



NEWSLETTER

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<https://www.wyoming4h.org/4hsublette/>

SEPTEMBER 2022



UPCOMING EVENTS

September 5: Labor Day - Office Closed

September 7: Record Books due

October 1: New 4-H Year starts

October 2-8: National 4-H Week

October 4: Pinedale Open House

October 5: Big Piney Open House

November 4: Achievement Night

WRAPPING UP THE 4-H YEAR

Another great summer is in the books! Thank you to everyone that helped make all the 4-H events a success!

Good luck to everyone as school starts back up! Don't forget it's also the time of year to get your record books turned in. You can find more information on the following pages of this newsletter. Don't forget to get a physical copy handed in by Wednesday, September 7th!

The new 4-H year will start October 1st, meaning everyone will have to re-enroll soon. Keep on the look out for more instructions to come or stop by one of our Open Houses to get more information about signing up for the 2022-2023 year!

Don't forget to keep working on your record books as the summer arrives. You can fill out yours online on ZSuite or drop by the Extension Office if you would like a physical copy. Don't hesitate to reach out if you have any questions.

-Jen Matosky

Finish your record books before September 7th!

Reflect on last year, make a plan for next year!

Re-enroll in 4-H beginning October 1st

Do a club activity for National 4-H Week!

Save the Date for Achievement Night November 4th

GROW YOUR 4-H YEAR RIGHT!
Wrap up your 2021-2022 4-H year this September!

September Birthdays

-
- Bryn Arne
Shonee Bingham
Darren Calhoun
Blake Flugel
Wyatt Griffin
Jocei Helm
Jessie Jensen
Tinley Kern
Anna Lehr
Noel Meeks
Blake Mergl
Heather Noble
Lacie Olson
Garrett Randall
Tristan Robertson
Jada Rogerson
Haylen Sandner
Zachariah Semmons
Kodee Wellemeyer
Jaylee Williams
Ruthee Willson
Taggart Woolwine
Waylon Wright



SUBLETTE COUNTY 4-H RECORD BOOKS

due Wednesday, September 7

Physical copies are required to be turned into the Extension Office or Big Piney Library (relocated to the Rec Center)

**Access the online version by going the Record Books tab on ZSuite (4h.zsuite.org)
OR use the written copies emailed out**

Fill out one "My 4-H Involvement" report and a "Project Report" for every project you participated in

Make sure you put something in EVERY section to receive a Gold Award for your record book. Never leave anything blank.

The University of Wyoming is an equal opportunity/affirmative action institution.

RECORD BOOK WORKSHOP

UNIVERSITY OF WYOMING Extension

18 USC 707

AUGUST 30, 2022 AT 6:30 PM ON ZOOM

Learn the ins and outs of 4-H Record Books. Get any questions answered!

ZSUITE zoom

Families can now create an account and manage their 4-H Record Books online. Each 4-H member can have their own reports to access and update. Fill them out, print them out and turn them in to the Extension by September 15.

Helpful Items When Completing 4-H Record Books

- What website, how to login, step by step, what kind of information goes into the 4-H Record Book find [here](#)
- Video of how to start a record book on ZSuite [here](#)
- Other helpful tips and information on 4-H Record Books (videos) find [here](#)

To earn points towards the Wyoming Honors Club (more information about the Wyoming Honors Club [here](#)), you **MUST** complete a record book. Record Books that are **NOT** judged are **NOT** eligible for points.

Register online at <https://tinyurl.com/3nya9e3f>

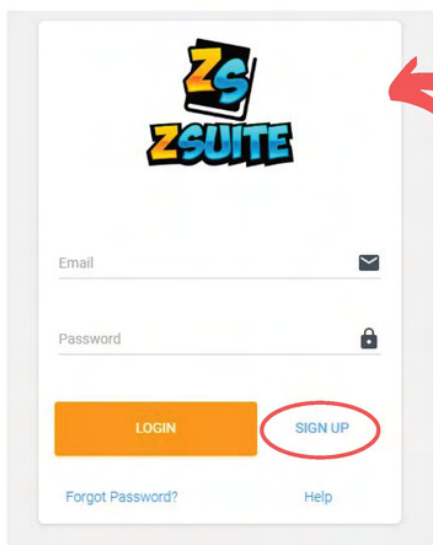
ZSuite 4-H Record Books & You!

Understanding the new record book system



Create a family profile

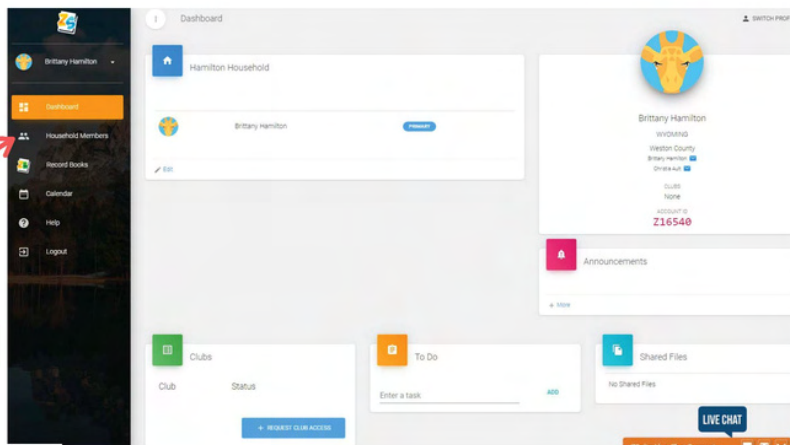
1. Go to <https://4h.zsuite.org/> (open in Google Chrome, not Internet Explorer) You will see a screen like this.
2. As a family creating a new profile, select **Sign Up**.
 - a. Fill in the required fields (you can use your same email and password from 4HOnline).
 - b. Create a pin number (we recommend an easy-to-remember four-digit number, like the last four numbers of your phone number).
 - REMEMBER your password and pin number, you will need it to access your portfolios!
 - c. Select Wyoming and your home County.
 - d. Click **Let's Go**.



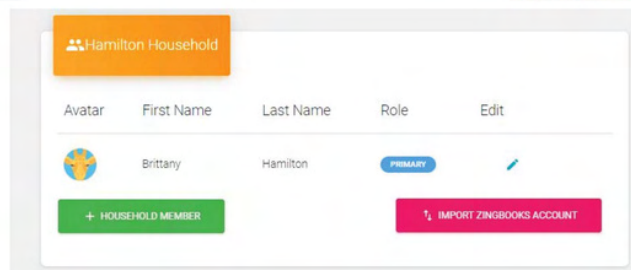
Add members of family

You should now be directed to the **Dashboard** screen.

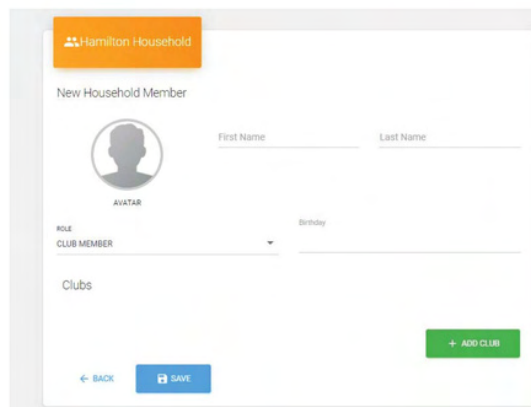
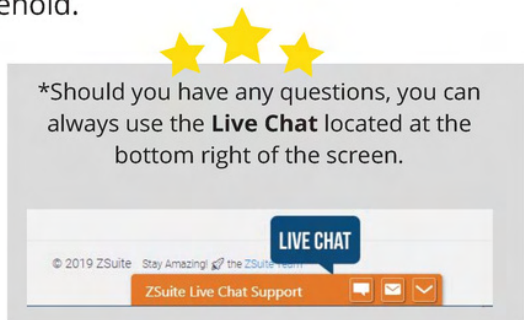
1. To add members, in the black drop down menu, select **Household Members**
2. On the next screen, select **+ HOUSEHOLD MEMBER**
3. Fill in the required fields for one of your members.
4. Don't forget to add a club! Click **+ ADD CLUB**
5. Finish by clicking **SAVE**



You will return to the **Household Members** screen. The member you added should appear in the list along with yourself. Repeat this process for the other members of your household.



*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



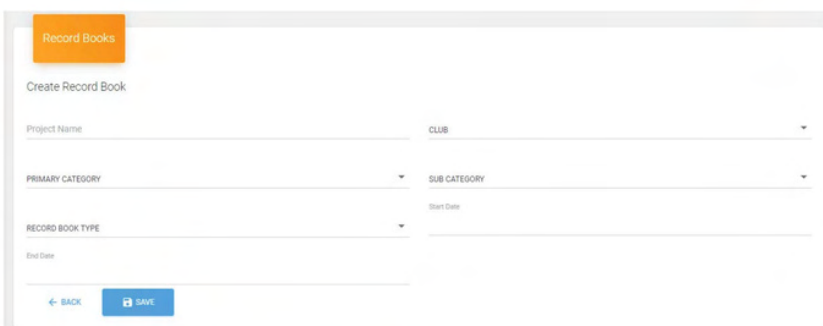
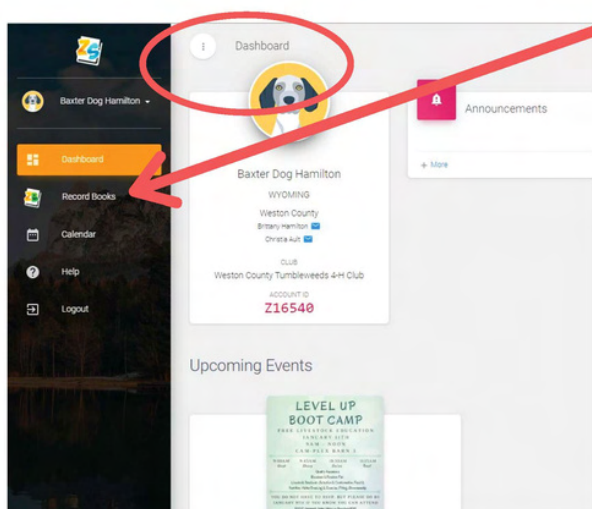
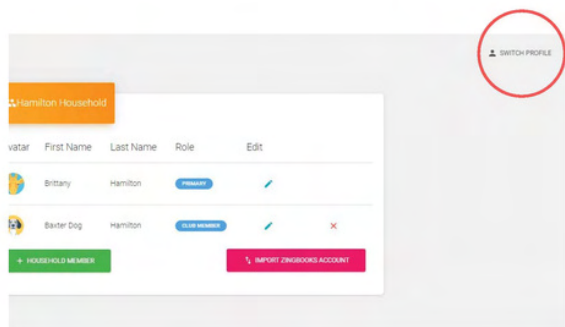
ZSuite 4-H Record Books & You!

Understanding the new record book system



Adding a Record Book

1. Whether you are on the **Dashboard** screen or **Household Members** screen, you will click on **SWITCH PROFILE** located at the top right of the screen.
2. Click **Choose Profile** of the member you wish to add a record book for.
3. The next screen is the **Dashboard** for that member's profile.
4. In the black drop down menu, select **Record Books**.
5. The next screen is the **Record Books** screen. Click on **+ RECORD BOOK** to add a record book for that member.



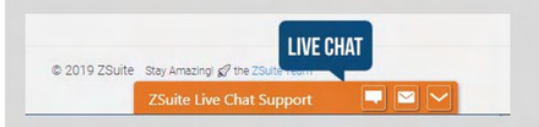
6. The next screen should look like this. Fill in the required fields for the project record book you wish to add.

Example:

Project Name: Market Lamb
Club: Elk Mountain Outlaws (auto fills)
Primary Category: Animal Science
Sub Category: Sheep
Record Book Type: Junior Record Book
Start Date: 04/01/2020
End Date: 08/31/2020

7. Finish adding this record book by clicking **SAVE**

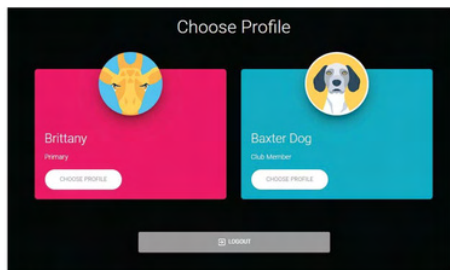
*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



You will return to the **Record Books** screen. Repeat this process for the remainder of the project record books for that member. **Switch Profile** and select the profile for the next member you wish to add record books for.

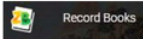
ZSuite 4-H Record Books & You!

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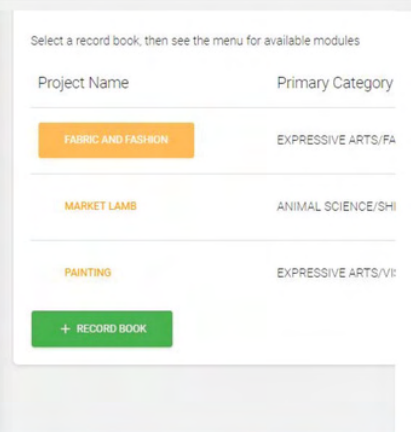
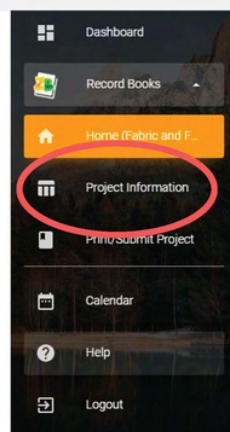
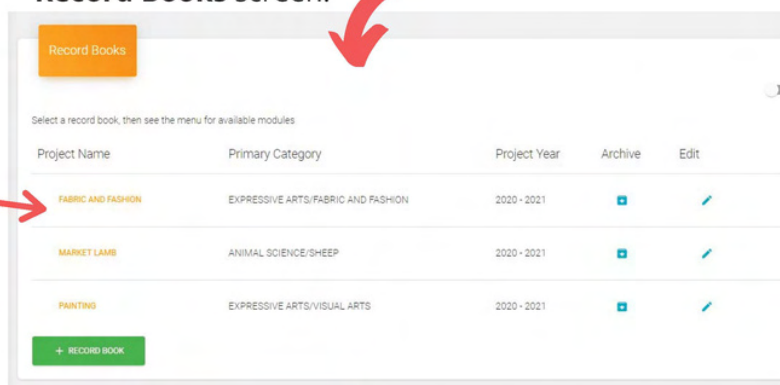
Editing a Record Book/Adding Info

Once all of your child's project records are added, you are ready to edit/add goals!

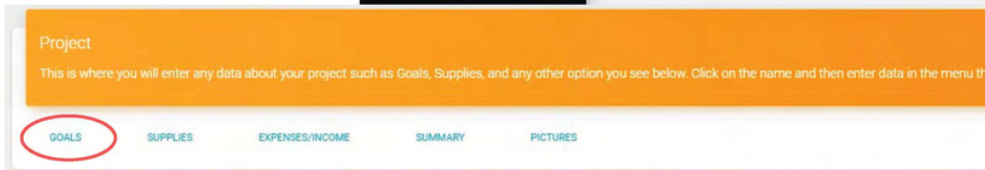
1. To edit record books from log in page:
 - a. Log in using username and password.
 - b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
 - c. On the **Dashboard** screen in the black drop down menu on the left, select  **Record Books**
 - d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.



1. To edit record books from **Record Book** screen:

- a. Select the yellow **project name** of the project you wish to edit.
- b. In the black drop down menu on the left, a new option  **Project Information** should appear, and the project name you clicked on should be highlighted.
- c. Click  **Project Information**
- d. The next screen is the **Project Information** screen, and a yellow info bar should appear that says Project.
- e. Click the **blue** tool bar options to add goals, starting supplies, expenses, etc. to your project record.
 - i. REMEMBER to only add the goals and items for the project you have selected! Do not put every project's information here!



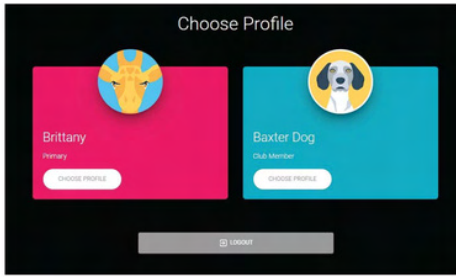
Repeat this process for all individual project record books for each member.



*Note: To return to edit the other project records for the member, click  **Home (Market Lamb)** in the black drop down menu on the left of the screen. Select the next project to edit from the list, make sure it is highlighted in **yellow**, and click  **Project Information**

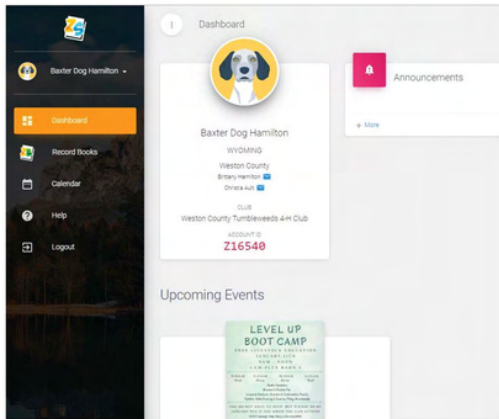
ZSuite 4-H Record Books & You!

Understanding the new record book system




Adding 4-H Year Involvement

Once all of your child's project records are added, and you have entered all of your project information including goals, supplies, expenses, etc., you are ready to add your 4-H involvement information! This includes your leadership, community service, state experiences, etc. This will be the same process as adding a project record.





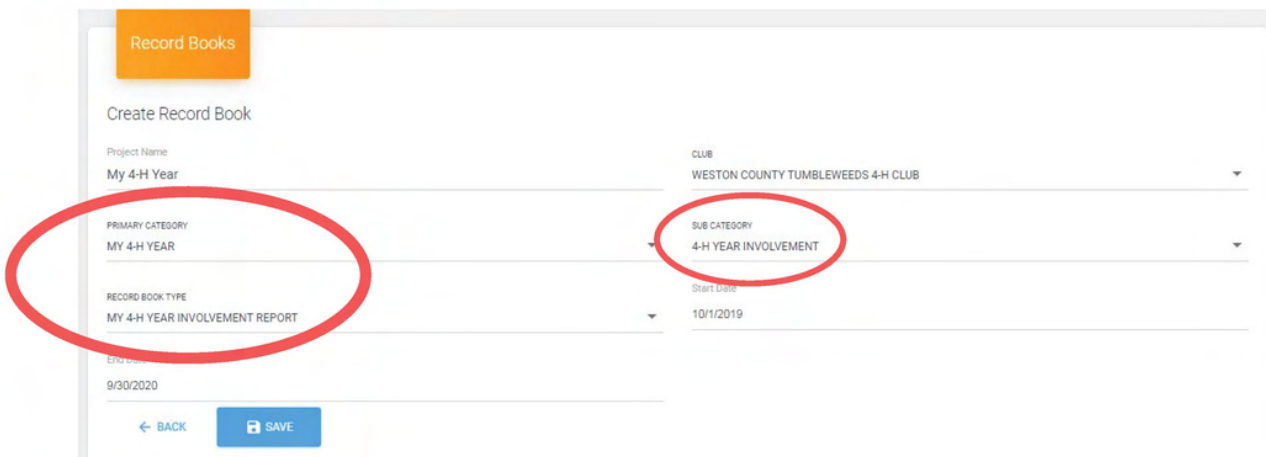
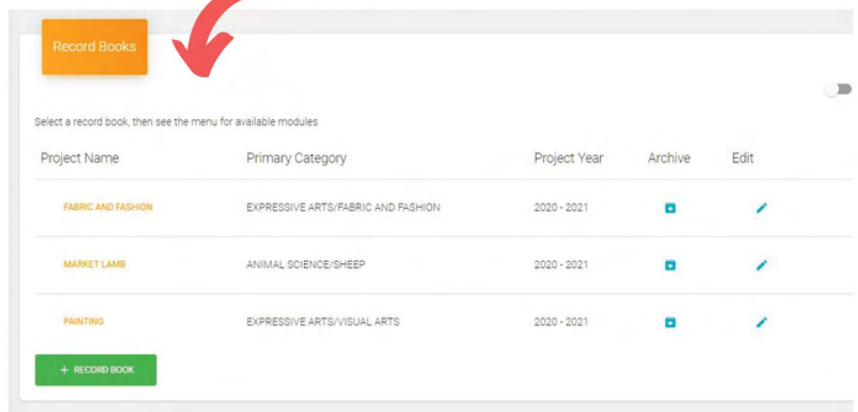
1. To add/edit record books from log in page:

- a. Log in using username and password.
- b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
- c. On the **Dashboard** screen in the black drop down menu on the left, select  **Record Books**
- d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.

1. To add 4-H year involvement from

Record Book screen:

- a. Select 
- b. On the **Create Record Book** page, call the project name My 4-H Year.
- c. Under the Primary Category menu, select My 4-H Year; the Sub Category will be 4-H Year Involvement. The record book type will be My 4-H Year Involvement Report
- d. Add beginning and end dates.
- e. Finish by clicking 



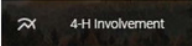
ZSuite 4-H Record Books & You!

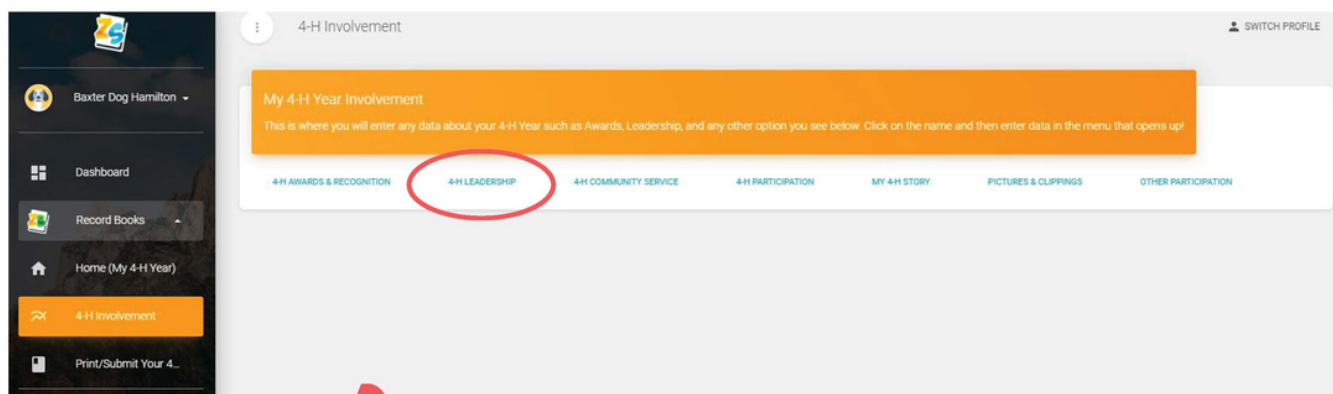
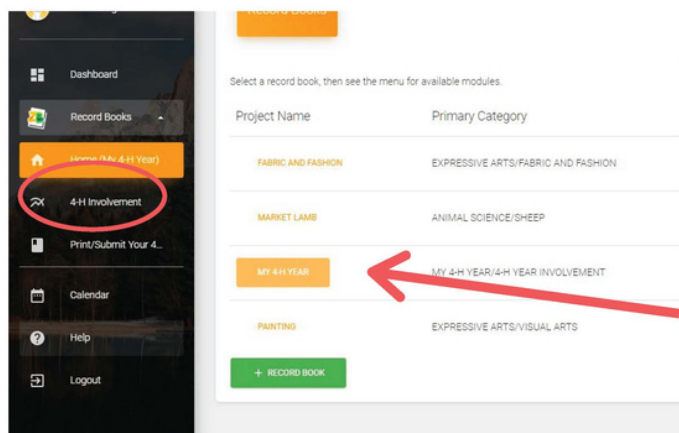
Understanding the new record book system





Adding 4-H Year Involvement Cont.

Once you have added My 4-H Year to your projects, you may add your 4-H involvement information, including community service, leadership, etc.

1. To add information to your 4-H Year, select the yellow **My 4-H Year** button from the projects list. In the black drop-down screen to the left, you will see a new option called  **4-H Involvement**. Select this option.

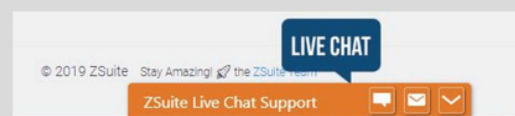


1. The next screen should look like this.
 - a. Select any of the **blue** tool bar options to add community service, 4-H leadership, 4-H awards, etc.
 - b. The format will be similar to the old online portfolios.
 - c. REMEMBER to **Switch Profile** if you have more than one member and repeat this process to add 4-H Year Involvement.

*Note: To return to edit the other project records for the member, click  Home (Market Lamb) in the black drop down menu on the left of the screen. Select the next project to edit from the list, make sure it is highlighted in **yellow**, and click  Project Information

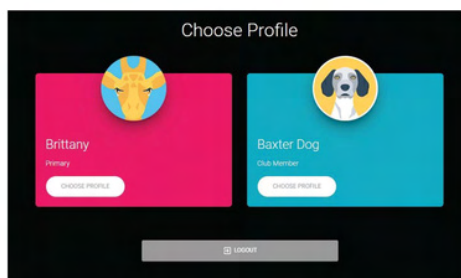


*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



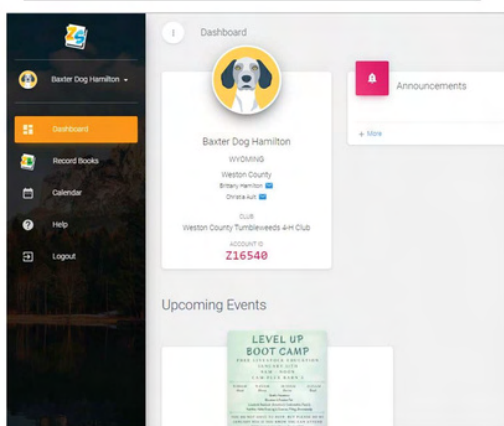
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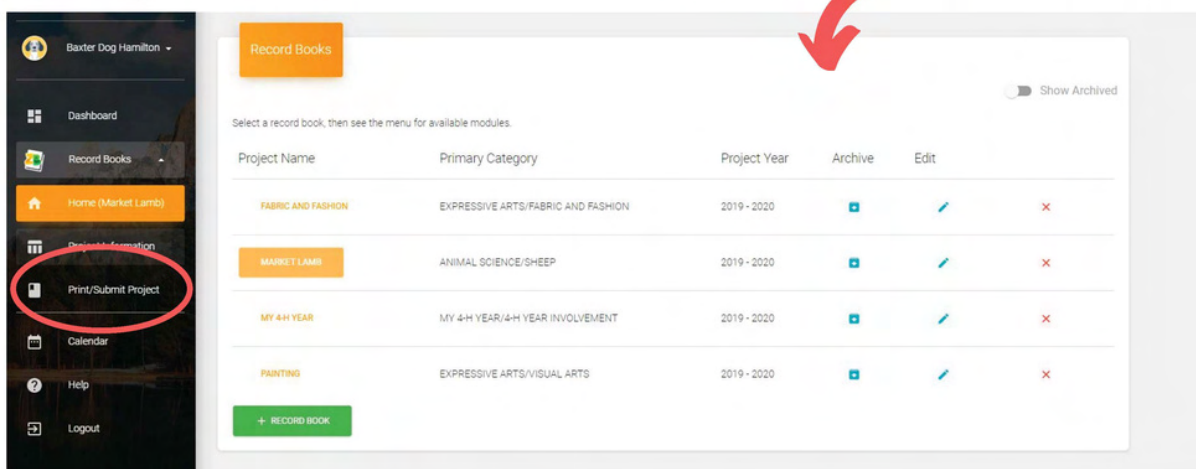


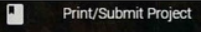
Downloading/Submitting Project Record

After you have entered all of your project information for each project and have completed your 4-H year involvement, you are ready to submit/download/print your record books!



1. To submit/download/print record books from log in page:
 - a. Log in using username and password.
 - b. Select **Choose Profile** of the member you wish to print a record book for, this will take you to the member's profile **Dashboard**.
 - c. On the **Dashboard** screen in the black drop down menu on the left, select  **Record Books**
 - d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.



1. From the **Record Books** Screen:
 - a. Select the project you wish to download/print/submit, make sure it is highlighted in **yellow**.
 - b. In the black drop-down menu to the left, select  **Print/Submit Project**
 - c. You can review the record book, and if there are no changes to be made, download/print/or submit that file.
 - d. Repeat this process for all other record books and 4-H involvement for each member when it is time to turn them in or if you would like them saved to your computer.



National 4-H WEEK



October 2-8, 2022

#SUBLETTECOUNTY4H

MONDAY



10/3

Thank a 4-H Volunteer Day!

Thank you!

Send them a card, give them a shout out on social media, buy them lunch, get creative and find a way to thank your 4-H leader!

TUESDAY

Sublette County 4-H 

Open HOUSE

Come learn about what 4-H has to offer or enroll for the new 4-H year!

Extension Office

Tuesday, October 4th from 5:30-7:30pm

Marbleton Town Hall

Wednesday, October 5th from 5:30-6:30pm

WEDNESDAY

THURSDAY



10/6

T-shirt Thursday

Wear your 4-H apparel!

FRIDAY

10/7

Candy Jar Contest

Guess how many candies are in the jar at the Extension Office or Open Houses throughout the week. The winner will be announced Friday and will receive a \$25 Gift Card!

What's your guess?



National 4-H Congress applications are now open!

Registration will close Wednesday September 14.

National 4-H Congress will be held November 25 – 29, 2022 in Atlanta, Georgia.

The registration fee per delegate is \$565. There are some local scholarship opportunities to help with the cost, please contact Jen if you are interested.

A promotional graphic for the National 4-H Congress. It features a dark blue background with yellow and white decorative elements. On the left, there are several yellow dots of varying sizes. The main text is in white and yellow. A large green circular seal with a white border is prominent on the left side. The seal contains the text "NATIONAL 4-H CONGRESS" at the top, "BE TRUE - BE YOU" at the bottom, and a central four-leaf clover with the letters "H", "E", "H", and "E" on each leaf. To the right of the seal, there is a quote in yellow and white text, followed by two paragraphs of text in white and yellow, and a final line of text in yellow. The overall design is clean and modern, with a focus on the 4-H logo and the event details.

National 4-H Congress

November 25-29, 2022
Atlanta, Georgia

"A chance for youth to expand their skills, engage with other 4-H members, and be inspired to make an impact in your club, community, county, and world"

Ages 15 and older are invited to be part of the 2022 Wyoming 4-H National Congress delegation.

Apply by September 14, 2022 at https://wyoming4h.formstack.com/forms/conference_congress_app

If there are questions, visit the 4-H website.