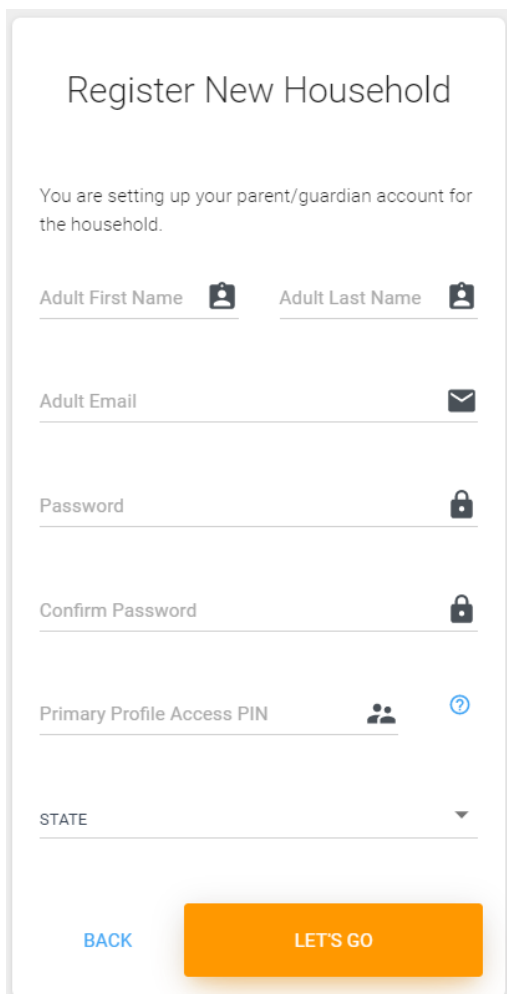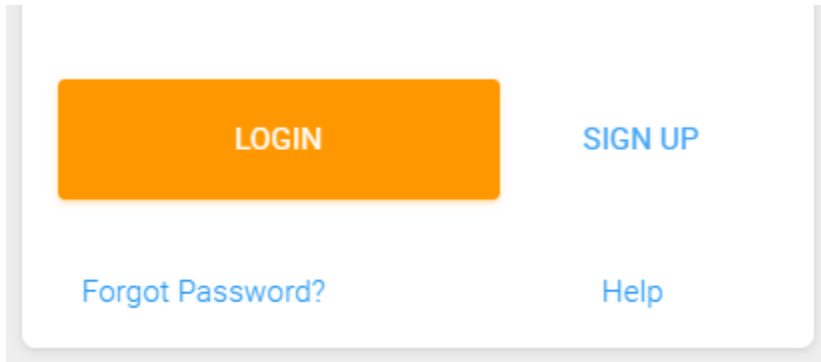# Creating a new account – 4H.ZSuite.org

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.

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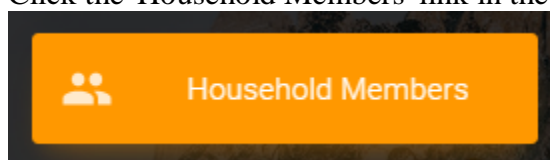
2. Click the Green '+ HOUSEHOLD MEMBER' button.

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)

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.

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

Creating Record Books

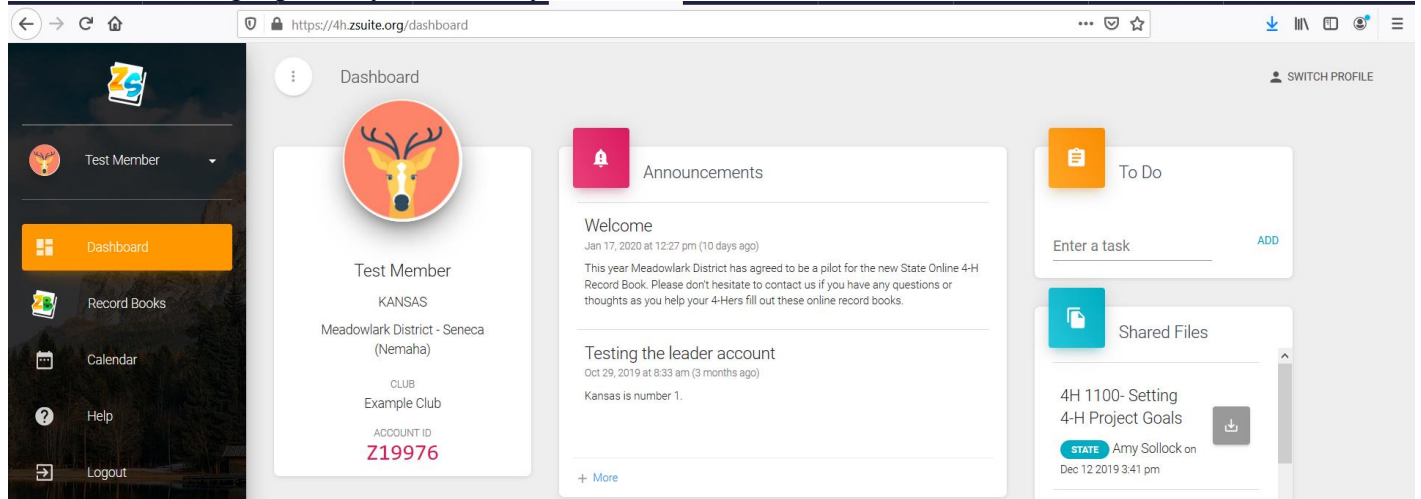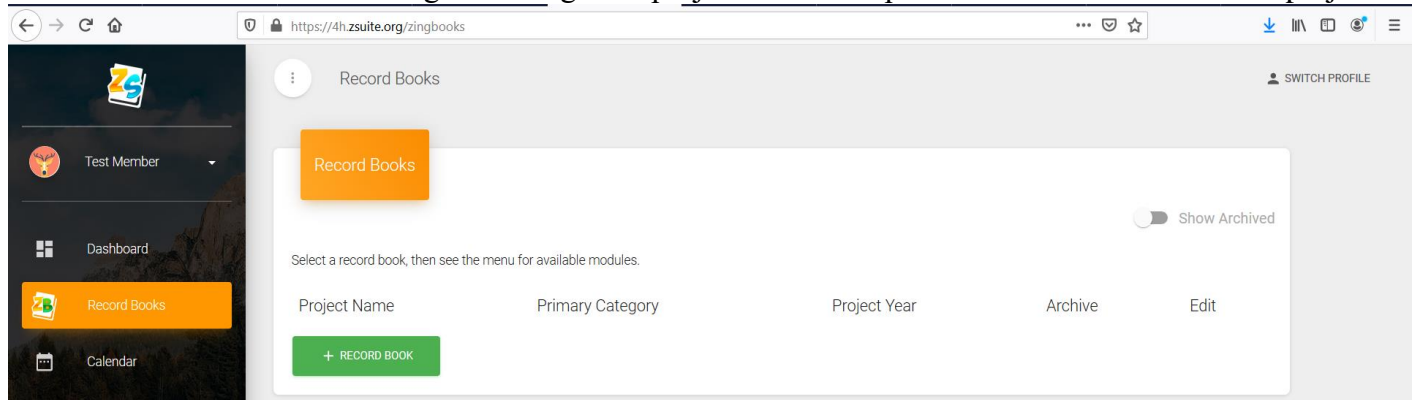After accounts are created, adding record books is the next step!

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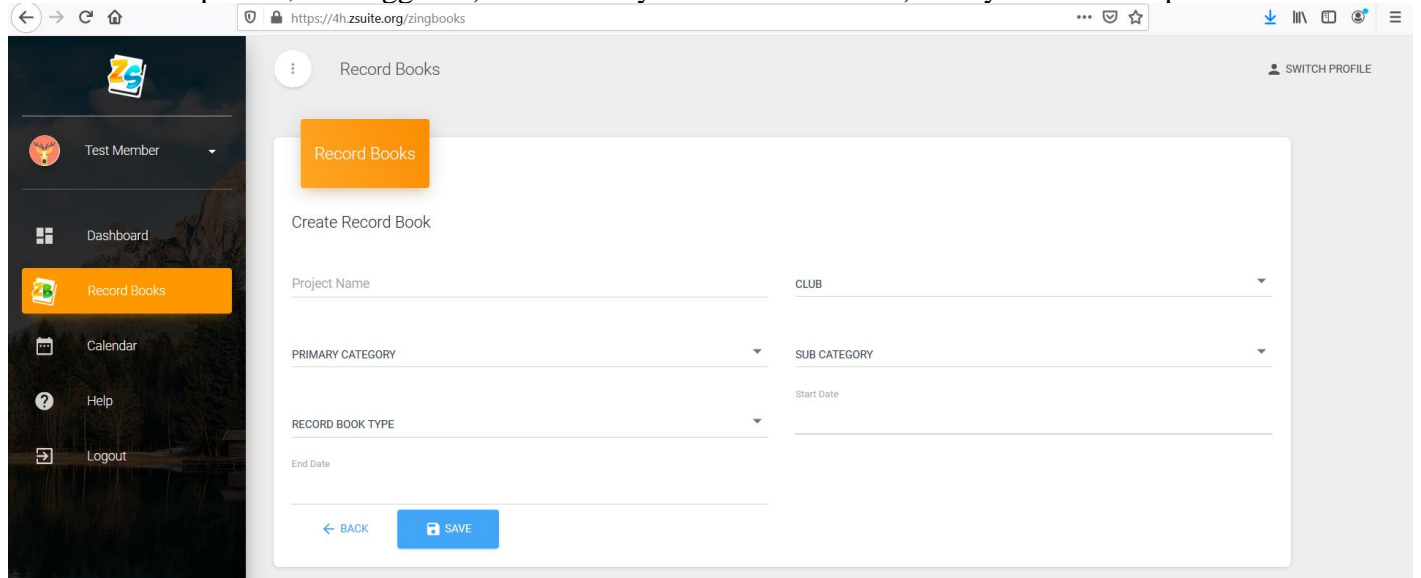
4. Enter into record book to complete each section by clicking on Project Name.

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…)

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