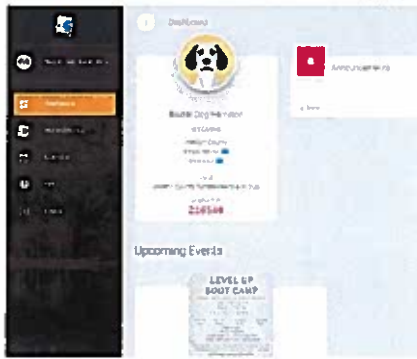
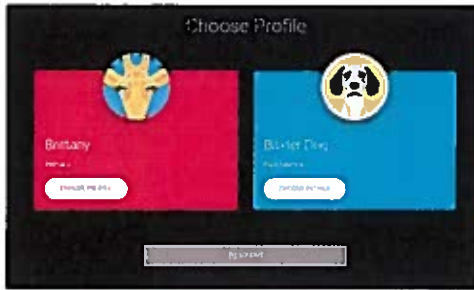



ZSuite 4-H Record Books & You!

Understanding the new record book system





Editing a Record Book/Adding Info

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

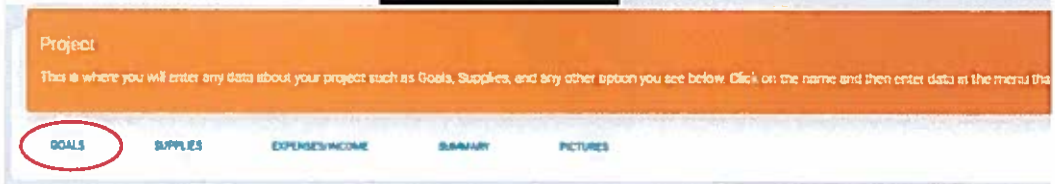
1. To edit record books from log in page:
 - a. Log in using username and password.
 - b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
 - c. On the **Dashboard** screen in the black drop down menu on the left, select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