TIP SHEET FOR IDAHO 4-H FAMILIES

University of Idaho Extension

STEP 1: visit: https://4h.zsuite.org *If you are a new ZSuite user*: A parent or guardian must create your family account! Follow steps 1 – 3 to do this. If you are a returning Zsuite user, please skip to **Step 4**.

STEP 2: Click the blue **"Sign up"** button

> **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: Enter the requested information, click STATE, choose IDAHO. A drop box for COUNTY will pop up, choose your county. Then click the yellow "LET'S GO" button.

STEP 4: *If you have already created your ZSuite account this is the first screen you will see after you log in!* You are now at your family dashboard.
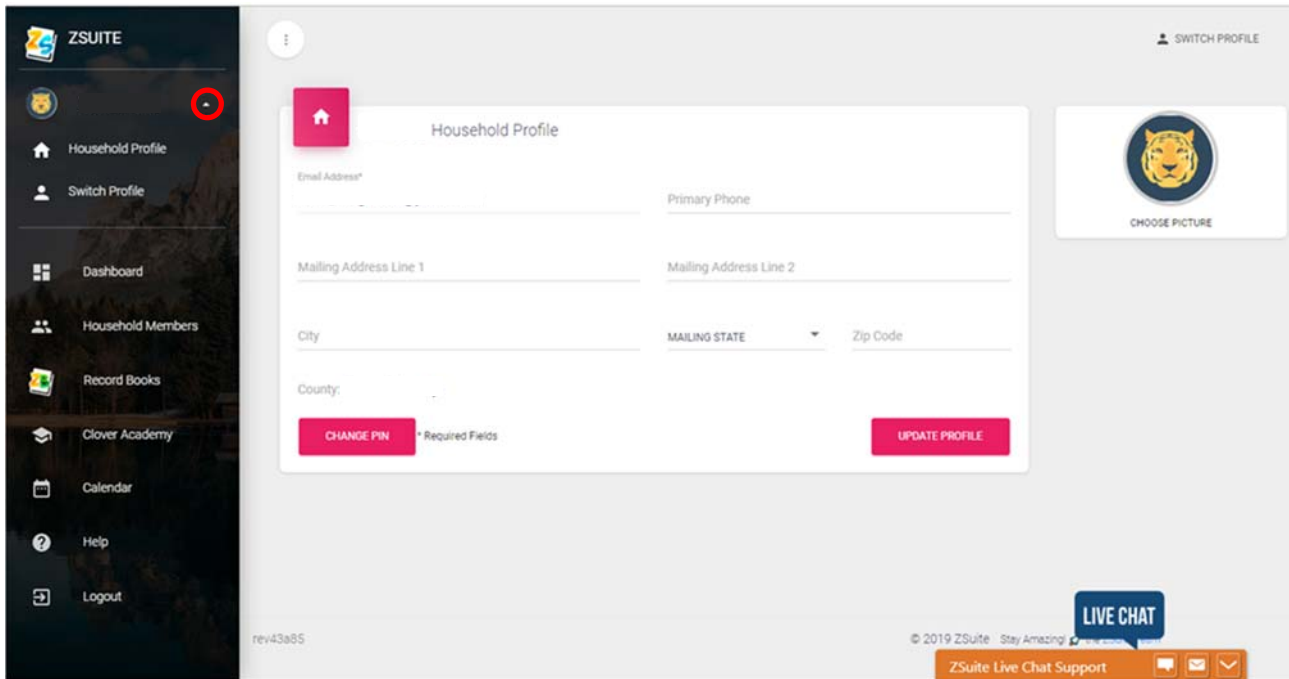

In this screen you can see:
- *Your clubs* (after you have joined them in ZSuite)
- Build your *To Do List* (only your family members can see this)
- *Announcements* from your club, county, state and ZSuite
- *Shared Files* from your club, county, state and ZSuite
- *Upcoming Events* from your club, county, state and ZSuite

From this screen you will access all other features of your new ZSuite Account.
- Click the *drop-down arrow* next to your name (circled in red in the above screenshot)
  - *Household Profile*: Change your contact information and profile picture
  - *Switch Profile:* Once you have built your family member profiles, you can switch between them in this screen.
- *Dashboard*: will always take you back to your home screen
- *Household Members*: Where you manage your family member profiles.
- *Record Books*: As your child(ren) adds Record Books and Involvement Reports, you will be able to see them here.
- *Clover Academy*: This feature is not yet active, but as ZSuite adds training and classes to the program they will populate here.
- *Calendar*: As events are added to the upcoming events calendar, they will auto-populate here.
- *Help*: This is where you will find videos, tip sheets and other helpful information from ZSuite.
- *Logout*: Log all of your family profiles out of the system.

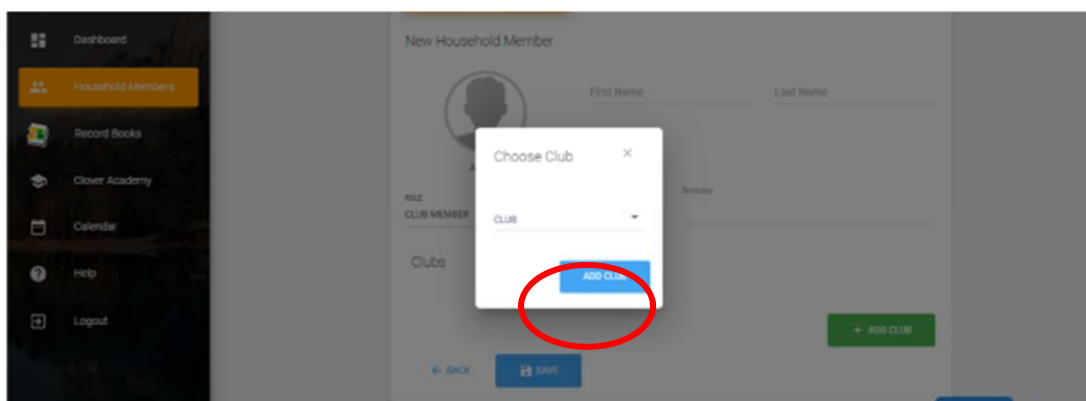## STEP 5: Create your child(s) accounts.

- From the *Dashboard*, click *Household Members*
 - Click the green "+ Household Member" button
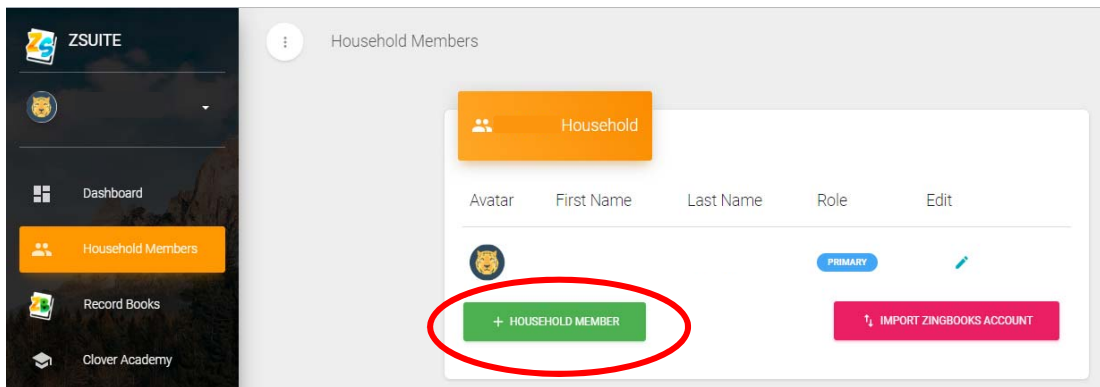
  - Fill in first name, last name, mark *Role* as "Club Member", add birthdate. Then click the green "+ADD CLUB" button.
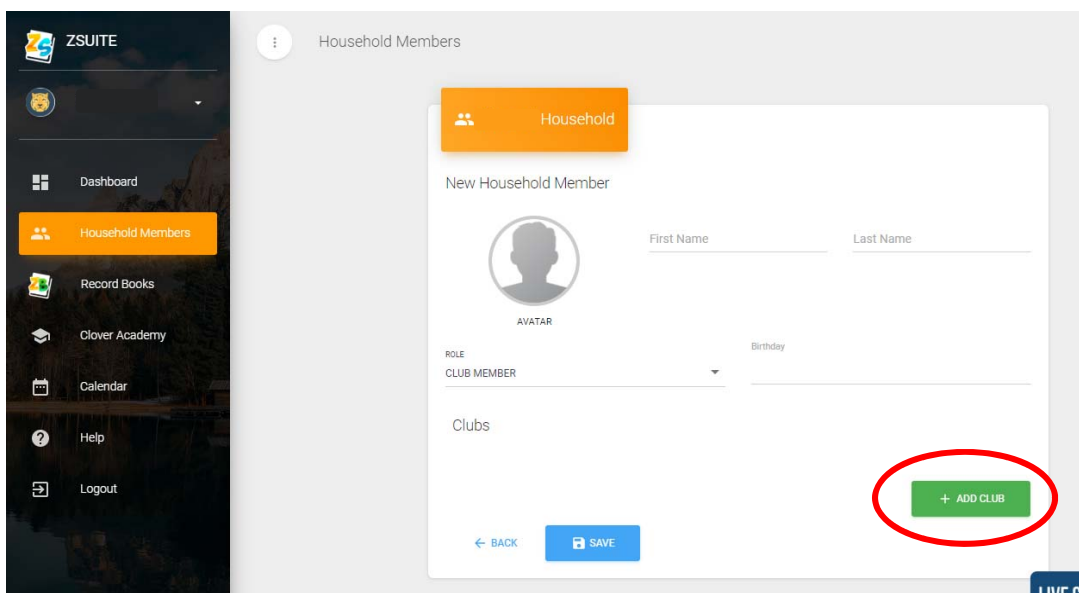
 - Choose your club from the drop-down menu, click the blue "ADD CLUB" Button

o If your child is active in multiple clubs, click the green "+ADD CLUB" button and repeat this step as many times as necessary to add all clubs to their profile.

o Once all clubs have been added to this child's profile. Click the blue "SAVE" button on the *New Household Member* Screen.
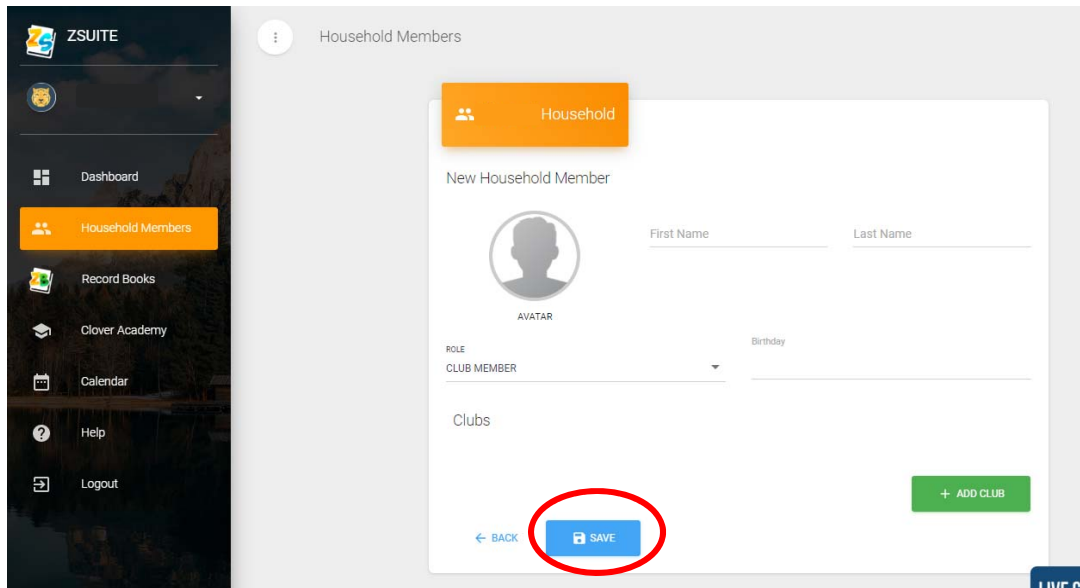

STEP 6: Repeat all of **STEP 5** until all children and adult club volunteers have been added to the *Household Members* Screen.
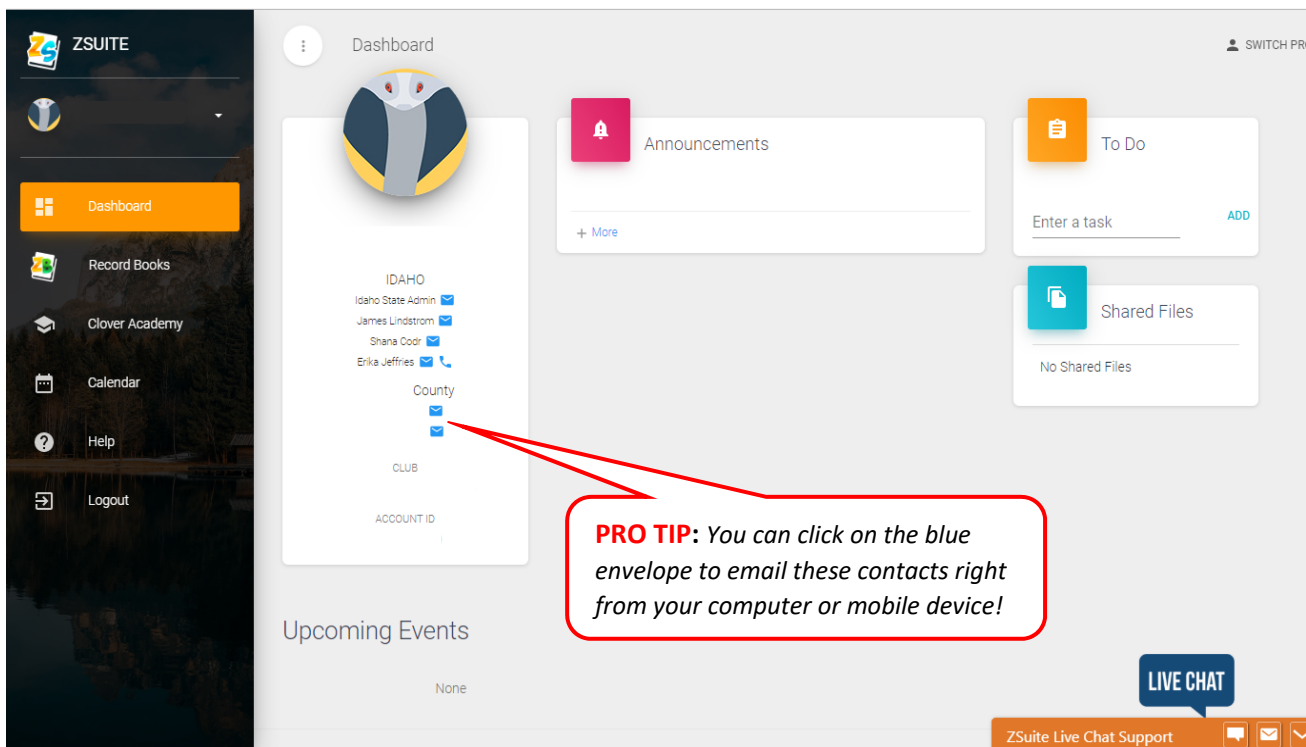
PRO TIP: If you were part of a pilot county in Idaho, you can import your 2019 records by clicking the pink "IMPORT ZINGBOOKS ACCOUNT" button here.
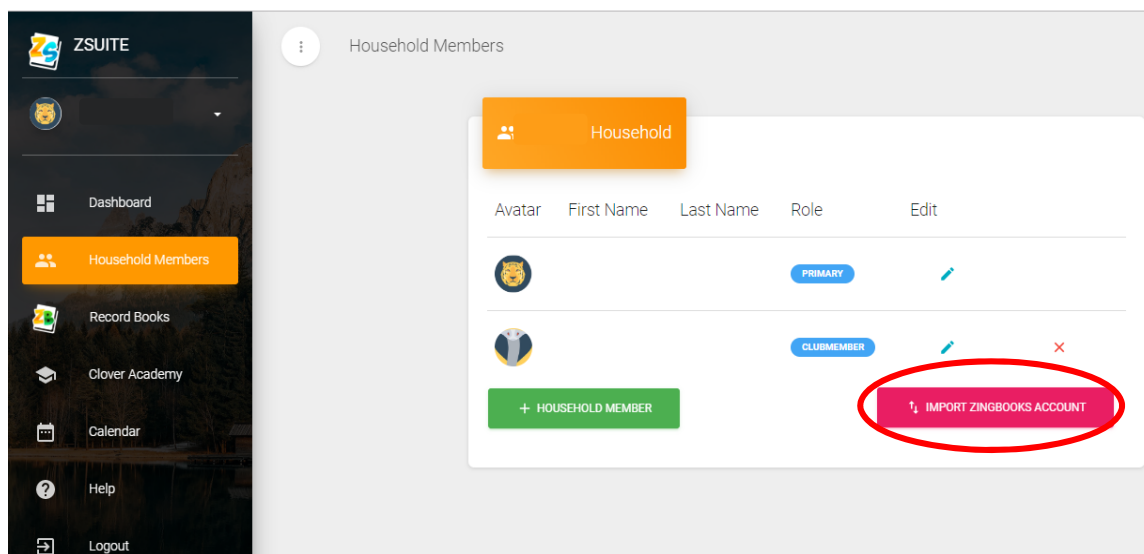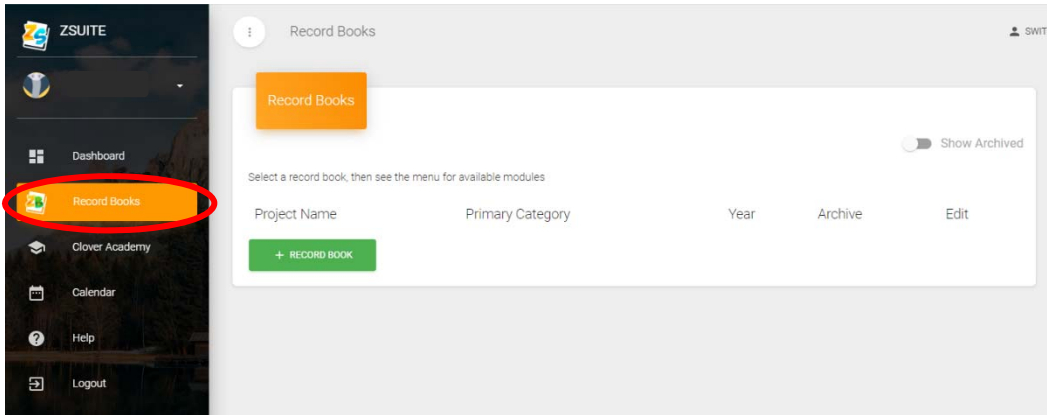
STEP 7: Switch profiles for your child to access their records. You can switch profiles by clicking the drop-down arrow next to your family name in the left side menu or click the _Switch Profile_ link on the top right side of the screen.
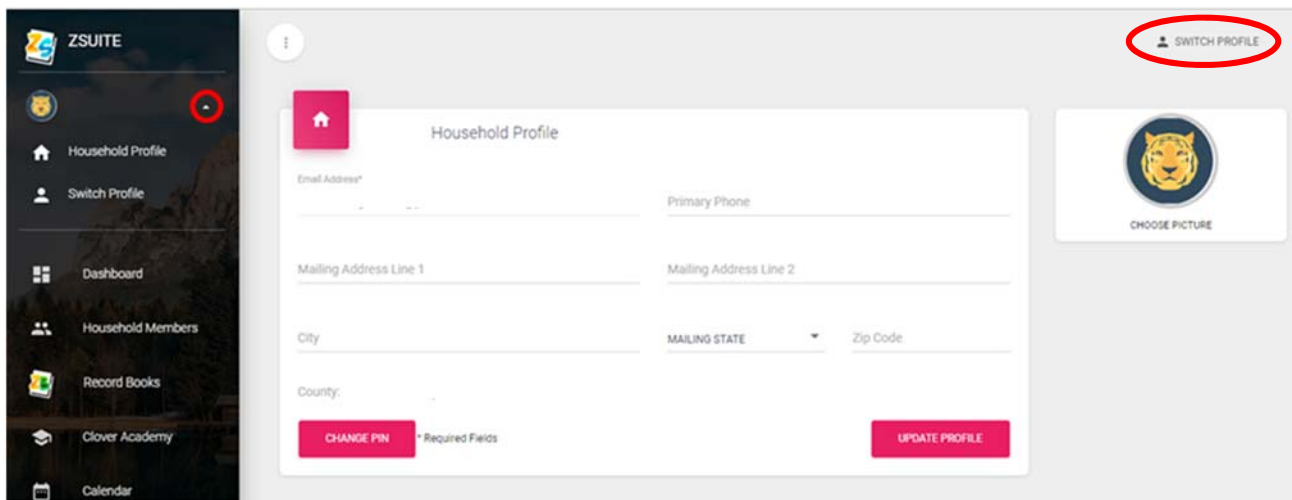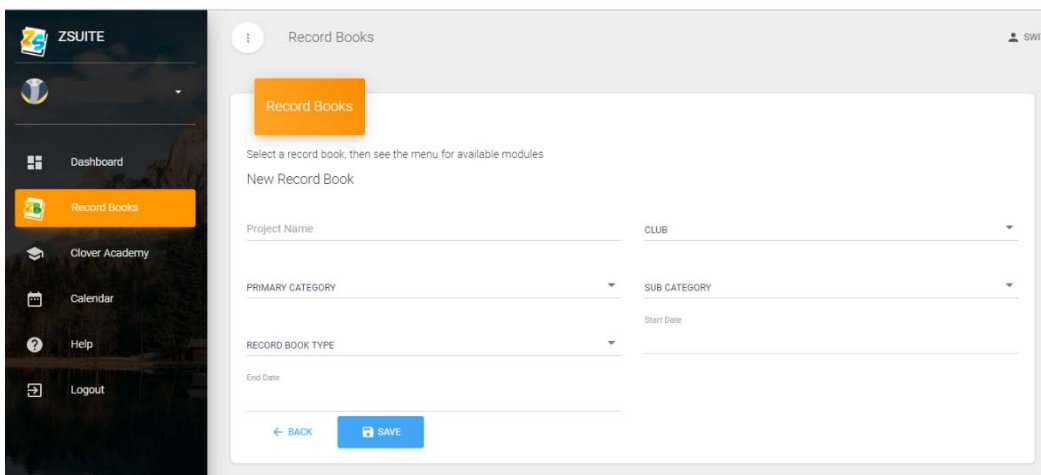

STEP 8: You are now at the _Youth Dashboard_. Youth members can access this page to see their clubs, announcements, shared files upcoming events and build their to-do list just like on the _Family Dashboard_.

PRO TIP: _You can click on the blue envelope to email these contacts right from your computer or mobile device!_

STEP 9: Click *Record Books* on the left side menu.

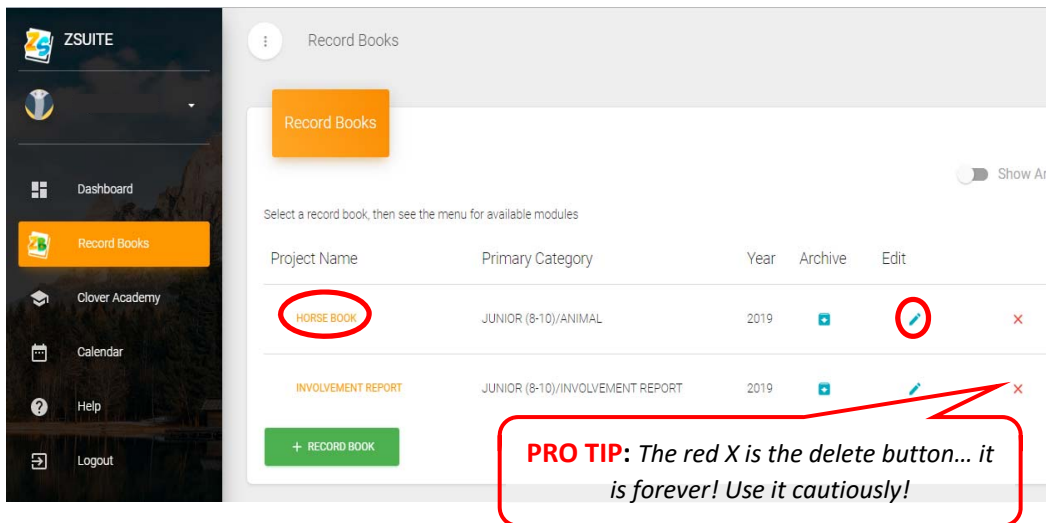**STEP 10:** Click the green "+ RECORD BOOK" button.

- **Project Name:** Use a name relevant to the project such as "Market Swine" or "Cake Decorating".
- **Club:** Choose the club that you will be completing this project in.
- **Primary Category:** Select your age division, based on your age as of January 1, 2020.
- **Sub-Category**: Choose the book you need to complete for this project.
  - **Animal**: Any project that has a heartbeat uses this book.
  - **General/Non**-**Animal:** Any project that does not have a heartbeat.
  - **Involvement Report**: Your life-long 4-H record of activities and events.
  - **Secretary**: If you are a club secretary, use this record to keep track of your club meetings, attendance and events.
  - **Treasurer**: If you are a club treasurer, use this record to keep track of your club finances, auditing and reporting.

> **PRO TIP:** *Per Idaho 4-H Requirement Handbook, every 4-H member in Idaho must maintain their Involvement Report for their entire 4-H experience.*

- **Record Book Type:** Only applies to Animal Record Books. Choose Breeding/Pet or Market Animal.
- **Start Date:** October 1 of each year.
- **End Date:** September 30 of each year.
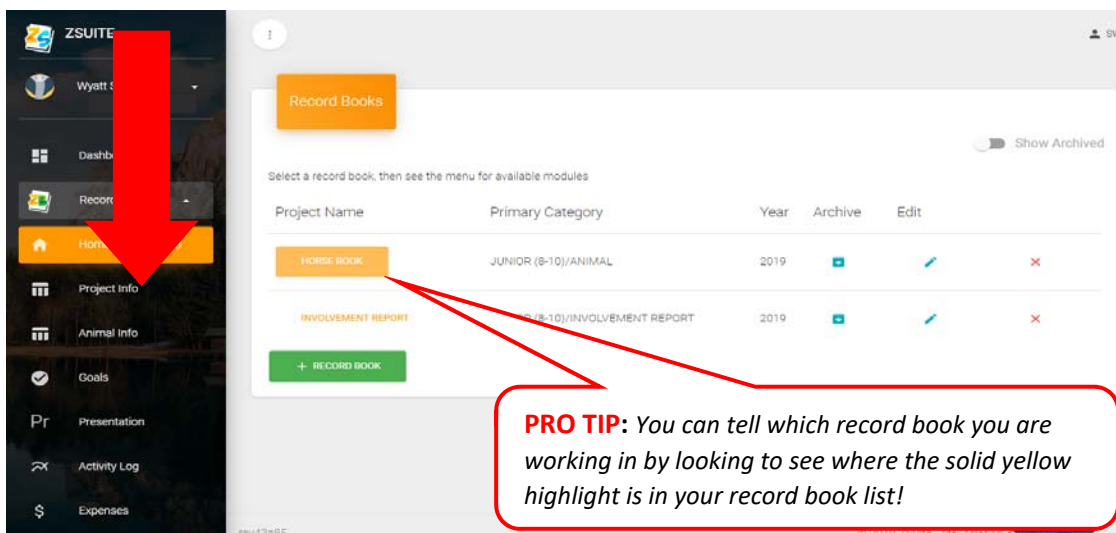
STEP 11: Click the blue "SAVE" button.

STEP 12: Repeat **STEP 10 and 11** as many times as necessary to add all record books and one (1) involvement report per child.

STEP 13: Click the yellow link under _Project Name_ to access that record. Click the blue pencil under "Edit" if you wish to edit the name, type, or age division associated with that record.

PRO TIP: _The red X is the delete button… it is forever! Use it cautiously!_

STEP 14: You can now edit the tabs (pages) of your record book by clicking on the tabs located in the left menu.

PRO TIP: _You can tell which record book you are working in by looking to see where the solid yellow highlight is in your record book list!_

STEP 15: Once you have completed entering all of your data. Click the "_Record Book_" tab at the bottom of the left-hand menu to download for printing or to submit your completed record book.

PRO TIP: _Save your record book after each update by clicking "Record Book" then choose "Download" and save to your computer or device as a backup._