

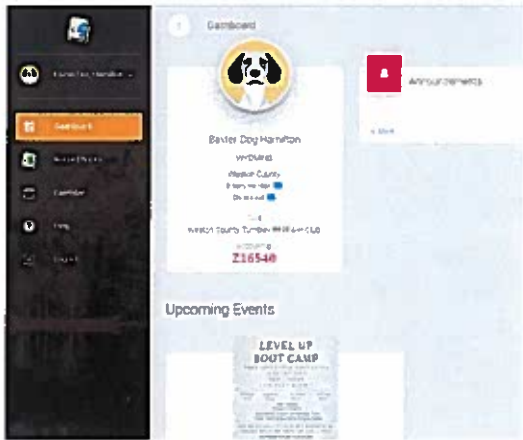
# ZSuite 4-H Record Books & You!


## 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 .
  - 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 .

