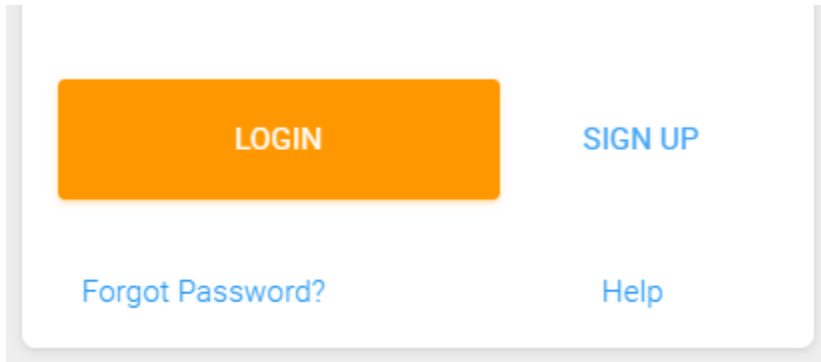


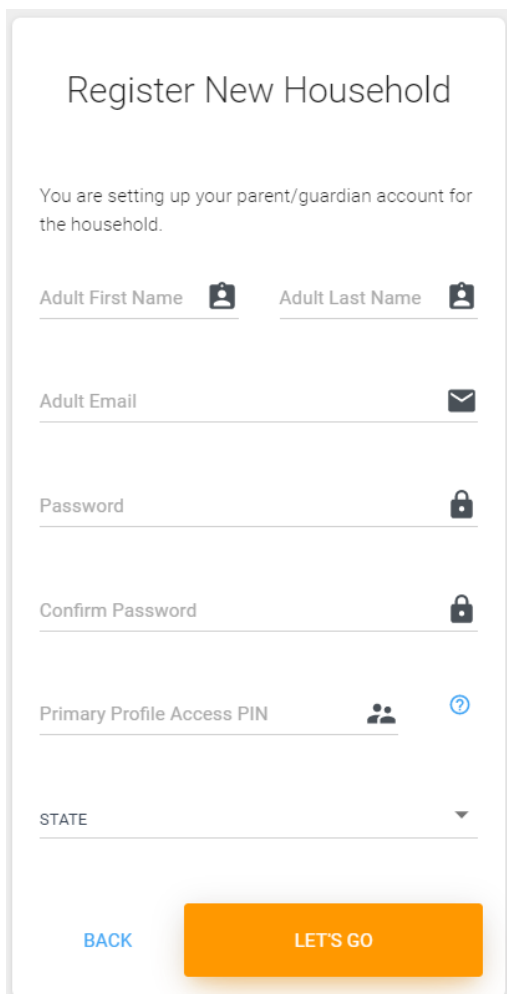
Creating a new account – 4H.ZSuite.org

Welcome to Zsuite! Let's create a new account!

1. Click the 'Sign Up' link on the ZSuite homepage.



2. Fill Out The Form. Note That Each Household Account Has A 'Primary' Account. This Is typically The Primary Parent Account, Which Has Some Administrative Functions That club Member Accounts Do Not. This Is Why We Ask That You Enter A 4 Digit Pin Code, Which Assures Our Parents That No Unauthorized Access To The Primary Account Occurs.

A screenshot of the "Register New Household" form. The title "Register New Household" is at the top. Below it, a message states: "You are setting up your parent/guardian account for the household." The form contains several input fields: "Adult First Name" and "Adult Last Name" (both with person icons), "Adult Email" (with an envelope icon), "Password" (with a lock icon), "Confirm Password" (with a lock icon), "Primary Profile Access PIN" (with a person icon and a question mark icon), and a "STATE" dropdown menu. At the bottom left is a blue "BACK" link, and at the bottom right is an orange "LET'S GO" button.

3. Note that the email address entered will be the email address used for ALL members under this household account. This way it's easier to remember your login for ZSuite. Your email address can be used ONLY ONCE, so please use an email address that is easy to remember.
4. Once you complete the form, click the 'Let's Go' button.

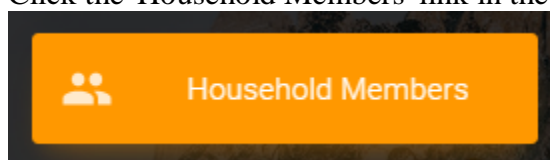


5. You will now be redirected to the Dashboard for the primary account. Here you can:
 1. Create new household members by clicking the Household Members link on the Menu Bar
 2. View Record Books (these can be created by the club members, but their accounts must be created first.)
 3. View Announcements from your Club, County, and State Level 4-H Leaders
 4. View a Calendar showing events
 5. View Help Documentation more specific to managing your household account
 6. Change user profiles (once other profiles are created)
 7. To Do Lists, Shared Files, Request to be a club leader, and many more items soon to come!

Create Club Member Profiles

Ok, the Primary Account has been created, now let's create the club member profiles so the kid's can get started!

1. Click the 'Household Members' link in the Menu Bar (left side of the screen)



2. Click the Green '+ HOUSEHOLD MEMBER' button.









3. Enter the associated member information:
 1. First and Last Name
 2. User Role (Club Member or Parent (if you want another parent to be able to view club member data)
 3. Birth Date (User the date picker tool)
 1. Note that to change the year on the data picker, just click the 'Month Year' in the top middle of the tool and you can then scroll by year.
 4. Add the club(s) the member will be associated with by clicking the green '+ ADD CLUB' button. Note that you can add multiple clubs, even if they are in different counties.

5. You can even upload a photo of your member. If you don't, we'll assign them a cool animal avatar automatically. (It can be changed if you wish)


The screenshot shows a mobile application interface for adding a new household member. At the top, there is an orange header with a person icon and the text "Wilson Household". Below this, the title "New Household Member" is displayed. The form includes an "AVATAR" section with a circular placeholder for a profile picture. To the right of the avatar are two input fields for "First Name" and "Last Name". Below the avatar, there is a "ROLE" dropdown menu currently set to "CLUB MEMBER" and a "Birthday" input field. At the bottom of the form, there is a "Clubs" section with a green "+ ADD CLUB" button. At the very bottom of the screen, there are two blue buttons: a "← BACK" button and a "SAVE" button with a floppy disk icon.

4. Once you're done, click the 'Save' button and you will return to your Household listing. You should see the new household member in the list now.

 Wilson Household


Avatar	First Name	Last Name	Role	Edit
	Jim	Wilson	PRIMARY	
	William	Johnson	CLUB MEMBER	 

+ HOUSEHOLD MEMBER

 IMPORT ZINGBOOKS ACCOUNT

5. When logging in, you will now be able to choose this member profile to edit data specific to this member.


Choose Profile



Jim

Primary


CHOOSE PROFILE



William

Club Member

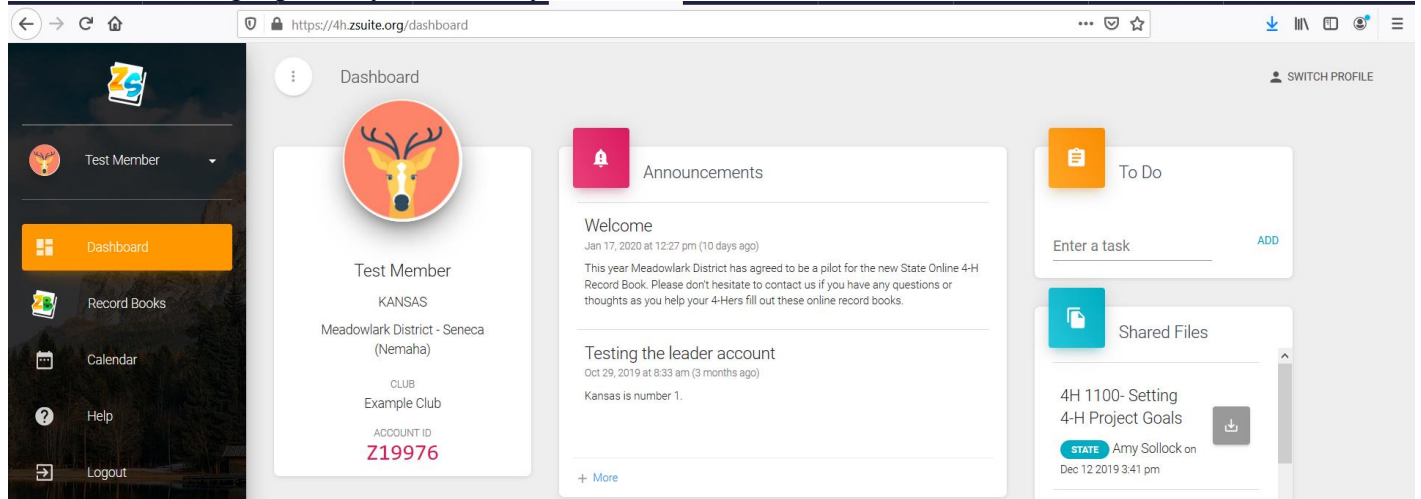
CHOOSE PROFILE

 LOGOUT

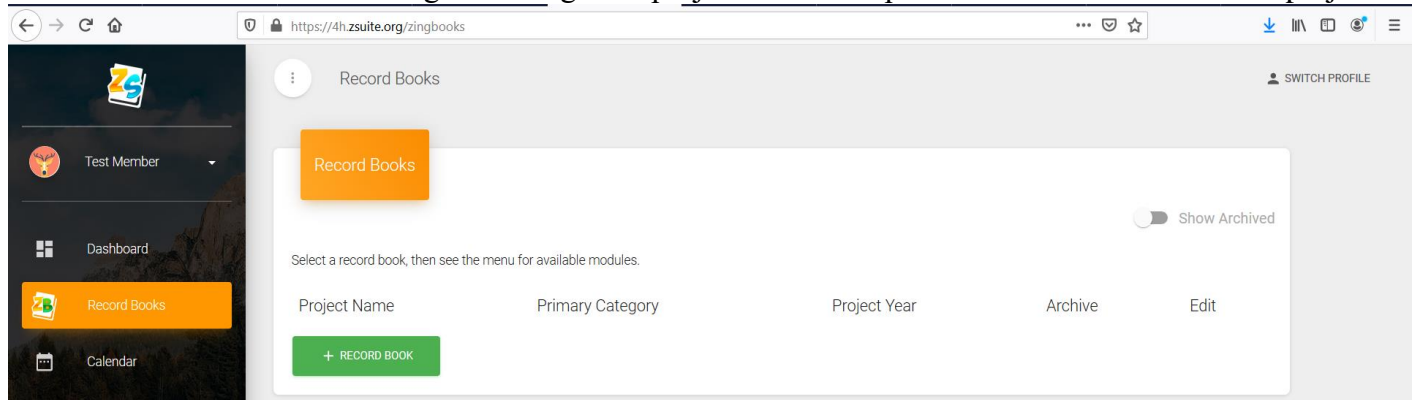
Creating Record Books

After accounts are created, adding record books is the next step!

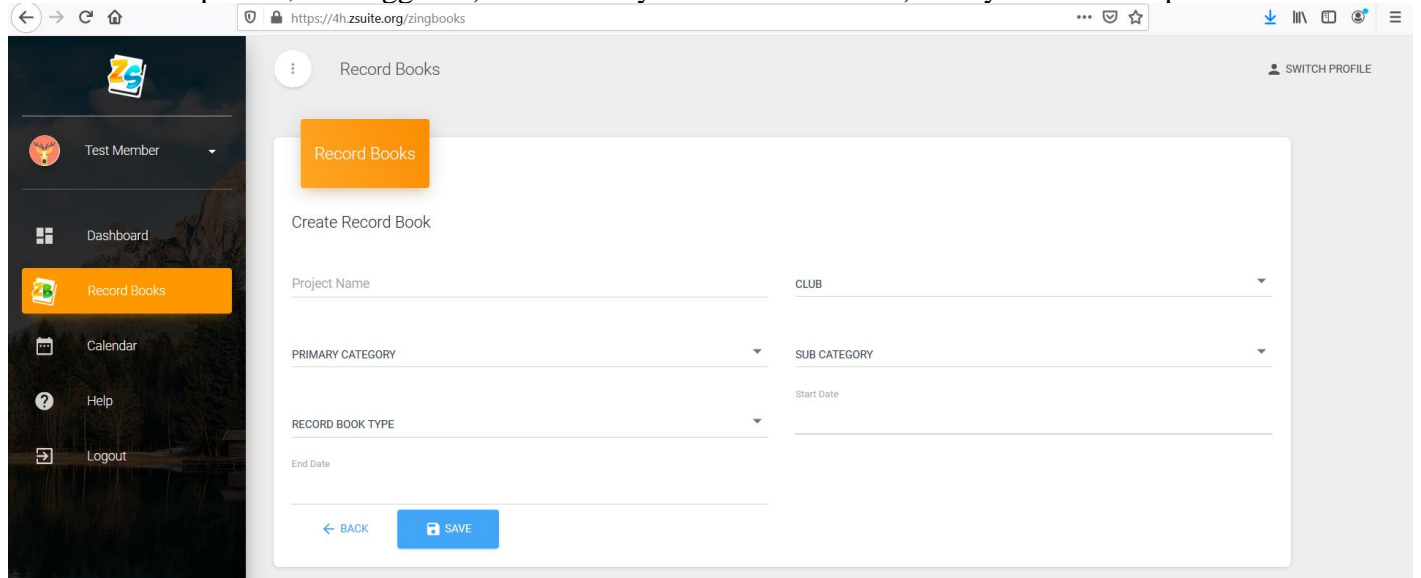
1. After choosing a profile you land on your dashboard.



2. Select “Record Books” to begin entering each project Record Report. Click [+ RECORD BOOK](#) to add projects.



3. Enter project name. Select your Club. Primary category is Animal or General record type. Subcategory is the “official” project Category. Record book type indicates age and record type (ex: Junior General). Dates are optional, but suggest 1) start of the year 10/01/2019 or 2) date you created report. SAVE!



4. Enter into record book to complete each section by clicking on Project Name.

Record Books

Show Archived

Select a record book, then see the menu for available modules.

Project Name	Primary Category	Project Year	Archive	Edit
HAMPSTER	ANIMAL REPORT FORM/PETS	2019 - 2020		

+ RECORD BOOK

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5. Member information must be entered into each report. Move through each section of the record by using the navigation bar at the left. (Project Goal, Project Presentations, Project Learning, etc...)

Member Info

SWITCH PROFILE

Member Info

Fill out a project report form for each project you are enrolled in. This form is used to report one year's worth of 4-H project work.

This Record Belongs To: _____ Year: _____

4-H Club: _____ Age (as of Jan 1): _____

Years in project: _____ Years in 4-H: _____

As a person of character, who is trustworthy, responsible and fair, I have personally prepared this report and certify that it accurately reflects my project work. I will respect the judge's final decision.

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6. Don't be afraid to use the LIVE CHAT button, they are there to help and very responsive.