

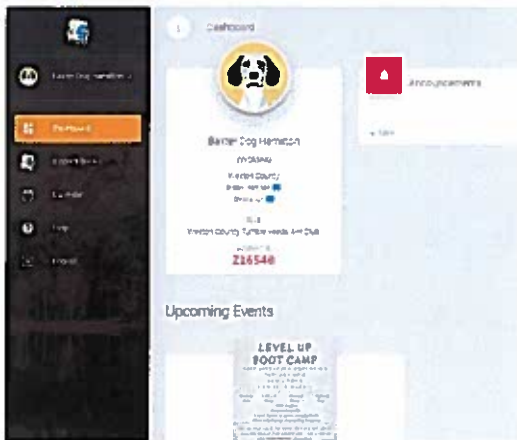
ZSuite 4-H Record Books & You!


Understanding the new record book system



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.