weighed on the 15th of January.



Natrona County invites ALL Wyoming 4-H rabbit exhibitors to their clinics to improve on your skills and knowledge. Clinics are being taught by Natrona County's rabbit superintendent < Veronica Mason.

# 2023 Rabbit Clinic

**Clinics start @ 9AM, Location: ARLC Building**

**Sign up at : <https://www.facebook.com/oil-city-thumpers-398801110535193/>**

- **January 14, 2023: Rabbit Housing & Feeding- Casper Room**
- **February 11, 2023: Meat Pens- Midwest/Edgerton Room**
- **March 18, 2023: Committee Meeting- Mills/Evansville Room**
- **April 15, 2023: Breed ID, Breed Tattoo, Showmanship, ID Forms Clinic- Casper Room. Bring your healthy, clean rabbits and carpet square**
- **April 26, 2023: Tattoo Clinic – Time TBD PIC**
- **May 14, 2023: Getting ready for Fair – Fair Prep- Mills/Evansville Room**
  - o No Rabbits needed.
- **June 3, 2023: Mandatory Meat Pen Tattoo Clinic/Mock Show- Casper Room**
  - o We will have separate areas set-up for showmanship. Please make sure your rabbits are clean and healthy. We also ask you to dress like you will for the show at fair and bring a clean carpet square for showmanship.

**We will only be offering two tattoo clinics this year.**

**Please plan accordingly.**

# ZSuite 4-H Record Books & You!

## Understanding the new record book system



### Create a family profile

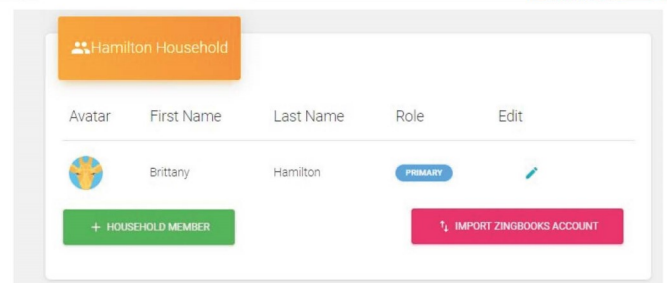
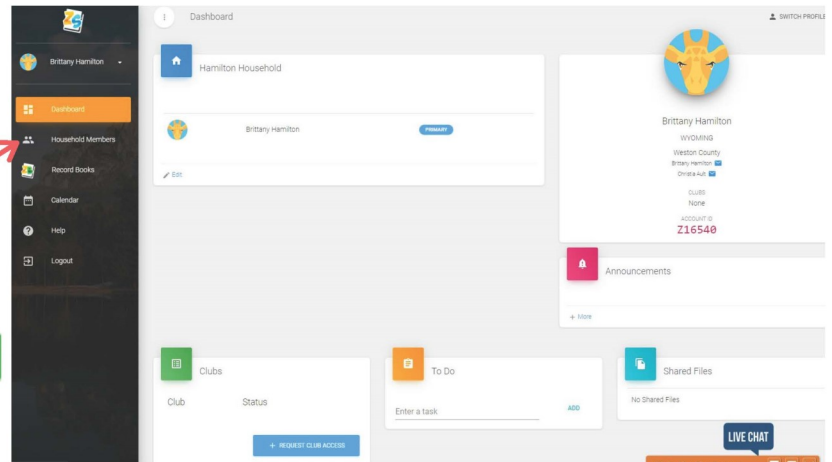
1. Go to <https://4h.zsuite.org/> (open in Google Chrome, not Internet Explorer) You will see a screen like this.
2. As a family creating a new profile, select **Sign Up**.
  - a. Fill in the required fields (you can use your same email and password from 4HOnline).
  - b. Create a pin number (we recommend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

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

### Add members of family

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

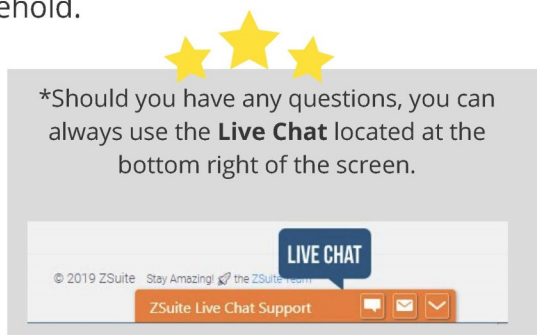
1. To add members, in the black drop down menu, select **Household Members**
2. On the next screen, select **+ HOUSEHOLD MEMBER**
3. Fill in the required fields for one of your members.
4. Don't forget to add a club! Click **+ ADD CLUB**
5. Finish by clicking **SAVE**



The image 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 'Clubs' section and buttons for '+ ADD CLUB', 'BACK', and 'SAVE'.

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.








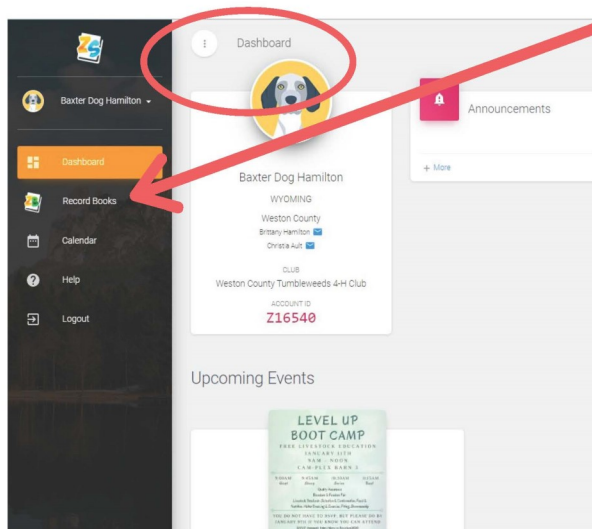
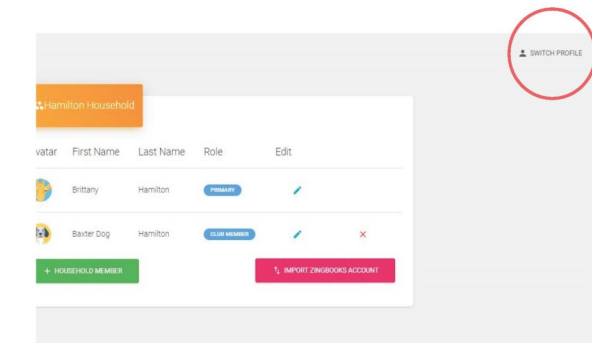
# ZSuite 4-H Record Books & You!

## 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  to add a record book for that member.



**Record Books**

Create Record Book

Project Name  CLUB

PRIMARY CATEGORY  SUB CATEGORY

RECORD BOOK TYPE  Start Date

End Date

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

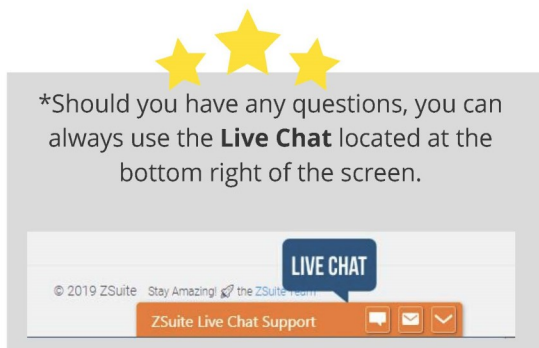
**Record Book Type:** Junior Record Book

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

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

7. Finish adding this record book by clicking 

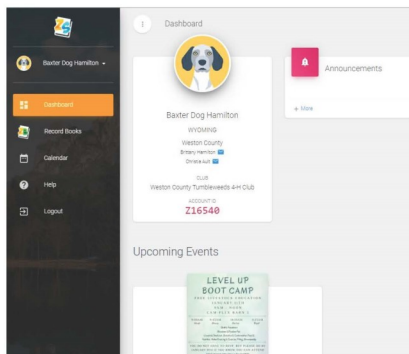
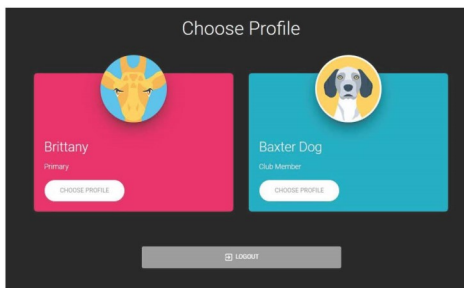
\*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



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!

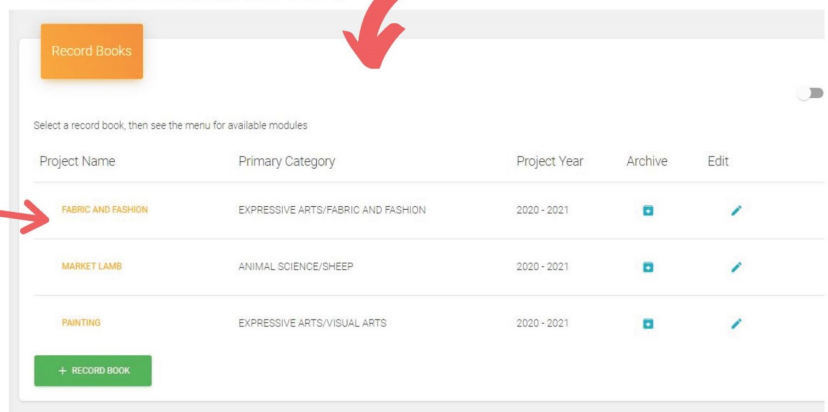
## Understanding the new record book system



### 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  **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 edit record books from **Record Book** screen:

a. Select the yellow **project name** of the project you wish to edit.

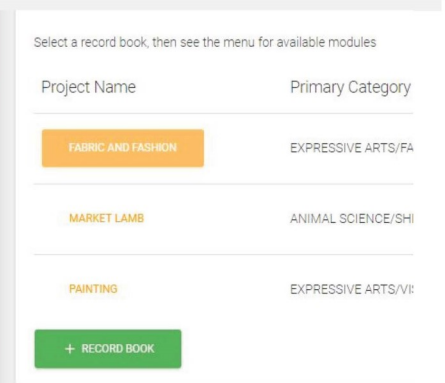
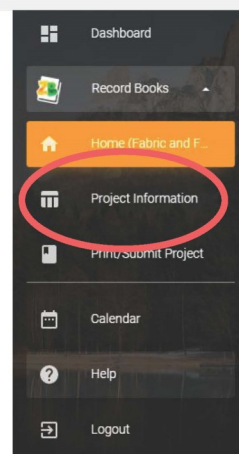
b. In the black drop down menu on the left, a new option  **Project Information** should appear, and the project name you clicked on should be highlighted.

c. Click  **Project Information**

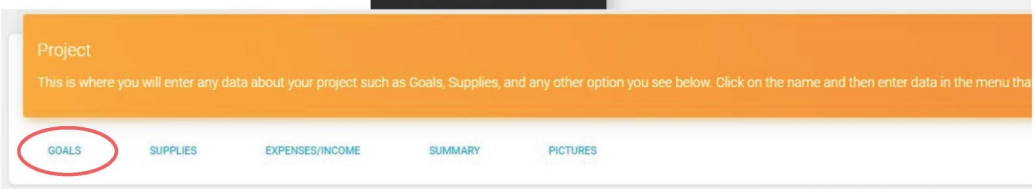
d. The next screen is the **Project Information** screen, and a yellow info bar should appear that says Project.



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!



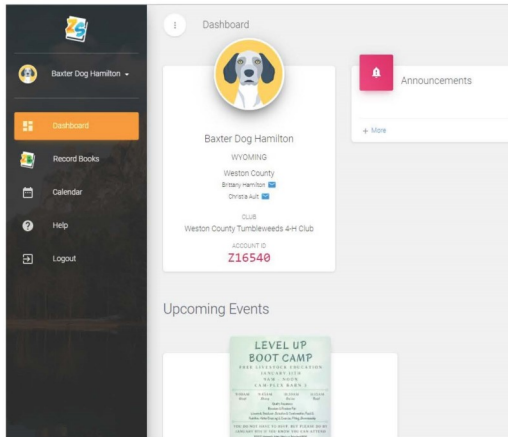
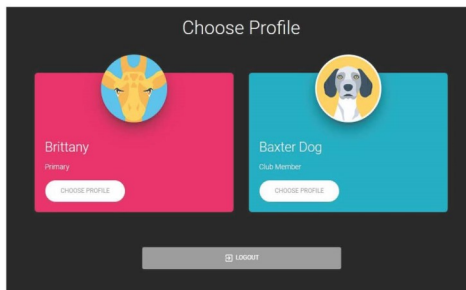
Repeat this process for all individual project record books for each member.



\*Note: To return to edit the other project records for the member, click  **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**

# 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.

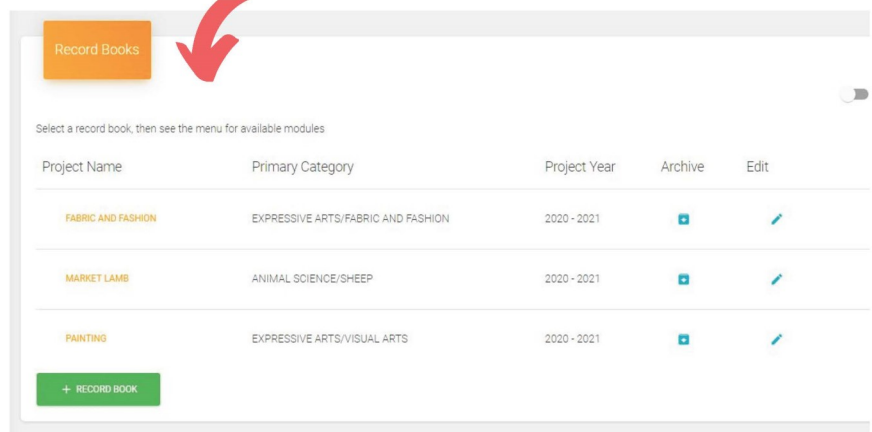
1. To add/edit record books from log in page:

- 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 **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. To add 4-H year involvement from

**Record Book** screen:

- Select **+ RECORD BOOK**.
- On the **Create Record Book** page, call the project name My 4-H Year.
- 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.
- Add beginning and end dates.
- Finish by clicking **SAVE**.



**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

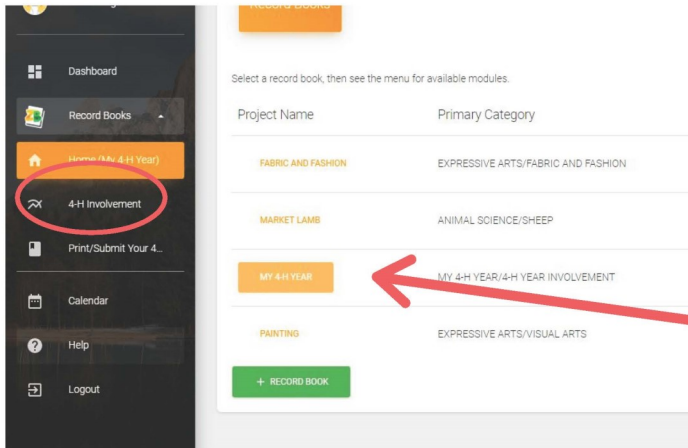
End Date  
9/30/2020

[← BACK](#) [SAVE](#)




# ZSuite 4-H Record Books & You!

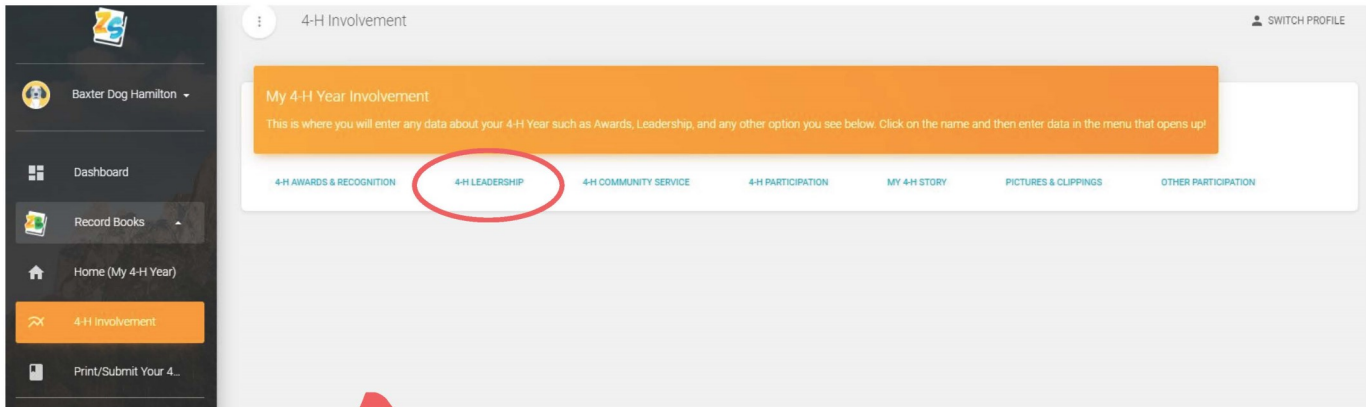
## Understanding the new record book system





### 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**

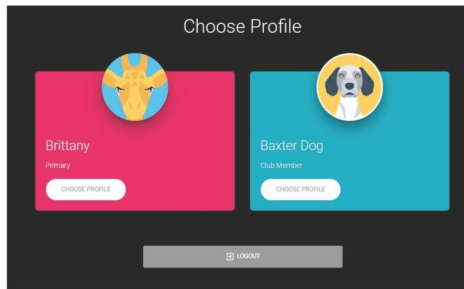
  
\*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.





# ZSuite 4-H Record Books & You!


## Understanding the new record book system

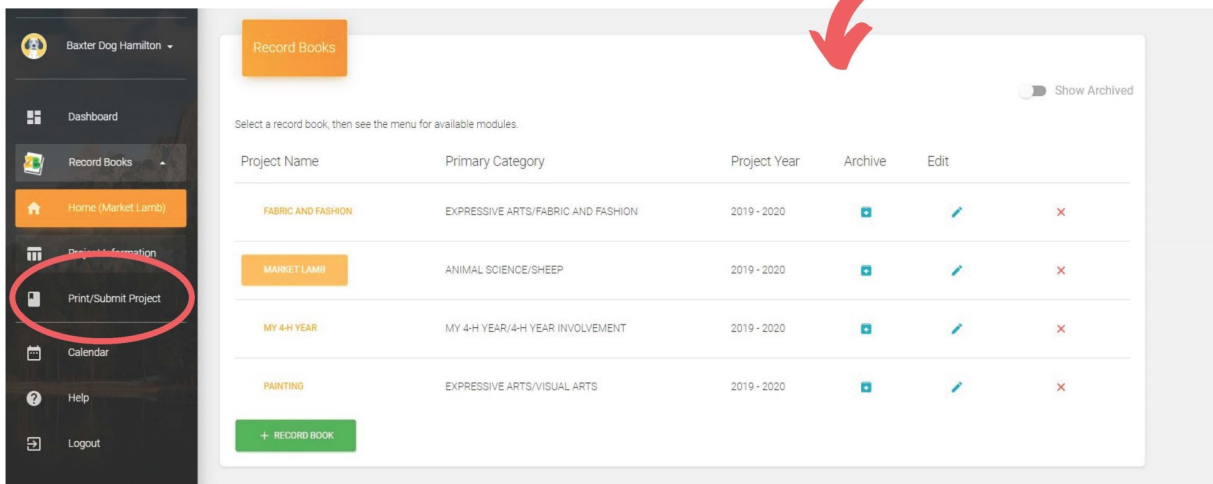
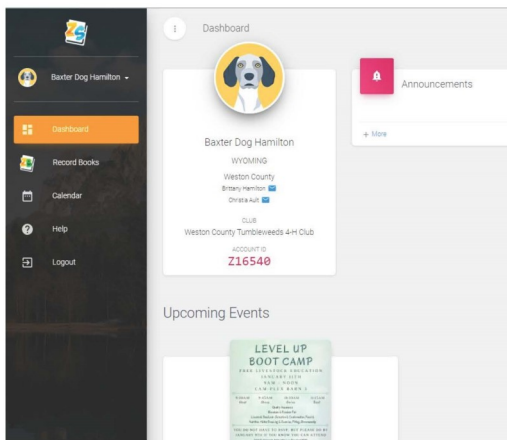


### Downloading/Submitting Project Record


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.



*December 2022 & January 2023*

*PLEASE READ EACH PAGE CAREFULLY! Don't miss out on any important announcements*

CHANGE SERVICE REQUESTED

PRESORT STANDARD  
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EXTENSION  
Johnson County Extension  
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Buffalo, WY 82834