

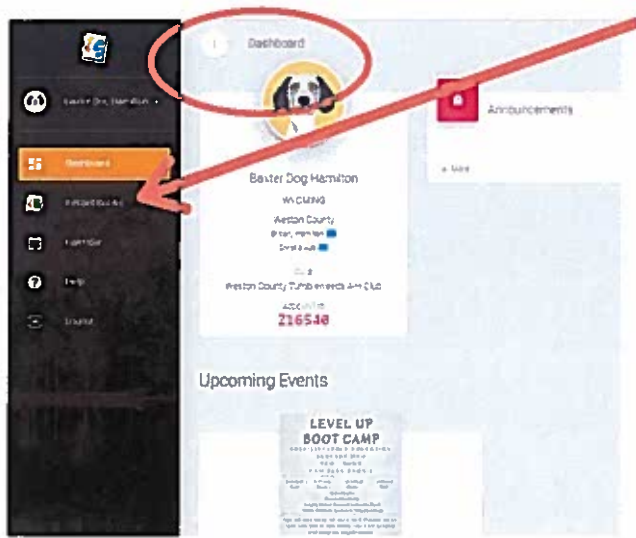
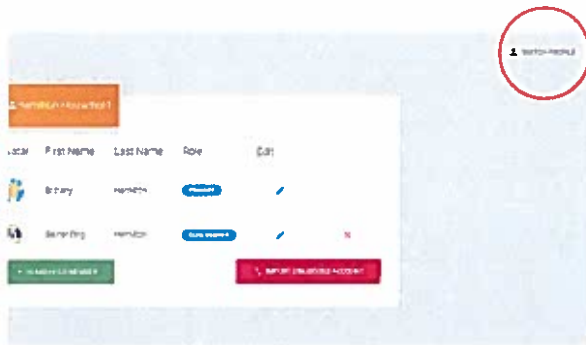
# ZSuite 4-H Record Books & You!

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 to add a record book for that member.



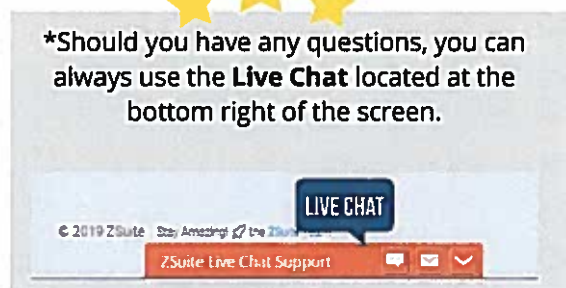
6. The next screen should look like this. Fill in the required fields for the project record book you wish to add.

### 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

\*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.