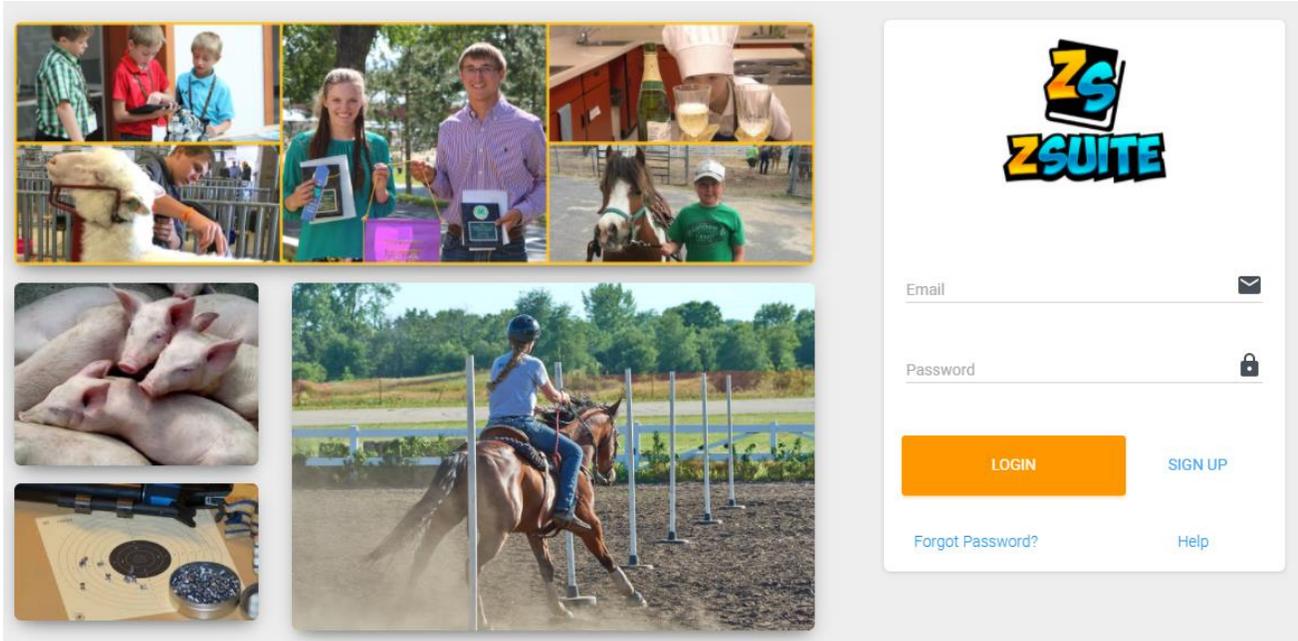


ZSUITE HOW-TO GUIDE: Print out your Record Book and/or Involvement Report

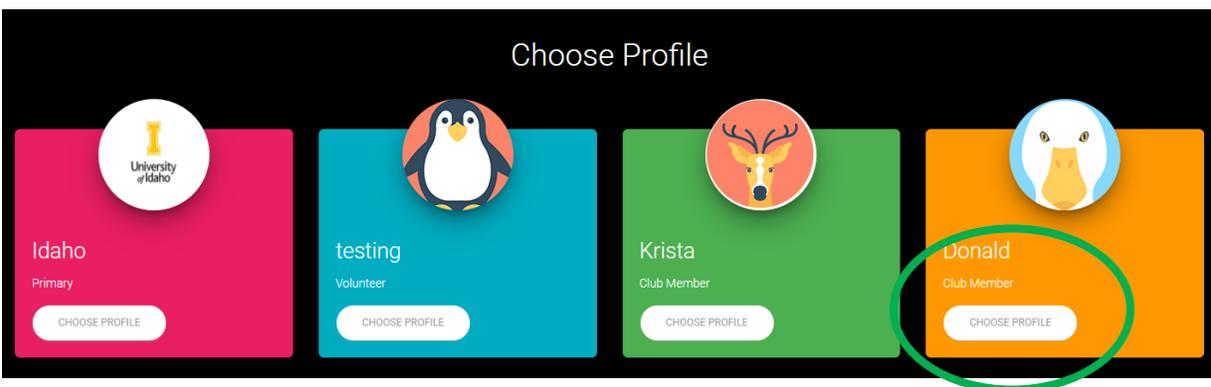
The process for turning in record books is *exactly the same as it has been done in previous years*. Please turn in a **hard copy, fully signed, and presented in a pocket folder (or similar presentation folder)**.

NON-MARKET animal books are due *before* fair. MARKET animal record books are due the *last* day of fair. A copy of your Involvement Report must be turned in with *each* project record book.

1. Log into ZSuite using your family email and password at <https://4h.zsuite.org/>.

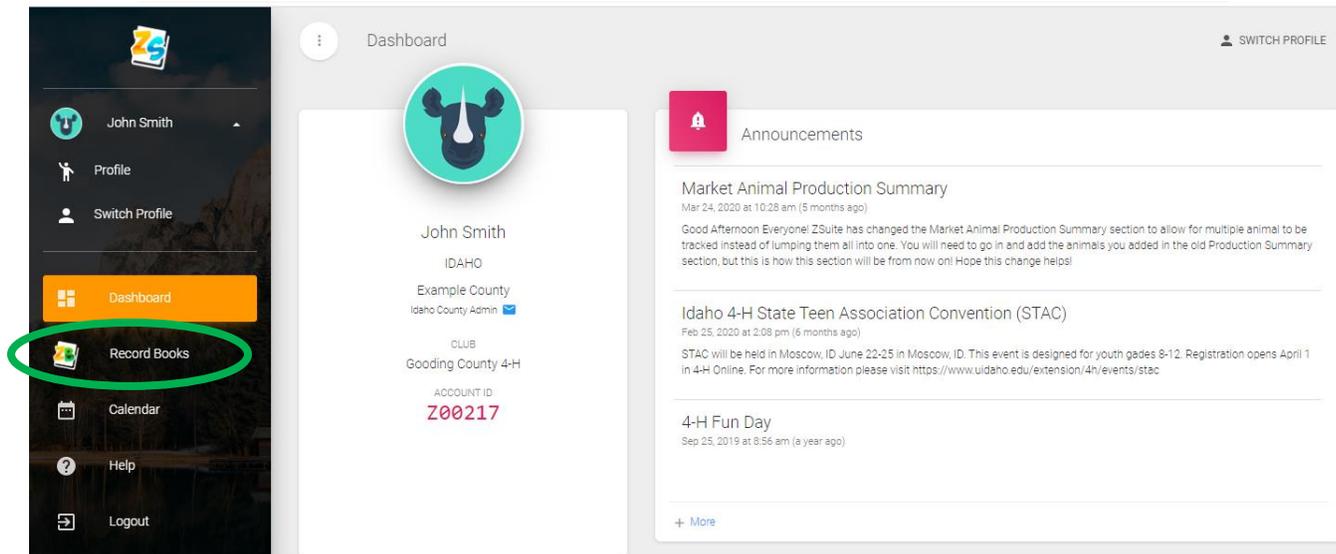


2. Once logged in, you will be directed to your 'Family Dashboard'. Select '**CHOOSE PROFILE**' under the name of the member who is printing their record book.

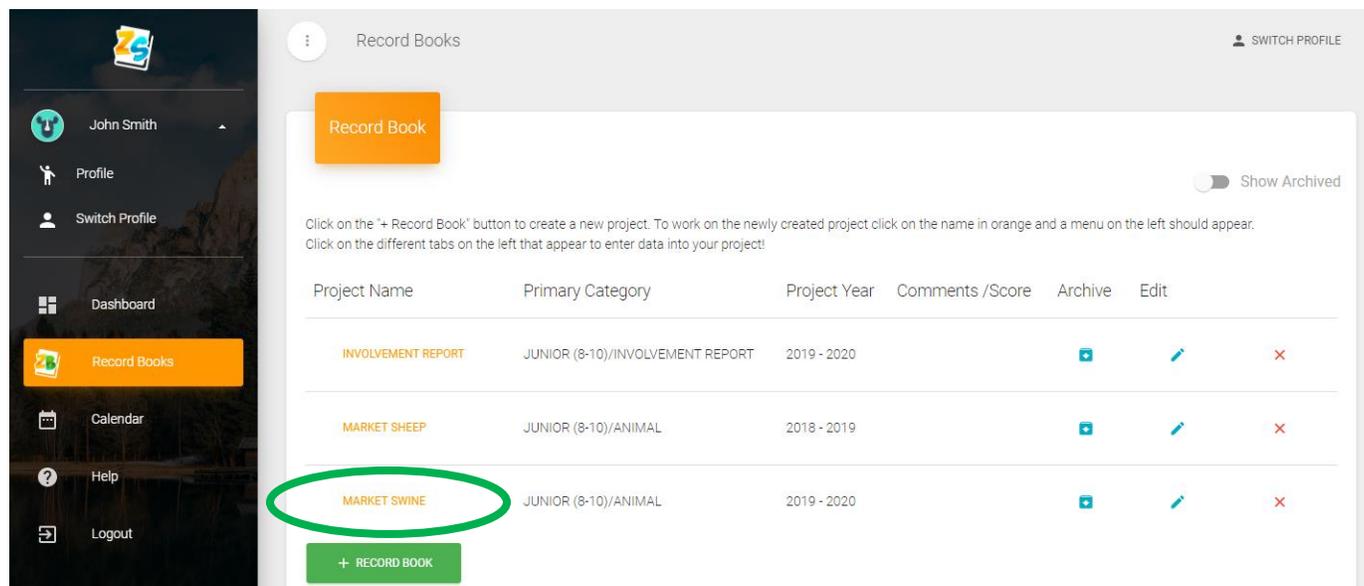


ZSUITE HOW-TO GUIDE: Print out your Record Book and/or Involvement Report

3. Once in your member dashboard, select 'Record Books' from the left-hand black navigation pane.



4. A list of the member's record books will populate. Select the title of the record book you wish to print*. **Note: If you have not yet started your record book, you will have to build one by selecting the green '+RECORD BOOK' option.*



ZSUITE HOW-TO GUIDE: Print out your Record Book and/or Involvement Report

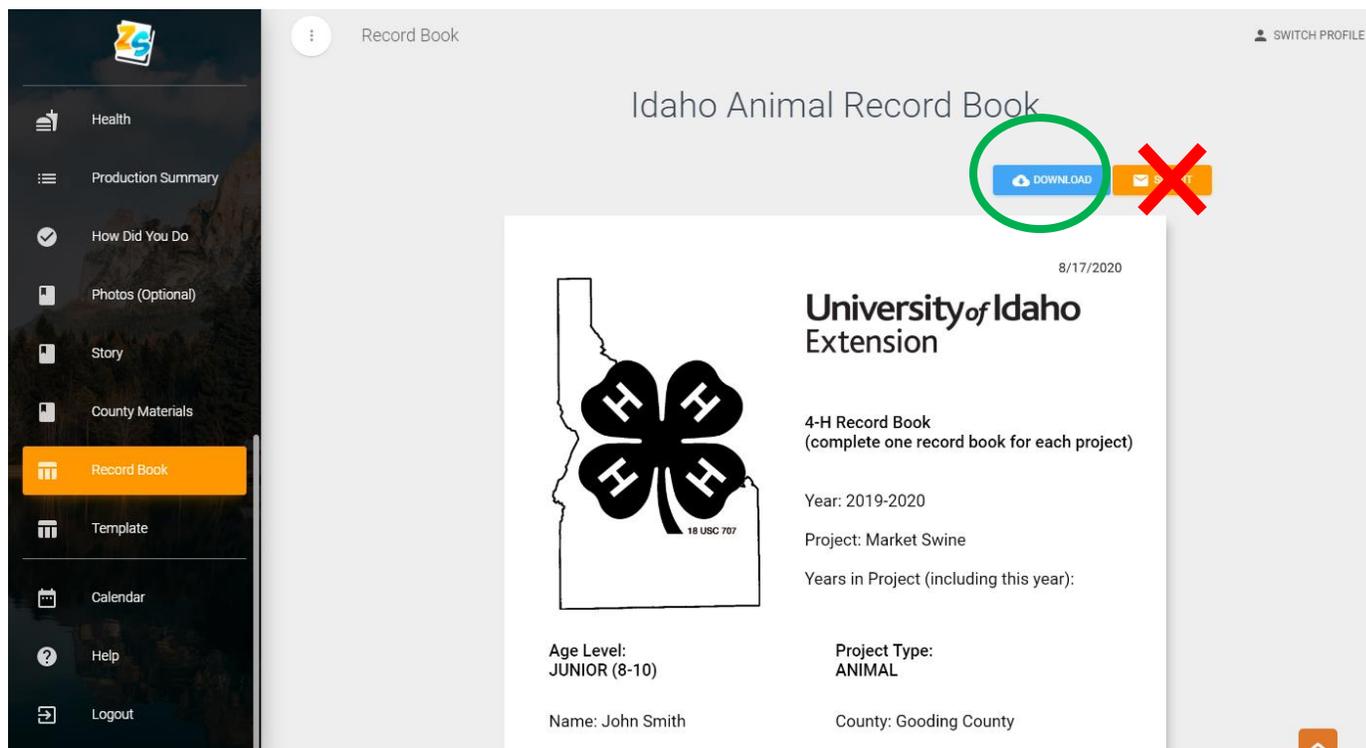
- Now that you are in the record book you wish to print, scroll down on the black navigation pane until you see 'Record Book' near the bottom of the list. Click on 'Record Book'.

The screenshot shows the ZSuite interface. On the left is a dark navigation pane with a list of items. The 'Record Books' section is expanded, and 'Home (Market Swine)' is highlighted with a red circle. A green arrow points downwards from this circle to another red circle around the 'Record Book' item at the bottom of the navigation pane. The main content area is titled 'Record Book' and contains a table of projects. The table has columns for Project Name, Primary Category, Project Year, Comments /Score, Archive, and Edit. The table lists three projects: 'INVOLVEMENT REPORT', 'MARKET SHEEP', and 'MARKET SWINE'. A '+ RECORD BOOK' button is visible at the bottom of the table.

| Project Name | Primary Category | Project Year | Comments /Score | Archive | Edit |
|--------------------|----------------------------------|--------------|-----------------|---------|------|
| INVOLVEMENT REPORT | JUNIOR (8-10)/INVOLVEMENT REPORT | 2019 - 2020 | | | |
| MARKET SHEEP | JUNIOR (8-10)/ANIMAL | 2018 - 2019 | | | |
| MARKET SWINE | JUNIOR (8-10)/ANIMAL | 2019 - 2020 | | | |

ZSUITE HOW-TO GUIDE: Print out your Record Book and/or Involvement Report

6. This will generate a preview of your record book. Scroll through it to make sure all your information has been entered. **DO** select the blue 'DOWNLOAD' button. **DO NOT** select the 'Submit' button.



7. A PDF of your record book will automatically download and you can print directly from your computer.
8. Now your record book is ready for the finishing touches. Present it neatly in a folder for the judge, don't forget to have your parent/guardian and a leader sign it, and make sure you turn it in on time 😊

ALL 4-H members, it is your responsibility to...

- Print your Record Book and Involvement Report and make sure it is signed by your parent/guardian **and** by your project leader.
- Make sure all the pages and inserts (such as your Animal Science Skills Checklist) are included and complete.
- What you turn in to the Extension office is what you will be judged on.



MARKET ANIMAL MEMBERS

Tips for Completing your Record Book & Involvement Report at Fair:

- Whether your Record Book and/or Involvement Report is typed or hand-written, **complete as much as possible PRIOR to fair.**
- Print what you have done **before** departing for fair. Any remaining information from fair (such as income from the sale) you can write into your record book on site at the Fairgrounds if you live out of town or do not have access to a printer.
- Write N/A in any fields that may not apply.

