

ZSuite 4-H Record Books & You!

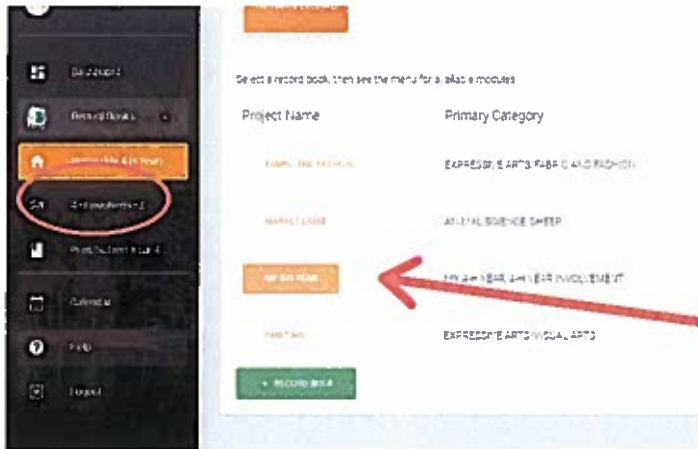
Understanding the new record book system



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 (Maddaloni)** 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.

