TIP SHEET FOR IDAHO 4-H VOLUNTEERS

STEP 1: visit: https://4h.zsuite.org *If you are a new ZSuite user*: Follow steps 1 – 4 on the page *"Tip Sheet for Idaho 4-H Families"* to create your account. Then refer back to this document.

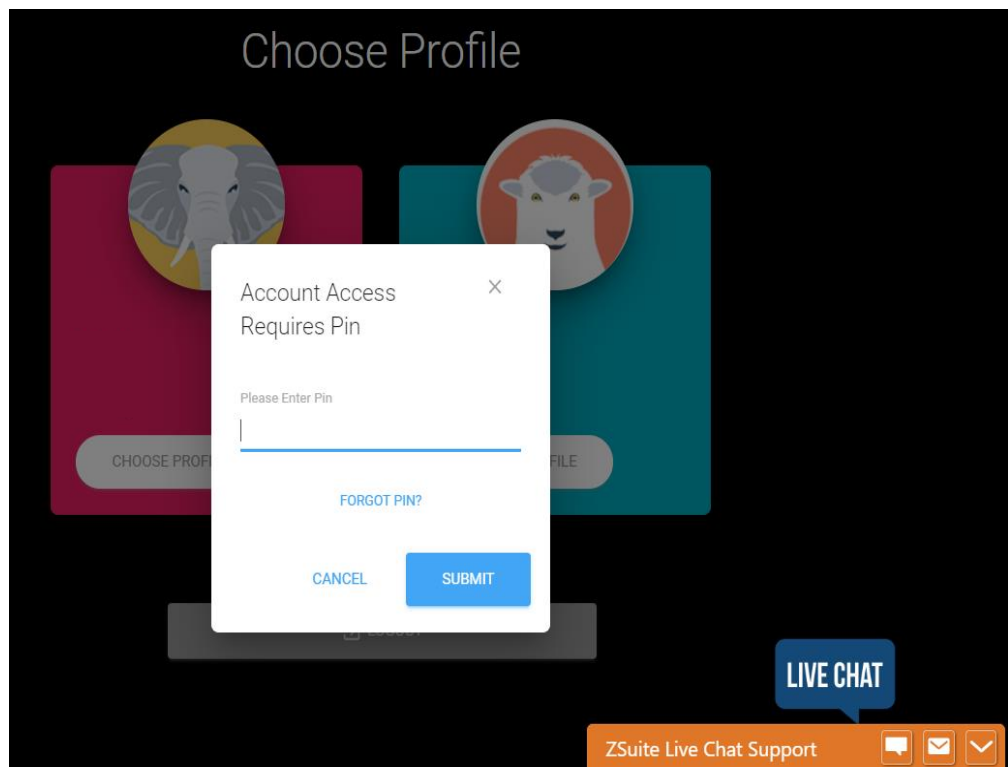**STEP 2: Log in** to your ZSuite account using your family profile.
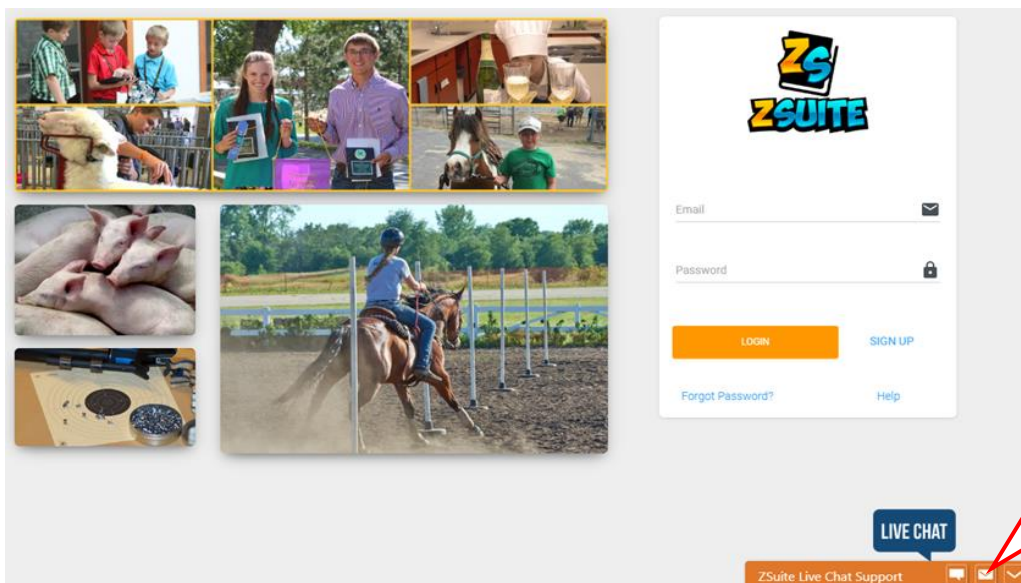
PRO TIP: *Any time you have a question, click the orange "ZSuite Live Chat Support" to chat with a ZSuite Customer Service Representative!*
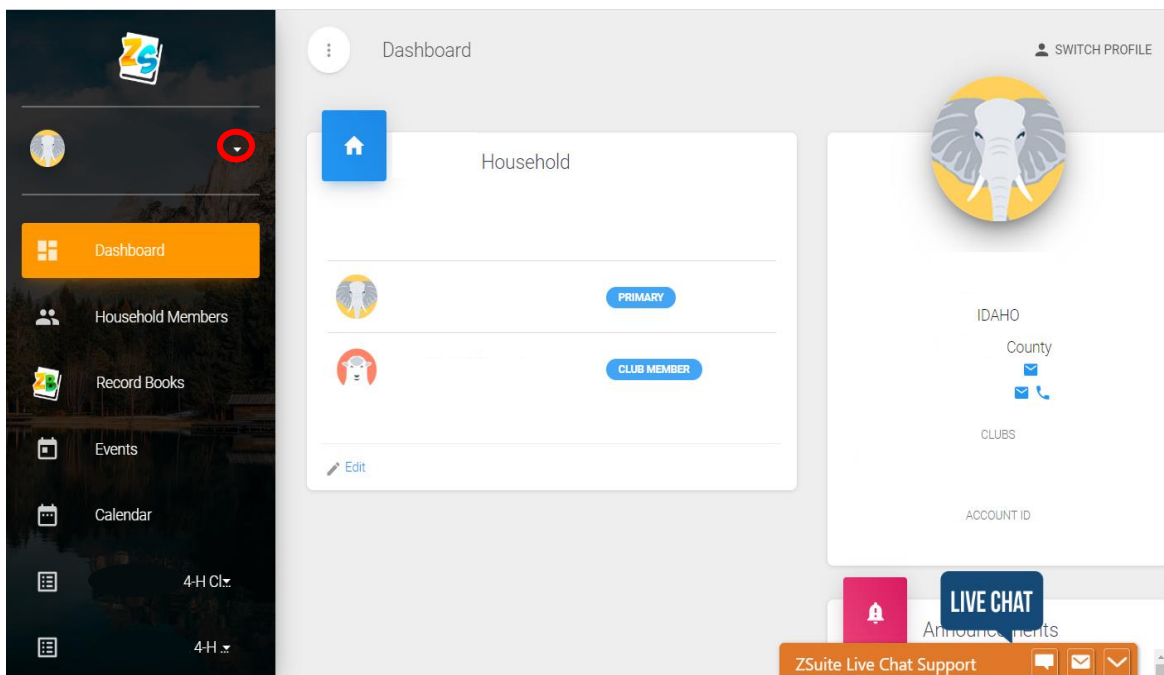
STEP 3: Click the "Choose Profile" button under your name.
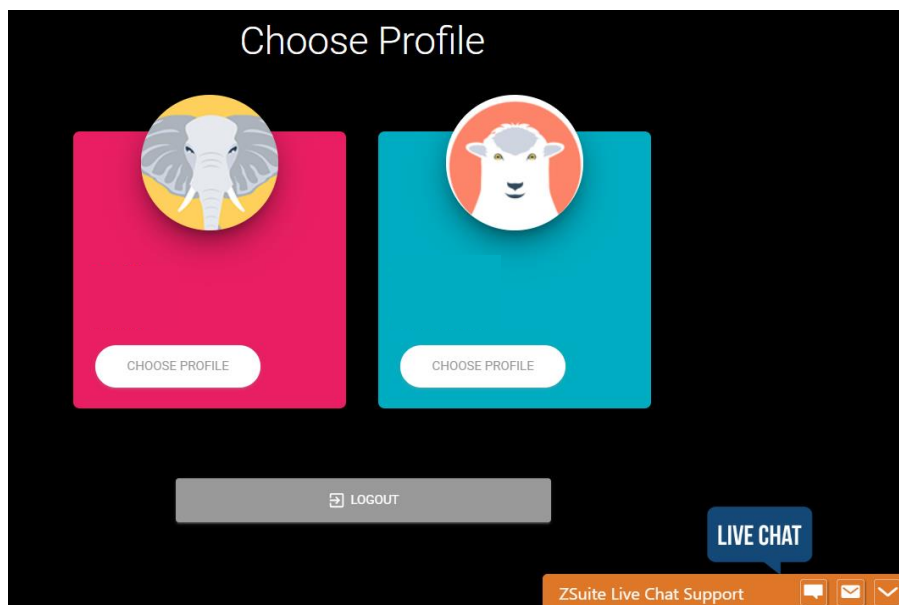
STEP 4: Enter your pin number. This is a 4 digit code that you chose when creating your account.

This is your **Primary Member Household Dashboard**.


This is where you will access profiles:

- Click the _drop-down arrow_ next to your name (circled in red in the above screenshot) to change profiles.
  - _Household Profile_: Change your contact information and profile picture
  - _Record Books:_ This is where you will find your family members record books.
  - _Events:_ listed by ZSuite, Idaho 4-H, your county program or your club volunteers.
  - _Calendar:_ events listed in calendar view

- o   *4-H Club:* Here is where you can access your club information. As many clubs as you have will be listed here.
- o *Help:* Click here for ZSuite Helpsheets
- o *Logout:* Clicking here will log you out of ZSuite

Click on your club name to access the information for that club.

Your menu options will change to show the following options:

- o *Home:* This will show you the volunteers in the club, how many volunteers and members are associated with this club through ZSuite and list events.
- o *Record Books Submissions:* This screen will show you who has submitted their record books.
- o *Announcements:* Here is where you will see announcements from ZSuite, Idaho 4-H, County or your club. By clicking the GREEN **"+ Announcement"** button, you can add club level announcements that will populate on your club members pages.
- o *Reports:* Here you can see a variety of reports for your club members that have Zsuite profiles.
- o *Shared Files:* If you have a document that you want to share with your club members, click the GREEN**"+ Shared File"** button to add those documents to your club members pages.
- o *Events:* Here is where you add your club events to your club members pages. Just click the GREEN **"+ Event"** button!
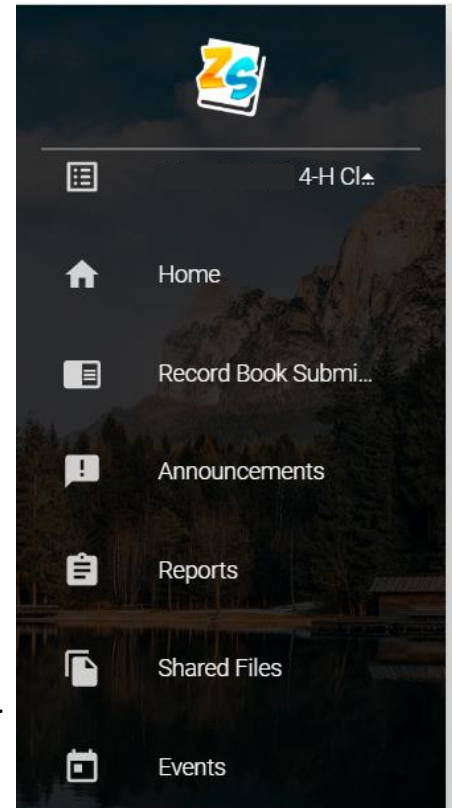
On the **"HOME"** screen under your club; scroll down to **"MEMBERS"** to see who has created a ZSuite Profile in your club.
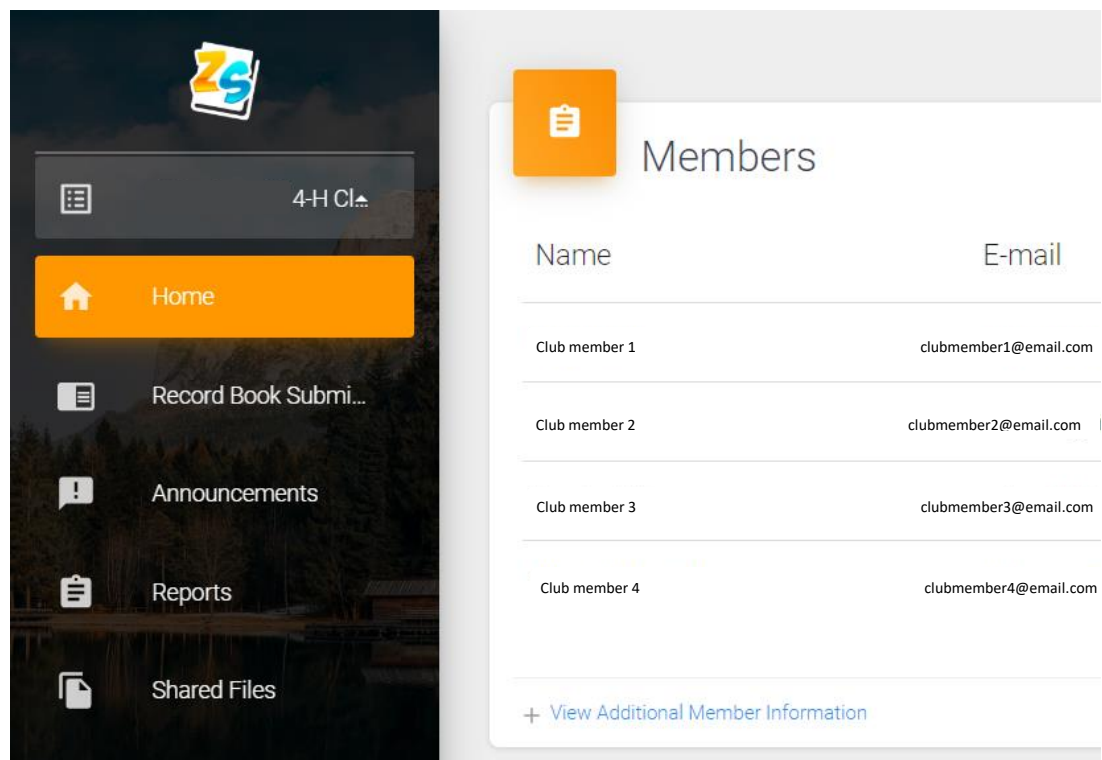
To see your club member's record books, go to the **"HOME"** screen under your club; scroll down to **"MEMBERS"**, scroll all the way to the bottom of your member list and click the BLUE **"+ View Additional Member Information"** link.
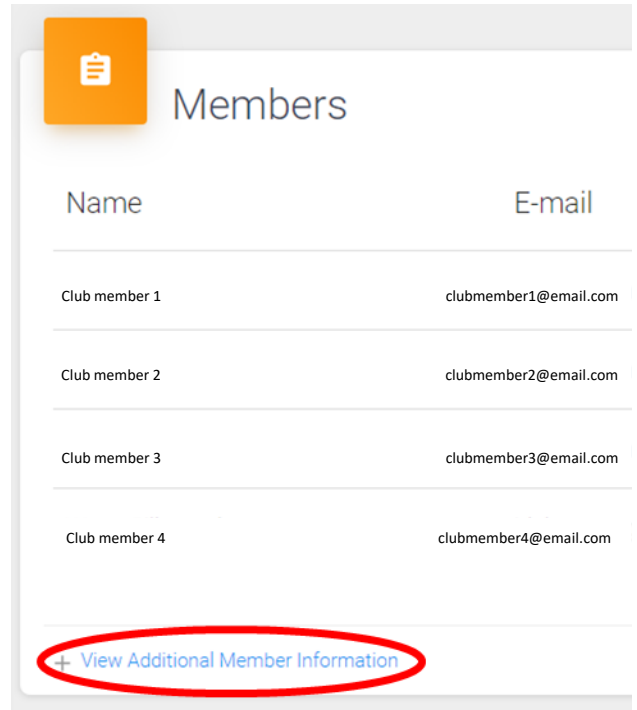
You will now see all of your active club members and can click on the BLUE **"View Record Book"** to see that members' record books.
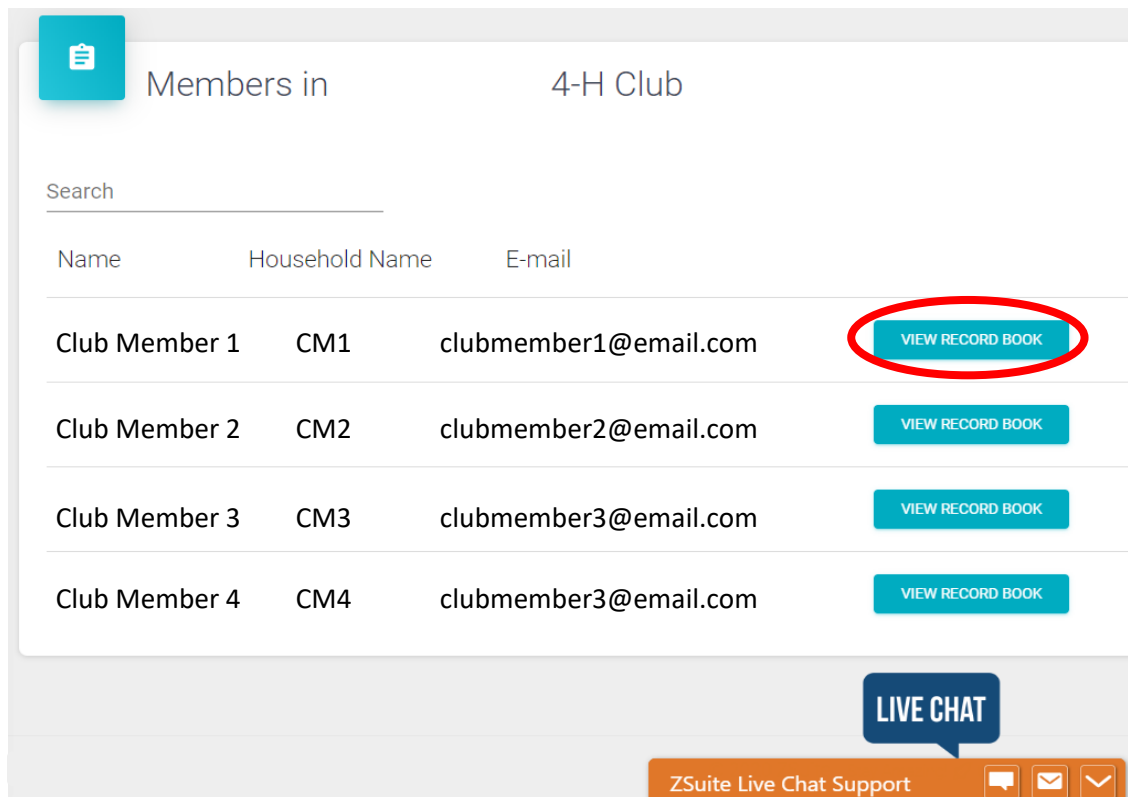
You are now looking at that club members' active record books. Click the BLUE **"View Report"** to see a PDF version of that members' record book. *When you are done viewing that record book, click the BLUE "<- BACK" button on the top left to return to this screen.*

By clicking on the BLUE **COMMENT BUBBLE**, you can comment and score on each childs' record book. **PLEASE DO NOT ENTER A SCORE FOR PARTICIPANTS RECORD BOOKS!**

NOTE: At this time, you will be able to see ALL of a youth members' record books, even if they are not taking that project in your club. Please be respectful of other clubs' records.

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