



# University of Idaho Extension



HEAD



HEART



HANDS



HEALTH

## June 2021

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# LATAH COUNTY 4-H NEWSLETTER

“To Make the Best Better”

## LATAH COUNTY 4-H OFFICE

*Typically in this section, you see a note from Sara Fluer, Latah County's 4-H Educator. This month, we are pleased to introduce a new member of our 4-H team, Bethany Newton, who will be with us from May–August completing a term of service as an AmeriCorps member. Check out Bethany's introduction below!*

Hello Latah County 4-H!

My name is Bethany Newton, and I am an AmeriCorps member serving as a 4-H youth development instructor for Latah County this summer. This service is giving me the opportunity to volunteer and give programs at a variety of 4-H and community events, like camps, library programs, and more.

Along with these, I am working with Sara to develop a few new activities for 4-H'ers to be involved over the summer. If you know a 4-H'er that enjoys hands-on, science-based activities, make sure to tell them about our **three-part STEM Friday's program that will be offered in August!**

Stay tuned for further details and other fun events like these. We would love to have your involvement and offer your 4-H'ers opportunities to learn and engage in the upcoming months.

I am a past 4-H'er, who took on everything from cross-stitching to swine projects, and baking to photography. I enjoyed the detail oriented and creative projects as well as the hard work that went into taking care of and showing animals. As I entered high school, I enjoyed being a camp counselor and mentor for younger students. This led me to pursue a degree in Agricultural Education that I will finish in the upcoming school year.

This summer I am hoping to offer valuable programs for youth to learn about science, animals, plants and art, while working with others and having fun! It is a great opportunity to give back to a program that has invested a lot into me.

Thank you for welcoming me to your county! I'm looking forward to having a great, 4-H filled summer.

**Bethany Newton**  
**AmeriCorps 4-H Youth Development Instructor**



## Catch Bethany at these summer programs...

- *Line Dancing Wednesdays*—a four-part series in June. Instruction led by Autumn from the State 4-H office.
- *Cloverbuds: All About Agriculture Program*—coming in July. Instructor: Bethany.
- *Art Introduction Wednesdays*—a four-part art series in July-August. Instruction led by Autumn from the State 4-H office.
- *STEM Fridays with 4-H*—a three-part program in August. Instructor: Bethany.

**Turn to page 3 for details & the links to RSVP.**

**Please let us know if you are coming so we can plan to have materials for you!**

# GENERAL 4-H NEWS

## 4-H CAMP

4-H Camp is held in cooperation with 4-H programs in Clearwater, Lewis, Latah, Nez Perce Counties (CL2N Camp).



Camp is open to participants who are 8 years old as of January 1, but once youth reach the 8th grade, they may only attend camp as a teen leader.

- New location for 2021—Camp Sanders, located southeast of Tensed, ID
- Date—July 16-19
- Space is limited. Latah County has 20 spots available.
- Camper registrations are due **June 21**. Every enrolled member of eligible age was mailed a camp registration in May.

## Teen Leadership Opportunity!

Teens, we will need your help as Group Leaders and Cabin Leaders at camp. Teen leaders must be in the 8th grade or older and need to plan to attend the Teen Leader Training in Lewiston on June 30, 2021.

- **Deadline to apply as a Teen Leader: June 7**
- Teen Leader Training: June 30, 9:00 am—3:00 pm in Lewiston (**mandatory**).

This is an amazing teen leadership opportunity!

## RECORD BOOKS

ZSuite is Idaho's statewide 4-H record book system.

If you are a new 4-H family, or did not complete any projects last year using ZSuite, please set up a family account by visiting <https://4h.zsuite.org/>.

You can find a step-by-step how-to guide at the end of this newsletter. Members will always have the option to handwrite their record book if they prefer.

## Record Book Due Dates:

- Non-Market Animal, Pet, Breeding and Horse Record Books are due Friday, Aug. 27.
- Clothing & Textiles—record book are due with your exhibits on Tuesday, Sept. 7.
- General Projects—record books are due with your exhibits at check-in on Wed., Sept. 15.
- Market Animal Record Books are due Sunday, Sept. 19. This applies to all market animal species.



## NATIONAL 4-H CONGRESS

National 4-H Congress recognizes and promotes excellence in 4-H, held in Atlanta, Georgia each year. Those attending enjoy workshops, cultural events, community service projects and sightseeing.

- Dates: November 26-30, 2021
- Delegates must be at least 14 years old as of January 1.
- Costs—Funding may offset some costs, but delegates can expect to pay \$500 to \$800 depending on travel fees.
- Apply through [4-H Online](#). Deadline to apply is **June 14, 2021**.
- For more information, visit <https://www.uidaho.edu/extension/4h/events/national-4-h-congress>

Online interviews may be scheduled after applications are received. Applicants will be notified by the State 4-H Office as to their acceptance.

## COVID-19 UPDATE

In the last 2-3 weeks, some major shifts have happened at a State, County, and Local level regarding COVID-19 protocol:

- There is no longer a limit on gathering size.
- The University of Idaho and City of Moscow terminated their face covering requirements.
- Latah County has reopened all county buildings to the public. You do not need to call in advance to have us let you into the building anymore—you can walk in and see us at our office!

## IMPORTANT 4-H RESOURCES

Check out the UI Extension 4-H Youth Development website for access to all sorts of 4-H resources! <https://www.uidaho.edu/extension/4h/documents-records>

### [Idaho 4-H Policies & Procedures](#)

It is the responsibility of all members, leaders, and parents/guardians to follow 4-H policies and procedures, which includes the 4-H Code of Conduct. You are asked to review and consent to this each year during enrollment in 4-H Online.

### [Idaho 4-H Project Requirements Handbook](#)

Not sure what is required of your specific project? Need some project specific resources to get started? Use the project requirement handbook throughout the year to answer your questions!

**KICK THE DUST UP.**  
**LINE DANCING**  
**WEDNESDAYS**  
 LEARN & PERFORM COUNTRY LINE DANCES

June 9, 16, 23, & 30  
 6:30 pm  
 Latah County Fairgrounds  
 Ages 8-12

REGISTER TODAY!  
<https://linedancingwednesdays.bpt.me/>



RSVP for Line Dancing: <https://linedancingwednesdays.bpt.me/>

**CLOVERBUDS:**  
**ALL ABOUT AGRICULTURE**  
**PROGRAM**

BRING YOUR SOON TO BE 4-H'ERS TO THIS PROGRAM JUST FOR THEM!

WHEN: JULY 13TH 1:00 - 2:00 P.M.  
 WHERE: LATAH COUNTY FAIRGROUNDS



RSVP for the Cloverbud Program: [https://uidaho.co1.qualtrics.com/jfe/form/SV\\_8nPS1BGoo2n7UWY](https://uidaho.co1.qualtrics.com/jfe/form/SV_8nPS1BGoo2n7UWY)

JOIN US FOR A FREE SERIES!

**ART**  
**INTRODUCTION**  
**WEDNESDAYS**


Learn and create with the basics of shading and color

**JULY 28, AUGUST 4, AUGUST 11, & AUGUST 18**  
**6:30PM**  
**LATAH COUNTY FAIRGROUNDS**

AGES 6-12 | REGISTER TODAY!  
[HTTPS://ARTINTRODUCTIONWEDNESDAYS.BPT.ME/](https://artintroductionwednesdays.bpt.me/)



RSVP for the Art Series: <https://artintroductionwednesdays.bpt.me/>

 **STEM Friday's with 4-H**

Come and try exciting, science based activities at no cost!


Hosted by: Latah County 4-H

**Come to all three programs:**

- August 6th
- August 13th
- August 20th

Recommended Ages: 8-12 (but all are welcome!)

Latah County Fairgrounds  
 11:00 - 11:45 a.m.



RSVP for STEM Fridays: [https://uidaho.co1.qualtrics.com/jfe/form/SV\\_djzExqwZvJN7ykK](https://uidaho.co1.qualtrics.com/jfe/form/SV_djzExqwZvJN7ykK)



## UPCOMING HORSE EVENTS

- **State Horse Contest** – July 6-7, Coeur d'Alene.
- **Latah County Family Horse Camp** – July 14-18, Deary.
- **County Horse Show** – Saturday, July 24, Princeton.

## HORSE JUDGING OPPORTUNITY IN LEWISTON

- Saturday, June 12, at 9:00 AM.
- Nez Perce County Fairgrounds Horse Arena (east end of grounds at 1229 Burrell Avenue, Lewiston)
- \$10 entry per contestant
- Open to all youth 18 and under (age determined on January 1, 2021) from any county—results will be shared with your home county.
- Details—8 classes to judge. Seniors will give 3 sets of oral reasons; Juniors and Intermediates will give 2 sets of oral reasons. Please RSVP to Melinda Cross at [melinda.cross65@yahoo.com](mailto:melinda.cross65@yahoo.com) or (530) 334-0973

## HORSE CAMP

Registration for Horse Camp is open. Completed applications are due July 1, 2021.

The Latah County Family Horse Camp will be held at the Pony Club grounds in Deary, ID on July 14-18. This camp is open to horse enthusiasts from the area. You do not need

to be a 4-H horse member to apply for this camp. It is an opportunity for youth, leaders, parents, friends and family to share a great learning experience in a fun and safe environment. Classes are offered each day, along with crafts, lectures and evening entertainment.

The registration packet is available on our website at <https://www.uidaho.edu/extension/county/latah/4-h/forms>.

## GENERAL HORSE REMINDERS

- **Safety Reminder!** 4-H members participating in any 4-H equestrian activity must wear an approved helmet whenever they are mounted on an equine or are in a vehicle (cart, wagon, buggy, etc.) being pulled by an equine. An approved helmet meets the minimum performance standards imposed by the American Society for Testing Materials (ASTM) F1163 and includes certification and labeling required by the Safety Equipment Institute (SEI).
- **PNW 4-H Horse Contest Guide**—Idaho uses the PNW 4-H Horse Contest Guide. It is a good idea to review this guide every year so you are familiar with the rules and expectations of participating in 4-H Horse Contests. Hard copies are available at Latah County Extension or you can access it on UI Extension's [website](https://www.uidaho.edu/extension/4h/projects/horse).
- **Horse Project Resources**—check out UI Extension's website for horse project resources, including project requirements, permanent identification and health record, project manual, and more! <https://www.uidaho.edu/extension/4h/projects/horse>.

## **Latah County Fair**

**Fair starts in less than 100 days! Latah County 4-H Clubs have an opportunity to contribute to the newest addition to the fairgrounds!**

I am super excited to share some amazing news, YOU ARE GETTING A NEW SHAVINGS STORAGE PAD at that Fairgrounds! WOOT WOOT!!

Ok, maybe I am being a little corny, but I am very excited for this development, and to make this dream really come true, in the best way possible, I am asking for the assistance of your club.

The new pad foundation has been poured and looks great, and our amazing friends at Pre-Mix Inc. have agreed to an

extremely generous donation of 35 ecology blocks to help make the walls of the new pad, but we can use a few more blocks. Would your club be willing to join in the effort and buy a block?

Blocks are \$50.00 each, and we hope to have them delivered and set in early August. If your club is able to help out, please let me know by July 1, 2021 so I can make the necessary arrangements for delivery.

If we are able to complete this new pad, we will be able to adjust the way shavings are stored during Fair, and hopefully will no longer have to rely on the daily dumpster swap with Latah Sanitation.

THANK YOU!

Jim Logan

Director, Latah County Fairgrounds

[jlogan@latah.id.us](mailto:jlogan@latah.id.us) | 208-883-5722

## LIVESTOCK IMPORT REMINDER

Idaho State Dept. of Agriculture has import requirements for all livestock entering the state.

This is not new—these rules apply to everyone, including 4-H & FFA youth, who are bringing livestock into Idaho. An essential part of being a responsible livestock producer is understanding and following these rules. Please review the ISDA Quick Reference on page 8 for species-specific information.

## MARKET LIVESTOCK TAGGING/WEIGH-IN

- **Sheep & Goat**—Monday, June 28, Latah County Fairgrounds, 3:00 PM—6:30 PM. Shearing \$10.

**4-H members must be enrolled in 4-H and have paid dues by their respective species weigh-in date.**

To ensure consistency between programs, members should be prepared to designate their primary project animal and floater as either 4-H or FFA at designated county tagging/ weigh-in events and deadlines.



## AREA LIVESTOCK CAMPS

Swine, Sheep, and Goat exhibitors, check out the Next Level Livestock Camps on July 10-11 in Coeur d'Alene. These two-day camps for youth livestock exhibitors cover selection, training feeding and care. There are also some breakout sessions for adults (parent/guardian, 4-H leader, etc.)

Register at <https://www.nextlevellivestockcamps.com/>

## RABBIT HEMORRHAGIC DISEASE

The first case of Rabbit Hemorrhagic Disease (RHD) has been confirmed in Idaho and is a highly contagious and often deadly virus in rabbits.

ISDA is not asking domestic rabbit shows or exhibitions be cancelled at this time. Please be aware and enhance your biosecurity practices to protect your rabbits. For more information, visit <https://agri.idaho.gov/main/rabbit-hemorrhagic-disease/>

## CHIP GILLIAM MEMORIAL PROGRAM

In need of financial assistance for your market project? The Chip Gilliam Memorial Fund is a loan program through the Latah County Fair Office. Since 1997, the loan program has been available to help Latah County youth with financial

assistance for their 4-H and FFA market animal projects.

Loan applications are due to the Fair Office March 31, but applications are reviewed on an ongoing basis as funds are available—when in doubt, apply! Applications may only be submitted by Latah County 4-H or FFA members, with approval of their 4-H leader or FFA Advisor.

Applications are found on the Latah County Fair & Events Center [website](#). Questions can be directed to the Latah County Fair Office at 208-883-5722.

## DAIRY CATTLE MEMBERS

If you are leasing a dairy heifer this year, please turn in your signed lease agreements to Latah County Extension by June 15 to meet the 90-day possession requirement.

## WATERFOWL AT 2021 FAIR

Idaho State Department of Agriculture has advised waterfowl not be housed or exhibited at county fairs to decrease transmission of Avian Influenza. Per this guidance, **the Latah County Fair will not be accepting waterfowl entries in 2021.**



## FAIR ENTRY & CAMPER FORMS AVAILABLE

The Latah County Fair is September 16-19.

Animal Exhibitor Entry and Camper Registration forms are live on the Latah County Fair website. If you plan to exhibit at the fair in September, you must complete these forms through the fair office.

You will need to have to enter your market animal tag numbers, so if you have a sheep or goat, you do not have a tag number to enter into these forms yet.

Due date is **August 1**. Late fees apply. Complete online at <https://www.latahcountyfair.com/p/fair/register>

## UPDATED LATAH COUNTY ANIMAL POLICIES AVAILABLE

A committee formed under Latah County Leader's Council has updated the document of county-specific policies related to all animal projects, including breeding, market, pet, and small animals. Access it online here: <https://www.uidaho.edu/extension/county/latah/4-h/weigh-in>. It is the first document listed on the page.

Members enrolled in an animal project will also receive a hard copy in the mail later this month. Please keep this document for your records.

# LEADER'S CORNER

## PROSPECTIVE LEADERS

Anyone interested in becoming a certified 4-H leader must complete the leader application, background check, and interview process required for certification; and have a profile set up in 4-H Online.

Contact Sara Fluer at [sfluer@uidaho.edu](mailto:sfluer@uidaho.edu) or 208-883-2267 to request an application packet.

## RETRUNING LEADERS

Returning leaders, to maintain your certification for the 2020-2021 4-H year, you must:

- Enroll in the new 4-H year in 4-H Online.
- Complete the 20-minute Protecting Minors Training in 4-H Online during enrollment.
- Complete 2 hours of continuing education related to 4-H, youth development, or your project area. If you are taking a training through your employer or other volunteer commitment that you think might apply to your work as a 4-H volunteer, contact our office to ask about it.

## TRAINING OPPORTUNITIES

- **QPR Suicide Prevention Training**
- Idaho 4-H & Idaho Dept. of Health and Welfare have partnered to provide QPR Gatekeeper training to 4-H Volunteers. QPR is designed to teach others the warnings signs of a suicide crisis and how to respond. This is a no-cost, 1-hour online training that could help save a life. Register at: <http://bit.ly/Idaho4HQPR>. Send your completion certificate to [sfluer@uidaho.edu](mailto:sfluer@uidaho.edu) for your leader file.
- **CALS Speaker Series—[Temple Grandin](#)** lecture <https://www.uidaho.edu/cals/news-and-events/speaker-series>
- **[Stewards of Children](#)**—offered through Gritman Medical Center. We will reimburse you the cost of the class if you provide proof of attendance.

## 4-H ONLINE 2.0 LEADER ACCESS

Fully enrolled club organizational leaders can view their club's roster in 4-H Online 2.0. This does *not* include a project breakdown at this time.

If you are in need of a breakdown of members by project, please contact our office and we will provide you with a detailed list.

## LATAH COUNTY LEADER'S COUNCIL BY-LAWS

A committee formed under Latah County Leader's Council has completed updates on Leader's Council By-Laws. A copy will be emailed to all leaders and it can be accessed on our website at: <https://www.uidaho.edu/extension/county/latah/4-h/volunteer>.

### Upcoming meetings for Horse Leaders, Livestock Leaders, & Leader's Council:

- July 26
- September 27
- November 22

Meetings will be held at the Latah County Fairgrounds unless otherwise noted.

Groups meet as follows:

- Horse Leaders—5:30 pm
- Livestock Leaders—6:00 pm
- Leaders Council—6:30 pm



# CALENDAR

## JUNE

- 1—Market Swine Possession Deadline
- 9—Line Dancing Wednesdays
- 11-12—State Shooting Sports—Boise
- 15—UI Dairy Cattle lease forms due to Extension office
- 16—Line Dancing Wednesdays
- 21-24—State Teen Association Convention (STAC)
- 23—Line Dancing Wednesdays
- 28—Market Sheep and Meat Goat Weigh-in/Tagging
- 30—Line Dancing Wednesdays
- 30—Teen Leader Training for Camp Sanders, Lewiston, ID

## JULY

- 5—Holiday, Latah County Extension closed—Independence Day (observed)
- 6-7 State Horse Contest
- 13—Cloverbuds Program: All About Ag
- 14-18—Horse Camp @ Pony Club Grounds, Deary, ID
- 16-19—CL2N 4-H Camp @ Camp Sanders, ID
- 24—Horse Show
- 26—Leader's Council Meeting
- 28—Art Introduction Wednesdays
- 29—Cat Show @ 6:00 PM, Latah County Fairgrounds

## AUGUST

- 4—Art Introduction Wednesdays
- 6—STEM Fridays with 4-H
- 9—Fashion Revue Orientation @ 6:00 pm, Latah County Fairgrounds
- 11—Art Introduction Wednesdays
- 13—STEM Fridays with 4-H
- 17—Fashion Revue Judging, appt. time TBD at Orientation, Latah County Fairgrounds
- 18—Art Introduction Wednesdays
- 20—STEM Fridays with 4-H
- 27—Non-Market Animal & Horse Record Books Due

## SEPTEMBER

- 6—Holiday, Latah County Extension closed—Labor Day
- 7—All Sewing and Textiles projects and record books due to Extension by 5:00 pm
- 16-19—Latah County Fair
- 19—Market Animal Record Books Due

## OCTOBER

- 1—Beginning of 2021-2022 4-H Year
- 22-24—Statewide Ambassador Summit—Camp Horsetheif, Cascade

## NOVEMBER

- 1—Club Financial Summaries Due
- 14—Latah County Awards Night
- 22—Leader's Council Meeting



## Livestock Import Rules Apply to 4-H and FFA Animals

As you begin selecting animals for your 4-H & FFA projects for the upcoming fair season, please keep in mind that all import rules for livestock apply to animals brought into Idaho that will be used as 4-H and FFA market and breeding animals. Below is a quick reference (as of 2/6/2019) for each species. For a complete listing of import requirements, please go to the ISDA website at:

<https://agri.idaho.gov/main/animals/>

### ➤ Cattle:

- > Castrated male cattle (steers) must have a Certificate of Veterinary Inspection (CVI) from a licensed veterinarian with a full physical address of the origin and destination.
- > Intact female beef cattle must have a CVI with the full physical address of the origin and destination. Female cattle 4 months and older require vaccination for Brucellosis with their legible tattoo recorded on the CVI. Female cattle 18 months and older require individual, official identification listed on the CVI. Female calves accompanying their dam may enter without vaccination.
- > All intact dairy cattle must have a CVI with the full physical address of the origin and destination and an entry permit. Female cattle 4 months and older require vaccination for Brucellosis with their legible tattoo recorded on the CVI. All dairy females 6 months of age and older are required to have a negative Tuberculosis test within 60 days before entering Idaho. Individual, official identification must also be listed on the CVI.
- > Brand Inspections required on all cattle (even if unbranded.) For information on Brand Inspections please call the Idaho State Brand Department Lewiston District Office at 208-799-5019.

### ➤ Horses:

- > CVI with full physical address of the origin and destination. Six month equine passports are accepted from states participating in Global Vetlink's EECVI program. Negative EIA (Coggins) test required within 12 months prior to entering Idaho.
- > Brand Inspections required on all horses (even if unbranded.) For information on Brand Inspections please call the Idaho State Brand Department Lewiston District Office at 208-799-5019.

### ➤ Sheep and Goats:

- > Castrated male sheep and goats (wethers) CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084).
- > Intact female sheep and goats must have a CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084). Scrapies tag, tattoo (if recorded on Breed Registry papers), or other official, individual identification recorded on CVI.
- > Intact male sheep and goats must have a CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084). Scrapies tag, tattoo (if recorded on Breed Registry papers), or other official, individual identification recorded on CVI.
- > All dairy type goats over 6 months of age need a negative Brucellosis test within 30 days before entering Idaho.
- > All intact male sheep over 6 months of age must have a negative Brucella ovis test within 30 days before entering Idaho.
- > All sheep and goat CVI's must also state that listed animals are free from Scrapie (known to have not been exposed for at least 72 months prior to date of inspection), Scabies (known to not have been exposed for at least 6 months immediately prior to date of inspection), Foot Rot, Brucella and do not have any symptoms of any communicable diseases (known to have not been exposed to any communicable disease for at least 30 days immediately prior to date of inspection.)

### ➤ Hogs:

- > All swine entering Idaho require a CVI with the full physical address of the origin and destination and an entry permit. Individual, official identification must be listed on the CVI. The following statements must also be on the CVI; Raw Garbage Statement, PRV Statement and a PEDv Statement.
- > All breeding swine not originating from a Brucellosis free herd or a Brucellosis free state must have a negative Brucellosis test within 30 days of movement into Idaho.

For more information please contact the Boise ISDA Office at 208-332-8540, or for the Northern Region (Boundary, Bonner, Kootenai, Benewah, Shoshone, Latah, Nez Perce, Lewis, Clearwater and Idaho Counties) contact:

Dr. Scott Barnes, DVM, Veterinary Medical Officer  
Moscow Field Office, 208-790-3139

or

Kerry Sanford, Sr. Livestock Investigator  
Lewiston Field Office, 208-790-8210





# TIP SHEET FOR IDAHO 4-H FAMILIES

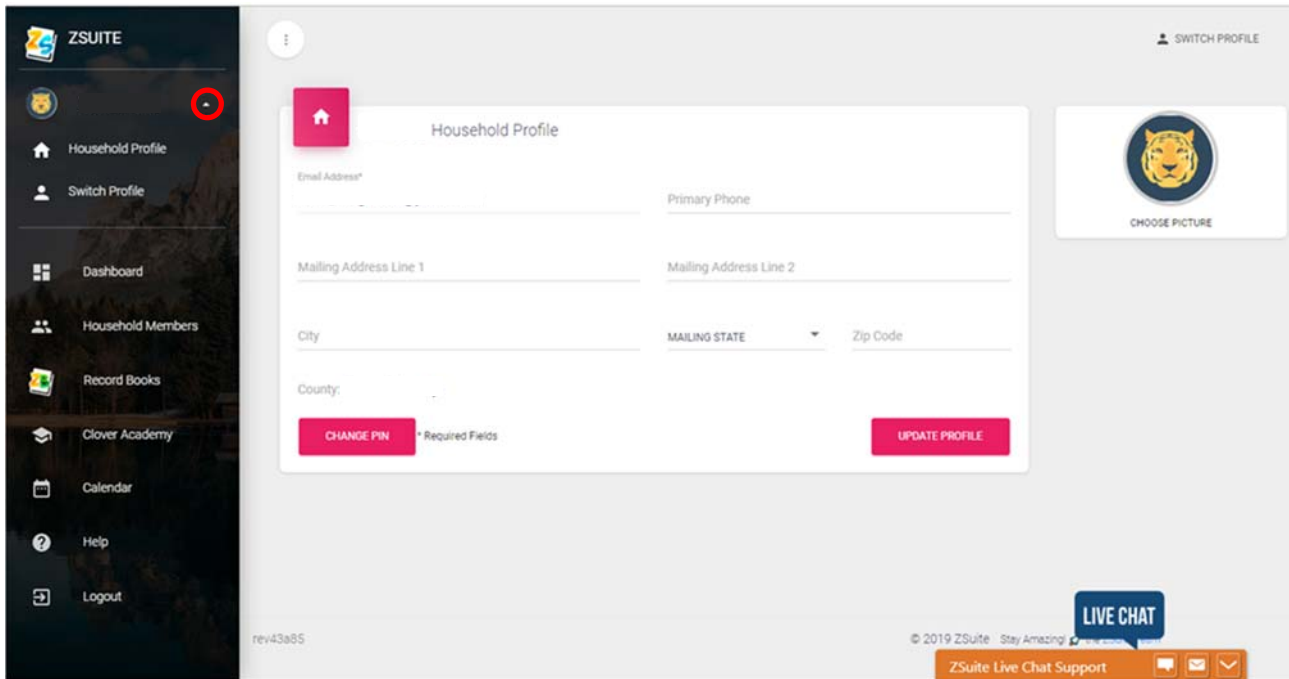
**STEP 1:** visit: <https://4h.zsuite.org> *If you are a new ZSuite user: A parent or guardian must create your family account!* Follow steps 1 – 3 to do this. If you are a returning Zsuite user, please skip to **Step 4**.

**STEP 2:** Click the blue “Sign up” button

**PRO TIP:** Any time you have a question, click the orange “ZSuite Live Chat Support” to chat with a ZSuite Customer Service Representative!

**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.

**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:

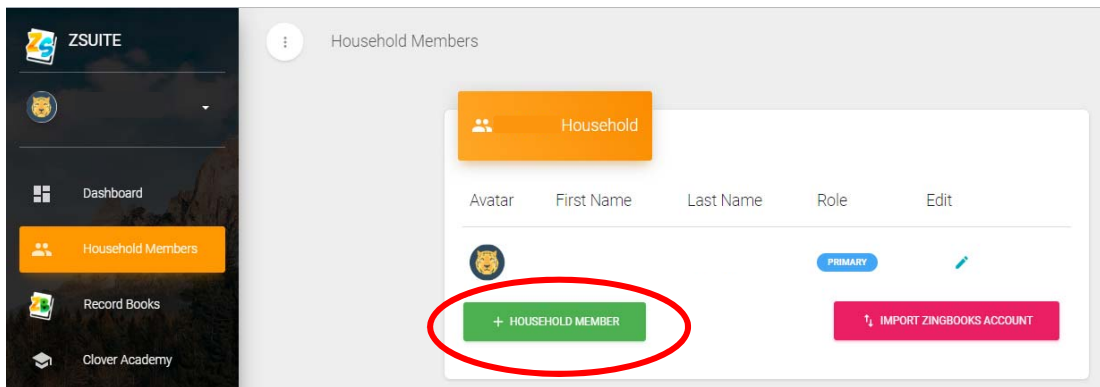
- Your clubs (after you have joined them in ZSuite)
- Build your To Do List (only your family members can see this)
- Announcements from your club, county, state and ZSuite
- Shared Files from your club, county, state and ZSuite
- Upcoming Events from your club, county, state and ZSuite

From this screen you will access all other features of your new ZSuite Account.

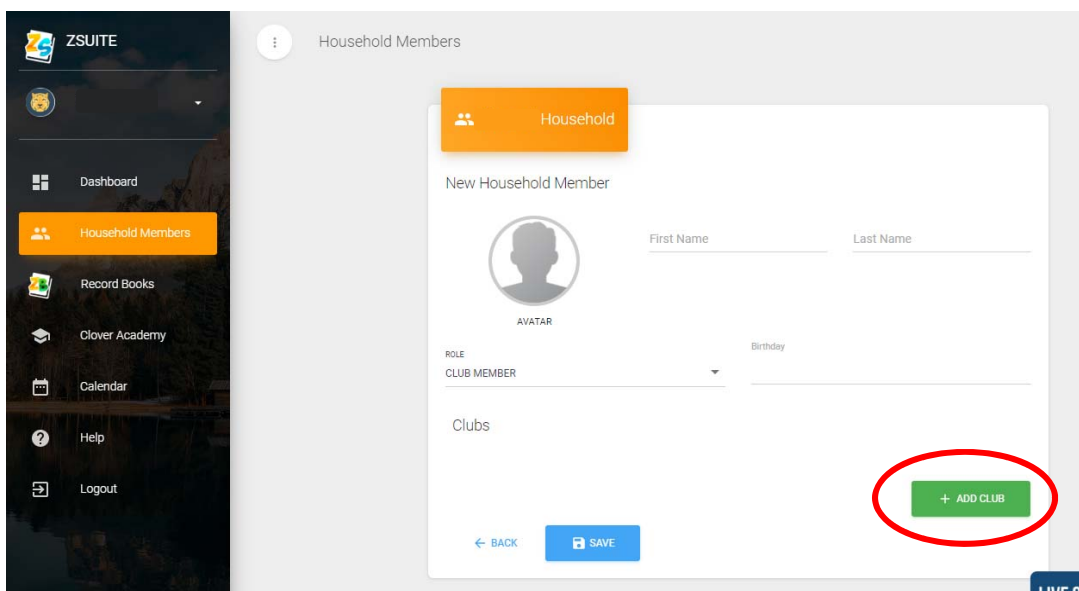
- Click the drop-down arrow next to your name (circled in red in the above screenshot)
  - Household Profile: Change your contact information and profile picture
  - Switch Profile: Once you have built your family member profiles, you can switch between them in this screen.
- Dashboard: will always take 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.

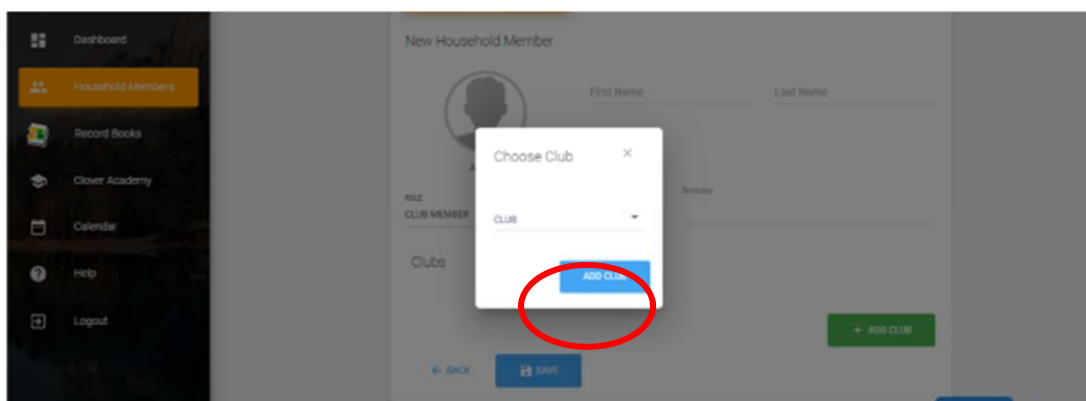
- From the Dashboard, click Household Members
  - Click the green “+ Household Member” button



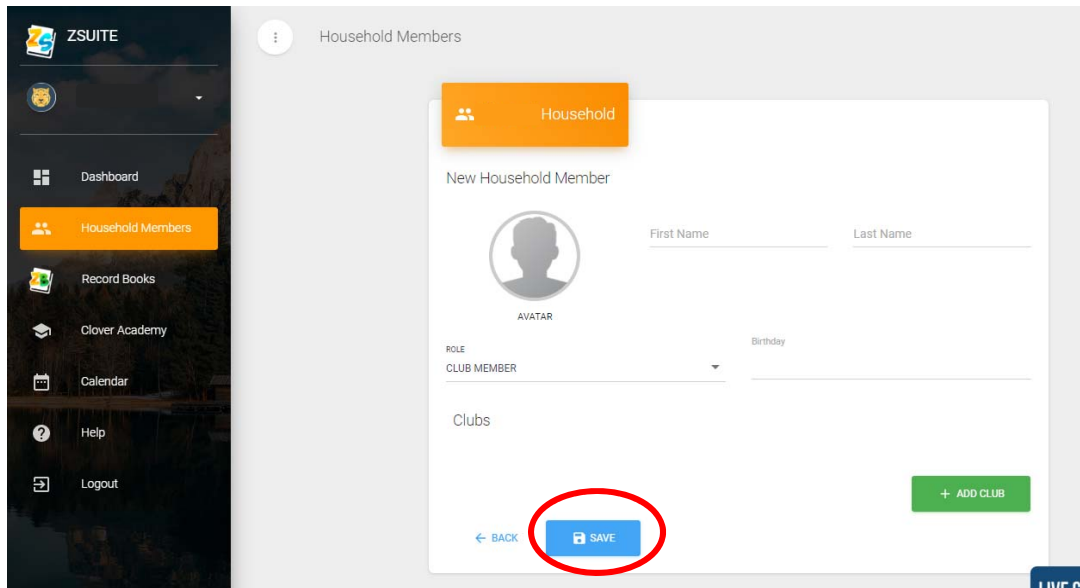
- Fill in first name, last name, mark Role as “Club Member”, add birthdate. Then click the green “+ADD CLUB” button.



- Choose your club from the drop-down menu, click the blue “ADD CLUB” Button

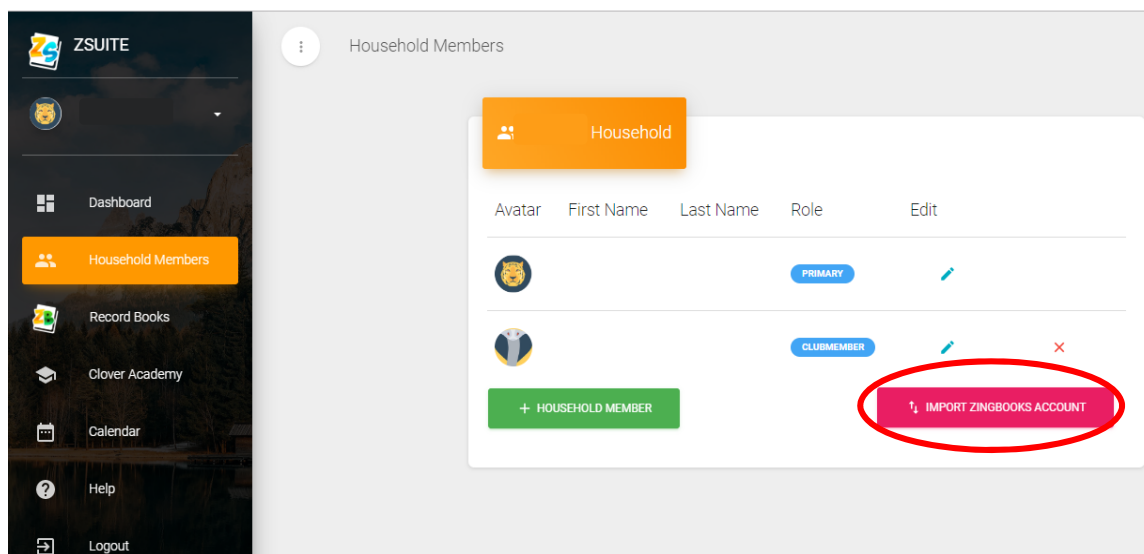


- If your child is active in multiple clubs, click the green “+ADD CLUB” button and repeat this step as many times as necessary to add all clubs to their profile.
- Once all clubs have been added to this child’s profile. Click the blue “SAVE” button on the New Household Member Screen.



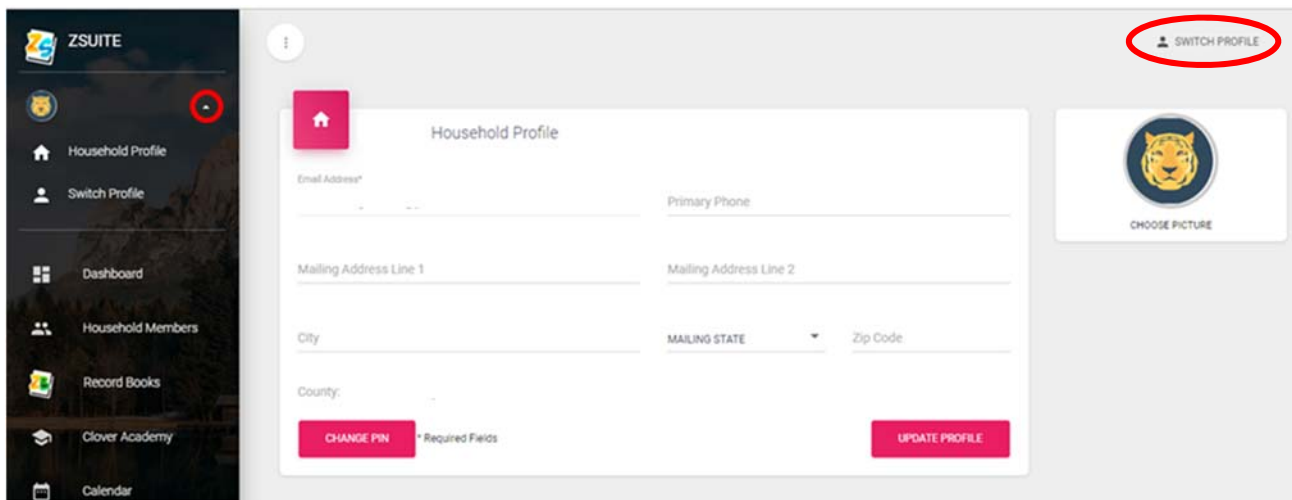
**STEP 6:** Repeat all of **STEP 5** until all children and adult club volunteers have been added to the Household Members Screen.

**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.

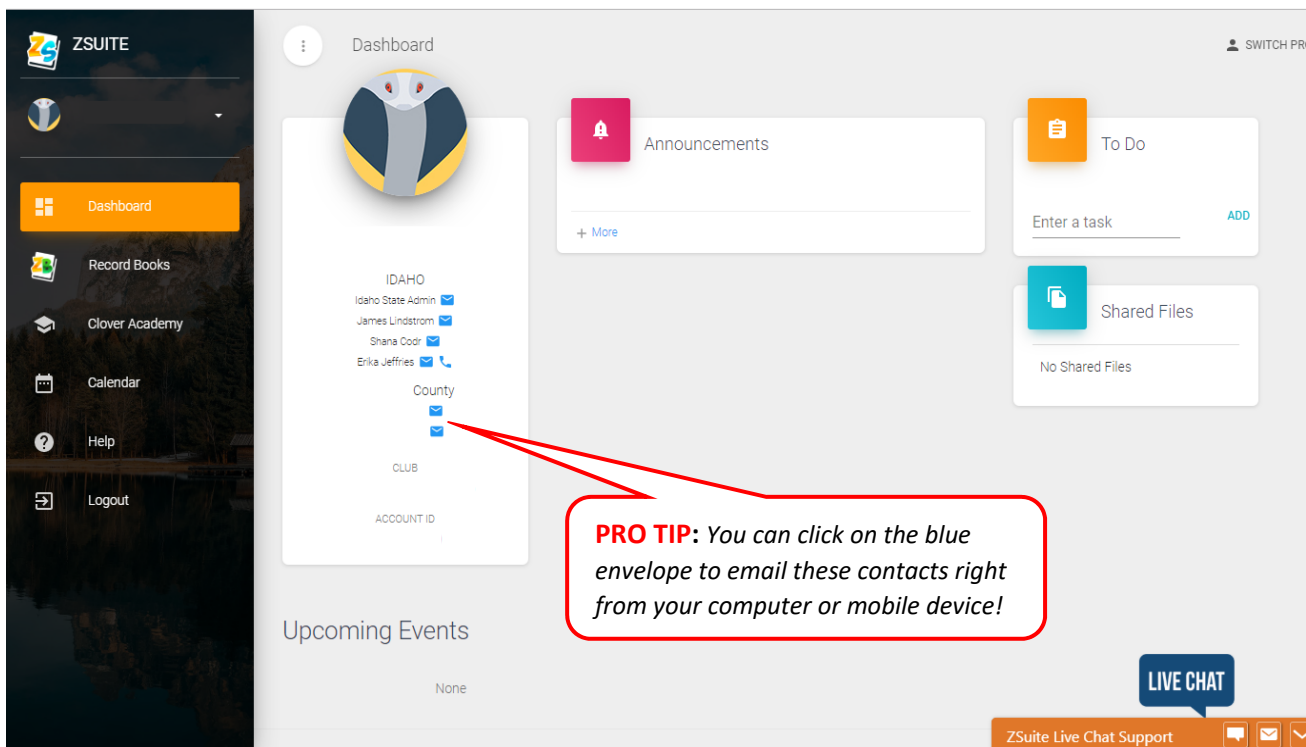




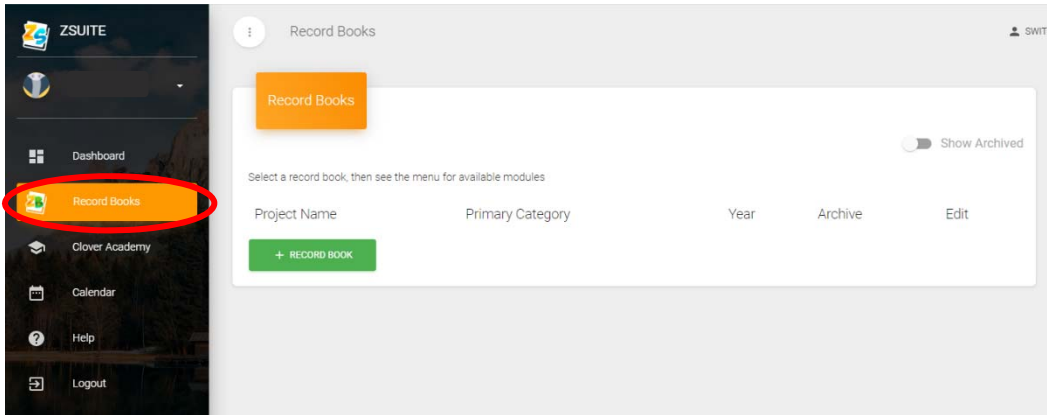
**STEP 7:** Switch profiles for your child to access their records. You can switch profiles by clicking the drop-down arrow next to your family name in the left side menu or click the [Switch Profile](#) link on the top right side of the screen.



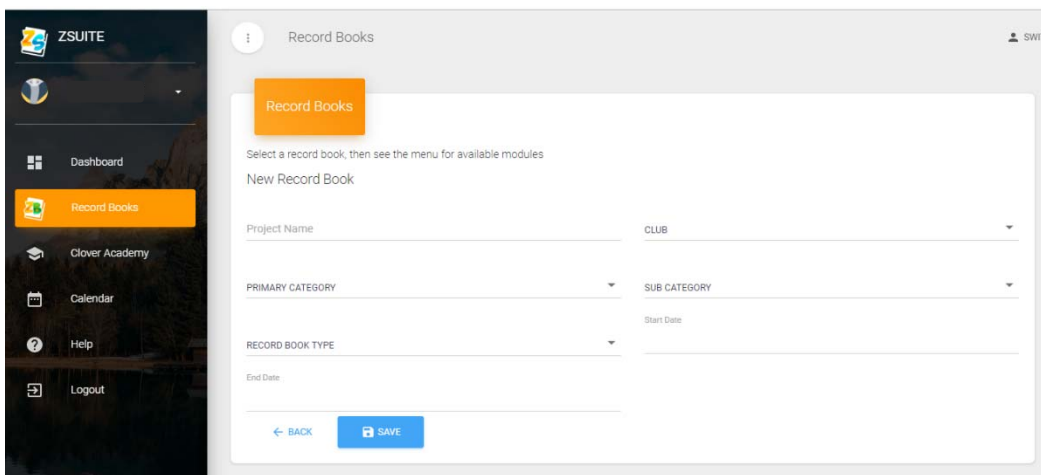
**STEP 8:** You are now at the [Youth Dashboard](#). Youth members can access this page to see their clubs, announcements, shared files upcoming events and build their to-do list just like on the [Family Dashboard](#).



**STEP 9:** Click Record Books on the left side menu.



**STEP 10:** Click the green “+ RECORD BOOK” button.



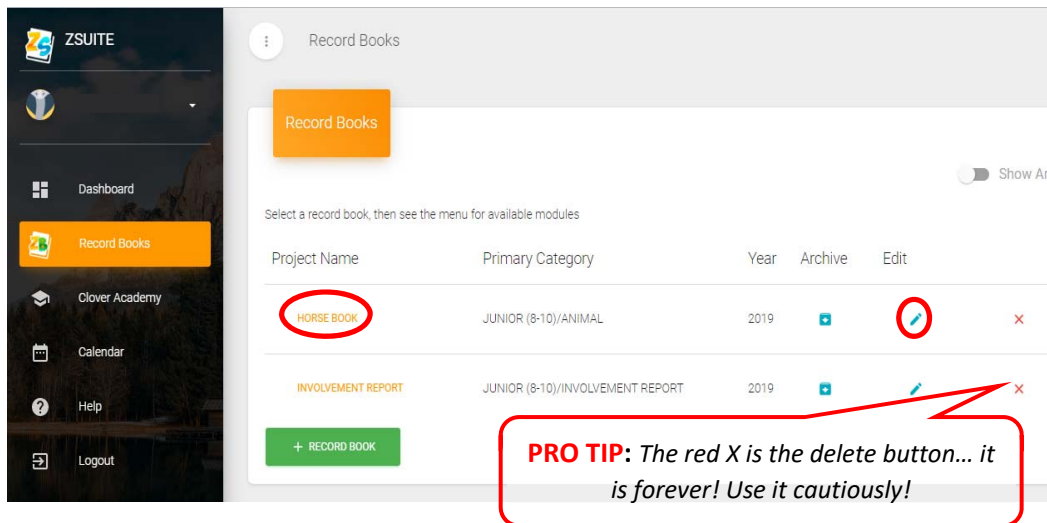
- **Project Name:** Use a name relevant to the project such as “Market Swine” or “Cake Decorating”.
- **Club:** Choose the club that you will be completing this project in.
- **Primary Category:** Select your age division, based on your age as of January 1, 2020.
- **Sub-Category:** Choose the book you 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.

**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 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.

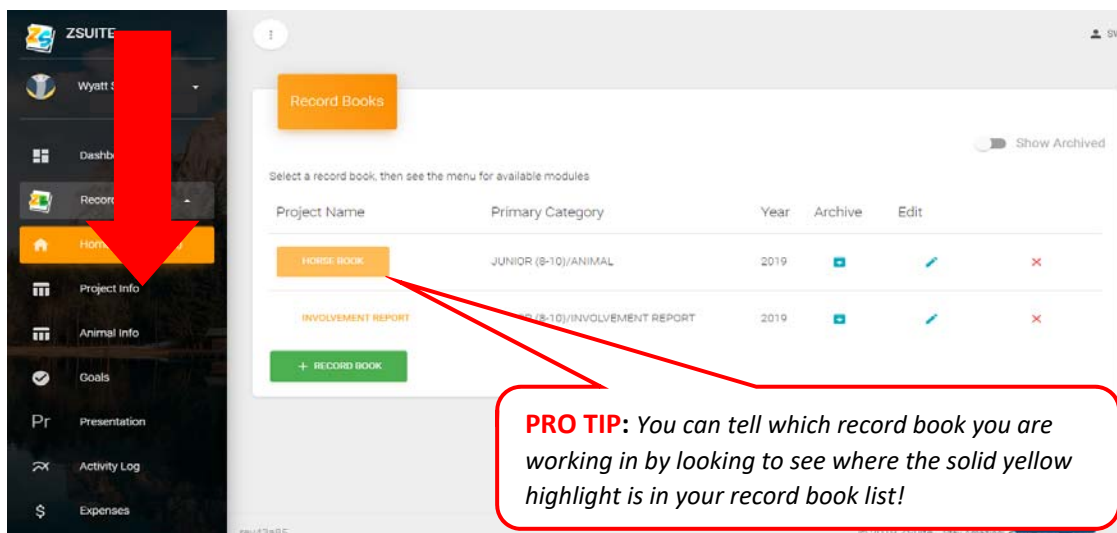
**STEP 13:** Click the yellow link under Project Name to access that record. Click the blue pencil under “Edit” if you wish to edit the name, type, or age division associated with that record.



Project Name	Primary Category	Year	Archive	Edit
<b>HORSE BOOK</b>	JUNIOR (8-10)/ANIMAL	2019	[+]	[Pencil] [X]
INVOLVEMENT REPORT	JUNIOR (8-10)/INVOLVEMENT REPORT	2019	[+]	[Pencil] [X]

**PRO TIP:** The red X is the delete button... it is forever! Use it cautiously!

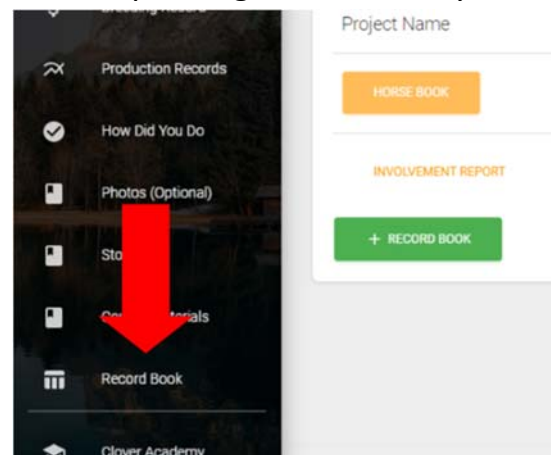
**STEP 14:** You can now edit the tabs (pages) of your record book by clicking on the tabs located in the left menu.



**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.



Record Book