TIP SHEET FOR IDAHO 4-H FAMILIES

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

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.

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: 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
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.

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.

![Switch Profile Screenshot](image)

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**.

![Youth Dashboard Screenshot](image)

**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.
- **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.

**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.
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.