





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.



STEP 4: Enter your pin number. This is a 4 digit code that you chose when creating your



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

	2	: Dashboard	SWITCH PROFILE
	0	Household	
-	Dashboard		
-	Household Members	PRIMARY	IDAHO
2	Record Books	СШВ МЕМВЕР	County
	Events	✓ Edit	CLUBS
	Calendar		ACCOUNT ID
	4-H Cl 		LIVE CHAT
	4 H . .		ZSuite Live Chat Support

This is where you will access profiles:

- Click the <u>drop-down arrow</u> next to your name (circled in red in the above screenshot) to change profiles.
 - o <u>Household Profile</u>: Change your contact information and profile picture
 - o <u>*Record Books:*</u> This is where you will find your family members record books.
 - o <u>Events</u>: listed by ZSuite, Idaho 4-H, your county program or your club volunteers.
 - o <u>Calendar</u>: events listed in calendar view

- <u>4-H Club:</u> Here is where you can access your club information. As many clubs as you have will be listed here.
- <u>Help:</u> 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:

- <u>Home</u>: This will show you the volunteers in the club, how many volunteers and members are associated with this club through ZSuite and list events.
- <u>Record Books Submissions</u>: This screen will show you who has submitted their record books.
- <u>Announcements</u>: 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.
- <u>Reports</u>: Here you can see a variety of reports for your club members that have Zsuite profiles.
- <u>Shared Files</u>: 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.



On the **"HOME"** screen under your club; scroll down to **"MEMBERS"** to see who has created a ZSuite Profile in your club.

	2		
	4-H Cl .	Members	
^	Home	Name	E-mail
	7.002520.025	Club member 1	clubmember1@email.com
	Record Book Submi	Club member 2	clubmember2@email.com
!	Announcements	Club member 3	clubmember3@email.com
Ê	Reports	Club member 4	clubmember4@email.com
	Shared Files	+ View Additional Member Informat	tion



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.

Name	E-mail
Club member 1	clubmember1@email.
Club member 2	clubmember2@email.
Club member 3	clubmember3@email.
Club member 4	clubmember4@email.c

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.

Members in		4-H Club	
Search			
Name	Household Nar	ne E-mail	
Club Member 1	CM1	clubmember1@email.com	VIEW RECORD BOOK
Club Member 2	CM2	clubmember2@email.com	VIEW RECORD BOOK
Club Member 3	CM3	clubmember3@email.com	VIEW RECORD BOOK
Club Member 4	CM4	clubmember3@email.com	VIEW RECORD BOOK
			LIVE CHAT
		ZSuite Live Ch	at Support

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.

Details	for Club Member 1			
Record Book Name	Туре	Last Updated	Comment/Score	
Cooking	JUNIOR (8-10)/GENERAL/NON- ANIMAL	February 26th 2020, 4:07 pm	•	VIEW REPORT
Involvement Report	JUNIOR (8-10)/INVOLVEMENT REPORT	February 1st 2020, 10:33 am	٩	VIEW REPORT
Secretary Book	JUNIOR (8-10)/SECRETARY	January 27th 2020, 6:37 pm	٩	VIEW REPORT

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!**

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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.