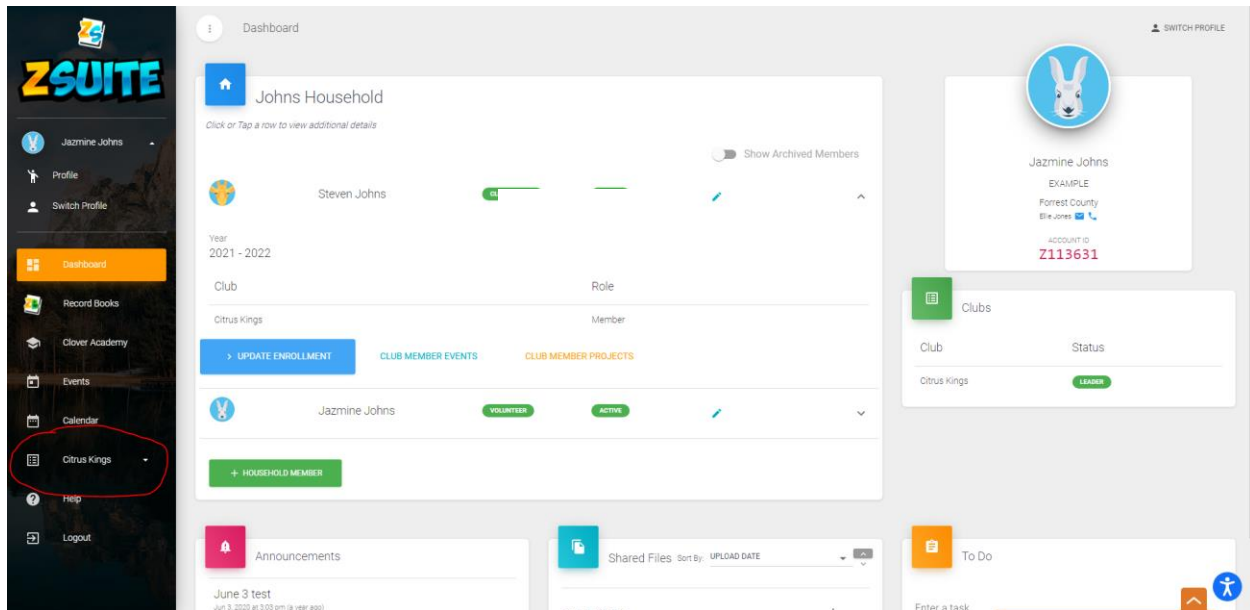


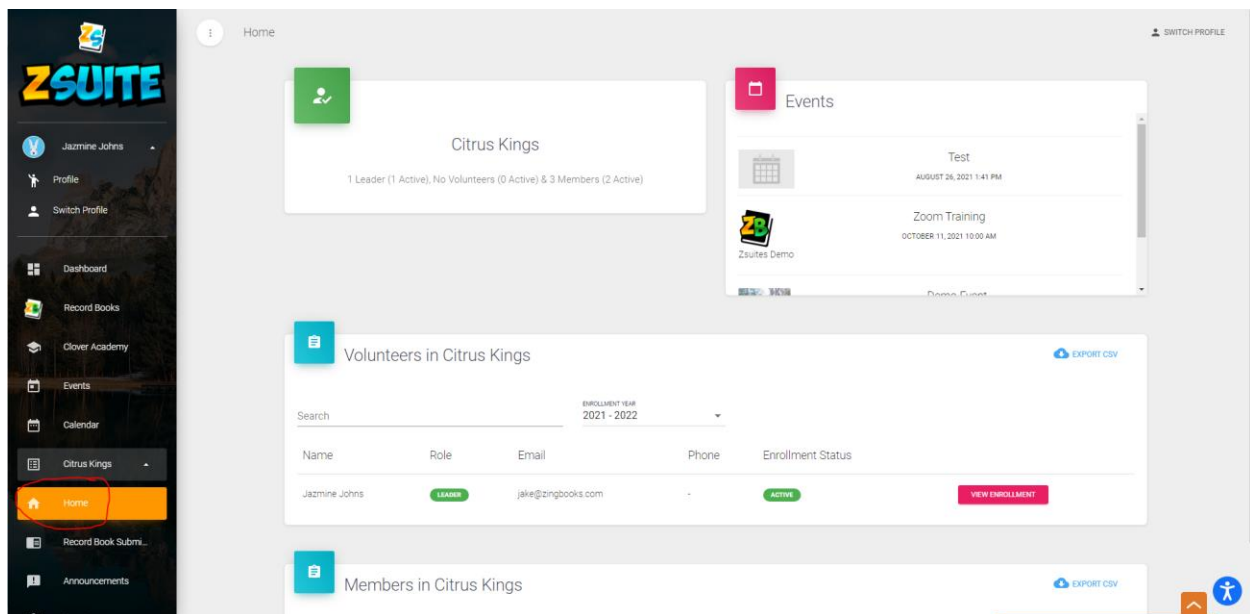
# Volunteer

## Frequently Asked Questions

1. How do I view the club members and volunteers in my club?
  - 1) Log into the account that is the Club Leader (not the primary account)
  - 2) Click on the club name on the left navigation menu



- 3) Click on the "Home" tab that appears under the clubs name



4) Scroll down the page and you will see your list of volunteers and members on the “Home” page

The screenshot displays the ZSuite interface. On the left is a dark sidebar with the ZSuite logo and navigation options: Profile, Switch Profile, Dashboard, Record Books, Clover Academy, Events, Calendar, Citrus Kings (selected), Home, Record Book Subm..., and Announcements. The main content area is divided into two sections: 'Volunteers in Citrus Kings' and 'Members in Citrus Kings'. Both sections include a search bar and a dropdown for 'ENROLLMENT YEAR' set to '2021 - 2022'. The 'Volunteers' section shows a table with columns for Name, Role, Email, Phone, and Enrollment Status. It lists 'Jazmine Johns' with a role of 'LEADER', email 'jake@zingbooks.com', and an 'ACTIVE' status. The 'Members' section shows a table with columns for Full Name, Member E-mail, Member Primary Phone, and Enrollment Status. It lists three members: 'Test Club Member' (stephanie@zingbooks.com, ACTIVE), 'Steven Johns' (jake@zingbooks.com, ACTIVE), and 'TEST Member' (test@example.com, (222) 222-2222, PENDING APPROVAL). Each member row has buttons for 'VIEW RECORD BOOKS' and 'VIEW ENROLLMENT'. The 'TEST Member' row also has 'APPROVE' and 'DECLINE' buttons. At the bottom right, there is a copyright notice: '© 2021 ZSuite Stay Amazing the ZSuite Team'.

The level of member account access a volunteer has within ZSuite is set at different levels from state to state.



2. I don't see any record books under the "Record Book Submissions" tab, why?

**This is because either the youth have not submitted their books yet, or your state does not have digital record book submissions, so the kids are unable to submit their books.**

**The "Record Book Submissions" page is only to view books that have been submitted, not books that are in progress.**