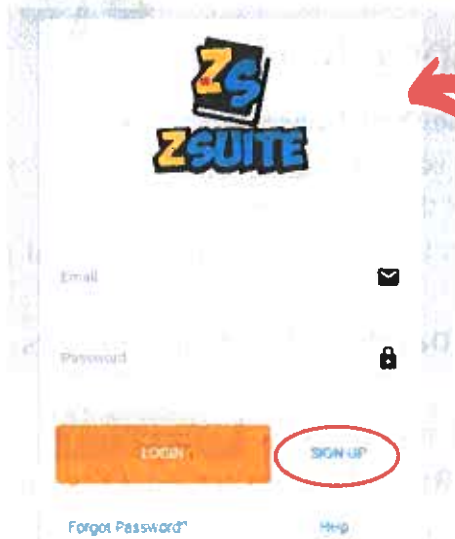


ZSuite 4-H Record Books & You!

Understanding the new record book system







Create a family profile

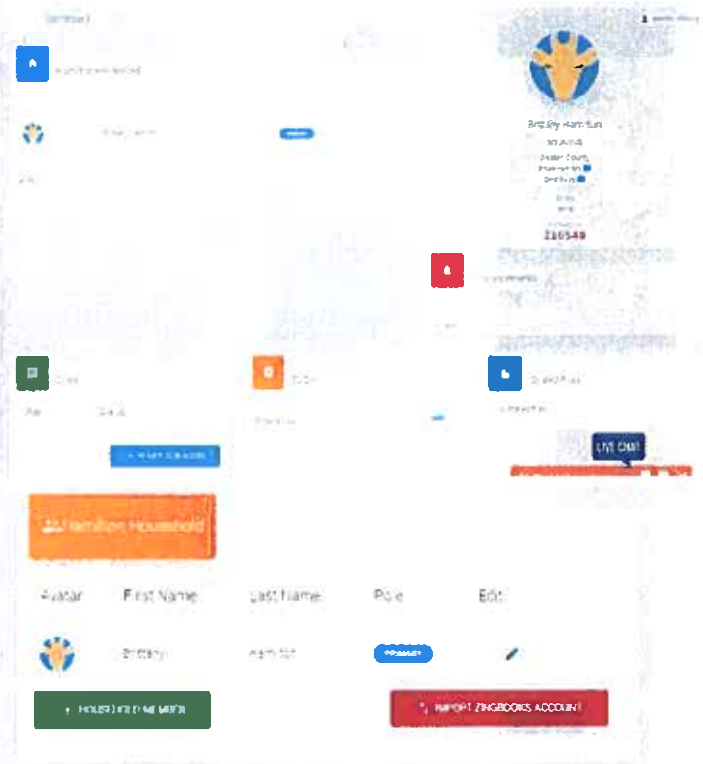


1. Go to <https://4h.zsuite.org/> (open in Google Chrome, not Internet Explorer) You will see a screen like this.
2. As a family creating a new profile, select **Sign Up**.
 - a. Fill in the required fields (you can use your same email and password from 4HOnline).
 - b. Create a pin number (we recommend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

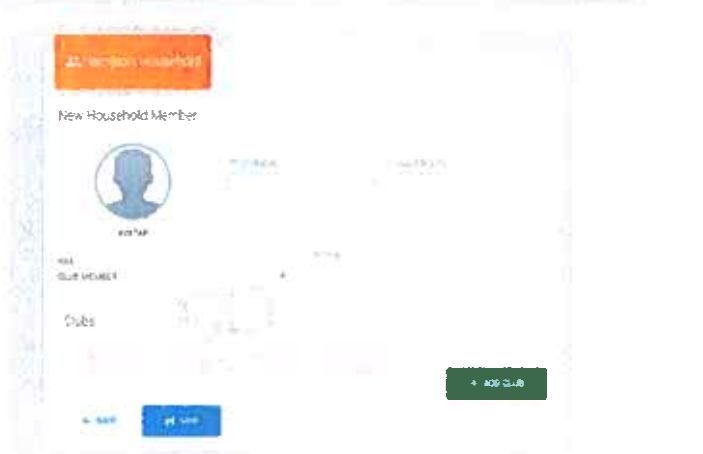
1. To add members, in the black drop down menu, select  Household Members
2. On the next screen, select 
3. Fill in the required fields for one of your members.
4. Don't forget to add a club! Click 
5. Finish by clicking 



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.






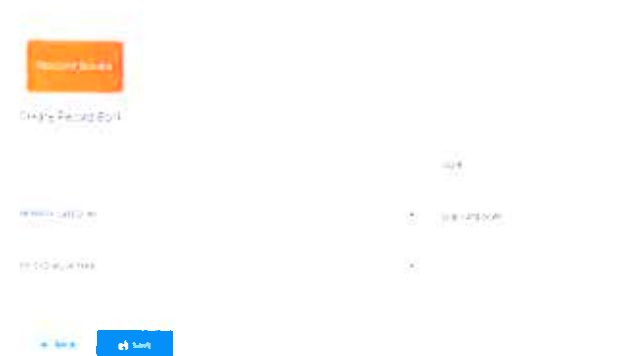
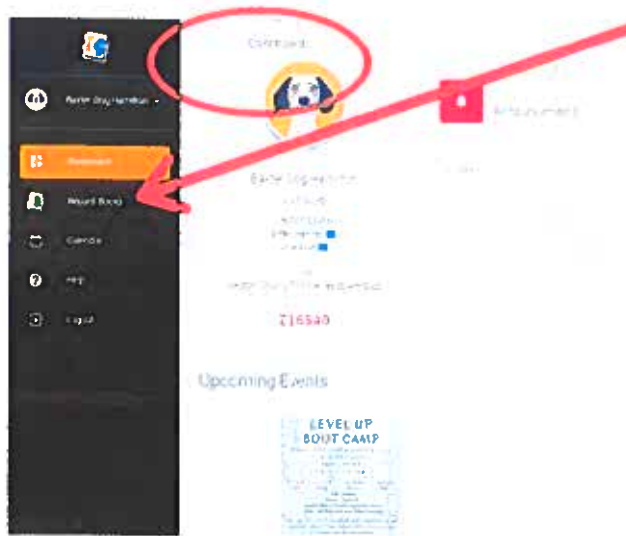
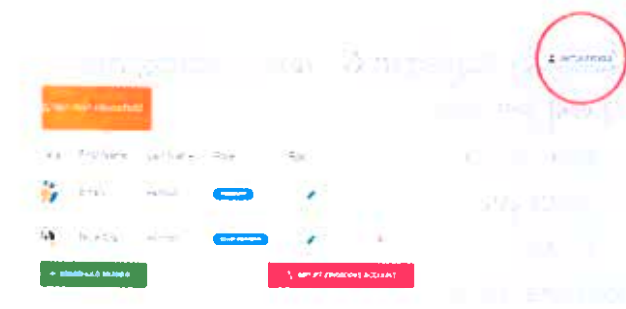
ZSuite 4-H Record Books & You!

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  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 .
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 .

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.


*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




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!

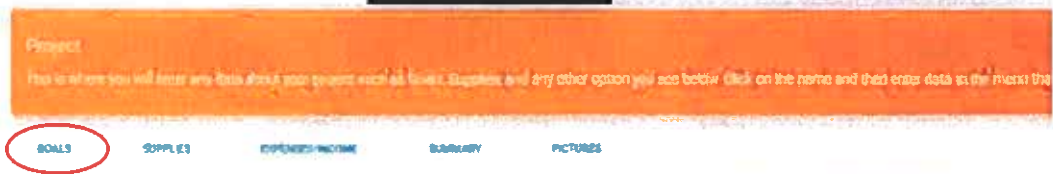
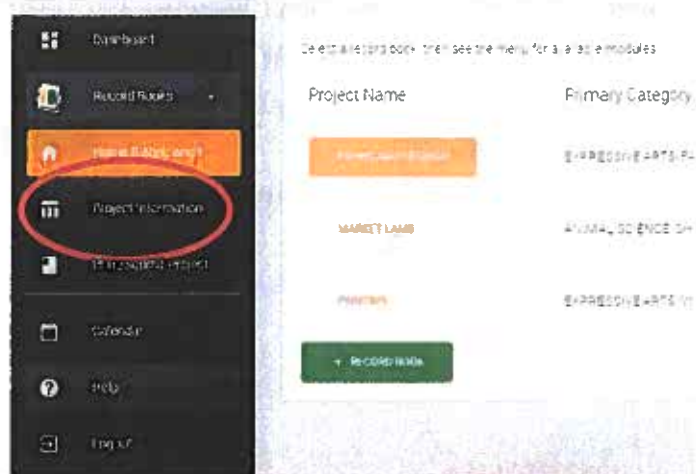
Repeat this process for all individual project record books for each member.





Select a record book then see the menu for all available options

Project Name	Primary Category	Project Year	Active	Edit
Home with Rabbits	EXPRESSIVE-ARTS-PHOTOGRAPHY	2020-2021		
Market Lamb	ANIMAL-SCIENCE-DH	2020-2021		
Princess	EXPRESSIVE-ARTS-SUBJECTS	2020-2021		

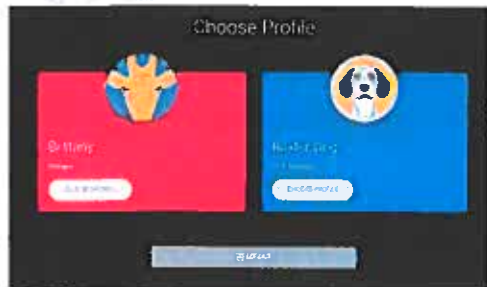




*Note: To return to edit the other project records for the member, click  **Home (Market Lamb)** in the black drop down menu on the left of the screen. Select the next project to edit from the list, make sure it is highlighted in **yellow**, and click  **Project Information**

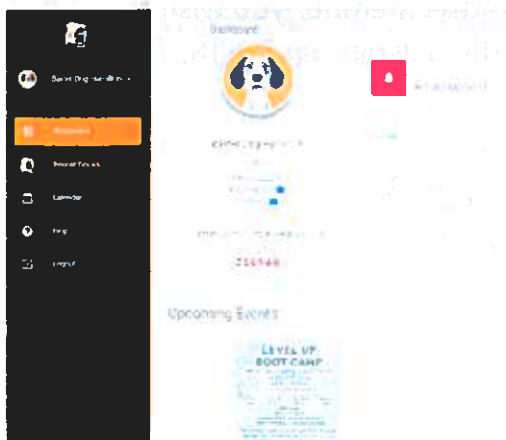
ZSuite 4-H Record Books & You!


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.

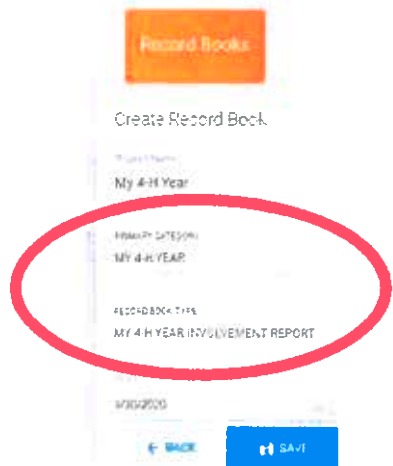
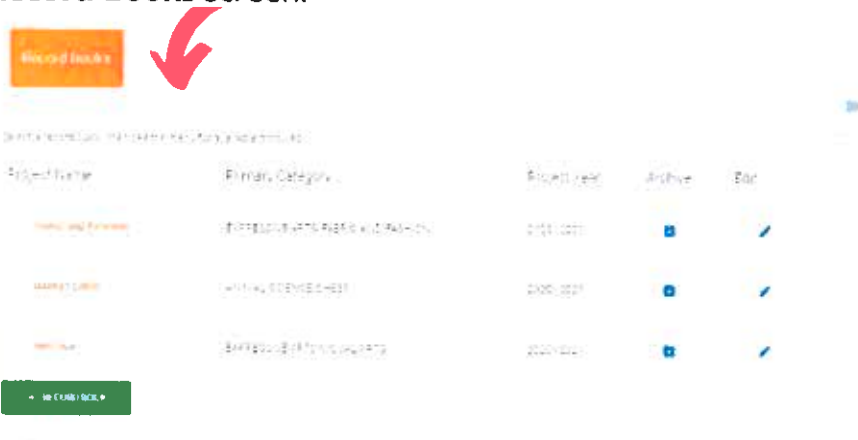


1. To add/edit record books from log in page:
 - a. Log in using username and password.
 - b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
 - c. On the **Dashboard** screen in the black drop down menu on the left,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

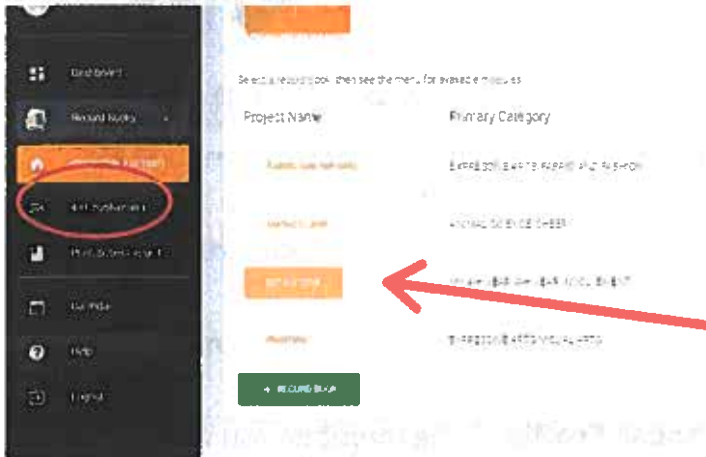
Record Book screen:

- 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 



ZSuite 4-H Record Books & You!

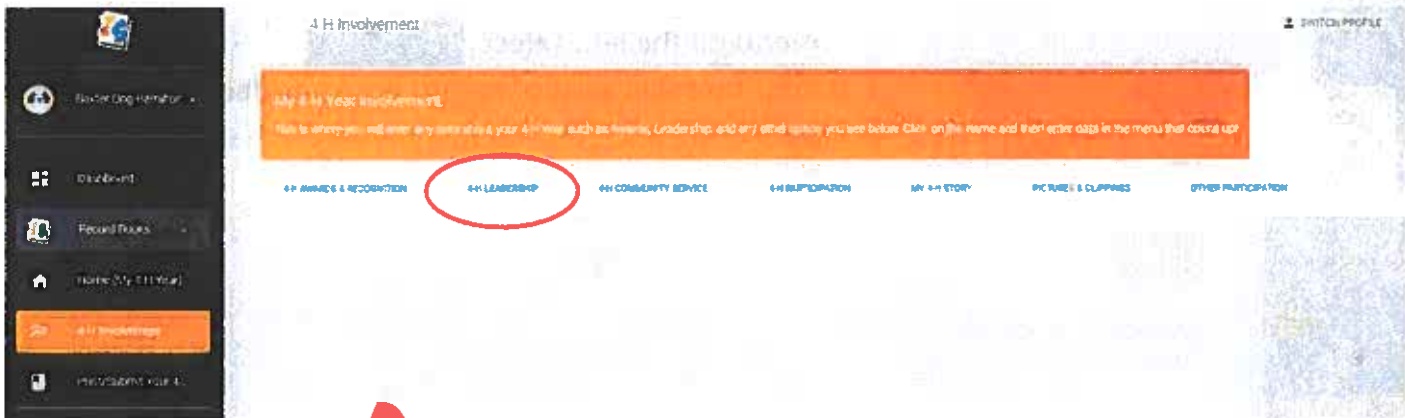
Understanding the new record book system



Adding 4-H Year Involvement Cont.

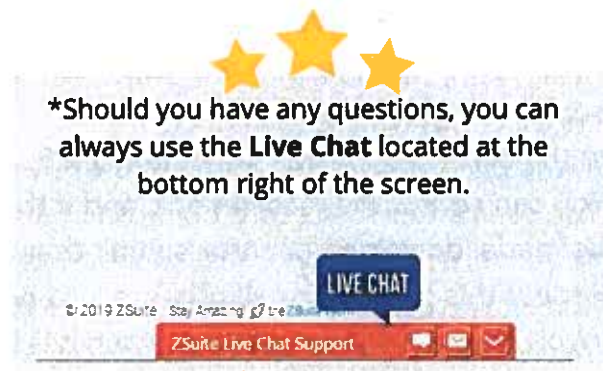
Once you have added My 4-H Year to your projects, you may add your 4-H involvement information, including community service, leadership, etc.

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.

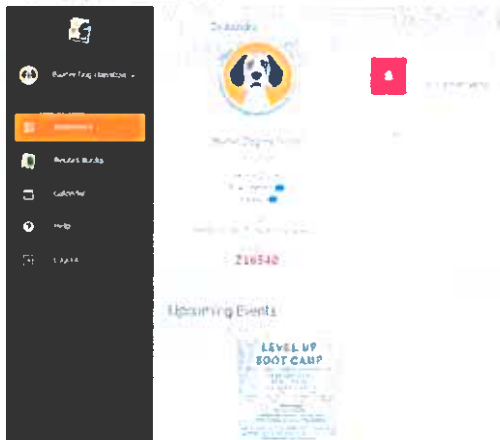
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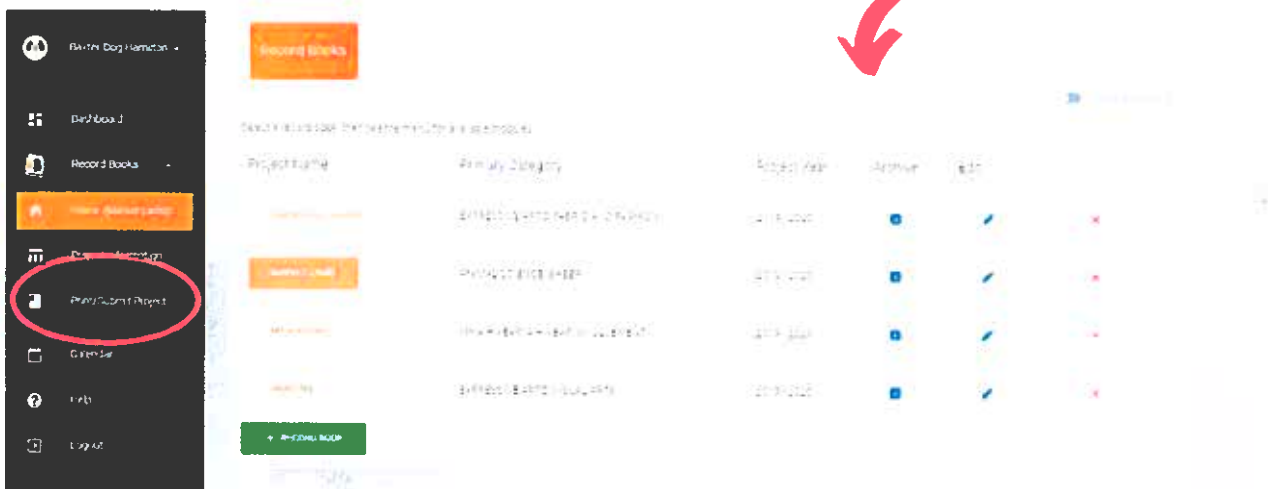


Downloading/Submitting Project Record


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:
 - a. Log in using username and password.
 - b. Select **Choose Profile** of the member you wish to print 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. From the **Record Books** Screen:

- a. Select the project you wish to download/print/submit, make sure it is highlighted in **yellow**.
- b. In the black drop-down menu to the left, select  **Print/Submit Project**
- c. You can review the record book, and if there are no changes to be made, download/print/or submit that file.
- d. 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.