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.

STEP 3: Click the “Choose Profile” button under your name.

PRO TIP: Any time you have a question, click the orange “ZSuite Live Chat Support” to chat with a ZSuite Customer Service Representative!
**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
- **4-H Club**: Here is where you can access your club information. As many clubs as you have will be listed here.
- **Help**: Click here for ZSuite Helpsheets
- **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:

- **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.
- **Record Books Submissions**: This screen will show you who has submitted their record books.
- **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.
- **Reports**: Here you can see a variety of reports for your club members that have Zsuite profiles.
- **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.
- **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 child's 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.

### Club Member 1

<table>
<thead>
<tr>
<th>Record Book Name</th>
<th>Type</th>
<th>Last Updated</th>
<th>Comment/Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooking</td>
<td>JUNIOR (8-10)/GENERAL/NON-ANIMAL</td>
<td>February 26th 2020, 4:07 pm</td>
<td>[View Report]</td>
</tr>
<tr>
<td>Involvement Report</td>
<td>JUNIOR (8-10)/INVOLVEMENT REPORT</td>
<td>February 1st 2020, 10:33 am</td>
<td>[View Report]</td>
</tr>
<tr>
<td>Secretary Book</td>
<td>JUNIOR (8-10)/SECRETARY</td>
<td>January 27th 2020, 6:37 pm</td>
<td>[View Report]</td>
</tr>
</tbody>
</table>